



Solano Transportation Authority

333 Sunset Avenue, Suite 200
Suisun City, California 94585

Area Code 707
422-6491 ♦ Fax 429-2894

Members:

- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Martin Tuttle
Executive Director

MEETING NOTICE

July 9, 1997
STA Board Room
333 Sunset Avenue, Suite 230
Suisun City, CA
6:00 pm

MISSION STATEMENT - SOLANO TRANSPORTATION AUTHORITY

Develop and implement a vision for transportation that, while recognizing the diverse nature of the County, supports economic development and ensures quality of life in Solano County.

ITEM

- 1.0 Call to Order - Confirm Quorum**
- 2.0 Approval of Agenda**
- 3.0 Executive Director's Report**
- 4.0 Comments/Update from Staff, Caltrans, and MTC**
- 4.1 Special Presentation by Caltrans District 4 Director, Harry Yahata
- 5.0 Opportunity for Public Comment**
- 6.0 CONSENT AGENDA (Any consent item can be pulled for discussion)**
- 6.1 Minutes of Meeting of June 11, 1997. Page 13
- 6.2 Draft minutes of June 25, 1997 TAC meeting. Page 19
- 6.3 Amendment to Agreement with Michael G. Jones and Associates for Bike Route Implementation Plan: 1997-98 activities. Page 23 (Dan Christians)
- 6.4 Amendment to Agreement with Nelson\Nygaard for Solano Intercity Transit Coordination Study: 1997-98 Activities. Page 27 (Dan Christians)
- 6.5 STA Personnel Policies and Procedures. Page 31 (Martin Tuttle)

7.0 ACTION ITEMS: FINANCIAL

- 7.1 Approve Scope of Work and Authorize Agreement with Smith & Kempton to prepare Solano Transportation Plan. Page 67 (Martin Tuttle)**
- 7.2 Approve Scope of Work and Authorize Agreement with City of Fairfield for Countywide Traffic Modeling. Page 75 (Dan Christians)**
- 7.3 Select Moore, Iacofano and Goltsman and Authorize Agreement for 1997-98 Intercity Transit Marketing and Promotions Program. Page 77 (Dan Christians)**

8.0 ACTION ITEMS: NON-FINANCIAL

- 8.1 Revised Bicycle Plan Executive Summary and Map and Report on 1995-97 Bike Route Implementation Activities. Page 83 (Dan Christians)**

9.0 INFORMATION ITEMS: NO ACTION NECESSARY

- 9.1 Update on BAAQMD Budget and Finance Committee Recommendations on 1997-98 Clean Air Applications. Page 101 (Dan Christians)**
- 9.2 1997 Congestion Management Program Revisions. Page 105 (Dan Christians)**
- 9.3 State Transportation Improvement Program (STIP) Update. Page 107 (Kim Kloeb)**
- 9.4 Dixon Migrant Camp Service. Page 109 (Matt Todd/John Gray)**
- 9.5 Board Members Comments**
- 9.6 Adjourn (Next Meeting: August 13, 1997)**

July 9, 1997
Agenda Item 8.2



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
Re: Approve and Adopt the Revised Joint Exercise of Powers Agreement to
Establish the Capitol Corridor Joint Powers Authority.

After the agenda packet was prepared, David Kotrosky of BART notified staff that there was an immediate need to amend some technical language in the Joint Exercise of Powers Agreement to Establish the Capitol Corridor Joint Powers Authority. The STA is a member of the Capitol Corridor JPB and a signatory to this Joint Exercise of Powers Agreement. This revision is to conform the joint exercise of powers agreement with state legislation that has been introduced to ensure the Capitol Corridor Joint Powers Authority may execute an interagency agreement with the state.

The proposed language will be reviewed by our Agency Counsel and copies will be provided at the Board meeting.

Recommendation:

To approve the revised Joint Exercise of Powers Agreement.



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Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

Amendment to Solano Transportation Authority Agenda of July 9, 1997

The following action item is added to this agenda:

8.2 Approve and Adopt the Revised Joint Exercise of Powers Agreement to Establish the Capitol Corridor Joint Powers Authority. (Martin Tuttle)

Martin Tuttle
Executive Director

7/2/97



Board Meeting
July 9, 1997
6:00 p.m.



Solano Transportation Authority

333 Sunset Avenue, Suite 200
Suisun City, California 94585

July 9, 1997
Agenda Item 3.0

Area Code 707
422-6491 ♦ Fax 429-2894

MEMORANDUM

DATE: June 27, 1997
TO: STA Board
FROM: Martin Tuttle *Marty*
RE: EXECUTIVE DIRECTOR'S REPORT

- Members:
- Benicia
- Dixon
- Fairfield
- Rio Vista
- Solano County
- Suisun City
- Vacaville
- Vallejo

Martin Tuttle
Executive Director

ADMINISTRATION

Personnel policies: The consent agenda includes revised personnel policies for STA staff, which clarify the overall goals of the STA and employee requirements.

Solano Paratransit: The STA has had to pay a financial penalty the last two years because the service failed to reach the mandatory 10% farebox recovery ratio. Matt Todd has worked with MTC on a new accounting procedure that incorporates local match contributions, allowing us to meet the 10% threshold and avoid a \$4,000 penalty in the upcoming TDA claim.

THE FOLLOWING IS A SUMMARY OF EVENTS SINCE THE LAST BOARD MEETING

Intercity Transit Workshop, Suisun City, June 12

Joined Board member Erickson, transit managers and staff at the fourth workshop held by consultants for the proposed Intercity Transit Coordination Plan. The organizational details of the proposed intercity transit consortium were discussed and more revisions were made to the route map/brochure (see agenda items 6.4 and 7.3).

SEDCORP Executive Committee, Fairfield, June 13

Briefed the group on the details and status of AB 595 (V. Brown), the proposed regional gas tax legislation (see legislative report).

Highway 37 meeting, Vallejo, June 16

Met with Caltrans staff, including District 4 Director Harry Yahata, and Vallejo staff to discuss the environmental review and funding status of the highway widening project in Vallejo.

Capitol Corridor Joint Powers Board, Suisun City, June 18

Joined Board members Hayes and Spering for another briefing on the status of the pending transfer agreement for the CCJPB to assume the management of the Capitols. Issues appear

Executive Director's Report, page two

to be resolved, but legislation may be required to address technical concerns raised about the legal authority of the CCJPB. Clarifying language has been written and Senator Kopp is attempting to resolve the matter in a bill before the Legislature's summer break on July 18.

Contra Costa Transportation Authority/STA Subcommittee, Benicia, June 19

Joined Board members Erickson and Hayes at the meeting to be updated on the continued progress of the Carquinez Bridge replacement project (two-tower suspension design, construction to start in late 1998) and the status of Caltrans' appeal to the U.S. Coast Guard Commandant in regard to the proposed new Benicia-Martinez span location. The Coast Guard's decision is expected to be announced as early as July 2.

Union Pacific Railroad Company, Sacramento, June 19

Joined Bob McCleary of the CCTA at a meeting with UP's Bill Wimmer and Ken Wammel in regard to clarifying the railroad's view of Caltrans' proposed Benicia-Martinez Bridge location. Due to apparent misunderstandings between the two parties, we arranged a meeting with key UP and Caltrans staff for July 11 to determine if a compromise can be reached.

Business Roundtable Discussion, Sacramento, June 20

At the invitation of Assemblymember Helen Thomson, joined Thomson, Assembly Transportation Committee Chairman Kevin Murray and other transportation representatives at a roundtable discussion on the reauthorization of ISTEA and its impact on California with U.S. Transportation Secretary Rodney Slater.

SEDCORP Transportation Action Team, Fairfield, June 23

Attended the industry group meeting to discuss the status of the proposed Solano Transportation Plan. The group is in the process of securing private funds for Steps 1-2 of the plan (public opinion survey, formation of a private/public steering committee). The SEDCORP Board will act on their proposed consultant contract with Smith & Kempton on July 17. The proposed STA consultant contract for Steps 3-6 of the plan is outlined in agenda item 7.1.

Bay Area Air Quality Management District, San Francisco, June 25

Dan Christians spoke at a BAAQMD committee hearing to protest the staff recommendation denying our air district funding requests for Citylink (Fairfield-Davis), Vallejo Ferry feeder bus and Suisun City Amtrak feeder bus. Much to the credit of Supervisor Bill Carroll, the Solano representative on the board, BAAQMD's Budget and Finance Committee supported our requests, except for the Amtrak feeder bus (correspondence attached).

Napa/Solano City Manager's Group, Napa, June 27

Briefed the city managers on the STA's current activities, including the proposed Solano Transportation Plan.

Note: I am on vacation June 30-July 8.

LEGISLATIVE REPORT:

SB 45 (Kopp): The bill to revise the STIP funding process and shift more responsibility for planning/programming to the local and regional level is now pending on the Assembly Transportation Committee. Concerns have been expressed about the bill's potential impact on Bay Area counties -- MTC has requested that action be delayed on the bill until after the reauthorization of the federal ISTEA legislation.

SB 47 (Kopp): This non-controversial bill addressing toll schedules is pending in the Assembly Appropriations Committee.

AB 595 (V. Brown): The MTC-sponsored bill would authorize up to a 10 cents per gallon fuel tax in the Bay Area counties, subject to voter approval, was approved by the Assembly on May 21 and next will be reviewed by the Senate Transportation Committee on July 15.

AB 827 (Thomson): The bill to create a double fine enforcement zone on Highway 12 from Suisun City to Lodi was approved by the Assembly and is now pending in the Senate Public Safety Committee.

AB 930 (Thomson): The STA-sponsored bill to appropriate funds for the Dixon-Davis Bike Route was approved by the Assembly Transportation Committee on April 21 and is being held in the Assembly Appropriations Committee until after the adoption of the state budget.

UPCOMING EVENTS

- | | |
|--------------|---|
| July 10 | City-County Coordinating Council in Vacaville |
| July 15 | STA Transit TAC in Suisun City |
| July 17 | Joint subcommittee of the STA and Contra Costa Transportation Authority in Walnut Creek |
| July 18 | SEDCORP Transportation Action Team in Fairfield |
| July 23 | SEDCORP Major Employers Network in Vallejo |
| July 23 | Metropolitan Transportation Commission meeting in Oakland |
| July 30 | STA TAC meeting in Suisun City |
| August 13/14 | California Transportation Commission meeting in Orange County |
| August 13 | Capitol Corridor Joint Powers Board in Suisun City |
| August 13 | STA Board meeting in Suisun City |

ATTACHMENTS:

- STA Priority Projects -- status report (page 4)
- Key news articles and correspondence

**STA Project Development Fund
1996-97 Priority Projects - Status Report
(listed in alphabetical order)**

Project Lead Agency	Allotted PDF Funds	Matching Funds	Claimed PDF Funds	Status
Benicia-Martinez and Carquinez Bridge Projects ** Benicia, Vallejo, STA	\$20,000	\$20,000	\$16,151	-U.S. Coast Guard denied permit for Benicia-Martinez Bridge on 3/6, Caltrans appealed the decision on 5/27, Coast Guard decision expected early July -Caltrans selects 2 tower suspension bridge design for Carquinez project
-Long Range Rail Alternative Report (LRRAR)	\$25,000	*	\$21,912	-STA Board accepted report at meeting on 2/12
Benicia Transit and Vallejo Transit Coordination Study Benicia, Vallejo	\$3,500	\$14,000		-Vallejo has contracted with JKaplan and the study is underway (MTC \$14,000 match approved 6/96)
Bike Route Implementation Plan STA	\$15,000	*	\$15,000	-Clean Air Fund application for Vjo-FF/I-80 route segment, funding approved for \$392,000 -Dixon-Davis Bike Route funding application approved for \$20,000 by YSAQMD -Vallejo TEA applic. on Bay Area contingency list, pending CTC determination of funds to be granted
Capitol Corridor STA	\$1,000	*	\$836	-Martin Tuttle appointed to team to negotiate transfer agreement, still pending state approval -CTC approved Suisun/Fairfield station TCI grant on 4/2
Dixon Migrant Camp Unmet Needs Study County of Solano	\$2,000	*	\$1,837	-Weekly trial service with City of Dixon vehicles restarted, 11 trips provided through 8 weeks of service Cost of service is about \$100 per week
Electronic Toll Collection Caltrans	*	*		-Trial run on Carquinez Bridge successful, limited use by autos scheduled for end of July, opened to full public at a later date
Highway 12 Improvements STA	*	*		-E.T. Road improvements requested 2/21, Caltrans preparing cost estimates
Highway 37 Project Vallejo, STA	*	*		-Caltrans reports one year construction delay (now Spring 2002) and \$4-7 million cost increase on 4/30
Highway 113 Relocation Dixon	*	*		-CMAQ application submitted, pending CMAQ fund estimates from SACOG
I-80/680 Auxiliary Lanes STA	\$10,000	*	\$8,494	-TSM funding request submitted 5/14 -STA Board accepted report at meeting on 2/12
I-80 Reliever Route Implementation Plan *** STA	\$5,500 \$25,000	\$50,000 *	\$5,500 \$16,308	-STA Board approved Final report on 5/14 -Vacaville request to fund aerial photography
Mare Island Access Study Vallejo	\$25,000	\$475,000		-PDF funding (\$25,000) transferred to Long Range Rail Alternative Report (LRRAR)
Transit Management Plan **** STA	\$4,000	\$56,000	\$4,000	-Transit Operators Workshop #5 held on 6/12, Action Plans being completed -Intercity Transit Map and Brochure nearing completion
Travis AFB North Gate Connector County of Solano	\$5,000	*		-STA approved letter to congressional delegation on 10/9 in support of federal funding for the project
Weigh in Motion (WIM) system Caltrans	*	*		-Installation should be completed this week, testing to be completed in 2-3 weeks
TOTAL	\$116,000	\$140,000	\$90,036	

* No funds allotted at this time

\$256,000

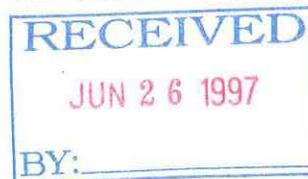
** Total cost of the Benicia- Martinez and Carquinez Bridge Projects through June 2 is \$32,302

*** Total cost of the I-80 Reliever Route Implementation Plan through June 2 is \$55,500

**** Total cost of the Transit Management Plan through July 1 is \$37,465

DEPARTMENT OF TRANSPORTATION

BOX 23660
OAKLAND, CA 94623-0660
(510) 286-4444
TDD (510) 286-4454



June 24, 1997

Mr. Steve Lessler
Chairman
Solano Transportation Authority
333 Sunset Avenue, Suite 200
Suisun City, CA 94585

Dear Mr. Lessler:

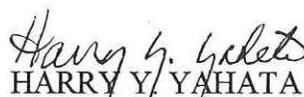
I have received your letter of June 17th, requesting that I make a brief presentation to the STA's next board meeting on July 9th.

I would be happy to make a presentation to the Board and present Caltrans' perspectives on the transportation issues for Solano County now and in the near future.

To speak to your additional request for a representative from Caltrans to attend your monthly meetings, I will discuss with District Division Chief, Darnell Reynolds, of Planning and have him get in touch with you as to who our representative will be.

Please let me know where the meeting on July 9th will take place. I look forward to meeting with you and the other participants of the Authority.

Sincerely,


HARRY Y. YAHATA
District Director

C: Martin Tuttle



Solano Transportation Authority

333 Sunset Avenue, Suite 200
Suisun City, California 94585

Area Code 707
422-6491 • Fax 429-2894

June 25, 1997

Members: Supervisor Bill Carroll
County of Solano
162 Bella Vista Road
Vacaville, CA 95688

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

Martin Tuttle
Executive Director

Dear Bill:

Thank you for your leadership role in maintaining Bay Area Air Quality Management District (BAAQMD) funding for critical transit routes for Solano commuters, including Citylink (Fairfield-Davis), Vallejo ferry feeder bus service, and Benicia-Pleasant Hill BART service.

Your efforts helped to reverse BAAQMD staff's initial recommendation denying our requests, providing more than \$300,000 in funding for transit service to improve air quality and maintain mobility in Solano.

Thanks again for the leadership you provided on behalf of the Solano Transportation Authority and it's member agencies at today's meeting.

Sincerely,

Martin Tuttle
Executive Director

cc: STA Board



Solano Transportation Authority

333 Sunset Avenue, Suite 200
Suisun City, California 94585

Area Code 707

422-6491 ♦ Fax 429-2894

June 16, 1997

Members:

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

Martin Tuttle
Executive Director

Edward Stewart
Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607

RE: FY 1997-98 TDA/STAF Claim

Dear Ed:

I would like to request that the revised attached documents be included in our FY 1997-98 TDA/STAF claim. Based on your recent conversations with my staff and our auditor, it appears we did not utilize our local match monies to their full extent with respect to the farebox recovery ratio. This affected the calculation and left the Solano Paratransit service with a farebox recovery ratio below the 10% threshold.

Based on the enclosed revised documents, the Solano Paratransit service will meet the minimum farebox recovery ratio for FY 1995-96. This would eliminate any penalty in the upcoming FY 1997-98 TDA claim.

Our auditor agrees that this should be addressed and corrected in the FY 1996-97 audit that calculates the farebox ratio for the previous fiscal year (FY 1995-96) as well as the current year being audited. The auditor has requested we obtain a letter from you (MTC), clarifying that the local match funds we are using to supplement our farebox recovery ratio calculation are monies that fall within the definition of local match monies eligible for the farebox recovery ratio calculation.

Thank you for your assistance on this matter. Please call me or Matt Todd at 707-438-0655 if you have any questions or comments.

Sincerely,


Martin Tuttle
Executive Director

Many thanks, Ed.

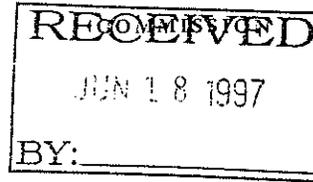
enclosure

cc: Andy Sisk, Macias, Gini & Company



METROPOLITAN
TRANSPORTATION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
Tel.: 510.464.7700
TTY/TDD: 510.464.7769
Fax: 510.464.7848
e-mail: info@mtc.dst.ca.us



June 17, 1997

James P. Spering, Chair
Solano County and Cities

James T. Beall Jr., Vice Chair
Santa Clara County

Keith Axtell
U.S. Department of Housing
and Urban Development

Jane Baker
Cities of San Mateo County

Sharon J. Brown
Cities of Contra Costa County

Mark DeSaubnier
Contra Costa County

Dorene M. Giacomini
U.S. Department of Transportation

Mary Griffin
San Mateo County

Elibu Harris
Cities of Alameda County

Tom Hsieh
City and County of San Francisco

Mary V. King
Alameda County

Jean McCown
Cities of Santa Clara County

Charlotte B. Powers
Association of Bay Area Governments

Jon Rubin
San Francisco Mayor's Appointee

Angelo J. Siracusa
San Francisco Bay Conservation
and Development Commission

Doug Wilson
Marin County and Cities

Kathryn Winter
Napa County and Cities

Sharon Wright
Sonoma County and Cities

Harry Yabata
State Business, Transportation
and Housing Agency

Lawrence D. Dahms
Executive Director

William F. Hein
Deputy Executive Director

Matt Todd, Planner
Solano Transportation Authority
333 Sunset Ave., Suite 200
Suisun City, CA 94585

Dear Matt,

Enclosed are copies of the following:

1. Public Utilities Code Section 99405(c)
2. Excerpt from MTC Resolution 1209, Attachment B

PUC Section 99405(c) gives MTC, as the transportation planning agency for the Bay Area, to adopt by Resolution local match requirements for transit operators claiming TDA funds under Article 8 (PUC Section 99400 et seq.).

MTC Resolution 1209 outlines the fund sources which can be counted towards "local match" for farebox recovery ratio purposes for Article 8 claimants. These funds include, but are not limited to, revenue account object classes 406, 408, 409, 410, 413.991, 430, and 440 of the Uniform System of Accounts and Records.

Accordingly, the Solano Transportation Authority should be able to include "local match" funds as defined in MTC Resolution 1209 to meet Solano Paratransit's 10% farebox recovery ratio requirement, also defined in MTC Resolution 1209. Furthermore, the Solano Transportation Authority's FY1995-96 and FY1996-97 fiscal audits, as well as all future audits, should take these local match funds into account when calculating Solano Paratransit's farebox recovery ratio.

Please call me at (510) 464-7849 if you have any questions concerning this information.

Cordially,

Edward J. Stewart
Transportation Planner/Analyst

Golden Gate, redux

■ Smaller model will replace the Carquinez

By Scott Corey
Times-Herald staff writer (6-26-97)

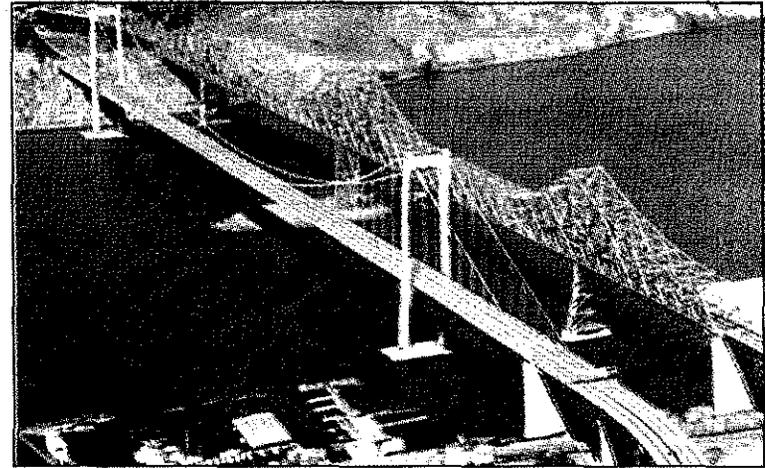
A smaller version of the Golden Gate Bridge will replace the venerable steel Carquinez Bridge by 2002, state transportation officials said Thursday.

California Department of Transportation officials selected the two-

tower suspension bridge as the preferred design over three other options because it was the cheapest to build and maintain.

The span would be built west of the current two-bridge complex and be strong enough to carry future light rail trains. The original structure will be demolished after the project's completion, said Susan Chang, Caltrans' Carquinez project manager.

Meanwhile, a dispute with Union (See **Bridge**, A9)



Pacific Railroad may boost the cost of a parallel Benicia-Martinez Bridge by \$11.5 million.

In a compromise between Caltrans and Union Pacific, U.S. Coast Guard officials ruled that the new Benicia span must be moved 280 feet east of the state's proposed location, said Nino Cerutti, senior Caltrans engineer.

Caltrans officials have appealed to the Coast Guard commandant in Washington, D.C., to overturn the local decision. As a precaution, officials have notified the state transportation commission that they will request a hike in the project's \$280 million budget, Cerutti said.

The Carquinez Bridge's fate was sealed in January when officials decided the 70-year-old bridge was too expensive to keep. Fortifying the aging steel span to withstand major earthquakes and maintaining it for 30 more years approached \$130 million.

The new span is expected to cost between \$210 million and \$310 million, officials said. Funding for both local bridge projects will come from a fund storing revenues from the \$1 bridge toll approved by Bay Area voters in 1988.

The new span is expected to cost between \$210 million and \$310 million, officials said.

Funding for both local bridge projects will come from a fund storing revenues from the \$1 bridge toll approved by Bay Area voters in 1988.

Caltrans officials hope to have final environmental approvals by September so Carquinez' design can be finalized and construction can begin by

late 1998. The bridge would be completed by 2002.

But that schedule could be delayed by federal review of the state's plans. Due to a heavy workload, the U.S. Department of Fish and Wildlife, a key regulator, has yet to look at Caltrans' plans for replacement wetlands, Chang said.

"I am very concerned that Fish and Wildlife (officials) will come back and say the

mitigation site won't work," she said.

The new bridge will resemble a scaled-down version of the Golden Gate. Officials said the dimensions would be close to the suspension portion of the Bay Bridge.

The new five-lane span will be supported by two towers in the strait and will have a smooth underside, similar to a bathtub, officials said.

Exposed steel girders, which form the underside of many Bay Area bridges, result in higher maintenance bills, officials said.

Though built to accommodate light rail, a separate bridge would have to be constructed to handle Bay Area Rapid Transit service, if it were extended to Solano County. A BART bridge would likely be placed between the traffic spans, Chang said.

STANDING COMMITTEES:
BUDGET AND FISCAL REVIEW, CHAIR
NATURAL RESOURCES AND
WILDLIFE, VICE CHAIR

AGRICULTURE AND
WATER RESOURCES
GOVERNMENTAL ORGANIZATION
HEALTH AND HUMAN
SERVICES
REVENUE AND TAXATION
TOXICS AND PUBLIC SAFETY
VETERANS AFFAIRS

California State Senate

SELECT COMMITTEE ON
CALIFORNIA'S WINE INDUSTRY, CHAIR
JOINT COMMITTEE ON
FISHERIES AND AQUACULTURE, VICE CHAIR
RURAL CAUCUS, CHAIR

SENATOR
MIKE THOMPSON
SECOND SENATORIAL DISTRICT



June 6, 1997

Steve Lessler, Chairman
Solano Transportation Authority
333 Sunset Avenue, Suite 200
Suisun City, CA 94585

Dear Mr. Lessler:

Thank you for contacting me regarding AB 595 by Assemblywoman Brown. I appreciate you taking the time to inform me of your support for this legislation.

State officials project a \$3.8 billion shortfall in transportation funding in the Bay Area over the next 20 years which poses significant problems for residents, merchants and visitors. Without additional funds to address local infrastructure needs the region's economic health and the overall quality of life will suffer. In light of the seriousness of this funding shortfall, Assemblywoman Brown introduced AB 595 at the request of the Metropolitan Transportation Commission (MTC).

As amended on April 9th, AB 595 authorizes the MTC to impose, with voter approval, a tax on gasoline in the nine county Bay Area region of up to 10 cents per gallon for specified transportation purposes. The bill provides that the tax shall be imposed for 20 years commencing on January 1st of the year following an election approving the tax.

On May 20th, the Assembly voted 42-32 in support of AB 595. The bill now heads to the Senate for consideration by the Transportation Committee. At present no hearing date for the bill has been scheduled. Please know that I will carefully consider your views on this legislation should it come before me for a vote on the Senate floor.

Again, thank you for contacting me on this important issue. Should you have questions or concerns on this, or any other, state matter please call me.

Sincerely,

A handwritten signature in blue ink that reads "Mike".

MIKE THOMPSON
Senator, 2nd District

MT:wg

STATE CAPITOL
SACRAMENTO, CA 95814
(916) 445-3375
(916) 323-6958 FAX

50 D STREET, SUITE 120A
SANTA ROSA, CA 95404
(707) 576-2771
(707) 576-2773 FAX

317 3RD STREET, SUITE 6
EUREKA, CA 95501
(707) 445-6508
(707) 445-6511 FAX

1040 MAIN STREET, SUITE 101
NAPA, CA 94559
(707) 224-1990
(707) 224-1992 FAX

PAGE 10

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0001
(916) 445-8368
FAX (916) 327-9667

SOLANO COUNTY
555 MASON STREET, SUITE 275
VACAVILLE, CA 95688
(707) 455-8025
FAX (707) 455-0490

YOLO COUNTY
722-B MAIN STREET
WOODLAND, CA 95695
(916) 662-7867

helen.thomson@assembly.ca.gov

Assembly California Legislature

HELEN THOMSON
ASSEMBLYWOMAN, EIGHTH DISTRICT

CO-CHAIR
LEGISLATIVE ETHICS COMMITTEE

STANDING COMMITTEES:
AGRICULTURE
APPROPRIATIONS
HEALTH
LOCAL GOVERNMENT
UTILITIES & COMMERCE
WATER, PARKS & WILDLIFE

SPECIAL COMMITTEES:
SELECT COMMITTEE ON
DEFENSE CONVERSION
JOINT COMMITTEE ON
FAIRS ALLOCATION &
CLASSIFICATION
JOINT COMMITTEE ON
WORKERS' COMPENSATION

June 24, 1997



Mr. Dean Dunphy, Secretary
Business, Transportation & Housing Agency
980 Ninth Street, #2450
Sacramento, CA 95814

Dear Mr. Dunphy,

For eight years I was an active member of the ACR 132 Policy Advisory Committee, representing SACOG and Yolo County as Vice Chair of that committee. I was a very committed advocate of the "Capitols" rail service on the I-80 corridor and remain so in my new role.

When I left the committee just prior to my election to the Legislature in November, I had every expectation of the success of the Capitol Corridor Joint Power Board's formation and the transfer of authority to this board from CalTrans. However, it has been reported to me that this transfer in not proceeding smoothly with many issues still unresolved. The deadline for the transfer has passed. This surprises me.

I respectfully request a briefing for me and my staff on this issue at your earliest convenience so that I might understand the current situation more clearly and decide what action to take.

Thank you for your prompt consideration of my request.

Sincerely,

A handwritten signature in blue ink that reads "Helen M. Thomson".

Helen M. Thomson
Assemblywoman, Eighth District

cc: Mr. James P. Spring, Chairman, Capitol Corridor Joint Powers Board
✓cc: Mr. Martin Tuttle, Executive Director, Solano Transportation Authority

PAGE 11



SOLANO TRANSPORTATION AUTHORITY
Minutes of the Meeting of
June 11, 1997

Minutes by: Kim Kloeb

1.0 Call to Order - Confirm Quorum

Chairman Lessler called the meeting to order at 6:00 pm. A quorum was confirmed.

MEMBERS

PRESENT:	Steve Lessler	City of Fairfield
	Don Erickson	City of Dixon
	Jerry Hayes	City of Benicia
	Barbara Kondylis	County of Solano
	Mike Segala	City of Suisun City
	Rischa Slade	City of Vacaville
	Bill Patchell	City of Vallejo

MEMBERS	Helen Madere	City of Rio Vista
ABSENT:		

ALSO

PRESENT:	Alan Nadritch	City of Benicia
	Richard Mitchell	DAVE Transportation
	Jamie Elliot	City of Dixon
	Kevin Daughton	City of Fairfield
	Martin Tuttle	STA
	Kim Kloeb	STA
	Dan Christians	STA
	Matt Todd	STA
	Stacy Medley	STA
	Paul Hom	City of Vacaville

2.0 Approval of Agenda

The agenda was unanimously approved on a motion by Member Mike Segala, with a second by Member Bill Patchell.

3.0 Executive Director's Report

Martin Tuttle provided a brief summary of the agenda and late breaking issues that had not been included in the agenda packet.

- Tuttle noted that the consent agenda included a staff recommendation to extend the STA contract with the City of Vacaville for administrative services. He expressed his appreciation for the excellent job the Vacaville staff had done in serving the STA over the past year. He requested that Member Slade convey the STA's appreciation to City of Vacaville staff.
- Tuttle informed the STA Board that the STA would hold a workshop on the Intercity Transit Plan on June 12. The workshop will include staff from STA member jurisdictions, and STA Transit Steering Committee members and Board members were also invited to attend.
- Tuttle recalled that at the last joint meeting of the Contra Costa Transportation Authority and STA Subcommittee on May 22, the CCTA/STA group had been informed that the U.S. Coast Guard (USCG) had reversed a previous decision on their approval of the proposed alignment of the new Benicia/Martinez Bridge. The USCG now states that they will deny a permit for the new bridge on the alignment currently preferred by Caltrans. Tuttle informed the STA Board that USCG has declined to meet on this issue. Caltrans has requested an appeal of the most recent USCG decision. He noted that letters of support for the appeal were included in Board members' meeting files. Tuttle also noted that Congressman Riggs, as well as Congress representatives Miller and Tauscher, had supported the Caltrans appeal.
- Tuttle noted that the STA supported requests for funding of Solano County projects as priority projects under the pending reauthorization of the federal Intermodal Surface Transportation Efficiency Act (ISTEA) are under consideration by the U.S. House of Representatives, and that recommendations on these projects from the House are expected by the end of the month. Tuttle also noted that the proposed projects include the I-80 Reliever Route, a grade separation in downtown Dixon, and Wilson Avenue improvements in the City of Vallejo.
- At their June meeting, the California Transportation Commission (CTC) voted to delay the development of the 1998 State Transportation Improvements Program (STIP) back to the normal statutory schedule. The schedule had previously been accelerated due to requests from southern California to advance underfunded projects. STA staff will present a revised schedule for the development of local STIP projects at the July STA Board meeting. Staff recommendations on local STIP projects will be presented to the STA TAC at their July meeting, and to the STA Board at their August meeting.
- Tuttle informed the STA Board that he had attended a meeting of the Solano County Board of Supervisors to consider the regional gas tax ballot measure proposed in AB 595 (V. Brown). The Board of Supervisors expressed concerns over local control of the revenues that might be generated by the proposed measure, and had discussed opposing the bill. After

discussion, the Board of Supervisors have taken a "watch" position on the bill. Tuttle said he believed that the Board is not aware of assurances contained in the bill concerning a process for local control. He recommended that the STA make efforts to clarify certain provisions of the bill for the Board of Supervisors. Tuttle also expressed his appreciation of the Board of Supervisors for their courtesy in not opposing the bill until they could receive further information.

- Tuttle also noted that the STA Board members' meeting files contained a letter outlining a proposed resolution to the question of funding for seismic retrofit of state owned toll bridges. Tuttle said that he hoped that an agreement on the proposal would be reached prior to the approval of the state budget, scheduled to be approved in July.

4.0 Comments/Updates from Staff, Caltrans, MTC

Matt Todd noted that the Yolo-Solano Air Quality Management District had approved the STA funding request of \$75,000 for CityLink Route 30, and partial funding of \$20,000 of the \$75,000 requested for funding of the Dixon to Davis bicycle route.

Dan Christians noted that staff from the Bay Area Air Quality Management District (BAAQMD) had expressed the opinion that two of the STA approved Transportation for Clean Air Fund (TFCA) projects for 1997-98 were eligible, they included the Benicia express bus service to BART, and Solano Commuter Information services. BAAQMD staff had also expressed the opinion that Fairfield/Suisun Transit service to the Suisun City Amtrack Station, Vallejo feeder bus service from Vacaville, and a requested local match for the CityLink Route 30 were not eligible due to various technical reasons. Christians said that he would work with BAAQMD staff to resolve the differences before the requests went to the BAAQMD Board. He stressed that these funds belonged to Solano County and are not in danger of being lost, only delayed for the fiscal year.

5.0 Opportunity for Public Comment

There were none.

6.0 Consent Agenda

The Consent Agenda included the following items:

- 6.1 Minutes of Meeting of May 14, 1997.**
- 6.2 Draft minutes of May 28, 1997 TAC Meeting.**
- 6.3 Revised STA Accounting Policies and Procedures.**
- 6.4 Contract for 1997-98 Administrative Services Between the STA and the City of Vacaville.**
- 6.5 Freeway Agreement for the new Benicia/Martinez Bridge.**

6.6 Contract with Macias, Gini and Company for 1996-97 Audit.

The Consent Agenda was approved unanimously on a motion by Member Mike Segala, with a second by Member Bill Patchell.

7.1 Solano Transportation Plan.

Martin Tuttle updated the STA Board on the progress of the joint effort between the SEDCORP Transportation Action Team and the STA towards the development of a countywide transportation plan. Tuttle noted that SEDCORP has committed to raise \$30,000 in private funding towards this effort. Tuttle also recommended that the STA Board approve the advance expenditure of \$2,000 of the \$30,000 approved in the 1997-98 budget for this project.

Tuttle's recommendation was approved unanimously on a motion by Member Mike Segala, with a second by Mayor Jerry Hayes.

7.2 Proposal to Terminate STA's Participation in Social Security and adopt a Resolution to Establish a 401(a) Deferred Compensation Plan.

Tuttle explained that this innovative proposal would allow the STA to recruit and retain quality employees without any additional budget cost to the STA. Member Barbara Kondylis noted her feeling that this set a poor example for private businesses, which are required to participate in Social Security. Member Mike Segala expressed the opinion that the proposal was fair. Chairman Lessler noted that the Executive Committee had researched the issue extensively and supported the staff recommendation. Mayor Jerry Hayes made a motion to approve the staff recommendation, which was seconded by Mayor Don Erickson. The motion passed on a vote of six to one, with Member Kondylis opposing.

8.1 Citylink (Route 30) Proposals.

Matt Todd explained that to effectively compete for the clean air funding from the Yolo/Solano Air Quality Management District (YSAQMD) which has provided this service (see staff comments), the STA will need to provide the service with clean fuel vehicles. Solano County transit operators had been approached, and none could provide the service with clean fuel vehicles at this time.

The STA issued a Request for Proposals to other transit operators to the east of Solano County to provide the service using clean fuel vehicles, Sacramento Regional Transit (Sacramento RT), Unitrans, and Yolo County Transit Authority (YCTA). STA staff, the Transit Steering Committee, and STA TAC had recommended the Yolo County Transit Authority proposal. The proposal included three options, one that included combining Citylink Route 30 with an existing YCTA route to the City of Winters that currently uses a Compressed Natural Gas (CNG) vehicle was recommended.

Todd outlined the concept for service, and requested STA Board approval to develop the details of the service with YCTA and bring back a contract based on the concept.

The recommendation was approved unanimously on a motion by Member Barbara Kondylis, with a second by Member Mike Segala.

9.1 1997-98 Priority Project Descriptions.

Martin Tuttle noted that summaries of all the STA Priority Projects approved by the STA Board for 1997-98 were provided in the meeting agenda package. He noted that he would like to prepare the summaries into a booklet format to be provided to various STA partners. He requested Board Members' comments on the summaries.

9.2 Board Members Comments.

Mayor Don Erickson noted that Caltrans has not been represented at STA Board meetings recently, and asked what could be done to encourage their participation. Chairman Lessler suggested that a letter to Caltrans would be appropriate, and Martin Tuttle concurred.

Member Segala asked if improvements to Scally Road at Highway 12 were included as part of the Highway 12 Priority Project. Martin Tuttle noted that they were specifically included.

Mayor Jerry Hayes asked what could be done to encourage the Solano County Board of Supervisors to support the regional gas tax ballot measure proposed in AB 595 (V. Brown). Chairman Lessler suggested that Executive Director Martin Tuttle provide the Board of Supervisors a briefing on the subject within the context of the joint SEDCORP/STA effort to develop a countywide transportation plan. Martin Tuttle concurred.

9.3 Adjourn

Chairman Lessler adjourned the meeting at 6:33 pm.



DRAFT

TECHNICAL ADVISORY COMMITTEE
Minutes of the meeting of
June 25, 1997

AGENDA ITEM 1. CALL TO ORDER

The regular meeting of the Solano Transportation Authority Technical Advisory Committee was called to order at 1:40 p.m. by Martin Tuttle at the STA conference room.

PRESENT:	Julian Carroll	Caltrans, District 4
	Saaïd Fakharzadeh	Caltrans, District 4
	Morrie Barr	City of Fairfield
	Kevin Daughton	City of Fairfield
	Michelle Morris Brubaker	MTC
	Mark Chang	MTC
	Paul Wiese	Solano County
	Dan Christians	STA
	Matt Todd	STA
	Martin Tuttle	STA
	Otto Bertolero	City of Suisun City
	Gian Aggarwal	City of Vacaville
	Ed Huestis	City of Vacaville
	Taner Aksu	City of Vallejo

AGENDA ITEM 2. APPROVAL OF AGENDA

On motion by Paul Wiese, second by Gian Aggarwal, the agenda was approved.

AGENDA ITEM 3. MINUTES OF MEETING OF MAY 28, 1997

On motion by Ed Huestis and second by Paul Wiese, the minutes were approved.

AGENDA ITEM 4. OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment.

AGENDA ITEM 5. COMMENTS FROM STAFF, CALTRANS, AND MTC

Saaid Fakharzadeh said that the Highway 37 environmental document has been approved for circulation by FHWA. He also said he will meet with the project manager tomorrow, with the STA and Vallejo attending as well. Julian Carroll commented that he plans on continuing to attend the Solano TAC meetings.

Michelle Morris Brubaker commented that the Track 2 list will be presented to the commission with the comments from this group incorporated into them. She expects MTC to approve the draft list in July.

Martin Tuttle commented that the ISTEA bill may only get a one year reauthorization. This would not benefit our earmark requests. There was a question on how this would affect the next cycle of funding.

Dan Christians added that he was at a BAAQMD Budget and Finance Committee meeting this morning and we now have their support for five of our six 40% fund projects. The Amtrak station feeder service was not supported. It was asked if there was a further appeal process, and Dan said that would have to be at the BAAQMD Board level where the projects are scheduled to be approved on July 16.

AGENDA ITEM 6. SOLANO TRANSPORTATION PLAN - PROPOSED AGREEMENT

Martin Tuttle explained that steps 1-2 in the scope would be performed through the SEDCORP portion of the plan and 3-6 would be performed in the STA portion. SEDCORP plans on approving their funds on July 17 and start polling in late July. There was discussion on who would be represented in the technical group. Martin said he thought the proposed schedule would slide back a little to give the steering committee and technical group time to get up to speed on the project. Michelle Morris Brubaker asked who was selecting the projects for this effort and Martin responded that the TAC would be a key player in the project selection.

On motion by Gian Aggarwal and second by Paul Wiese, the agreement was approved.

AGENDA ITEM 7. AMENDMENT TO NELSON/NYGAARD AGREEMENT FOR SOLANO INTERCITY TRANSIT COORDINATION STUDY: 1997-98 ACTIVITIES

Dan Christians explained the proposed contract amendment scope of work. Part of the cost covers printing and part covers consultant time. The proposed work program for the transit consortium is also included. Gian asked about the circulation of this year's plan, and Dan said that the draft would be circulated shortly.

On motion by Gian Aggarwal and second by Morrie Barr, the contract amendment with Nelson/Nygaard was approved.

AGENDA ITEM 8. SCOPE OF WORK/AGREEMENT FOR 1997-98 INTERCITY TRANSIT MARKETING AND PROMOTION PROGRAM

Dan Christians said that they interviewed 4 firms last night. Pam Belchamber of Vallejo and Elizabeth Richards of SCI assisted in the interviews. The interview committee recommends MIG for this marketing effort. There is a tentative scope of work in the packet, which included using news articles, radio and video to promote transit. Martin Tuttle added that surveys will be performed at the beginning and end of the year to measure the effectiveness.

On motion by Taner Aksu and second by Morrie Barr, the scope of work and the agreement with the MIG consultant were approved.

AGENDA ITEM 9. 1997-98 COUNTYWIDE TRAFFIC MODEL SCOPE OF WORK/AGREEMENT WITH THE CITY OF FAIRFIELD

Dan Christians said that the modeling subcommittee of Morrie Barr, Gian Aggarwal, Tom Bland, and himself propose the following scope of work be included in the agreement for the model for the upcoming fiscal year. Dan explained the 7 items listed in the scope. Martin Tuttle said the \$25,000 in funding has already been approved in the budget. There was a discussion on only modeling out to 2015 versus 2020.

On motion by Gian Aggarwal and second by Otto Bertolero, the scope of work for modeling and the agreement with Fairfield were approved.

AGENDA ITEM 10. REVISED BICYCLE PLAN EXECUTIVE SUMMARY AND MAP AND REPORT ON 1995-97 BIKE ROUTE IMPLEMENTATION ACTIVITIES

Dan Christians explained that this revised executive summary of the Bike Plan would update what has been done over the last two years, as well as revise new proposed components including a new Dixon-Davis alignment, Highway 12 bike route alignments, Laurel and LedgeWood Creeks Class 1 bike routes, routes completed since the first plan and a new east-west route between Dixon and Pleasants Valley Road. There was discussion on the North Bay Corridor study, its relation to Highway 37 and 12, and bicycle routes on these busy thoroughfares. Julian Carroll asked about the maintenance of the routes.

On motion by Paul Wiese and second by Ed Huestis, the revised executive summary was approved with the noted changes.

AGENDA ITEM 11. AMENDMENT TO AGREEMENT WITH MICHAEL G. JONES AND ASSOCIATES FOR BIKE ROUTE IMPLEMENTATION PLAN: 1997-98 ACTIVITIES

Dan explained the proposed contract amendment that would use \$10,000 including \$5,000 in priority project funds as well as an additional \$5,000 from the unallocated portion of priority project reserves

for the four items in the scope of work.

On motion by Paul Wiese and second by Taner Aksu, the contract amendment for \$10,000 with Michael G. Jones and Associates was approved.

**AGENDA ITEM 12. CANDIDATE PROJECTS/PROGRAMS - SOLANO
TRANSPORTATION PLAN**

Martin Tuttle said that this is an effort to jump start the list to be included in the transportation plan. He requested that changes be forwarded to Kim Kloeb. Another draft incorporating comments received will be in the next TAC packet. A discussion on the list of projects and how they should be listed followed.

**AGENDA ITEM 13. 1995 CMP CONSISTENCY (LOS CALCULATIONS AND
INVOICES) AND 1997 CMP UPDATE**

Dan Christians commented that a draft would be distributed next month and that LOS calculations and payments are due by July 15. We expect to send this to MTC for approval in September or October, including a discussion on the pending model update. The Track 2 list of projects is expected to be included as well.

Paul Wiese asked to have an item concerning a regional trenching standard being proposed included in next month's TAC.

ADJOURNMENT

Meeting was adjourned at 3:15 p.m.

July 9, 1997
Agenda Item 6.3



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
RE: Amendment to Agreement with Michael G. Jones and Associates for Bike Route Implementation Plan: 1997-98 Activities

In August 1996, the STA Board approved a \$15,000 agreement with Michael G. Jones and Associates to provide consulting services for the Bike Route Implementation Plan, a 1996-97 priority project. Those funds have now been expended and substantial progress has been made to implement the 1995 **Solano Countywide Bicycle Plan** through his efforts working with the BAC and member agencies (refer to agenda item 8.1).

On May 14, the STA board again approved the Bike Route Implementation Plan as a priority project for 1997-98. The STA budget shows \$5,000 for this priority project. However, because of the substantial progress made last year, and the number of major projects that need to be implemented, staff would also request that, along with the initially budgeted \$5,000, an additional \$5,000 (from the \$30,000 miscellaneous project development) be earmarked for this continued activity next year. Attached is a proposed scope of work for next year.

On June 25 the TAC recommended the Board approve the proposed amendment to the agreement with Michael G. Jones for \$10,000.

Recommendation

Authorize the Executive Director to execute an amendment to the agreement with Michael G. Jones and Associates to provide Bike Route Implementation activities for 1997-98 using \$10,000 from the project development budget (i.e. \$5,000 Bike Route Implementation and \$5,000 from miscellaneous project development).

**AMENDMENT TO AGREEMENT FOR
BIKE IMPLEMENTATION PLAN**

The Solano Transportation Authority (STA) and Michael G. Jones Associates hereby mutually agree to amend the "Agreement for Bike Implementation Plan" dated the 14th day of August, 1996, to provide additional bicycle consulting services during fiscal year 1997-98 as described in Exhibit A, attached. The services under this amendment shall not exceed ten thousand dollars (\$10,000) and all additional scope of services shall be completed no later than June 30, 1998. All other applicable terms of the original agreement shall remain in full force and effect.

SOLANO TRANSPORTATION AUTHORITY

By: _____
Martin Tuttle
Executive Director

Date: _____

MICHAEL G. JONES AND ASSOCIATES

By: _____
Michael G. Jones
Consultant

Date: _____

EXHIBIT A

Amendment to Agreement for Bike Implementation Plan

Additional Scope of Services (July 1, 1997 to June 30, 1998)

1. Assist STA to obtain additional funding needed to complete the Dixon-Davis Bike Route. Work with Union Pacific Railroad Co., PG&E and/or adjacent property owners to obtain necessary easements or alternate alignments to implement the most direct route possible for this bike route. Assist Solano County and City of Dixon to complete the environmental assessment(s) and support their efforts to commence plans and specifications for both Phase 1 (Old Davis Road Bridge-U.C. Davis) and Phase 2, the remaining portion of the 7.1 mile segment of the primary route to downtown Dixon.
2. Assist STA and City of Vallejo (as needed) to finalize the necessary funding requirements for approved grants (including the Transportation for Clean Air, TDA Article 3, Environmental Enhancement and Mitigation, and Transportation Enhancement Activities), prepare final environmental assessment, secure necessary right-of-way, prepare plans & specifications and bid documents to commence the construction of the primary bike route segment from Vallejo to Fairfield connecting Columbus Parkway-Hiddenbrooke Parkway-McGary Road-Red Top Road.
3. Work with the Solano Bicycle Advisory Committee, bike clubs and other interested organizations to apply for the necessary funding and provide necessary input to develop a high quality intercity bicycle map and implement the new proposed primary bike route sign.
4. Assist other Solano member jurisdictions (as directed by STA) to secure additional funding to implement other key primary and secondary segments of the Countywide Bicycle Plan.

July 9, 1997
Agenda Item 6.4



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
RE: Amendment to Agreement with Nelson\Nygaard for Solano Intercity Transit Coordination Study: 1997-98 Activities

Nelson\Nygaard Consulting Associates is in the process of completing the scope of work for the 1996/97 Solano Intercity Transit Coordination Study.

That study included interviews with key decision makers and transit operators, five workshops, a new intercity transit map and the preparation of four action plans: intercity services, intercity marketing, ADA intercity paratransit and organizational structure.

As part of the Organization Action Plan, it is proposed that an Intercity Transit Consortium be formed to help facilitate the implementation of the other action plans. A two year work program has been prepared and, at this time, we are proposing to fund the first year of the program (see attached).

To refine the purpose and structure of the consortium, to implement the tasks for next year, and to print the pending intercity transit map, it is proposed that we amend the current agreement with Nelson\Nygaard for \$50,000 (amount includes \$20,000 for printing transit brochures). The funds for this agreement will come out of the State Transit Assistance Funds (STAF) claim that the STA Board approved on May 14 for these purposes. A copy of the map will be available to each Board member for the July 9 meeting

Recommendation:

Authorize the Executive Director to execute an Amendment to the Agreement with Nelson\Nygaard for Solano Intercity Transit Coordination Study to provide for \$50,000 of additional consulting and printing services for 1997-98.

**AMENDMENT TO AGREEMENT FOR
SOLANO INTERCITY TRANSIT COORDINATION STUDY**

The Solano Transportation Authority (STA) and Nelson\Nygaard Consulting Associates hereby mutually agree to amend the "Agreement for Intercity Transit Coordination Study" dated the 9th day of October, 1996, to provide additional transit consulting services during fiscal year 1997-98 as described in Exhibit A, attached. The services under this amendment shall not exceed fifty thousand dollars (\$50,000) and all additional scope of services shall be completed no later than June 30, 1998. All other applicable terms of the original agreement including initial compensation, requirements and scope shall remain in full force and effect.

SOLANO TRANSPORTATION AUTHORITY

by: _____
Martin Tuttle
Executive Director

Date: _____

NELSONNYGAARD CONSULTING ASSOCIATES

BY _____
Bonnie Weinstein Nelson
Senior Partner

Date: _____

EXHIBIT A

Amendment to Agreement for Solano Intercity Transit Coordination Study

Additional Scope of Services (July 1, 1997 to June 30, 1998)

1. Provide follow-up work to the 1996-97 Intercity Transit Coordination Study including assistance to the STA, Transit Steering Committee and Transit Operators to complete the tasks outlined in Year One of the Organizational Action Plan and be a consortium liaison to the marketing and promotions program (Estimated cost: \$30,000).
2. Prepare specifications, coordinate and print approximately 25,000 copies of the high quality color, two-sided, intercity transit map prepared as part of the 1996-97 study scope of services. (Estimated cost: \$20,000)

**FIGURE 1
TWO YEAR WORK PLAN**

Tasks by Year - Year One (July 1997 to June 1998)	Timeframe	Lead Agency	Estimated Staffing	Additional Costs
Intercity Fixed Route Services: <ul style="list-style-type: none"> Intercity Transit Service Five Year Development Plan including: <ul style="list-style-type: none"> - Goals, objectives and performance measures - Service operating and expansion plan - 10 Year capital acquisition plan - 5 Year operating budget 	Beginning July 1997 - complete March 1998	Consortium	Plan Development Consultant	\$30,000
Service Marketing and Promotion <ul style="list-style-type: none"> Comprehensive Services Brochure 	July 1, 1997	Complete under current contract	None	\$20,000 (Printing)
<ul style="list-style-type: none"> Service Identity Implementation <ul style="list-style-type: none"> - Shelter and signage program - Bus identification 	Installations beginning January 1, 1998	Consortium	Consortium Consultant with Marketing Consultant Support	\$5,000 Consortium support, hard costs to be determined
<ul style="list-style-type: none"> 1 (800) 53K-MUTE Expansion 	Beginning July 1, 1997	Consortium/SCI	SCI/no additional staff	None
<ul style="list-style-type: none"> Service Marketing <ul style="list-style-type: none"> - Brochure Distribution - Video Development - Newspaper Insert - Web Page 	Beginning July 1 1997 Implementation September 1997 through June 1998	Consortium/SCI/Marketing Consultant	Marketing Consultant with Consortium Consultant Support	\$100,000 Marketing Consultant \$5,000 Consortium support
ADA Paratransit <ul style="list-style-type: none"> 10 Year Capital Plan 	September 1, 1997 through March 1 1998	Consortium	Support from Consortium Consultant	\$3,000 Consortium Support

July 9, 1997
Agenda Item 6.5



DATE: June 27, 1997
TO: STA Board
FROM: Martin Tuttle
RE: Revised Personnel Policies and Procedures

The attached comprehensive revisions to the STA's Personnel Policies and Procedures manual will help to provide each STA employee with a clear understanding of the organization's objectives and their personal role in maintaining a dynamic transportation organization.

Key components include:

- STA Goals and Objectives (#2)
- Replace current "planner" job titles with "project manager" to emphasize the STA project delivery objectives (#3/Attachment B)
- Clarify "at will" employment status to help maintain staff responsiveness and accountability (#4)

In addition, the revisions include clearly stated policies on the use of STA equipment, performance evaluations, media relations and grievances. The policies will be compiled as a manual for each employee to use as a convenient reference.

These policies have been reviewed and approved by Agency Counsel.

Recommendation

Approve the revised STA Personnel Policies and Procedures and direct the Executive Director to review, and provide in manual form, the policies with each employee.

Attachment

**SOLANO TRANSPORTATION
AUTHORITY**

**PERSONNEL
POLICIES AND PROCEDURES**

DRAFT

Proposed July 9, 1997

I _____ acknowledge that I have received and understand the following STA Personnel Policies and Procedures:

#1	Introduction.....	1
#2	STA Goals and Objectives.....	2
#3	Benefits and Salaries..... Benefits Summary (attachment A)	3 - 4
#4	At-will Employment.....	5
#5	Expenses..... Monthly Expense Claim Form (attachment A) Personal Expense Claim Form (attachment B)	6 - 8
#6	Work Hours.....	9
#7	Timely Response to Phone Messages and Written Requests.....	10
#8	Dealing with the Media.....	11 - 13
#9	Use of STA Equipment.....	14
#10	Performance Evaluations.....	15 - 19
#11	Salary Administration Guidelines.....	20 - 21
#12	Drug and Alcohol Policy.....	22 - 23
#13	Sexual Harassment Policy.....	24 - 25
#14	Equal Employment Opportunity Policy & Affirmative Action Policy.....	26
#15	Attendance at STA Sponsored Events.....	27

Additionally, STA and employee agree that employees employment with STA is terminable at-will by either party, at any time, with or without notice and for any reason, with or without cause.

Employee Signature

Date

**SOLANO TRANSPORTATION AUTHORITY
POLICIES AND PROCEDURES
#1
INTRODUCTION**

Dear STA Employee:

I wish to welcome you as an employee of the Solano Transportation Authority (STA). As you will see in the next section, as an employee of the STA an exciting and challenging experience awaits you. You will find that each and every employee has a critical role to play in this organization.

The purpose of this handbook is to inform you about the operations of the STA and to set forth certain policies and procedures of the STA. Please read it thoroughly and retain it for future reference. Please be advised that the policies and procedures stated in this handbook are guidelines only and are subject to change at the sole discretion of the STA Board of Directors, as are all of the policies, procedures, benefits or other programs of STA, whether set forth herein or not. From time to time you may receive updated information concerning changes in the policies or procedures. If you have any questions regarding any of the policies and procedures, please ask me for assistance.

Sincerely,

Martin Tuttle
Executive Director

The policies and procedures set forth herein are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations of any kind for the STA. The STA reserves the right to modify, revoke, suspend or change, in writing, any or all such policies and procedures, in whole or in part, at any time with or without notice. Any such modification, revocation, suspension or change not in writing shall not be of any force or effect.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#2

STA GOALS AND OBJECTIVES

Date Approved: July 9, 1997

The Solano Transportation Authority (STA) coordinates countywide transportation programs and projects under a joint powers agreement between the cities and county. It develops transportation plans, operates elderly and handicapped paratransit services and serves as the clearinghouse for several state, regional and federal transportation grants.

The STA is governed by a board comprised of representatives from the Solano County Board of Supervisors and Mayors/City Council Members from each of the seven cities within the county. The Board adopted the following Mission Statement in 1995:

Develop and implement a vision for transportation that, while recognizing the diverse nature of the County, supports economic development and ensures quality of life in Solano County.

STA staff is to assist the STA Board and its member agencies in implementing the Board's vision of priority projects in order to maintain mobility in Solano County in the context of a workable, realistic regional transportation system.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#3

BENEFITS AND SALARIES

Date Approved: July 9, 1997

Attached is the STA's employee benefits and salary schedule which constitute personnel policies and procedures #2.

SOLANO TRANSPORTATION AUTHORITY

Employee Benefit Summary

Board Approved July 9, 1997

TERM

This summary shall remain in effect until amended by Board action.

SALARY

Salary schedule is recorded in appendix A.

WORKWEEK

The workweek will be forty (40) hours per week for all employees. Overtime will be granted at time and one-half for all hours worked in excess of the normal workweek in accordance with the Fair Labor Standards Act (FLSA). Compensatory time may be granted in lieu of pay at the employee's request and the Executive Director's approval. The Executive Director may establish flexible work schedules in order to meet the needs of the agency and the employee's job responsibilities.

RETIREMENT

PERS

Effective April 16, 1997, employees are covered under the Public Employees Retirement System. Solano Transportation Authority (STA) shall pay three percent (3%) of PERS Employee Contribution Rate to PERS. Service Credit shall be credited in accordance with PERS guidelines. Miscellaneous employees shall be covered under 2% @ age 55 modified formula. Retirement allowance benefits shall be calculated under the 36 highest paid consecutive months. The 1959 Survivor's Benefits shall be at the Third (3rd) Level. The employee is responsible for paying the \$2.00 contribution for the 1959 Survivor's Benefit.

401(a) PROGRAM

Effective July 1, 1997, employees will be covered under a 401(a) plan. The employee shall contribute a total of 3.8% of salary and STA shall contribute 6.2% of salary.

SOCIAL SECURITY

Effective July 1, 1997, employees will no longer be covered under Social Security, however the medicare portion will remain in effect. The employee and the employer shall contribute the mandatory 1.45% each.

HEALTH & WELFARE

STA to contribute an amount for employee plus family towards health, dental, vision, life and long term disability insurances. Employees are responsible for amounts that exceed the maximum amount.

HEALTH INSURANCE

STA shall contribute an amount equal to the Kaiser rate or the Health Net rate, whichever is greater. Premium contributions shall be based on the number of eligible dependents enrolled on the employee's plan.

The amounts as of 07/01/97 are as follows:

Employee Only	\$148.00
Employee Plus One Dependent	\$296.00
Employee Plus Two or More	\$384.80

DENTAL INSURANCE

STA shall contribute a maximum of \$62.00 for employee plus family for dental coverage.

VISION INSURANCE

STA shall contribute a maximum of \$8.21 for employee and \$17.76 for family for vision coverage.

LIFE INSURANCE

STA to contribute premium sufficient to maintain \$50,000 basic life insurance.

LONG TERM DISABILITY

STA to provide an LTD plan to cover all employees. Plan shall include a 30 day waiting period, 60% of the first \$3,333 of earnings, 5 year + ADEA maximum benefit period.

HOLIDAYS

Paid holidays include the following:

- | | |
|-------------------------------|-------------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King's Birthday | Veteran's Day |
| Lincoln's Birthday | Thanksgiving Day |
| Washington's Birthday | Friday after Thanksgiving Day |
| Memorial Day | 4 Hours Christmas Eve* |
| July 4th | Christmas Day |
| Labor Day | 4 Hours New Year's Eve* |

Two floating holidays shall be credited July 1st of each year to the employee's vacation balance. *If Christmas Eve and New Year's Eve falls on a Saturday or Sunday, an additional eight (8) hours of vacation shall be credited on July 1st. Employees hired between July and December shall receive credit for two floating holidays and Christmas Eve and New Year's Eve, if applicable. Employees hired between January and June shall receive credit for one floating holiday.

VACATION

Employees shall receive - 0-5 years = 10 days, 5-10 years = 15 days, 11 years = 16 days, 12 years = 17 days, 13 years = 18 days, 14 years = 19 days, 15+ = 20 days. Bonus 5 and 15 years = 5 days lump sum credit. Maximum accumulation 40 days.

Previous years of service credit shall be considered for accrual purposes for those employees transitioning from the County to STA.

SICK LEAVE

12 days accrual per year. Unlimited accrual. Employees transitioning from the County shall be credited with an additional forty hours of sick leave July 1, 1996.

SICK LEAVE BUYBACK

Service retirement - 25% cash for sick leave balance.

Effective with period beginning 12/16/96 and ending 12/15/97, employees are eligible to participate in an annual buyback program. Eligible employees electing to participate shall be paid in February. The annual program is as follows: Employees with 30 days of sick leave balance who use less than 4 of 12 days earned can elect to receive 50% of the unused portion earned in that year in cash.

BEREAVEMENT LEAVE

A maximum of three (3) consecutive days in California or five (5) consecutive days outside California to attend funeral of employee's spouse, child, parent, brother, sister, grandparent, mother or father-in-law, or household dependent or relative.

AT-WILL EMPLOYMENT

Employees shall be considered as at-will employees and may be terminated at anytime by the Executive Director.

In addition to the above, STA shall comply with all employment regulations mandated by state and federal laws.

Approved _____
for July 1, 1997
(Board Approved _____)

prepared by jsa
g:pers\sta\bensum97

**MONTHLY SALARY SCHEDULE
SOLANO TRANSPORTATION AUTHORITY**

Effective 07/01/97

CLASSIFICATION	ENTRY LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Office Manager	\$2,416.67	\$2,520.00	\$2,644.00	\$2,778.00	\$2,917.00	\$3,063.00
Project Manager	n/a	\$3,153.00	\$3,310.00	\$3,476.00	\$3,650.00	\$3,832.00
Principal Project Manager	n/a	\$3,786.00	\$3,975.00	\$4,174.00	\$4,383.00	\$4,602.00
Senior Project Manager	n/a	\$3,470.00	\$3,643.00	\$3,825.00	\$4,016.00	\$4,217.00

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#4

AT-WILL EMPLOYMENT

Date Approved: July 9, 1997

STA employees serve in "at will" positions at the pleasure of the Executive Director. The Executive Director is considered to be the appointing authority for employees of the STA, and may take all necessary actions to hire, promote, demote, transfer, suspend with or without pay or discharge any employee.

The Executive Director shall consult with the STA Executive Committee and promptly notify the STA Board of aforesaid action.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#5

EXPENSES

Date Approved: July 9, 1997

The following are the procedures relative to travel, mileage, and meal expenses:

1. All STA employees shall be allowed their actual, necessary travel expenses in the performance of STA duties.
2. The Executive Director may approve payment of claims for travel expenses not specifically covered by the provisions of this section, provided that such expenses were necessarily incurred in connection with STA business and there is a good cause for such payment.
3. The Office Manager shall establish rules and regulations governing the preparation, filing, and payment of claims under this section, and all such claims thereunder shall be filed in the manner prescribed by law and in accordance with the rules and procedures set forth by the Office Manager and approved by the Executive Director.
4. No claim of any STA employee for the expense of transportation from his residence to his place of employment or return, shall be allowed.
5. A STA employee may attend a convention or meeting pertaining to his office when authorized by the Executive Director and within the budgetary program approved by the STA Board.
6. Any STA employee who is required to travel and who is authorized to use a motor vehicle in his own private possession or control, shall be allowed the sum per mile as allowed by federal guidelines.
7. When a STA employee is authorized to use his/her privately-owned vehicles on STA business, mileage may be allowed in accordance with the following provision:
 - a. The term "worksite" as used in this section, means the STA's address of 333 Sunset Avenue, Suite 200, Suisun City, CA 94585.
 - b. "Commute mileage" as used in this section, is the amount of one-way mileage between the employee's home and the STA's address.

- c. "First point of contact" as used in this section, means the first site where, on any given workday, the employee conducts STA business. If an employee has a first point of contact which is not the STA worksite, then the distance between home and the first point of contact will be recorded. If the amount of this distance is greater than the amount of commute mileage between home and the worksite, the difference may be claimed. If the amount of this distance is less than the commute mileage, then no mileage may be claimed.
- d. Once the employee arrives at the first point of contact, mileage used in the course of conducting STA business may be claimed up to arrival at the last point of contact.
- e. "Last point of contact" as used in this section means the last site where, on any given workday, the employee conducts STA business. If an employee has a last point of contact which is not the assigned worksite, then the distance between the last point of contact and home will be recorded. If the amount of this distance is greater than the amount of the commute mileage between the assigned worksite and home, the difference may be claimed. If the amount of this distance is less than the commute mileage, then no mileage may be claimed.
- f. When an employee is required to use his privately owned automobile to perform specific duties outside of said employee's working hours, mileage shall be allowed from his residence to the first point of contact in the performance of his duties to his residence.
- g. Reimbursable transportation expenses shall be limited to mileage, public transit fares, parking, and bridge tolls unless the Executive Director authorized payment for other expenses.
- 8. When required by or approved by the Executive Director, employees may be reimbursed for meals, not to exceed a reasonable expense, determined by the Executive Director, consumed in connection with STA business only when one of the following conditions exist:
 - a. An employee attends a meeting or conference for the STA's benefit at which time a meal is a regularly scheduled event, and at which attendance has been anticipated within the travel budget.
 - b. An employee is required to attend a meeting concerning STA business because of his official position.
 - c. An employee has been assigned by the Executive Director to attend a meeting concerning official business as a representative of the STA or to attend a training course.

- d. To the extent permitted by laws, employees, committees, Board members serving the STA without compensation, when meals are in conjunction with a meeting for purposes of conducting STA business.
 - e. An employee is required to incur expenses as host for a person deemed by the Executive Director to be an official guest of the STA.
9. The Executive Director is accountable for determining A) the necessity for expending public funds for meals, B) the appropriateness and accuracy of the claim, C) the availability of funds, and D) conformity with STA policy. The Office Manager may require such certification from the Executive Director as to the foregoing as considered warranted to ensure accountability.
10. In the event that an employee required by the STA to use a private automobile on Agency business, should incur property damage to the employee's automobile through no negligence of the employee, and the employee is unable to recover the costs of such property damage from his/her own insurance company or from any driver or other source, such costs shall be covered under the STA's Hired/Non-Owned Auto Liability Policy to a sum not exceeding the limits of the policy, provided that any claims the employee may have against his/her insurance company or any third party have been litigated or settled, and provided further that the employee is not found guilty of a violation of California Vehicle Code or Penal Code in connection with the event causing such damage. Employees shall submit proof of loss, damage or theft (e.g. an appropriate police report, and/or estimated statement of loss) to the Executive Director within thirty (30) days of such loss, damage or theft.
11. Expense claims shall be submitted monthly using one of the following two forms attached:

Monthly Expense Claim
Personal Expense Claim

Receipts for all expenses shall accompany claim forms.



SOLANO TRANSPORTATION AUTHORITY
MONTHLY EXPENSE STATEMENT

Attachment A

For the Month of _____, 19____

Day	TRAVEL		MEALS ***			Lodging	MISCELLANEOUS		DAILY Totals
	Miles	Total @ \$0.30	B - \$7.00	L - \$11.00	D - \$22.00		Description	Amount	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
TOTAL									

*** MAXIMUM MEAL ALLOWANCE

ACCOUNT DISTRIBUTION:

Fund #	Account #	Object #	Total
□□□□□ - 0 -	□□□□□ -	□□□□	□□□□
□□□□□ - 0 -	□□□□□ -	□□□□	□□□□
□□□□□ - 0 -	□□□□□ -	□□□□	□□□□
Grand Total			□□□□

Employee Signature

Supervisor Approval



SOLANO TRANSPORTATION AUTHORITY
EXPENSE STATEMENT

Attachment B

Employee Name _____
 Business Purpose _____
 Place _____

Yes _____
 Advance Requested No _____
 Amount _____
 Approval _____

Account# : _____ - _____
 Account# : _____ - _____
 Account# : _____ - _____

DESCRIPTION	Date	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTALS
	Day								
Hotel *									
Meals - Not to exceed \$40 per day									
Breakfast *									
Lunch *									
Dinner*									
Parking *									
Air Fare *									
Taxi Fare *									
Auto Expense \$.30/mile									
Bridge Tolls									
Registration Fees *									
Other (Identify) *									
Other (Identify) *									

* Attach Receipts

I hereby certify that the travel indicated hereon was accomplished according to the Travel Policy and that information shown is correct; that no part of compensation claimed was of a personal nature.

Grand Total
 Less Advances
 Less VISA Charges
 Less Prepaid Amounts
 Balance Due CITY
 Balance Due EMPLOYEE

Employee Signature Date

Approval Date

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#6

WORK HOURS

Date Approved: July 9, 1997

The offices of the STA shall be open to the public Monday through Friday between 8:00 a.m. and 5:00 p.m. except for STA holidays as defined in the Policies and Procedures #2.

The work week for full time employees shall be forty (40) hours Monday through Friday, except weeks containing STA holidays.

Employees may work flexible daily work schedules if any when approved by the Executive Director provided that:

- a. The total work hours are accumulated during the daily hours of 7:00 a.m. to 7:00 p.m. each pay period (twice monthly).
- b. Employees are present at their job assignment during the "core time" of 9:00 a.m. to noon and 1:30 p.m. to 3:30 p.m., unless authorized by the Executive Director.
- c. Employees take at least a thirty (30) minute lunch break during the period of 11:30 a.m. to 1:30 p.m. and the lunch break does not exceed two hours.
- d. Work away from the office, such as telecommuting from home as authorized by the Executive Director, will be credited as work hours.
- e. Time off during the core time in excess of work breaks must be approved by the Executive Director.
- f. When the Executive Director determines that operating needs require hours of coverage other than those defined as "core time" the employee will be required to work them and shall be paid pursuant to the salary and overtime schedules and policies.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#7

TIMELY RESPONSE TO PHONE MESSAGES AND WRITTEN REQUESTS

Date Approved: July 9, 1997

The perception of our effectiveness as the staff to the STA will be judged in many ways. One of those ways is how well we serve the STA Board members, the staffs of the cities and the county, and most important, the public. Our timely response to phone and written inquiries is a tangible measure of our commitment to serving this constituency.

Phone Messages

You should make every effort to respond to a phone message as soon as possible, preferably within 24 hours. If you know the person that called you will require information you do not have at this time or he/she expects a detailed response you are not prepared to offer now, you should call the person back within 24 hours and give them a schedule by when you can respond in detail.

Written Requests

You should make every effort to respond to written requests as soon as possible, preferably within two (2) weeks. If the request will require research and you do not have the data immediately available, you should write the person within one (1) week and give them a schedule by when you can respond in detail.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#8

DEALING WITH THE MEDIA

Date Approved: July 9, 1997

It is important that the information given to the press is accurate, complete, and placed in context. It should be our objective to be open and prompt in responding to press inquiries. Remember, they are often on very tight deadlines requiring information that day.

Who Talks to the news media?

1. STA Board Members and the Executive Director unless specific technical or program information is required. However, staff can expect to be contacted directly by reporters at public meetings or by phone. When such contact is made, you should report the nature of the discussion, and outcome to the Executive Director as soon as possible, to assure that he/she is prepared for follow-up calls.
2. In certain circumstances, professional staff may be called on to provide technical information to the media. An excess of complicated technical information can cloud a good news story. When receiving a call directly from the press:
 - ◆ Determine the name and organization and write it down, plus date and time.
 - ◆ Determine the nature of the inquiry and write it down.
 - ◆ Either refer the call to the Executive Director or answer the question(s) consistent with the guidance of this memo, and
 - ◆ If the inquiry is answered, complete a brief written record and forward to the Executive Director.
3. The Executive Director or Chairperson of the STA Board shall make all contacts with the media regarding feature articles and appearances on talk shows. Any staff person receiving such a request from the media should forward it to the Executive Director.
4. STA initiated contacts with the media, such as press releases or requests to appear before editorial boards, shall be made by the Executive Director or Chairperson of the STA Board or the designee of either person.

Policy vs. Information

The STA Board makes policy. While the staff may propose a policy or suggest policy options, a policy is official only after the STA Board acts. Staff may produce technical reports as information to the STA Board. Each staff member should ensure that the media understands the nature of the information given, e.g. staff report, staff recommendation, proposed policy or approved STA Board policy. Always identify the kind of information given.

How to talk to reporters

1. Simply. The media for the most part do not have technical expertise.
2. Concisely. Most reporters are very bright but must deal with a multitude of issues. Errors are likely to occur with questions answered in an unclear manner. Staff should keep in mind that newspapers are written for the sixth grade level reader, that TV and radio news stories are typically very concise (30-90 seconds), and that disclaimers, exceptions, and qualifying factors are often left out of news stories.
3. Willingly. The media are the eyes and ears of the public. Public acceptance of the STA and its programs depends on public understanding, facilitated through honest and open dealings with the media.
4. Honestly. Always assume you are talking "on the record." There is no such thing as "off the record" when talking to the media. Make sure facts are correct. If you don't know, say so but that you will find out and follow through. On rare occasions you may know but do not wish to comment. Don't lie. Say you do not wish to comment.
5. Promptly. Media calls and requests should receive highest priority. Media deadlines are absolute, and news is news for a very short time. If you do not answer promptly, the reporter will complete the story without your information, and errors or omissions may occur.
6. Sensitively. A spokesperson for the STA, dealing with politically sensitive issues, must consider the political implications of what is said. Any staff person who does not have a grasp of the facts or political implications should ask a more senior staff person to handle the request. Information given to the news media cannot be retracted.

Dos and Don'ts

1. Do assume that the press is present at every public meeting and formulate your comments to the STA Board or committee accordingly.

2. Do keep two or three key points in mind and bring them up at every opportunity in an interview.
3. Do assume that members of the press are looking for a story, even during casual conversation, that's their job.
4. Do remain calm and objective. Don't be defensive, provocative or combative.
5. Do watch out for issues with political implications, but don't use the word "political" to describe a situation to the press - that's a red flag.
6. Do speak in plain English. Don't use a lot of acronyms or jargon.
7. Do anticipate questions, and prepare answers ahead of time (in the case of a radio or television appearance or in-depth interview, you should ask the producer or reporter what the interview will focus on in general).
8. Don't speculate about what we might find out from a study, what might happen or what the STA might do - just stick to the facts.
9. Don't believe, and don't respond to, secondhand information about findings from a report you have not seen or about what someone supposedly said about the STA. See the document yourself or talk to the person yourself, before responding.
10. Don't speak ill of someone else or of another organization. Don't attribute motives to someone else or some other organization.
11. Don't let the don'ts listed here gets in the way of your being helpful to the press. Do maintain a positive, open attitude toward the press at all times.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#9

USE OF STA EQUIPMENT

Date Approved: July 9, 1997

Telephones, copiers, postage meter, fax and computer systems are an integral part of the office operation of the STA, and have been installed at substantial expense to facilitate business communications.

Personal telephone calls should be kept to a minimum. Any personal long distance telephone call should be charged to your home telephone number. If circumstances prevent this and a personal long distance telephone call must be made from the STA, then you should inform the Office Manager who will identify the call when the phone bill comes for reimbursement to the STA. This also applies to fax communications and use of the copier.

The postage meter is not to be used for personal use under any circumstances.

All computer equipment, including STA computers for telecommuting purposes at employee's homes, is the property of the STA. Any computer equipment at employee's homes must be returned to the STA upon departure from STA employment.

The STA reserves the right to obtain access to all voice mail and E-mail messages left on or recorded on the system, as well as the right to obtain access to any computer file on the computer system, at any time, without any advance notice. Accordingly, employees should not assume that any voice mail or E-mail message or any computer file is private or confidential.

All desks, file cabinets, personal workstations, etc. is the property of the STA. The STA reserves the right to search these areas if there is a belief that any state, federal or local law, or STA policies have been violated. Employees should not assume that their desks, workstations, file cabinets, bookcases or any other STA provided furniture and equipment is for employee's private or confidential use.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#10

PERFORMANCE EVALUATIONS

Date Approved: July 9, 1997

Although employees of the STA are at-will employees, the STA also recognizes the interest of employees to have their work evaluated. While continuing to emphasize the at-will nature of employment with the STA, performance evaluations (1) will be conducted annually for all employees, and (2) the performance evaluation is the basis for considering salary adjustments for employees, however, it is not intended to, nor shall it provide only change or modification in the terminable at-will status of the STA employees. All salary adjustments are to be approved by the Executive Director. Compensation for the Executive Director is determined in a separate contract negotiated directly between he/she and the STA Board.

The attached forms are to be used to conduct performance evaluations. The forms are to be completed at the beginning of the evaluation period and will provide a basis for measurement of objectives at the end of the evaluation period. In addition, the Executive Director may periodically review performance throughout the year and consult with the employee.

SOLANO TRANSPORTATION AUTHORITY

PERFORMANCE EVALUATION

Name _____ Title _____ Date _____

Following is a listing of the desired qualities which describe a good professional STA staff member. A “+” next to a standard indicates the person is exceptionally strong in that area. A “+ -” indicates that performance generally is acceptable. A “-” indicates that performance is erratic and improvement is needed.

A. COMMITMENT TO STA GOALS: PLANNING/TEAMWORK

- _____ Takes an active role in goal setting, project planning and internal affairs of the STA.
- _____ Individual’s goals, talents, and efforts are directed toward the needs of the department and achievement of the work group.
- _____ Established goals and plans are prioritized and based upon substantiated needs.
- _____ Innovative ideas are advanced and encouraged in solving problems and improving the effectiveness of the work group.

Comments: _____

B. APPLICATION OF PROFESSIONAL SKILLS

- _____ Professional skills for performing assignments are either possessed or developed.
- _____ Performance of assigned projects is consistent with currently accepted techniques, stands and procedures.
- _____ Solutions developed are conceptually sound...technical problems in application are anticipated and resolved.
- _____ Conclusions and recommendations are substantiated and documented by available information.
- _____ No unnecessary delays in performing assignments or resolving problems...work is completed on schedule or exceptions are explained.

Comments: _____

C. COMPLIANCE WITH BUDGETS AND EXPENDITURE CONTROLS

- _____ Budget recommendations are based upon prioritized needs and produce desired results.
- _____ Budget recommendations and expenditure reports are documented and submitted at agreed upon time.
- _____ Purchase requests are in line with established needs and within budget limitations.
- _____ Controllable costs, (overtime, overruns, etc.) are kept within budget limitations.

Comments: _____

D. PREPARATIONS AND PRESENTATION OF ORAL/WRITTEN REPORTS OR INFORMATION

- _____ Written reports are clear, concise, and rarely returned for correction.
- _____ Oral reports are presented in a clear, well organized manner.
- _____ Reports are submitted in prescribed format and contain all specified information.

Comments: _____

E. PERFORMANCE OF ROUTINE AND SPECIAL ASSIGNMENTS

- _____ Conformance with schedules, standards and plans does not require close supervision.
- _____ Deviations in instructions, work schedules and standards are approved by supervisor or corrected.
- _____ New and additional assignments are readily accepted and performed.
- _____ Work is of sufficient quality and quantity to meet supervisor's expectations.

Comments: _____

F. WORKING RELATIONSHIP, COMMUNICATIONS AND COORDINATION WITH OTHER PERSONNEL

- _____ Conflicts or problems in working relationships are usually resolved without intercession of higher authority.
- _____ Needs, problems and procedures are communicated to affected parties.
- _____ Desired results are accomplished through subordinate and other personnel.
- _____ Few and only minor problems occur because of inadequate communication and coordination of activities.

Comments: _____

G. INTERACTION AND COMMUNICATION WITH THE PUBLIC AND OUTSIDE ENTITIES

- _____ Problems and complaints from outside sources are normally resolved without referral to a higher source.
- _____ Policies and work rules are followed as prescribed, or exceptions cleared in advance with appropriate authority.
- _____ Potential improvements in policy, procedures and work rules are recommended and substantiated.

Comments: _____

H. DEVELOPMENT, APPLICATION AND INTERPRETATION OF POLICIES, PROCEDURES AND WORK RULES

- _____ Policy and procedural recommendations are sound and well received by supervisor/receiving party.
- _____ Policies and work rules are followed as prescribed, or exceptions cleared in advance with appropriate authority.
- _____ Potential improvements in policy, procedures and work rules are recommended and substantiated.

Comments: _____

I. ASSIGNMENT, SCHEDULING, TRAINING AND OVERSEEING OF ASSIGNED PERSONNEL

- _____ Few and only minor misunderstandings in assignments occur.
- _____ Assignments and schedules correspond to departmental needs.
- _____ Feedback on performance is provided to subordinates and reported to superior in an objective and timely manner.
- _____ On-the-job training needs are identified and met without regard to race and sex, in accordance with Equal Employment Opportunity requirements.
- _____ Performance of subordinates is satisfactory or corrective measures are taken.

Comments: _____

J. ASSIGNMENT AND SUPERVISION OF SUBORDINATE PERSONNEL

- _____ Assignments are made in a fair and impartial manner considering the needs of the STA and the capabilities of the employees.
- _____ Subordinates understand instructions and job assignments with few and only minor misunderstandings.
- _____ Problems or deviations arising in established plans, schedules and work activities are confronted promptly and corrected or discussed with appropriate supervisor.
- _____ Desired results (quantity and quality of work expected from group) are accomplished through subordinate personnel.
- _____ Superior is provided periodic feedback on subordinate's performance.
- _____ Selection of new employees is based on job related criteria and is consistent with Affirmative Action objectives and Equal Employment Opportunity laws.

Comments: _____

K. OTHER FACTORS IMPORTANT TO SUPERVISOR

PART II

FUTURE ACTIVITIES

(To be completed by employee and evaluator together)

1. What are employee's objectives and goals and/or career interests?

2. The employee is taking or (should take) the following steps to develop the stated objectives:

3. What steps has the employee taken to integrate personal development goals with that of the STA.

Signature Date Evaluator's

Comments of Employee:

Employee's Signature Date
(Signature indicates only that appraisal have been reviewed with employee)

Distribution:

Original to: Personnel

Copy to: Employee / STA File

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#11

SALARY ADMINISTRATION GUIDELINES

Date Approved: July 9, 1997

1. Start Salaries

Executive Director shall approve initial salaries and increases for all STA employees.

The initial salary offered to new hires should be determined only after verifying that the salary range for the job itself is appropriate.

The reason for having salary ranges (as opposed to single rates) is to be able to vary actual salaries for individuals in recognition of performance and experience levels. For example, the upper part of the range is intended for individuals who are outstanding performers.

The minimum of the pay range is NOT the same as the hire rate and should not be used as such. There actually is no such thing as a specific hire rate for any job at STA. The appropriateness of a new hire salary, within the guidelines stated above, will be determined based on budget constraints and the Executive Director's management judgement. Consideration will be given to the candidate's background and skill level, the time it is presumed it will take the individual to learn the job, the current competitiveness of the market for the particular job, and any other factors that may be pertinent.

2. Promotions

A promotion, by definition, is a reassignment of an employee from one job to another job with the STA that is classified in a higher pay range. If a job is reclassified to a higher pay range, and the same individual employee remains in the job, it is a promotion-in-place. The same salary administration guidelines apply to both promotions and promotions-in-place.

Promotional increases shall be based on the appropriate salary level within the new position's salary range depending on the employee's performance and experience.

Avoidance of potential internal inequities is critical to the effectiveness of the salary administration program. As with all salary decisions, Executive Director's discretion and management judgment will be the sole criteria for any salary decision.

3. Demotions

When an individual is moved to a job with a lower salary grade, salary adjustments may or may not be appropriate. If, by mutual consent, the employee requests or agrees to the demotion, the current salary should be assessed relative to its position in the new pay range. If it is over the maximum of the new range, consideration should be given to a salary decrease to an appropriate salary level within the new range, particularly if there are other employees in the new job who may be more experienced and/or have better performance evaluations than the individual being demoted.

If the demotion is the result of a job reclassification and results in a situation where the employees' salary is higher than appropriate for the job duties and the salary range, it is generally best to "red-circle" the salary (grant no increases) until such time as labor market inflation results in increased ranges and the salary falls into the range at a level that would justify a merit increase. Pay decreases are seldom imposed in this situation, although the final decision rests with the Executive Director's discretion.

4. Salary Increases

The Executive Director may issue guidelines to help recommend whether an employee should receive an annual salary increase after the employee's annual performance evaluation. The STA Board may provide direction to the Executive Director within areas, but the ultimate authority rests in the Executive Director's discretion.

Salary increases are intended to be allocated among employees in consideration of the following criteria:

- (1) current position of salary level within approved salary range of a job; and
- (2) performance evaluation; and
- (3) budget constraints

The Executive Director exercises his discretion and management judgment in the process of making salary increase recommendations. It is important to acknowledge that not all employees will receive pay increases annually. Salary increases will be based on performance, existing salary level within the approved salary range, and available funds, as determined within the discretion of the Executive Director.

Timing of Increases. Salary increases may be recommended by the Executive Director after a performance review, consistent with the salary administration guidelines only once in a 12-month period. If increases are approved at other times of the year for any reason such as a promotion, such increases should be prorated.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#12

DRUG AND ALCOHOL POLICY

Date Approved: July 9, 1997

The STA recognizes that alcohol and drug abuse in the workplace has become a national concern. The STA believes that by reducing drug and alcohol use we will improve the safety, health, and productivity of employees. The object of the STA's alcohol and drug policy is to provide a safe and healthy workplace for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The manufacture, use, possession, sales, distribution, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs, narcotics, controlled substances or intoxicants (collectively "Alcohol and Drugs") except for medical purposes as further described below, by STA employees at any time on STA premises or while on STA business is prohibited. Employees shall not report for duty, enter or remain on STA premises while under the influence of Alcohol and/or Drugs nor have in their possession any such Alcohol and/or Drugs while on STA premises.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications that you buy at the store, are not prohibited by this policy. Employees who are using prescription or over-the-counter medications that may impair their ability to perform their job safely, must report such use to their supervisor immediately before starting or resuming work. If employees discover that such medication has an impaired or adverse impact on their ability to work, they should contact their physician immediately.

The STA will encourage employees with chemical dependencies (drug and alcohol) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request an appropriate leave of absence. The STA is not obligated, however, to continue to employ a person whose job performance is impaired because of drug or alcohol use, nor is the STA obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of use or dependence.

Employees with substance abuse problems will be held to the same standards of performance as other employees in the same or similar job positions.

The STA may conduct unannounced searches of office facilities and property, including, but not limited to, offices, desks, file cabinets and book shelves, for alcohol or illegal drugs with or without probable cause to believe there is a violation of this policy, but as long as a reasonable

suspicion is present. The STA shall retain a set of keys (or the locker combination) for each piece of STA property which can be locked. Employees are required to cooperate in such searches. An employee's refusal to cooperate may result in disciplinary action, including, but not limited to, immediate termination.

Searches of employees and their personal property may be conducted when there is a reasonable suspicion that an employee is in violation of this policy. With respect to searches of the employee's person, the employee will be given the option of submitting to a self-search in the presence of the Executive Director, or his or her representative. An employee's consent to such a search of the employee or his or her personal property is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including immediate termination.

Any violation of this policy may result in disciplinary action up to and including immediate termination.

SOLANO TRANSPORTATION AUTHORITY

POLICIES AND PROCEDURES

#13

SEXUAL HARASSMENT POLICY

Date Approved: July 9, 1997

Sexual harassment is prohibited by federal and state law, and is regulated by the Equal Employment Opportunity Commission (EEOC), and the California Department of Fair Employment and Housing. The STA has a zero-tolerance policy. Any employee engaged in any of the acts of behavior defined below will be subject to disciplinary action up to and including immediate discharge. Steps will be taken, as necessary, to prevent further harassment.

Sexual harassment is unwelcome or unwanted conduct of a sexual nature when either:

1. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects or conditions of employment and employment decisions (quid pro quo harassment); or
2. Conduct which substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment (hostile environment harassment).

Sexual Harassment includes, but is not limited to:

- ▶ Unwelcome sexual advances, requested sexual favors and other verbal or physical conduct of a sexual nature.
- ▶ Making threats of reprisal explicitly or implicitly a term or condition of employment.
- ▶ Using coercive sexual behavior to control or affect the career, salary or performance review of another employee.
- ▶ Unreasonably interfering with work performance or creating an otherwise intimidating, hostile or offensive work environment by or through activity or conduct of a sexual nature.

Management will ensure that a non-employee who subjects an STA employee on the job to sexual harassment will be informed of STA's policy, and other action may be taken as deemed appropriate by the Executive Director or the STA Board of Directors.

An employee who believes that he or she has been discriminated against or harassed on any basis stated in this policy should immediately report such incident(s) to the Executive Director without fear of reprisal. The Executive Director shall ensure that an investigation is initiated.

An employee who files frivolous, intentional or vindictive false claims will be subject to discipline or other sanctions.

The Executive Director or a neutral fact finder he or she designates, shall conduct a thorough investigation of all complaints of sexual harassment. At the conclusion of the investigation, the Executive Director shall present the findings and decision to the complainant which shall be implemented subject to appeal by the complainant or the subject(s) of the investigation to the STA's Executive Committee. Investigations shall be conducted in as confidential a manner as is compatible with the investigation.

SOLANO TRANSPORTATION AUTHORITY
POLICIES AND PROCEDURES
#14
EQUAL EMPLOYMENT OPPORTUNITY POLICY AND
AFFIRMATIVE ACTION POLICY

Date Approved: July 9, 1997

The Solano Transportation Authority, in conformance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000 (d)) prohibits discrimination in employment against any persons or group of persons on the grounds of race, religious creed, color, national origin, age, ancestry, physical disability, medical condition, marital status, sex, sexual orientation, veteran's status, political affiliation or any other non-merit factor.

SOLANO TRANSPORTATION AUTHORITY
POLICIES AND PROCEDURES
#15
ATTENDANCE AT STA SPONSORED EVENTS

Date Approved: July 9, 1997

While all STA employees are invited to attend all STA sponsored functions, such as conferences, symposiums, field trips, etc., compensation for attendance shall be as follows:

1. If an employee attends a STA sponsored function at the specific request of his/her supervisor or because it is required within the scope of his/her job function, and that function is held after official working hours or on a week-end, then the employee is entitled to overtime pay or comp time depending on their employee status, and related transportation expenses. Attendance at such functions requires the supervisor's prior approval.
2. If an employee attends a STA sponsored function, whether during or after official working hours, of his own accord, then the employee is not entitled to any compensation, including, but not limited to overtime pay, comp time, transportation expenses, etc.

July 9, 1997
Agenda item 7.1



DATE: July 2, 1997
TO: STA Board
FROM: Martin Tuttle
RE: Solano Transportation Plan - Proposed Agreement

At their June meeting, the STA Board approved the concept of jointly developing a Solano Transportation Plan with the newly formed SEDCORP Transportation Action Team -- a group composed of eight industry leaders from throughout the county (see attachment A/Proposed Plan). The STA Board also approved an advance expenditure of \$2,000 to start work on the plan prior to fiscal year 1997-98, in which \$30,000 is budgeted for the plan update.

The proposed Solano Transportation Plan provides the STA with an opportunity to combine the SEDCORP group's efforts with our proposal to update the countywide transportation plan, an STA priority project for 1997/98. This joint venture will undoubtedly lead to a more dynamic and responsive transportation plan than one the STA and its member agencies could likely develop on its own.

On June 3, the group agreed to begin raising private funds to develop the plan (\$30,000 from local sources to match \$30,000 from the California Alliance for Jobs -- Invest in Infrastructure and Local Agency Funding Program). They also hired Will Kempton of Smith & Kempton to lead a team of consultants to develop the plan at a cost of \$55,000.

The initial tasks of the proposed plan include a telephone survey of Solano residents, the creation of the steering committee, and the identification of candidate projects and programs.

A scope of work and schedule for the plan is attached (attachments B and C). Steps 1- 2 will be funded and assisted by SEDCORP. Steps 3 - 6 are proposed to be funded by the STA, with technical support from STA staff and member agency staff.

Recommendation

Approve the expenditure of up to \$30,000 in 1997-98 project development funds to complete tasks 3 - 6 of the Solano Transportation Plan and authorize the Executive Director to sign an agreement with Smith & Kempton to prepare the plan.

Attachments

Proposed Action Plan, Phase I

SEDCORP and the Solano Transportation Authority (STA) have formed a strategic alliance bringing together STA members and industry leaders on a Transportation Action Team to:

- * identify regional mobility issues,
- * solicit input from industry and various interest groups as to mobility priorities, and
- * broaden community support for Solano mobility plans.

The SEDCORP Transportation Action Team brings industry and community input into STA's planning process. The purpose of the partnership is to develop an Action Plan to assure critical infrastructure development in support of economic vitality.

The development of the Solano Transportation Action Plan is the basis of this grant request.

Introduction

The Solano Transportation Action Plan is envisioned as a blueprint to identify and implement needed transportation programs and projects. It would identify local mobility issues and priorities, and identify potential revenue sources. With a collaborative goal of developing consensus of this region's mobility priorities, the approach involves soliciting input from business and community leaders, and the general public, on mobility infrastructure projects and programs needed to promote long-term economic vitality and quality of life in Solano County.

SEDCORP's Transportation Action Team, during its first two months of meetings, has received briefings from the STA, the Metropolitan Transportation Commission (MTC) and other interested parties, on the status of regional transportation needs, plans and projects, both in Solano and in the Bay Area. Several factors have been brought to light.

1. Traditional public sector funding for regional transportation infrastructure maintenance, improvements and enhancements is falling far short of meeting Solano needs.
2. Increasing demand and shrinking resources have favored those regions that supply local matching funds to leverage limited federal and state public dollars for transportation infrastructure.

The Action Team has defined as objectives:

- * collecting data on regional mobility needs and priorities;
- * reviewing mobility plans and recommend priorities; and
- * reviewing funding mechanisms and recommending preferred alternatives to meet those priorities.

A 1990 survey of Solano County voters revealed strong interest in generating local revenues to leverage state and federal funds for mobility projects. Since that time, the region has experienced a recession, the economic impact of the closure of the Mare Island Naval Shipyard (7,000 jobs), and more recently, an upswing in the economy.

The Action Team has identified the need to collect new data on the current priority of mobility issues priorities and the public reaction to the generation of local funds.

Project Plan Overview

Study Approach

The Action Team will draw on the experiences of neighboring Bay Area counties, with a goal of developing consensus on programs, projects and funding mechanisms. The plan is envisioned as a blueprint for the ongoing, long-range effort to address the unmet transportation needs of Solano County. The approach involves a six step process which is summarized as follows:

- Step 1: Conduct Survey
- Step 2: Establish a Public/Private Steering Committee
- Step 3: Identify and Review Candidate Projects and Programs
- Step 4: Identify Revenues for Alternative Program Periods
- Step 5: Review and Adjust Candidate Project/Program Cost Estimates
- Step 6: Develop Draft Plan
- Step 7: Conduct Tracking Survey (Optional)

Step 1: Conduct Survey

A survey should include questions that will establish the interest of the Solano community in regional mobility issues, programs and projects, and the likelihood of support for locally generated revenues to accomplish priority programs and projects.

Step 2: Establish Public/Private Steering Committee

Developing community consensus on mobility project priorities is one of the most critical elements of the work effort. Our intent is to build consensus through a Steering Committee of public and private sector leaders.

It is suggested that representatives from the following groups would be involved in the Steering Committee and take an active role in the process.

- Private sector: SEDCORP Transportation Action Team
 - Chambers of Commerce throughout the County
 - Industry
 - Labor
 - Environmentalists
 - Auto dealers and other key retailers
 - Key Public Interest Groups, i.e. seniors and taxpayer's associations

- Public sector: STA Technical Advisory Committee
Caltrans
MTC
Air Quality Agencies (YSAQMD and BAAQMD)

The primary format for developing consensus is planned through a series of focused workshops.

Step 3: Identify and Review Candidate Projects and Programs

This phase of the work effort will involve a review of candidate projects and programs. This will be accomplished initially through a review of MTC Regional Transportation Plan (RTP) and additional projects proposed by the STA and the SEDCORP Transportation Action Team.

Step 4: Identify Revenues Sources

The Steering Committee will collect revenue forecasting data addressing population and economic growth factors.

Step 5: Review and Adjust Candidate Project/ Program Cost Estimates

The SEDCORP Transportation Action Team will review and compile available project scope and cost estimate data provided by the STA.

Step 6: Develop Draft Plan

The Draft Plan will present the transportation programs and projects as well as the revenue sources and forecasts developed in the previous steps. The Draft Plan will also include an implementation plan.

Step 7: Conduct Tracking Survey (Optional)

If needed, a Tracking Survey will test the preferred options and funding mechanisms before proceeding to the next phase.

Budget / Schedule/ Next Steps

The projected cost for the tasks outlined is \$55,000. The goal of the Action Team is to begin the Plan by June 1, 1997, with completion of the first phase of data collection by the end of September, 1997.

SEDCORP TRANSPORTATION ACTION TEAM

1. Mr. Bill Wourms - ALZA Corporation
2. Mr. Gary Andrews - Amos and Andrews
3. Mr. Wayne P Senalik - Anheuser-Busch
4. Mr. John Ash - Benicia Harbor
5. Mr. Gary Falati - Falati State Farm Insurance
6. Mr. Thomas Choweniec - General Mills, Inc.
7. Mr. Bob Moody - Herman Goelitz Candy Company, Inc.
8. Mr. Frank Friedman - Lucky Distribution Center

Other Participants

1. Ms. Mary McCarthy - Solano Economic Development Corporation
2. Mr. Steve Lessler - Solano Transportation Authority
3. Mr. Jim Spering - Solano Transportation Authority
4. Mr. Martin Tuttle - Solano Transportation Authority

**SOLANO TRANSPORTATION PLAN
SCOPE OF WORK**

STEP 1: CONDUCT SURVEY

- A. Review available opinion data
- B. Develop and refine survey instrument
- C. Conduct survey
- D. Prepare analysis and conclusions

STEP 2: ESTABLISH PUBLIC/PRIVATE STEERING COMMITTEE (SEDCORP)

STEP 3: IDENTIFY AND REVIEW CANDIDATE PROJECT/PROGRAMS (STA)

- A. Review proposed list of local/regional projects/programs submitted by STA staff and STA TAC
- B. Develop list of additional projects based upon input from Steering Committee
- C. Review past STA plans (Rail, transit, and bicycle plans)*
- D. Review local plans, including general plans
- E. Review past MTC corridor planning studies (I-80 and North Bay corridor)*
- F. Review past Caltrans planning studies and Project Study Reports (HR45, I-80/680, Hwy 12 PSRs, High Bridge Study, Benicia/Martinez Bridge EIR, Carquinez Bridge PER/Draft EIR, PSRs for local interchanges)*
- G. Review maintenance needs for roads and transit capital, including deferred maintenance costs
- H. Develop/define list of project/programs in easily understandable format

* At a minimum, but not limited to

STEP 4: IDENTIFY REVENUES FOR ALTERNATIVE PROGRAM PERIODS (STA)

- A. Review MTC projections
- B. Review statewide estimates/projections/trends
- C. Review revenues generated in comparable counties
- D. Develop alternative revenue scenarios

STEP 5: REVIEW AND ADJUST CANDIDATE PROJECT/PROGRAM COSTS ESTIMATES (STA)

- A. Review previous cost estimates from local jurisdictions
- B. Review appropriate Caltrans Project Study Reports
- C. Review current and past budgets/funding levels and trends for ongoing programs
- D. Develop estimates of costs for deferred maintenance for roads and transit capital investments
- E. Develop inflation factors, calculate current (1997) costs for projects/programs form task I
- F. Based on review of local jurisdictions costs for past projects, develop basic cost assumptions
- G. Develop estimated costs for all projects/programs identified in task I

STEP 6: DEVELOP DRAFT PLAN (STA)

- A. Develop criteria for prioritization process
- B. Evaluate projects/programs
- C. Develop strategy
- D. Prioritize projects/programs in an expenditure plan

Attachment C

TENTATIVE SCHEDULE OF EVENTS

STA Board authorizes advance notice to proceed	June
Conduct survey	July
Establish public/private steering committee	July/August
Identify and review candidate projects/programs	July/August
Identify revenues for alternative program periods	July/August
Review and adjust candidate project/program cost estimates	September
Develop draft plan	September/October
Draft plan to STA TAC	October
Draft plan to STA Board	November meeting

July 9, 1997
Agenda Item 7.2



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
RE: 1997/98 Countywide Traffic Model Agreement with City of Fairfield

Part of our on-going Congestion Management Program has been the establishment and maintenance of a Multi-Regional Countywide Traffic Model. The model has gotten somewhat out-of-date and needs to be revalidated along with new projection dates (or horizon years) consistent with MTC's model. Although we could just adopt the regional model that MTC maintains, our model provides more detailed regional and local traffic projections by smaller subareas of the county and can reflect more accurate land use projections by jurisdiction.

A few months ago the TAC established a subcommittee consisting of Morrie Barr, Gian Aggarwal, Tom Bland and Dan Christians to review and make recommendations on the model. The committee met three times and generally agreed that we should continue to maintain our own traffic model (at least for the next 1-2 years) as part of our Congestion Management Program, but to update it as necessary in accordance with MTC guidelines and our member agency needs.

The MTC Travel Demand Model and the new Baycast version will have improved reliability for predicting mode choice and trip generation rates but the Solano Multi-Regional Countywide model has detailed network value for certain countywide or local purposes. In addition, we need to convert our model for regional consistency with the MTC model since it contains the various housing and jobs data (i.e. population and jobs projections). Also, our CMP also requires a horizon year of at least seven years (i.e. the specified time frame of the CMP capital improvement program).

The City of Fairfield has maintained the Solano Countywide Traffic Model since 1991 and the STA has paid \$25,000 each year since then for these services. However, the scope of work is now out-of-date and a new agreement is needed if this arrangement is to be continued.

On June 25 the TAC recommended that the attached scope of work be approved for the modeling during 1997-98. The agreement would also allow a second year of services if deemed necessary to complete this scope.

Recommendation

Authorize the Executive Director to execute an Agreement with the City of Fairfield for modeling services as described in the attached scope of work.

EXHIBIT A

Scope of Work

Solano Countywide Traffic Model

1. Increase the number of Traffic Analysis Zones (TAZs) from the existing 106 to approximately 300 zones.
2. Based on the new zones, update and validate the entire Solano Multi-Regional Countywide Traffic Model (using 1990 base year) with horizon years for 2000, 2005, 2010 and 2015. Each of the member agencies will also be requested to submit housing unit and employee projections by TAZ for each of these horizon years (where possible).
3. Convert the Solano Countywide Traffic Model (without San Joaquin and Sacramento areas) and validate it for consistency with the MTC Baycast Model. This will include updating the land use/jobs and trip generation tables, street network, various modes of transportation, pricing, etc. This version of the model shall be submitted to MTC Modeling Coordination Working Group for their review.
4. Continue to be make the model available for additional countywide and local planning and traffic analysis purposes. For new large projects, EIR's, general plan amendments, or any change of timing or density of major developments not previously included in the existing model (or after the model is comprehensively updated), member agencies will be required to pay the hourly cost of any special model runs as has been the prior practice. However, all member agencies will continue to have access to the existing model output at no cost .
5. Along with STA staff, the modeler will actively attend the MTC Partnership Modeling Coordination Working Group and provide input on MTC's pending Baycast model.
6. The City of Fairfield (City) will provide quarterly verbal and/or written progress reports to the TAC and/or Board on the tasks completed for this scope of work including the traffic projections of the model, particularly as it compares to the MTC/Baycast model. The City will provide a written schedule of tasks to be completed for the next fiscal year to the Executive Director, for review and approval, within 30 days after approval of this agreement.

The term and compensation of this agreement will initially be \$25,000 for one year. The services may be extended for a second year for an additional \$25,000 if a determination is made by the Executive Director that a second year is needed to complete these tasks after a review of the first year progress report(s).

6/24/97



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
RE: Selection of Moore, Iacofano and Goltsman and Authorize Agreement for 1997/98 Intercity Transit Marketing and Promotions Program

As part of the proposed Intercity Transit Implementation program for 1997/98, the Board's Transit Steering Committee requested that an Intercity Marketing and Promotions Program be conducted to increase awareness of intercity transit and conduct highly visible promotional activities that would increase ridership on new or off-peak intercity services. The need for this program was discussed in the Intercity Transit Coordination Marketing Action Plan.

In May, a STAF claim of \$170,000 was approved by the STA Board for 1997/98 Intercity Transit Coordination Implementation. Of that amount the Board's Transit Steering Committee earmarked \$100,000 for this promotional program. Among the proposed tasks tentatively planned under this program would be the development of products such as a newspaper supplement highlighting all the intercity transit services in Solano, a short video that would showcase intercity transit services, specific marketing efforts for certain routes and services and a possible Transit Fair/or Forum. The actual tasks to be performed by the consultant would be decided each quarter with direct input from each of the transit operators.

An RFP was prepared, nine firms submitted proposals, and four of them were interviewed on June 24. The selection committee chose Moore Iacofano and Goltsman (MIG) of Berkeley to conduct this program. The TAC confirmed this selection at their June 25 meeting.

MIG has been the facilitator on the Intercity Transit Coordination Study and previously assisted Bill Gray in developing the STA's Strategic Organizational Plan. Their team also has extensive experience in public relations, media, graphics, marketing research, etc.

Attached is the preliminary scope of work developed by MIG. Staff and the consultant are now fine-tuning the scope. However, the program will remain somewhat flexible depending on what the marketing needs are determined for each quarter for the transit operators. It is also expected that the Board's Transit Steering Committee may want to meet every few months to provide input on the timing and development of this program as well as the evolution of the transit consortium.

Recommendation

Approve the selection of Moore, Iacofano and Goltsman (MIG) and authorize the Executive Director to execute a \$100,000 agreement with them based on the attached preliminary scope of work.

Work Scope

July 1 – September 30

- Newspaper Supplements
- Transit Map Brochure
- Press Kits & Press Information*
- Transit Video
- Rideshare Week Promotions
- Focus Groups to Test Marketing Messages before Implementation*
- Research Future Placement*
- Research Media Sponsorship*
- Target Stories for Local and Regional Newspapers*

October 1 – December 31

- Promotions for Niche Markets
- Newspaper Advertising
- Distribute Brochures and Video
- Assist SCI to distribute special transportation packets
- Press Releases and Media Placement*

January 1 – March 30

- Newspaper Promotions for Special Countywide Transit Events
- Promote Key Intercity Transit Routes

April 1 – June 30

- Plan, promote and implement a Clean Air Forum/Transportation Fair
- Develop a monitoring system to test success of marketing plan
- Conduct public opinion polls to determine desired and needed transit services
- Provide a year-end report of results to the STA



Solano Transportation Authority

333 Sunset Avenue, Suite 200
Suisun City, California 94585

Area Code 707
422-6491 ♦ Fax 429-2894

May 16, 1997

Members:

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

Martin Tuttle
Executive Director

Dear Transportation and Marketing Consultants:

The Solano Transportation Authority (STA) is pleased to submit the enclosed Request for Proposals for our **1997-98 Solano Intercity Transit Marketing and Promotions** activities. Through this contract and in cooperation with the Solano transit operators and Solano Commuter Information, the STA will be implementing the Marketing Action Plan of our Solano Intercity Transit-Coordination Study.

The Scope of Work is preliminary and subject to change depending on the needs and requirements of our transit operators. However, the main purpose of this effort is increase public awareness of Solano intercity transit services and create promotional products that will assist us in increasing ridership on particular services and routes. A budget of \$100,000 has been earmarked for this one year effort.

Please submit your qualifications, proposed project manager, any subconsultants, hourly billing rates, recent experience in marketing and promotions (particularly any efforts promoting public transit systems) and recent examples of any comparable advertising products including transit information guides/newspaper supplements, information videos, spot advertisements, and niche marketing efforts used in newspapers, radio or other media to promote selected services.

Please submit 6 copies of your proposal no later than June 10, 1997 to:

Martin Tuttle, Executive Director
Solano Transportation Authority
333 Sunset Avenue, Suite 200
Suisun City, CA 94585

A committee of the STA Board will review the proposals, interview consultants, and make a recommendation to the full board. If selected, you must be able to commence the project by July 14, 1997. If you have questions, please call Dan Christians at (707) 438-0654.

Sincerely,

Martin Tuttle
Executive Director

Scope of Work for Solano Intercity Transit Marketing RFP

Project Title: 1997-98 Solano Intercity Transit Marketing and Promotions

Funding Available: \$100,000

Project Description: This project will provide support services and marketing products to the Solano Transportation Authority, Solano Transit Operators and Solano Commuter Information to fully implement the Marketing Action Plan being completed as part of the **Solano Intercity Transit Coordination Study**. The major purposes of these services are to increase awareness of Solano's intercity transit services throughout Solano county and the surrounding regions based on input and direction from a subcommittee of the transit operators. Niche marketing efforts to increase ridership on specific intercity transit routes and various transit modes will also need to be implemented

Firm Qualifications: The selected firm must have recent, extensive experience working with private and/or public sectors in marketing and advertising with experience in transit marketing preferred.

Scope of Work: Final Scope of Work will be detailed and prioritized throughout the year as needs, priorities and services are added, or modified. At the start of each quarter the consultant shall discuss with the transit operators what marketing promotions are being planned for each system and coordinate efforts to make sure there is no duplication. All billings will be based on a work program and products agreed to for each quarter and billed on an hourly/monthly basis not to exceed an established contract amount. Preliminary tasks/products identified by time periods are listed below.

7-1-97 to 9-30-97 Coordinate with transit operators and SCI to design, prepare and publish in all the major county newspapers, a transit supplement including the intercity transit map and other pertinent transit information/rideshare information, most likely in conjunction with Rideshare Week in the fall 1997. Explore the possibility of including advertisements to reduce costs.

Write, coordinate and produce an approximately 30 minute, high quality Solano Intercity Transit Video for use on cable television stations along with some spot ads for use by transit operators to promote certain new or expanded routes and services or special transit events.

Work with transit operators and SCI to develop special summer/fall transit promotions to encourage ridership on off-peak hours such as \$1 a Ride, free rides during Rideshare Week and Transit Week, special student rates, etc.

10-1-97 to 12-31-97 Plan and implement special intercity niche transit marketing promotions (coordinated with SCI and transit operators) during the slow winter months including special route ads in each of the major Solano newspapers; place copies of intercity maps on displays on all intercity transit buses and in displays at key transit and government centers (Fairfield City Hall on the Mall, Ferry Terminal), medical facilities (i.e. Kaiser), and business locations (i.e. SEDCORP, Anheuser Busch, Genentech and Marine World) and Solano Community College. Provide additional marketing activities as needed and requested by transit operators such as interior and exterior transit ads on buses, special flyers and/or radio spots. Assist SCI, if needed, to prepare and distribute special transportation packets or displays to Solano chambers of commerce and surrounding chambers and transit agencies (i.e. Sacramento, Contra Costa, Yolo, San Francisco and Napa counties)

Distribute and arrange for running of promotional video tape on cable TV stations.

1-1-98 to 3-30-98 Additional newspaper marketing promotions will be prepared and published for countywide transit events (i.e. Clean Air Week, Clean Air Forum/Fair, Transit Week, Bike-to-Work Day) and/or for key intercity transit routes including but not limited to the Vallejo-Benicia-Pleasant Hill BART Route, Route 80 from Vallejo-El Cerrito BART, Proposed new Route 90 from Vacaville-Fairfield-Vallejo Ferry-El Cerrito BART, Citylink (Route 30) from Fairfield-Vacaville-Dixon-U.C. Davis and Solano BART Express (Route 40) from Vacaville-Fairfield-Pleasant Hill.

4-1-98 to 6-30-98 Assist STA, the Transit Operators and SCI, (as needed) in the planning, promotion and implementation of a proposed Clean Air Forum/Transportation Fair designed to attract public awareness and support for all the various transportation modes and services available in Solano and to showcase the latest clean air vehicle technology available (CNG, LNG, electric, methanol, clean diesel, etc.)

Develop a monitoring program to determine how successful the different promotional activities were in attracting new riders to the systems. Use either on-site field surveys, comment cards, or other appropriate method(s) to determine which promotions were most effective, how many new riders tried transit or ridesharing and how many changed modes from single occupant vehicles, broken down by each of the major intercity/feeder bus routes or rideshare modes. Poll potential transit riders at the Transportation Fair (or other events) to determine what new or expanded transportation services the public would like to have. Provide a year end report of the results to the STA and transit operators.



DATE: July 2, 1997
TO: STA Board
FROM: Dan Christians
RE: Revised Bicycle Plan Executive Summary and Map and Report on
1995-97 Bike Route Implementation Activities

Since the **Solano Countywide Bicycle Plan** was approved by the STA Board in March 1995, the Bicycle Advisory Committee and our member jurisdictions have made substantial progress in funding and implementing the plan. The major accomplishments and proposed revisions include the following:

Use of the Bike Plan Since 1995

The 1995 plan, the STA's first effort at developing a comprehensive bicycle plan, has proven to be an excellent guide to bicycle planning throughout the county. It has been effective in helping with the bicycle planning efforts in most of our jurisdictions and assisted the STA and member agencies secure some regional and state bicycle grants. It has also proven to be one of our more popular plans that is often requested by the public and member agencies.

Changes to 1995 Plan

After working with the Plan for more than two years, the Bicycle Advisory Committee (BAC) requested some minor changes to the plan and wanted the overall 20-year Bikeway System map to be updated in the Executive Summary to reflect those changes. The BAC recommended the STA Board approve this report at their meeting of June 5. The TAC recommended approval at their June 25 meeting. Both committees made revisions to the map and some technical changes to the report. The major changes include:

1. The alignment of the Dixon-Davis Bike Route was slightly modified to show the use of Old Davis Road Bridge instead of the Union Pacific Bridge.
2. An additional long term Class 1 Bike Route was added south of Highway 12 between Red Top Road and the Napa County line west of Fairfield, within either the Union Pacific or water line right-of way for consistency with a similar bike route proposed in Napa County. The BAC also felt it was important that Class II bike lanes as shown in the original 1995 Plan along this same portion of Highway 12 should be installed in the meantime for safety reasons.
3. In Suisun City and Fairfield, some Class 1 routes were added to the plan along Highway 12 (adjacent to the recent road widening between Sunset Avenue and Walters Road) and along the levies of McCoy Creek that would connect E. Tabor Avenue and the existing Laurel Creek bike path in Fairfield, from Paradise Valley to Highway 12.

4. The proposed Ledgewood Creek Class 1 Bike Route in Fairfield was added to the map.
5. The completed segments of the Alamo Creek (Southside Bikeway) are now shown.
6. An additional east-west road was designated a Class 2 Bike Route from Pedrick Road in Dixon to Pleasants Valley Road (i.e. Pedrick Road-Sievers Road-Haley Road-Boyce Road-Putah Creek Road).

A large color copy of the updated Bicycle System map will be available at the Board meeting.

Progress of TDA Article 3 Funded Projects

Since the plan was approved in 1995, about \$864,000 of the TDA Article 3 monies have been programmed/reprogrammed into new projects. New TDA funded bicycle projects are now being reviewed for consistency with the Countywide Plan. Substantial progress on virtually all TDA Article 3 bicycle projects programmed for 1995/96 (and prior) and 1996/97 has now occurred. Notable bicycle projects that have been begun or previously completed with TDA funds include the pedestrian bridge over Air Base Parkway in Fairfield, Ascot Parkway trail in Vallejo, portions of the Alamo Creek Bikeway in Vacaville, bike lanes on No. First Street in Dixon, the linear park in Fairfield between Pennsylvania Avenue and Union, Bike lanes along Military and W. 7th in Benicia and bridges on Old Davis Bridge Road and Pleasants Valley Road in Solano County.

Progress Report on 1995-97 and Next Year Implementation Activities

Since 1995, a number of grant applications have been made by member agencies and the STA (i.e. TEA, Clean Air Fund, PVEA, etc.). The attached progress report summarizes the progress made for securing those grants. Substantial work still needs to be done in the next few years, particularly to implement both the Vallejo- Fairfield (I-80 Solano Bikeway) and the Dixon-Davis bike routes.

Recommendation

The STA Board approve the revised **SOLANO COUNTYWIDE BICYCLE PLAN *Executive Summary*** and "Report on 1995-97 Bicycle Route Implementation Activities" dated June 30, 1997 including the updated 20 Year Bikeway System map.



SOLANO COUNTYWIDE BICYCLE PLAN
Executive Summary

and

Report on 1995-97
Bicycle Route Implementation Activities

Prepared by
Michael G. Jones, Bikeway Planning

Prepared for
Solano Transportation Authority

June 30, 1997

941-711

SOLANO TRANSPORTATION AUTHORITY

Steve Lessler -Chair, City of Fairfield
Don Erickson -Vice-Chair, City of Dixon
Jerry Hayes, City of Benicia
Helen Madere, City of Rio Vista
Barbara Kondylis, Solano County
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Executive Summary Update (1995-1997)

In the two years since the Countywide Bicycle Plan was completed, the Solano Transportation Authority, the county and cities of Solano have made progress in implementing the regional bikeway system including:

- Solano Bikeway (Vallejo-Fairfield): awarded about \$800,000 in Transportation Enhancement Activities (TEA) and Transportation Fund for Clean Air (TFCA) to construct a bike path/route between Vallejo along the I-80 corridor to the community of Cordelia in Fairfield. This project is currently in the preliminary design and environmental review phase.
- Bay Trail Connector Bikeway (Benicia): prepared three applications for future submission for a short bike path and bridge over I-780 linking Benicia and Vallejo to the Bay Trail at Benicia State Recreation Area. The City of Benicia is pursuing \$400,000 in funding for this project in 1997-98.
- Dixon-Davis Rail Trail (Dixon-Solano County-Yolo County-Davis): an air quality funding application and detailed Project Study Report documenting the project's cost, benefits, and other details was completed for the Dixon-Davis Rail Trail--a part of the primary regional bikeway system. The project has received support from Dixon, Yolo County, the City of Davis, the University of California at Davis, and the Yolo-Solano Air Quality Management District. The project is currently being reviewed for funding and by the Union Pacific Railroad.
- The City of Rio Vista was planning their first bike route with TDA Article 3 funds.
- LedgeWood Creek Pathway (Fairfield): The City of Fairfield began preliminary design on the LedgeWood Creek Bike Pathway, serving several residential neighborhoods on the north side of I-80.
- Southside Bikeway (Vacaville): the City of Vacaville continued to expand its popular bikeway system, linked to the Alamo Creek Pathway system and part of the regional primary bikeway system.
- Pleasants Valley Rd. Bridge Replacement (County): the County is preparing plans for bridge replacement for several older bridges on Pleasants Valley Rd. that will be re-built with shoulders for bicyclists.
- Suisun Valley Road Bike Lanes and Bridge Replacement (County): the County is preparing plans for bike lanes and bridge replacement on Suisun Valley Rd. to accommodate bicyclists.
- Bikeway Maps (County): An additional 2,000 bikeway maps were produced for free

distribution. Concepts for a higher quality map were developed for potential future funding.

- Bicycle Advisory Committee (County): The BAC continued to meet and make decisions on revising and expanding the Plan and Map. The Bicycle Master Plan Map was revised several times to reflect changes over the past two years.

The Solano Transportation Authority continues to plan for bicycle projects for the next twenty years as well. A summarized 5 year list of projects, sponsors, and Transportation Development Act (TDA) funding for projects not yet constructed are as follows.

Table 1 5 Year Bicycle Projects Solano Countywide Bicycle Plan		
5-Year Projects (1996-2002)	Sponsor	Funding Request¹
Pleasant Valley Rd./Foothill Dr. Class II Bike Lanes	County	\$67,406
Rio Vista Bike Route	Rio Vista	\$40,164
Suisun Valley Rd. at Suisun Creek Class II Bike Lanes	County	\$10,254
Solano Bikeway, Class I Bike Path between Vallejo and Fairfield	Vallejo	\$107,000
Class II Gap Closures: W. 7th and Military and Bay Trail Connector Class I Bike Path	Benicia	\$40,000
Ledgewood Creek Class I Bike Path	Fairfield	\$140,000
Dixon-Davis Class I Bike Path	Dixon/STA	\$137,000
Class I from Alamo Creek to Alamo Road and Alamo Creek Bridge	Vacaville	\$89,689
Highway 12 Class I Bike Path	Suisun City	\$75,000
Pleasant Valley Bridges and Intersections	County	\$178,806
Maritime Academy Dr. Class II Bike Lanes and Class III Bike Route	Vallejo	\$10,000

¹ Bicycle-related portions of TDA projects only.

Some of the possible 10 and 20 year projects with countywide benefit include:

10 Year Projects

- | | | |
|-----|--|--------------------------------|
| (a) | Benicia Rd. Bike Lanes | Vallejo |
| (b) | Benicia-Martinez Bridge/Multi-Modal Station | Benicia |
| (c) | Solano-Napa Bikeway (S.R. 12) | County |
| (d) | Linear Park Extensions | Fairfield |
| (e) | Alamo Creek-Vacaville Rail Trail | Vacaville |
| (f) | Pleasants Valley Bridge Replacement projects | County |
| (g) | Suisun Valley Rd. Bridge Replacement project | County |
| (h) | Green Valley Rd. Bike Lanes | County |
| (i) | Countywide Bike Signing Program | County |
| (j) | Vacaville-Dixon Bike Path Extensions | Vacaville, Solano Co,
Dixon |
| (k) | Lake Herman Road | Benicia/Solano County |
| (l) | Carquinez Bridge Bike Route | Caltrans |

20 Year Projects

- | | | |
|-----|--|---------------------|
| (a) | S.R. 12 Shoulder Project | Caltrans/County |
| (b) | Fairfield-Vacaville Bikeway | Fairfield/Vacaville |
| (c) | Vacaville-Dixon Rail Trail | County |
| (d) | 2nd St.-Lopes Rd. Bike Lanes | Benicia |
| (e) | Class 1 Route paralleling Highway 12 from
Red Top Road to Napa County line (in
cooperation with Napa County) | County |
| (f) | Various Secondary/Recreational Routes | County |

Refer to the Countywide Bicycle Plan 20 Year Bikeway System map for a complete inventory of all proposed routes.

Note: County means Solano County, Solano Transportation Authority and/or multi-jurisdictional arrangements.

EXECUTIVE SUMMARY

Background

This "Solano Countywide Bicycle Plan Executive Summary" and "Report on 1995-97 Bicycle Route Implementation Activities" is an summary update and progress report the 1995 **Solano Countywide Bicycle Plan**, adopted by the Solano Transportation Authority as the 20 year long range bicycle plan for Solano County jurisdictions. It identifies all of the primary and secondary bicycle routes needed to interconnect all Solano jurisdictions and provide recreational routes throughout the county. Significant work has been initiated this past year to acquire funds to commence the primary system. However, more focused actions still are needed to complete the first segments of that system.

The main purpose of this Plan is to encourage the development of a unified bicycle system throughout Solano County with connections to other regional bike and pedestrians systems. Projects shown on the 20 Year Bikeway System map will be given priority for various state and federal funding sources prioritized through the Solano Transportation Authority (STA). It is hoped that each member jurisdiction of the STA will incorporate many of the Plan's recommendations into their local planning policies and road standards and will seek various funding sources as suggested to implement the projects at the local level. It is expected that through individual or combined efforts many of the proposed projects, or major portions of them, will eventually be implemented.

The planning process utilized for this study included three public workshops in Dixon, Fairfield, and Vallejo, and regular meetings usually held every other month with the Solano Bicycle Advisory Committee (BAC) in Suisun City. Through this process a system was devised that reflects bicyclists' needs and physical, operational, and financial opportunities and constraints.

Solano offers many ideal conditions for all types of bicyclists, from commuters to recreational riders to school children. The county is generally flat, has a temperate climate, and has a wide range of parks, schools, employment centers, and other destinations within an easy bicycle ride of most citizens.

Bicycling is perhaps the most cost-effective and achievable means of reducing traffic congestion and improving air quality in Solano. While bicyclists account for less than one percent of peak hour commuters now, a recent national survey found that over 30 percent of all workers would consider riding a bicycle to work if there were safe and convenient bikeways available. Add to this the figures that show over 50 percent of all employees living within five miles (an easy bike ride) of work, and \$155 billion in ISTEA funding which identifies bicycling as a major sub-program, and the impetus is there to construct a system of paths and lanes for Solano.

The Countywide Bicycle Plan found that Solano jurisdictions has many positive attributes for bicyclists, including an enthusiastic Advisory Committee and general public, and adopted General Plans which call for the completion of a comprehensive bikeway system.

The county and the cities currently (1994) provide about 42 miles of bikeways, of which 29 miles are bike lanes, 12 miles are bike paths, and the remaining 1 mile is formal or informal bike routes.

Key Findings

The recreation and commuter needs analysis showed existing deficiencies in system continuity, linkages to regional destinations, use of major arterials and busy intersections, and narrow bridges. A demand analysis based on a survey of bicyclists found that most people own bicycles (82 percent) and the average bicycle-owner rides for casual recreation. About 69 percent of all respondents indicated that they would ride more often if there were adequate facilities such as bike lanes, paths, and lockers.

Bicycle ridership data was reviewed with a finding that potential benefits of improving bicycle facilities in Solano may result in a reduction of over 100,000 vehicle miles per day and a measurable reduction in vehicle emissions.

Comments and suggestions from the public workshops included an indication of the highest priority

segments to be targeted for improvements, and many specific recommendations such as improving the safety of Pleasants Valley Road. Many of these suggestions were incorporated into the plan.

An opportunity and constraints analysis resulted in several key findings. *First*, the existing network of bike lanes and paths are well-used but frequently disconnected or not up to the Caltrans standards shown in Figure 2. *Second*, many of the older areas of the six incorporated cities have narrower streets which may intimidate some bicyclists and force others to negotiate heavy vehicle traffic. *Third*, the barriers of I-80 and other highways result in bicyclists having to use congested overcrossings and busy intersections. *Fourth*, directional signing is generally lacking for bicyclists. *Fifth*, many of the two-lane County roads in rural areas, heavily used by bicyclists, are narrow-- often with no shoulders.

Major Recommendations- 20 Year Plan

The overall concept for the regional bicycle system is a primary "spine" system linking all Solano cities and regional connections (see enclosed updated map entitled "20 Year Bikeway System"). This updated map combines and supersedes the previous maps entitled "Proposed Bikeway System" and "Phase II - 20 Year Bikeway System" contained in the 1995 Plan and Executive Summary.

The primary network generally follows I-80 from Carquinez Straights through Vallejo, Fairfield, Vacaville, Suisun City and Dixon, with notable spurs serving Benicia, Davis, Napa County, and Rio Vista. The 20 year network of the plan is targeted for implementation by 2015 and includes a 675 kilometer (421 mile) system, consisting of recreational and commuter routes designed to serve all types of bicyclists. A substantial portion (114 km, 15%) is proposed to be Class I bike paths along creeks and railroad right of ways. Approximately 213 km of Class II bike lanes are also recommended.

A secondary system was developed which serves the dual function of feeder routes to the primary network and providing recreational loop routes from each city.

The planned system is based on a broad range of criteria including access, traffic conditions, right-of-way availability, connection to major destinations, cost and implementation constraints, and level of public support expressed at the three public workshops. The proposed system will be implemented in two Phases costing a total of about \$25 million (all costs are in 1994 dollars).

The system will serve all cities and regional destinations in Solano, linking people with schools, parks, shopping areas, work centers, and other destinations. Bike paths will allow bicyclists to travel without having to ride along busy streets. Bike lanes and routes will provide an extra level of comfort for bicyclists negotiating city streets and avenues. Crossing improvements will help minimize conflicts between motorists and bicyclists. New bicycle lockers and racks will help encourage bicycle commuters.

The Bicycle Plan outlines the planning and design criteria used to select the high and low priority projects. Detailed descriptions of each proposed bikeway segment are provided, along with implementation issues. The Plan provides specific recommendations on safety improvements, design standards, implementation, operations and maintenance, educational programs, performance standards, and funding.

Specific recommendations include:

A. Design Standards

- adhere to Caltrans Design Manual Chapter 1000
- provide a minimum 12' curb lane on collectors, 14' on arterials
- provide 12' (3.5 m) on bike paths
- provide loop detectors at major signalized intersections
- give final decision on bike lane feasibility to local public works department
- meet ADA requirements
- prefer Class I (Paths) and Class II (Lanes) over Class III (Routes) on primary system.

B. Support Facility Standards

- provide bike racks and lockers at regional activity centers
- apply performance standards to new development based on Gross Leasable Area (GLA) and/or employees

C. Programs and Operations

- teach bicycle education to all third and fourth grade children
- develop a log and response procedure for bikeway maintenance
- establish local and Countywide Bicycle Coordinator positions

Much of the system should be implemented as feasible over the next 10-20 years through road improvements and new development. This ultimate system is designed to meet the needs of bicyclists over the long term and help establish bicycling as a viable travel mode in Solano.

Phase 1 Recommendations- 10 Year Plan

Phase I includes the implementation of most of the primary system linking the cities of Benicia, Vallejo, Fairfield, Suisun City, Rio Vista, Vacaville, Dixon and Davis and will provide about 236 km of bikeways to be completed by the year 2005 at an estimated cost of \$18.5 million. A total of 14 segments are targeted for implementation between 1995 and 2005. Phase II, to be implemented by 2015, provides the remaining 373 km at an estimated cost of \$6.1 million. Some of the key primary segments planned for Phase 1 include:

- (1) Solano Bikeway (Vallejo-Fairfield)
- (2) Davis- Dixon-Vacaville-Fairfield Bike Route
- (3) Linear Park Extension, Fairfield
- (4) Bay Trail Connector Bikeway, Benicia
- (5) Benicia Bridge Bikeway
- (6) Carquinez Bridge Bikeway
- (7) Alamo Creek Bikeway, Vacaville
- (8) State Route 12 Bikeway

Seven segments of this secondary system were placed in Phase I due to requests from member agencies, bicyclists and the public: (1) Pleasant Valley Road, (2) Lake Herman Road, (3) Suisun Valley Road, (4) Abernathy/Mankas Corner Route, (5) Pedrick Rd.-Sievers Rd.-Haley Rd.-Boyce Rd.-Pleasants Valley Rd.; (6.) McCoy Creek from E. Tabor Avenue to Highway 12; and (7) Ledgewood Creek.

5-Year Bicycle Plan - and TDA Article 3 Funded Projects

Each year the Bicycle Advisory Committee updates its 5-year Bicycle/Pedestrian Plan and recommends TDA Article 3 funding to the Solano Transportation Authority and the Metropolitan Transportation Commission. Some of the key projects recommended for this funding during the next five years (1997-2002) include:

Solano Bikeway from Vallejo-Fairfield- Preliminary engineering and right of way to match various clean air and state grants.

Dixon-Davis Bike Route-Preliminary engineering and right of way acquisition to match various clean air, local, regional, and state grants.

I-780 Bay Trail Connector Bikeway, Benicia-Preliminary engineering to match various clean air, local, regional, and state grants.

Rio Vista Bike Route(s) - Construct the first phase of a bike route system in this growing community.

Ledgewood Creek Pathway - A class 1 bikeway feeding the Fairfield Linear Park and primary Countywide Bicycle system.

Pleasants Valley and Suisun Valley Road Bridges - Matches to provide Class II bicycle lanes over key bridges along Pleasants Valley Road and Suisun Valley.

Highway 12 Bicycle Route, Suisun City - a Class 1 Bicycle Route along Highway 12 in Suisun City from Sunset Avenue to Walters Road.

Carquinez Bridge Connector - Class II and Class III bike routes gap closures connecting the new Carquinez Bridge span to Highway 29 and the Vallejo Ferry terminal.

Bicycle Route Implementation Activities During 1995-97

Substantial bicycle implementation activities occurred during 1995-97. A number of previously funded TDA Article 3 projects were constructed and a variety of requests for new funding were initiated for key segments totaling approximately \$1.3 million. Progress on the following projects occurred during 1996-97, largely as a result of the Bicycle Route Implementation Program adopted as a "Priority Development Project" by the Solano Transportation Authority this past year:

Solano Bikeway from Vallejo-Fairfield - Listed on the Bay Area Contingency List for a "Transportation Enhancement Activities" grant, this application of the City of Vallejo for \$400,000 was awaiting final action and a funding recommendation from the California Transportation Commission. The STA was awarded a TFCA Regional Clean Air Grant for \$392,000 from the Bay Area Air Quality Management District for the project. The STA also submitted an application for \$174,000 of Environmental Enhancement and Mitigation program grant and was awaiting final action from the Air Resources Board. The STA and MTC also awarded an additional \$107,000 TDA Article 3 funds to the City of Vallejo for additional local match to complete plans and specifications.

Dixon-Davis Bikeway - Old Davis Road Bridge was completed utilizing approximately \$60,000 of 1995-96 TDA Article 3 funds. The project was awarded \$20,000 from Yolo Solano Air Quality Management District to match \$93,000 from Solano County and funds from U.C. Davis to fund the first segment 0.6 mile from Old Davis Road Bridge to the U.C. Davis campus. The project also obtained the support from the Assembly Transportation Committee for Petroleum Violation Escrow Account funding; the funding amount to be determined in the 1997-98 Governor's budget.

Fairfield Linear Park - The plans and specifications were completed and the construction commenced

on the next leg of the Fairfield Linear Park from Pennsylvania Avenue to Union Avenue utilizing \$200,000 of TDA Article 3 funds.

First Street Bike Lanes, Dixon - Class 2 bicycle lanes were being installed as part of the First Street Assessment District in Dixon utilizing \$50,000 of TDA Article 3 funds.

Alamo Creek, Vacaville - Two additional segments of this route was completed between the Alamo Drive and Marshall Road, and the Alamo Creek bridge was being designed and expected to be constructed during 1997 utilizing a total of about \$138,000 of TDA Article 3 funds for these various segments.

Blue Rock Springs Bike Trail, Vallejo - The design for this bike route was being completed by City of Vallejo and construction was being planned for 1997 or 1998.

Gap Closures, Benicia- Bicycle Route gap closure improvements along portions of West 7th Street and Military West Were being completed during 1997 utilizing \$25,000 of TDA Article 3 funds.

Pleasants Valley Road - Class 2 bicycle lanes were included in an additional Pleasants Valley Road Bridge expected to be completed in 1998 and utilize \$50,000 of TDA Article 3 funds.

As recommended in the **Solano Countywide Bicycle Plan**, a specially designed bicycle route logo was designed during this past year and is recommended by the Bicycle Advisory Committee to be installed by all Solano member jurisdictions along all primary and/or key secondary route segments that provide connectivity between destinations throughout the county (see attached logo).

1997-98 Work Program

In 1997-98, the STA and its Bicycle Advisory Committee plan to continue to focus their attention on the implementation and full funding of the above segments along with the development of a high quality countywide bicycle map for bicycle enthusiasts. Also, the STA will continue to apply for available funding sources to fund additional segments of the primary and secondary segments and

related improvements, with particular attention given to complete funding for the Dixon-Davis Bicycle Route. Also, the actual installation of the new Solano Bicycle Route sign throughout Solano County's bike route system is expected to commence this next year for existing and new segments.

For a complete copy of the Solano Countywide Bicycle Plan and attachments, please contact the STA at (707) 438-0654.