



STA BOARD MEETING AGENDA
5:30 p.m., Closed Session
6:00 p.m., Regular Meeting
Wednesday, June 12, 2013
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

Mission Statement: To improve the quality of life in Solano County by delivering transportation system projects to ensure mobility, travel safety, and economic vitality.

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. **Speaker cards are required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board. Public comments are limited to 3 minutes or less.**

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masiclat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at jmasiclat@sta-snci.com. **Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- 1. CLOSED SESSION (5:30 p.m.)**
 - PERSONNEL MATTERS (Gov't Code §549547):**
 Public Employee Performance Evaluation: Executive Director

- 2. CALL TO ORDER/PLEDGE OF ALLEGIANCE** Chair Hardy
 (6:00 – 6:05 p.m.)

- 3. CONFIRM QUORUM/ STATEMENT OF CONFLICT** Chair Hardy
 An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.

STA BOARD MEMBERS

Steve Hardy Chair	Osby Davis Vice-Chair	Elizabeth Patterson	Jack Batchelor, Jr.	Harry Price	Norman Richardson	Pete Sanchez	Jim Spering
City of Vacaville	City of Vallejo	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	County of Solano

STA BOARD ALTERNATES

Dilenna Harris	Hermie Sunga	Alan Schwartzman	Dane Besneatte	Rick Vaccaro	Constance Boulware	Mike Hudson	Erin Hannigan
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4. APPROVAL OF AGENDA

5. OPPORTUNITY FOR PUBLIC COMMENT

(6:05 – 6:10 p.m.)

6. EXECUTIVE DIRECTOR’S REPORT – Pg. 7

Daryl K. Halls

(6:10 – 6:15 p.m.)

7. COMMENTS FROM CALTRANS, THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND STA

(6:15 – 6:20 p.m.)

A. Water Emergency Transportation Authority (WETA) Update/Presentation

Nina Rannells, WETA

B. Presentation: Countywide ADA Eligibility

David Lee, C.A.R.E. Evaluators

C. Bike to Work Team Bike Challenge Winners

Judy Leaks

D. Directors Report

1. Planning

Robert Macaulay

2. Projects

Janet Adams

3. Transit/Rideshare

Judy Leaks

8. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(6:20 - 6:25 p.m.)

A. Minutes of the STA Board Meeting of May 8, 2013

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of May 8, 2013.

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B. Draft Minutes of the TAC Meeting of May 29, 2013

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of May 29, 2013.

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C. Fiscal Year (FY) 2012-13 Third Quarter Budget Report

Susan Furtado

Recommendation:

Receive and file.

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D. STA’s Fiscal Year (FY) 2012-13 Final Year Budget Revision

Susan Furtado

Recommendation:

Adopt the STA’s FY 2012-13 Final Year Budget Revision as shown in Attachment A.

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E. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - June 2013

Liz Niedziela

Recommendation:

Approve the following:

1. Approve the FY 2013-14 Solano TDA Matrix – June 2013 as shown in Attachment B for City of Fairfield, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
2. Authorize the Executive Director to enter into an agreement with the Solano County for the \$72,000 fund swap of FY 2012-13 STAF funds for FY 2013-14 County TDA funds;
3. Authorize the Executive Director to enter into an agreement with the City of Fairfield and the City of Suisun City for the \$50,000 for operating and maintenance cost for the Suisun City AMTRAK Station; and
4. Approve Resolution No. 2013-15 authorizing the filing of a claim with MTC for the allocation of \$585,884 TDA funds for FY 2013-14.

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F. Compressed Natural Gas (CNG) Feasibility Study for Benicia

Robert Guerrero

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into an agreement with the City of Benicia to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$10,000 in State Transit Assistance Funds (STAF) to match the City of Benicia's contribution for the CNG Feasibility Study.

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G. Transit Project Management Contract Amendments

Liz Niedziela

Recommendation:

Authorize the Executive Director to execute a contract with:

1. Jim McElroy for an amount not-to-exceed \$23,450 to provide transit and operation services for the Cities of Dixon and Rio Vista;
2. Elizabeth Richards for an amount not-to-exceed \$20,000 to cover additional services related to the completion and implementation of Mobility Management Plan/Programs and extend contract date to June 30, 2014; and
3. Nancy Whelan Consulting for an amount not-to-exceed \$14,384 to cover additional services related to Project Management services and for an amount not-to-exceed \$28,550 to provide transit financial services for the Cities of Dixon and Rio Vista.

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H. Intercity Paratransit Service Memorandum of Understanding (MOU)

Liz Niedziela

Recommendation:

Authorize the Executive Director to enter into the Memorandum of Understanding by and among the Cities of Dixon, Fairfield, Rio Vista, Vacaville, The Solano Transportation Authority, Solano County Transit, and the County of Solano for intercity Paratransit services as shown in Attachment A.

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- I. Revisions to the Solano County Transit (“SolTrans”) Joint Powers Agreement** Bernadette Curry
Recommendation:
 Authorize the Executive Director to execute an amendment to the SolTrans Joint Powers Agreement to amend the language to specifically exclude public-private partnerships from eligibility in membership in SolTrans.
Pg. 71
- J. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 2 for the Final Design Phase** Janet Adams
Recommendation:
 Approve the attached Resolution No. 2013-16 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$1.597 million in bridge toll funds for the I-80/I-680/SR12 Interchange Project – Construction Package 2 for the Final Design phase.
Pg. 73
- K. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 3 for the Final Design Phase** Janet Adams
Recommendation:
 Approve the attached Resolution No. 2013-17 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$3.916 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project – Construction Package 3 for the Final Design phase.
Pg. 91
- L. Dixon West B Street Pedestrian Undercrossing Construction Support and Project Management Services** Janet Adams
Recommendation:
 Authorize the Executive Director to amend:
1. HDR’s current Design Services Contract for Construction Support Services in an amount not to exceed \$75,000; and
 2. Quincy Engineering’s Contract for Project Manager Services during construction in an amount not to exceed \$75,000 and a contract extension to December 2014.
- Pg. 109**
- M. Jepson Parkway Project Update and Project Management Contract Amendment** Janet Adams
Recommendation:
 Authorize the Executive Director to amend Quincy Engineering Project Management Contract by \$250,000 and extend the contract to December 2016.
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9. ACTION FINANCIAL ITEMS

- A. None.**

10. ACTION NON-FINANCIAL ITEMS

- A. Transit Sustainability Study – Financial Assessment of Solano County Transit Operators** Derek Wong,
PMC
Recommendation:
Receive and file the following:
1. The Transit Sustainability Study Financial Assessment of Solano County transit operators; and
 2. The Transit Agency Peer Review: Comparative Analysis.
- (6:25 – 6:40 p.m.)
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- B. STA Overall Work Plan (OWP) for Fiscal Years (FY) 2013-14 and 2014-15** Daryl Halls
Recommendation:
Approve STA’s OWP for FY 2013-14 and FY 2014-15 as specified in Attachment A.
(6:40 – 6:55 p.m.)
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- C. Marketing Plans for SolanoExpress and Solano Napa Commuter Information (SNCI)** Jayne Bauer
Recommendation:
Approve the following:
1. Marketing Plan and Design Concepts for the SolanoExpress Marketing Campaign; and
 2. Marketing Strategy and Action Plan for Solano Napa Commuter Information.
- (6:55 – 7:10 p.m.)
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11. INFORMATIONAL – NO DISCUSSION ITEMS

- A. Water Emergency Transportation Authority (WETA) Update** Liz Niedziela
Pg. 357
- B. Coordinated Short Range Transit Plan Status Update and Coordination Report** Liz Niedziela
Pg. 359 Nancy Whelan,
STA Project Manager
- C. Mobility Management Plan Update** Sofia Recalde
Pg. 363
- D. Draft OneBayArea Grant (OBAG) Funding Agreement** Jessica McCabe
Pg. 369
- E. Legislative Update** Jayne Bauer
Pg. 395
- F. Funding Opportunities Summary** Sara Woo
Pg. 409

12. BOARD MEMBERS COMMENTS

13. ADJOURNMENT

The next regularly scheduled meeting of the STA Board at **6:00 p.m., Wednesday, July 10, 2013**, Suisun Council Chambers.



MEMORANDUM

DATE: June 4, 2013
TO: STA Board
FROM: Daryl K. Halls
RE: Executive Director's Report – June 2013

The following is a brief status report on some of the major issues and projects currently being advanced by the STA. An asterisk (*) notes items included in this month's Board agenda.

WETA Presentation on Bay Area Ferry Service *

The Water Emergency Transit Authority's (WETA) Executive Director, Nina Rannells has been invited to provide an update on the Bay Area's Ferry Service, specifically the service connecting Solano County at the Vallejo Terminal to San Francisco. In recent years, the ridership on Vallejo route had been trending downward, although still comprising an estimated 45% of WETA's overall ridership. This year, ridership on this route has started to rebound as the regional economy has started to recover.

I-80/680/SR12 Interchange Project Awaits CTC Construction Allocation Vote*

STA has continued to work with Caltrans to wrap up the remaining issues associated with advancing the next phase of the I-80/680/SR12 Interchange into construction. Last month, STA obtained the necessary permit from the Army Corp of Engineers (ACOE). The remaining issues are associated with the Buy America provisions outlined in Moving Ahead for Progress in the 21st Century (MAP 21). In follow-up to a meeting I had with Caltrans Director Malcolm Dougherty, Caltrans is continuing to work on various options to try to address the issue on a statewide basis. Solano's project has two utility companies impacted by the Buy America provisions. This past month, STA was able to work out a contract amendment with AT&T that addresses the Buy America provision. At this juncture, PG&E is not ready to sign a similar amendment. Previously, the California Transportation Commission staff and members of the Commission have indicated to me and to Caltrans that this may delay, but will not negatively affect, the project construction allocation vote on June 11th. Caltrans, STA and the other Proposition IB project sponsors have been operating under this guidance to get the project ready for the construction allocation vote. Last week, CTC staff reversed their position and informed the project sponsors that they would be recommending the CTC not allocate Proposition IB Trade Corridor Investment Funds (TCIF) to projects that were not ready for construction, including those impacted by the MAP 21 Buy America provisions. CTC staff is recommending these projects reapply for TCIF funds, a step viewed by STA staff as unnecessary and that will only add additional work and uncertainty. Caltrans is recommending the CTC allocate construction funds for TCIF projects, such as I-80/I-680/SR 12, that are ready for construction subject to the

Buy America provisions being addressed. Staff is in the process of contacting members of the CTC that had previously indicated their support for awarding these construction funds at the June 11th meeting to allow adequate time for Caltrans or individual project sponsors to address the Buy America provisions.

STA's Overall Work Plan (OWP) for Fiscal Years FY 2013-14 and 2014-15 *

STA staff has updated the agency's Overall Work Plan in preparation for the start of the next fiscal year and the development of a revision to the FY 2013-14 budget and a new one for FY 2014-15. At the meeting, I will provide an overview of the progress made to date on the plans, projects and programs contained in the current OWP, the projected milestones expected in the forthcoming two years, and any proposed additions to the list of work tasks to be the focus of the STA Board and staff for the forthcoming two years.

Transit Sustainability Study: Financial Assessment of Solano County Transit Operators *

Previously, the STA Board authorized a Financial Assessment of Solano County Transit Operators as a precursor to the development of the more comprehensive Coordinated Short Range Transit Plan (SRTP) that STA has a separate consultant currently working on and will be provided to the STA Board later in the year. Derek Wong, PMC, worked with the Solano County Transit Operators to focus on the financial condition of each transit operator heading into the Coordinated SRTP. This study was initiated in FY 2011-12, thus it uses transit financial data and projections available at that time. The Study projects forward five years regarding the relative financial conditions of each operator, and identifies issues to be addressed subsequently in the individual SRTPs that are being updated as part of the Coordinated SRTP.

New Countywide In-Person ADA Eligibility Process to Begin July 1st *

The new Countywide In-Person ADA Eligibility process for Solano County and its six transit operators is on schedule to begin on July 1, 2013. Countywide ADA Eligibility was identified as a top priority by the Seniors and People with Disabilities Transportation Advisory Committee and was a high priority in the recently completed Solano County Seniors and People with Disabilities Mobility Plan. Locations to conduct the in-person assessments have been identified in each of the seven cities and staff has worked with the transit operators to organize open houses at each of these locations in June to increase public awareness of this new program and these locations, and to answer questions. Care Evaluators will provide a presentation at the June 12th meeting of the STA Board regarding the new in-person ADA Eligibility process.

Marketing Plan for Solano Express *

Staff has been working with the Board's Executive Committee and staff from the two operators that operate the seven intercity transit routes collectively called, "SolanoExpress," to develop an updated marketing plan for the service. The consultant hired to develop the plan has been invited to present the draft marketing plan for review and comment by the STA Board prior to the marketing plan being initiated.

City of Benicia Requests to Join with SolTrans and STA for CNG Feasibility Assessment *

Currently, STA is working with the various transit operators and public agencies to complete a countywide Alternative Fuels Study. Last month, the STA Board authorized the STA to work with Solano County Transit (SolTrans) fund a Compressed Natural Gas (CNG) Feasibility Study looking at their transit fleet and facilities. The City of Benicia, one of two cities that are members of the SolTrans Joint Powers Authority (JPA), is interested in working with STA and SolTrans to also evaluate the feasibility of CNG for their city's fleet.

Solano Residents Ride to Commemorate 19th Annual Bike to Work Day *

STA's Solano Napa Commuter Information Program staff joined with members of the STA Board, Bicycle Advisory Committee members, and bicycle enthusiasts to participate in the 19th Annual Bike to Work Day on May 9th. There were 16 energizer stations organized in Solano County and 13 energizers stations in Napa County. The Bike Commuter of the Year for Solano County was Don Lopez, a Spanish Teacher from Vacaville High School. The Team Bike Challenge was won by the Benicia Biker Boys. Recipients have been invited to be recognized at the STA Board meeting.

SNCI Helps Form Two New Vanpools to Genetech in Vacaville

The SNCI program staff increased its annual total of new vanpools for Fiscal Year 2012-13 to 22 vanpools this month. Paulette Cooper helped to form two new vanpools to Genetech in Vacaville, one originating from Benicia and one from Roseville.

Safe Routes to School Program Forms New Walking School Buses

The new Walking School Bus Program officially began in February of this year. Thus far, STA's two part-time Walking Bus Coordinators Karen Bloesch and Karla Valdez have formed 9 new walking school buses. Three more are already formed and slated to start in August and three more are about to be formed. This pilot program is funded by a \$500,000 federal SR2S grant landed by the STA and will fund the program for the next two years.

Attachment:

- A. STA Acronyms List of Transportation Terms (Updated February 2013)

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A		J	
ABAG	Association of Bay Area Governments	JARC	Jobs Access Reverse Commute Program
ACTC	Alameda County Transportation Commission	JPA	Joint Powers Agreement
ADA	American Disabilities Act	L	
AVA	Abandoned Vehicle Abatement	LATIP	Local Area Transportation Improvement Program
APDE	Advanced Project Development Element (STIP)	LEV	Low Emission Vehicle
AQMD	Air Quality Management District	LIFT	Low Income Flexible Transportation Program
ARRA	American Recovery and Reinvestment Act	LOS	Level of Service
B		LS&R	Local Streets & Roads
BAAQMD	Bay Area Air Quality Management District	M	
BABC	Bay Area Bicycle Coalition	MAP-21	Moving Ahead for Progress in the 21 st Century
BAC	Bicycle Advisory Committee	MIS	Major Investment Study
BART	Bay Area Rapid Transit	MOU	Memorandum of Understanding
BATA	Bay Area Toll Authority	MPO	Metropolitan Planning Organization
BCDC	Bay Conservation & Development Commission	MTC	Metropolitan Transportation Commission
BT&H	Business, Transportation & Housing Agency	MTS	Metropolitan Transportation System
C		N	
CAF	Clean Air Funds	NCTPA	Napa County Transportation & Planning Agency
CALTRANS	California Department of Transportation	NEPA	National Environmental Policy Act
CARB	California Air Resources Board	NHS	National Highway System
CCCC (4'Cs)	City County Coordinating Council	NOP	Notice of Preparation
CCCTA (3CTA)	Central Contra Costa Transit Authority	O	
CCJPA	Capitol Corridor Joint Powers Authority	OBAG	One Bay Area Grant
CCTA	Contra Costa Transportation Authority	OTS	Office of Traffic Safety
CEQA	California Environmental Quality Act	P	
CHP	California Highway Patrol	PAC	Pedestrian Advisory Committee
CIP	Capital Improvement Program	PCC	Paratransit Coordinating Council
CMA	Congestion Management Agency	PCRCP	Planning & Congestion Relief Program
CMIA	Corridor Mobility Improvement Account	PCA	Priority Conservation Study
CMAQ	Congestion Mitigation & Air Quality Program	PDS	Project Development Support
CMP	Congestion Management Plan	PDA	Priority Development Area
CNG	Compressed Natural Gas	PDT	Project Delivery Team
CTC	California Transportation Commission	PDWG	Project Delivery Working Group
D		PMP	Pavement Management Program
DBE	Disadvantaged Business Enterprise	PMS	Pavement Management System
DOT	Department of Transportation	PNR	Park & Ride
E		PPM	Planning, Programming & Monitoring
ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program	PPP (P3)	Public Private Partnership
EIR	Environmental Impact Report	PS&E	Plans, Specifications & Estimate
EIS	Environmental Impact Statement	PSR	Project Study Report
EPA	Environmental Protection Agency	PTA	Public Transportation Account
EV	Electric Vehicle	PTAC	Partnership Technical Advisory Committee (MTC)
F		R	
FEIR	Final Environmental Impact Report	RABA	Revenue Alignment Budget Authority
FHWA	Federal Highway Administration	RBWG	Regional Bicycle Working Group
FPI	Freeway Performance Initiative	RFP	Request for Proposal
FTA	Federal Transit Administration	RFQ	Request for Qualification
G		RM 2	Regional Measure 2 (Bridge Toll)
GHG	Greenhouse Gas	RPC	Regional Pedestrian Committee
GIS	Geographic Information System	RRP	Regional Rideshare Program
H		RTEP	Regional Transit Expansion Policy
HIP	Housing Incentive Program	RTIF	Regional Transportation Impact Fee
HOT	High Occupancy Toll	RTP	Regional Transportation Plan
HOV	High Occupancy Vehicle	RTIP	Regional Transportation Improvement Program
I		RTPA	Regional Transportation Planning Agency
ISTEA	Intermodal Surface Transportation Efficiency Act		
ITIP	Interregional Transportation Improvement Program		
ITS	Intelligent Transportation System		

S

SACOG	Sacramento Area Council of Governments
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equality Act-a Legacy for Users
SCS	Sustainable Community Strategy
SCTA	Sonoma County Transportation Authority
SFCTA	San Francisco County Transportation Authority
SJCOG	San Joaquin Council of Governments
SHOPP	State Highway Operations & Protection Program
SMAQMD	Sacramento Metropolitan Air Quality Management District
SMCCAG	San Mateo City-County Association of Governments
SNCI	Solano Napa Commuter Information
SoHip	Solano Highway Improvement Plan
SOV	Single Occupant Vehicle
SP&R	State Planning & Research
SR	State Route
SR2S	Safe Routes to School
SR2T	Safe Routes to Transit
STAF	State Transit Assistance Fund
STA	Solano Transportation Authority
STIP	State Transportation Improvement Program
STP	Federal Surface Transportation Program

T

TAC	Technical Advisory Committee
TAM	Transportation Authority of Marin
TAZ	Transportation Analysis Zone
TCI	Transportation Capital Improvement
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TE	Transportation Enhancement
TEA-21	Transportation Efficiency Act for the 21 st Century
TFCA	Transportation Funds for Clean Air
TIF	Transportation Investment Fund
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMA	Transportation Management Association
TMP	Transportation Management Plan
TMS	Transportation Management System
TOD	Transportation Operations Systems
TOS	Traffic Operation System
T-Plus	Transportation Planning and Land Use Solutions
TRAC	Trails Advisory Committee
TSM	Transportation System Management

U, V, W, Y, & Z

UZA	Urbanized Area
VHD	Vehicle Hours of Delay
VMT	Vehicle Miles Traveled
VTA	Valley Transportation Authority (Santa Clara)
W2W	Welfare to Work
WCCTAC	West Costa County Transportation Advisory Committee
WETA	Water Emergency Transportation Authority
YCTD	Yolo County Transit District
YSAQMD	Yolo/Solano Air Quality Management District
ZEV	Zero Emission Vehicle



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
May 8, 2013

1. CLOSED SESSION

PERSONNEL MATTERS (Gov't Code §549547):

Public Employee Performance Evaluation: Executive Director

There were no matters to report.

2. CALL TO ORDER

Chair Hardy called the regular meeting to order at 6:00 p.m. A quorum was confirmed.

MEMBERS

PRESENT:	Steve Hardy, Chair	City of Vacaville
	Osby Davis, Vice Chair	City of Vallejo
	Elizabeth Patterson	City of Benicia
	Jack Batchelor	City of Dixon
	Harry Price	City of Fairfield
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Jim Sperring	County of Solano

MEMBERS

ABSENT: None.

STAFF

PRESENT:	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Executive Director/Director of Projects
	Robert Macaulay	Director of Planning
	Johanna Masiclat	Clerk of the Board/Office Manager
	Jayne Bauer	Legislative & Marketing Program Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Robert Guerrero	Project Manager
	Sara Woo	Associate Planner

ALSO

PRESENT:

In Alphabetical Order by Last Name:

Mona Babauta	Solano County Transit (SolTrans)
Lisa Chavez	District Representative for Senator Lois Wolk
Dan Kasperson	City of Suisun City
Joe Leach	City of Dixon
Wayne Lewis	City of Fairfield
Mike Roberts	City of Benicia
John Vasquez	County of Solano Supervisor

3. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

4. APPROVAL OF AGENDA

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board approved the agenda.

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

6. EXECUTIVE DIRECTOR'S REPORT

- I-80/I-680/State Route (SR) 12 Interchange Project Awaits CTC Construction Allocation Vote*
- Schedule for Follow-up to March 13th Board Workshop
- Final STA Board Adoption of OneBayArea Grant Project Funding and STA Comments on RTP Alternatives
- Update on New Countywide ADA Eligibility Process
- SolTrans Request for CNG Feasibility Assessment Logical Follow-up to County Alternative Fuels Study
- Status of STA Providing Transit Assistance to the Cities of Dixon and Rio Vista
- May 9, 2013 is the 19th Annual Bike to Work Day
- Draft Safe Routes to School Plan to Be Released at May 23rd Inaugural Solano Safe Routes to School Summit

7. COMMENTS FROM METROPOLITAN TRANSPORTATION COMMISSION (MTC), CALTRANS, AND STAFF:

MTC Report:

MTC Commissioner and STA Board Member Spering distributed for the Board's information the Guide to the San Francisco Bay Area's Transportation Improvement Program or TIP (Updated to reflect the Draft 2013 TIP – March 2013).

Caltrans Report:

None presented.

STA Staff:

A. Directors Report

- 1. Planning**
- 2. Projects**
- 3. Transit/Rideshare**

8. CONSENT CALENDAR

On a motion by Board Member Patterson, and a second by Board Member Spring, the STA Board approved Consent Calendar Items A through H.

A. Minutes of the STA Board Meeting of April 10, 2013

Recommendation:

Approve STA Board Meeting Minutes of April 10, 2013.

B. Draft Minutes of the TAC Meeting of April 26, 2013

Recommendation:

Approve Draft TAC Meeting Minutes of April 26, 2013.

C. Local Transportation Development Act (TDA) and Members Contributions for Fiscal Year (FY) 2013-14

Recommendation:

Receive and file.

D. Fiscal Year (FY) 2012-13 Abandoned Vehicle Abatement (AVA) Program Second Quarter Report

Recommendation:

Receive and file.

E. Project Delivery Update – OneBayArea Grant (OBAG) Programming

Recommendation:

Approve the following projects for OBAG STP and CMAQ funding:

1. \$1,200,000 in CMAQ to STA Safe Routes to School (SR2S) Engineering Projects;
2. \$250,000 in CMAQ to STA Transit Ambassador Program;
3. \$315,000 in CMAQ and \$100,000 in STP to City of Suisun City's Train Station Improvements;
4. \$450,000 in CMAQ to City of Vacaville's Allison Drive Sidewalk + Class I to Transit Center;
\$500,000 in CMAQ to City of Vacaville's Ulatis Creek Class I Bike Lane (McClellan to Depot);
5. 1,095,000 in CMAQ to City of Vallejo's Downtown Streetscape (Maine Street);
and
6. \$1,800,000 in CMAQ to the County of Solano's Vaca-Dixon Bicycle Path

F. Solano County Project Initiation Document (PID) 3-Year Work Plan for Caltrans

Recommendation:

Approve the Solano County new 3-year Project Initiation Document Work Plan (FY 2013-14 to FY 2015-16) and submit to Caltrans.

G. Safe Routes to School Advisory Committee (SR2S-AC) Bylaws

Recommendation:

Approve the STA's Safe Routes to School Advisory Committee By-Laws.

H. I-80/I-680/State Route (SR) 12 Interchange Project

Recommendation:

Approve the attached Resolution No. 2013-15 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$10.4 million in Regional Measure 2 or AB 1171 funds for the I-80/I-680/SR 12 Interchange Project – ICP for right-of-way phase.

9. ACTION – FINANCIAL ITEMS

A. Compressed Natural Gas (CNG) Feasibility Study for Solano County

Robert Guerrero reported that STA is working with the various transit operators and public agencies to complete a countywide Alternative Fuels Study. He noted that the Solano County Transit (SolTrans) requested STA assistance to fund a Compressed Natural Gas (CNG) Feasibility Study looking at their transit fleet and facilities.

Public Comments:

None presented.

Board Comments:

Board Member Patterson asked if it is in the context of the broader studies that the air board has been doing in terms of alternative fuels such as hydrogen? She noted that she wants to make sure that we don't look at this as a single approach and that we have an understanding of how to make it grow so it adapts as the fuel market changes.

Daryl Halls responded that the question being raised should be covered in the Alternative Fuels Studies. He noted that SolTrans' request is more specific in order to evaluate what type of infrastructure would be needed along with some potential cost savings and benefits taking in consideration some bus purchases coming up.

Board Member Patterson clarified that she just wants to make sure that in looking at the facilities that we are able to go back to the possibility and be agile enough to change circumstances and adapt to the future.

Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into an agreement with SolTrans to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$20,000 in State Transit Assistance Funds (STAF) to match SolTrans contribution for the CNG Feasibility Study.

On a motion by Vice Chair Davis and a second by Board Member Patterson, the STA Board unanimously approved the recommendation.

10. ACTION – NON-FINANCIAL ITEMS

A. **STA Comment Letter on Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC)’s Regional Transportation Plan Bay Area and Draft Environmental Impact Report**

Robert Macaulay provided an update to the development of the Regional Transportation Plan Bay Area and Draft Environmental Impact Report (DEIR). He noted that STA staff supports the policies and investments in the Draft Plan Bay Area, but have some short-term and long-term concerns. He outlined the primary areas of comment: 1.) The land use assumptions driven largely by expected employment expansion in the San Francisco-San Mateo-Santa Clara county corridor define rate and type; 2.) Location, is policy, not projection, and is designed to reduce transportation-related greenhouse gas emissions; and 3.) The actual achievement, or not, of these growth projects needs to be monitored, and adjustments made based upon actual development.

At this time, several Board Members raised their concerns.

Public Comments:

None presented.

Board Comments:

Board Member Spering concurred with staff’s list of objections as specified above.

Vice Chair Davis asked why wasn’t there a public hearing conducted in Solano County pertaining to the Draft EIR. Robert Macaulay responded that because the Draft EIR is a more technical document therefore, ABAG and MTC did not see the need to do outreach in all nine (9) counties and that the Plan Bay Area would cover most of the comments that have been addressed.

Board Member Patterson commented that Alternative 5 (Transportation Investments – “This alternative seeks to strengthen the public transit by significantly using service frequencies in most suburban and urban areas....”) is a good strategy and should be considered as a chosen alternative. She added that it’s unfortunate that it lacks the public vetting it should have.

Robert Macaulay responded that all the Alternatives, including the proposed Plan, does look to increase transit service frequencies, and that Alternative 5 seems to do that even further than the Plan partly by a vehicle-miles traveled (VMT) tax and increased fees on the Bay Bridge, and also by taking back local roadway investments putting those towards transit. However, the roadways that the buses would operate on would not be funded, therefore staff did not provide any comment since strengthening public transit is already covered in the Plan.

Daryl Halls added that there is strong consensus that the Plan will be adopted; and that delaying the Plan is not the intent.

Chair Hardy asked what about the increased bridge fees of \$8.00 at peak hours? Shouldn't this part of the study?

Board Member Sperring clarified what DEIR Alternative 5 really means. It states that they will do your land use planning without giving you money. The Commission does not support the VMT or diverting bridge toll money from the projects that we produce in Solano County or projects in the region. Diverting those funds diminishes the transportation infrastructure.

Board Member Sperring noted that the message is advocating for land use strategy and showing a funding source for it. Vice Chair Davis concurred.

Board Patterson wants to make sure that we are efficient with our comments to prevent any delay and to be careful on the degree of the comment and that the preferred alternative is preferred.

Recommendation:

Authorize the STA Chair to submit a letter to MTC and ABAG commenting on the draft Plan Bay Area and Draft Environmental Impact Report (DEIR), based upon the points contained in Attachment B.

On a motion by Board Member Sanchez, and a second by Board Member Price, the STA Board unanimously approved the recommendation.

B. Release of Draft Safe Routes to School Countywide Plan

Danelle Carey presented and recommended to authorize the Executive Director to release the STA's Safe Routes to School Draft Countywide Plan Update for public input at the SR2S Summit on May 23, 2013 and for a 30-day comment period. She noted that the SR2S Plan has been developed with the active participation of each community's SR2S Advisory Committee with adoption of each community's plan by the city council and school board.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Authorize the Executive Director to release the STA's Safe Routes to School Draft Countywide Plan Update for public input at the SR2S Summit on May 23, 2013 and for a 30-day comment period.

On a motion by Board Member Patterson, and a second by Board Member Sperring, the STA Board unanimously approved the recommendation.

C. STA Regional Transportation Impact Fee (RTIF) Implementation Package and Projects

Robert Guerrero reported that at an earlier meeting, the RTIF Policy Committee approved the City of Fairfield’s request to include the Unincorporated section of Peabody Road between the cities of Fairfield and Vacaville as an additional project to include in Package 1- Jepson Parkway.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the following:

1. The updated list of RTIF Implementation Package and Projects specified in Attachment B (*to include the Unincorporated section of Peabody Road between the cities of Fairfield and Vacaville as an additional project to include in Package 1- Jepson Parkway*); and
2. Authorize the Executive Director to complete the RTIF Nexus Study based on these specified projects.

On a motion by Board Member Sanchez and a second by Board Member Spering, the STA Board unanimously approved the recommendation as amended shown above in *bold italics*.

D. Legislative Update

Jayne Bauer reviewed staff’s recommendation to seek Board support in the submittal of the Fairfield/Vacaville Intermodal Station (provided that City of Fairfield staff will supply updated project costs, schedule for delivery of the project consistent with TIGER 5 requirements, and include passenger amenities in the design).

Jayne Bauer also reviewed and requested to take position to the following bills:

1. AB 431 (Mullin) – Oppose – AB 431 gives Metropolitan Planning Organizations (MPOs) authority to impose a sales tax of up to a half-cent by 2/3 vote;
2. AB 574 (Lowenthal) – Support – AB 574 establishes a program to fund sustainable communities strategies (and equivalent greenhouse gas (GHG) reducing strategies in rural areas) using cap and trade auction proceeds; and
3. SB 791 (Wyland) – Oppose – SB 791 requires the legislature to approve, by a two-thirds vote, any adjustments to the motor vehicle fuel tax (excise tax).

Public Comments:

None presented.

Board Comments:

After discussion, the STA Board amended the recommendation 1.B to read as follows.

Recommendation:

1. Approve the following positions on State legislative bills:
 - A. AB 431 (Mullin) – Oppose
 - B. AB 574 (Lowenthal) – Support *with the understanding that the disadvantaged communities be a component to the consideration on the strategic growth planning grants.*
 - C. SB 791 (Wyland) – Oppose
2. Support submittal of the Fairfield/Vacaville Intermodal Station for TIGER 5 Grant funding.

Recommendation No. 1:

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board approved the recommendation to include the suggested language on AB 574 as shown above in *bold italics*.

Recommendation No. 2:

On a motion by Board Member Price and a second by Board Member Richardson, the STA Board unanimously approved the recommendation.

11. INFORMATIONAL – DISCUSSION NECESSARY

A. Regional Measure 2 (RM 2) Project Implementation Deadline and Development of Funding Plan

Janet Adams summarized all Solano County RM 2 programming, allocations, unallocated balance, cash flow and cost savings (\$84M for Transit & Rail Capital projects, \$100 M for highway projects, and \$136.2 M has been allocated by MTC to project sponsors leaving \$47.8 M unallocated). She noted that staff is proposing a back-up plan for Solano County that will ensure that any project that is unable to meet MTC’s proposed deadline requirements, the remaining funds will be directed to another RM 2 funded project in the County that can make the regional deadlines to ensure that the funds are not lost from the County.

NO DISCUSSION NECESSARY

B. Funding Opportunities Summary

C. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013

12. BOARD MEMBER COMMENTS

Board Member Batchelor reported on the success of their (including Daryl Halls and Danelle Carey) Safe Routes to School presentation at the Green California Summit on April 18, 2013.

13. ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

Attested by:



Johanna Masclat
Clerk of the Board

/April 10, 2013
Date

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TECHNICAL ADVISORY COMMITTEE
Minutes for the meeting of
May 29, 2013

1. CALL TO ORDER

The regular meeting of the STA's Technical Advisory Committee (TAC) was called to order at approximately 1:30 p.m. in the Solano Transportation Authority (STA)'s Conference Room 1.

TAC Members Present:

Mike Roberts	City of Benicia
Joe Leach	City of Dixon
George Hicks	City of Fairfield
Dave Melilli	City of Rio Vista
Dan Kasperson	City of Suisun City
Shawn Cunningham	City of Vacaville
Jill Mercurio	City of Vallejo
Matt Tuggle	Solano County

TAC Members Absent:

Melissa Morton	City of Benicia
David Kleinschmidt	City of Vallejo

STA Staff Present: *(In Alphabetical Order by Last Name)*

Janet Adams	STA
Jayne Bauer	STA
Robert Guerrero	STA
Daryl Halls	STA
Johanna Masielat	STA
Jessica McCabe	STA
Liz Niedziela	STA
Sofia Recalde	STA
Sara Woo	STA

Others Present: *(In Alphabetical Order by Last Name)*

Tony Bruzzone	ARUP Consulting
Nick Burton	County of Solano

2. APPROVAL OF THE AGENDA

On a motion by Mike Roberts, and a second by Joe Leach, the STA TAC approved the agenda to include the following changes:

- Item 5.B, Amend the TDA Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - June 2013
- Item 7.C, Transit Corridor Study - SolanoExpress Service Design and Performance Metrics was tabled until the next meeting in June.

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. REPORTS FROM CALTRANS, MTC AND STA STAFF

Jayne Bauer provided a brief update on the development of the Marketing Plan for SolanoExpress.

Robert Guerrero informed the TAC that the Alternative Fuels Working Group is scheduled to meet on June 6, 2013 (10 a.m. at STA). He noted that after comments are received from the working group, the Alternative Fuels Study will be brought back to the Consortium and TAC for review and comment at their June 25/26, 2013 meetings and Board approval on July 10, 2013.

5. CONSENT CALENDAR

On a motion by Dan Kasperson, and a second by George Hicks, the STA TAC approved Consent Calendar Items A through C to include amendment to Item B, FY 2013-14 TDA Matrix – June 2013 as shown below in *bold italics*.

A. Minutes of the TAC Meeting of April 24, 2013

Recommendation:

Approve TAC Meeting Minutes of April 24, 2013.

B. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - June 2013

At an earlier meeting and with concurrence from the SolanoExpress Intercity Transit Consortium, *the SolanoExpress Intercity Transit Funding Working Group voted to reduce the Vacaville local transit claim from \$667,439 to \$639, 919 and deleted Note (4a).*

Recommendation:

Forward a recommendation to the STA TAC and Board to approve the FY 2013-14 Solano TDA Matrix – June 2013 as shown in Attachment A for City of Fairfield, Solano County Transit, Solano Transportation Authority, and City of Vacaville *to include reducing the Vacaville local transit claim from \$667,439 to \$639, 919 and deleting Note (4a).*

C. Compressed Natural Gas (CNG) Feasibility Study for Benicia

Recommendation:

Forward the following recommendations to the STA Board to:

1. Authorize the Executive Director to enter into an agreement with the City of Benicia to develop a Compressed Natural Gas (CNG) Feasibility Study; and
2. Approve dedicating \$10,000 in State Transit Assistance Funds (STAF) to match the City of Benicia's contribution for the CNG Feasibility Study.

Mike Roberts commended Robert Guerrero for the job well done on writing this staff report.

6. ACTION FINANCIAL ITEMS

A. None presented.

7. ACTION NON FINANCIAL ITEMS

A. Proposed STA Overall Work Plan (OWP) for Fiscal Years (FY) 2013-14 and 2014-15

Janet Adams noted that as part of the development of the FY 2013-14 and FY 2014-15 OWP, staff has combined and consolidated some of the tasks and updated the status, milestones and estimated completion dates for a number of the tasks. She added that the STA TAC and Transit Consortium have expressed concerns about the volume of planning efforts currently included as part of STA's OWP and the shortage of staff resources needed to review these documents. In recognition of this concern, STA staff has focused this draft OWP on completing existing tasks included in the current OWP.

Recommendation:

Forward a recommendation to the STA Board to approve STA's OWP for FY 2013-14 and FY 2014-15 as specified in Attachment B.

On a motion by Matt Tuggle, and a second by Joe Leach, the STA TAC approved the recommendation.

B. Transit Sustainability Study – Financial Assessment of Solano County Transit Operators

Liz Niedziela noted that at their April 23rd meeting, the SolanoExpress Intercity Transit Consortium requested to wait until the Short Range Transit Plan is reviewed and to add language to the TSP to clarify the difference between the TSP and the SRTP financial 10-year budget.

Liz Niedziela also noted that at an earlier meeting, the SolanoExpress Intercity Transit Consortium recommended to modify the recommendation to read as follows:

Recommendation:

Forward the following recommendation to the STA Board to:

1. ~~Assess the financial status of Solano County transit operators~~ **Receive and file the Transit Sustainability Study of Solano County Transit Operators;** and
2. ~~Approve the~~ **Transit Agency Peer Review: Comparative Analysis.**

On a motion by Matt Tuggle, and a second by George Hicks, the STA TAC approved the recommendation as amended shown above in ~~strikethrough~~ **bold italics**.

- C. **This item was tabled until the next meeting in June at the request of the Transit Consortium - Transit Corridor Study - SolanoExpress Service Design and Performance Metrics**

8. INFORMATIONAL - DISCUSSION

- A. **Coordinated Short Range Transit Plan Status Update and Coordination Report**
Tony Bruzzone, ARUP, provided an update to the coordination report provided to the transit operators on May 21, 2013. He cited that comments on the draft coordination report are due to the STA and the consulting team by June 6, 2013. He added that comments will be incorporated into the report and the final report to be considered for approval by the Consortium at its meeting on June 25, 2013. He concluded by stating that the final report will be made available for approval by City Councils and the SolTrans Board after June 25, 2013.
- B. **Mobility Management Plan Update**
Sofia Recalde provided an update to the new Countywide In-Person ADA Eligibility Program which will start on July 1, 2013. She noted that on June 17, interested ADA applicants and current ADA certified passenger whose eligibility is about to expire can call to start the ADA certification or re-certification process. She also noted that the assessment site locations have been selected in each city, except for Benicia. In addition, she announced that open houses will be held at each of the assessment locations from June 10th through June 12th. The Open Houses will be an opportunity for the local officials and the public, including potential users and social service and health providers, to see where the in-person assessments will occur and to learn more about the new program. Lastly, she cited that Vacaville City Coach has volunteered to host a meeting to discuss Countywide Travel Training (date is still pending).
- C. **Draft OneBayArea Grant (OBAG) Funding Agreement**
Jessica McCabe reviewed the sample OBAG funding agreements, and summarized specific feedback. The feedback included suggestions to simplify the project schedule to include major project delivery milestones, adding Caltrans and FHWA major deadline dates, and modification to language in Part II, Section B and C, of the agreement. STA staff plans to incorporate feedback from the TAC into each OBAG funding agreement, and then send draft agreements to TAC members for review and approval. Once final versions are agreed upon by the STA and project sponsors, staff is anticipating getting authorization from the STA Board in July to enter in these funding agreements.
- D. **Local Project Delivery Update**
Jessica McCabe noted that once MTC adopts the Plan Bay Area in June/July 2013, a 2013 TIP amendment will add or remove projects not included in the new RTP. She added that August 1st is the deadline for submitting changes, including new projects, to be included in the first amendment to the 2013 TIP. She also cited that to adhere to this deadline, STA will need to submit new projects to be amended into the 2013 TIP to MTC by July 30, 2013.

E. Legislative Update

Jayne Bauer noted that U.S. DOT announced the availability of \$474 million for the TIGER 5 program, with applications due on June 3, 2013. She cited that the STA Board approved support for the submittal of the Fairfield/Vacaville Intermodal Station for the TIGER V. She concluded by stating that MTC has decided to endorse this project for a \$9M rural area submittal in this round of TIGER V, thanks to the support of Solano's MTC Commissioner, Supervisor Jim Spring.

NO DISCUSSION

F. Funding Opportunities Summary

G. STA Board Meeting Highlights of May 8, 2013

H. Draft Meeting Minutes of STA Advisory Committees

I. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013

9. ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m. on Wednesday, June 26, 2013.**

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DATE: May 30, 2013
TO: STA Board
FROM: Susan Furtado, Accounting & Administrative Services Manager
RE: Fiscal Year (FY) 2012-13 Third Quarter Budget Report

Background:

The Solano Transportation Authority (STA) staff regularly provides the STA Board with budget updates on a quarterly basis. In February 2013, the STA Board was presented with the Second Quarter Budget Report for FY 2012-13. In March 2013, the STA Board adopted the FY 2012-13 Mid-Year Budget Revision.

Discussion:

The STA revenue and expenditure activity (Attachment A) for the FY 2012-13 Third Quarter reflects the overall STA program administration and operations expenditure at 35% of the budget with total revenue received at 40% of budget projections.

Revenues:

Revenues received during the Third Quarter of the fiscal year primarily consist of quarterly or annual advances. As most STA programs are funded with grants on a reimbursement basis, the reimbursements from fund sources for the Third Quarter were billed and received after the quarter ending March 31, 2013. As of March 31, 2013, the total revenue billed and received is \$21.34 million (40%). The revenue budget highlights are as follows:

1. The total Members Contribution for FY 2012-13 in the amount of \$346,283 was received from member agencies for STA's operations and planning activities.
2. The State Transit Assistance Fund (STAF) of \$1,695,991 was received for countywide transit planning and coordination in Solano County, Public Private Partnership (P3) Feasibility Study, and the Mobility Management Plan and Program.
3. The Yolo Solano Air Quality Management District (YSAQMD) fund in the amount of \$30,000 was received for the continuation of the Safe Routes to School (SR2S) Program activities.
4. The Transportation for Clean Air (TFCA) program funds in the amount of \$301,475 was received from the Bay Area Air Quality Management District (BAAQMD) for projects and programs promoting reduction of air pollution in the Bay Area administered by the Solano Napa Commuter Information (SNCI) Program.
5. The Abandoned Vehicle Abatement (AVA) Program fund of \$266,661 was received from the Department of Motor Vehicles (DMV), which includes the amount of \$7,178 for Administration.
6. Regional Measure (RM) 2 funds in the amount of \$14.69 million were received for five different RM 2 projects: I-80/I-680/ SR 12 Interchange Project, I-80 East Bound Truck Scales Relocation Project, I-80 Express Lanes, I-80 High Occupancy Vehicle (HOV) Lanes Project follow-up, and the North Connector East Project Closeout and Mitigation.

Expenditures:

STA's projects and programs are underway and expenditures are within budget projections.

1. STA's Management and Operations is within the Third Quarter budget projection at 61% of budget.
2. Transit and Rideshare Services/Solano Napa Commuter Information (SNCI) is at 39% of budget.
3. Project Development is at 34% of budget.
4. Strategic Planning is at 54% of budget.

The various RM 2 projects, environmental studies and construction projects, are ongoing and invoices were submitted after the end of the Quarter, such as the I-80 Eastbound Truck Scales Relocation; the I-80/I-680/SR 12 Interchange, and the I-80 Express Lanes, the North Connector Project, and the I-80 HOV Lane Projects. The State Route (SR) 12 Bridge Realignment/Church Road Study budget is being to revised to reflect the comprehensive analysis by the Solano Economic Development Corporation (EDC) for the different Project Study Report (PSR) documents. Therefore, the forecasted expenditures for these projects for actual work completed are not reflective of the budget ratio for the third quarter.

The total revenue and expenditure for the Third Quarter is consistent with the projected FY 2012-13 budgets.

Public Agency Retirement System (PARS) Funds:

STA has Defined Benefit Plan with PARS effective July 1, 2011. In conformance with the new Pension Reform Provisions, The California Public Employees' Pension Reform Act of 2013 (PEPRA), STA staff hired after January 1, 2013 will no longer be an eligible member of the STA's PARS plan. As of March 31, 2013, the plan contribution balance is \$158,910 with a plan retiree distribution for the fiscal year in the amount of \$1,030. The plan has an anticipated investment return of 7%. As of March 31, 2013; the plan had an investment return of 9.7%. The STA's PARS plan has sixteen (16) active participants and one (1) retiree.

Fiscal Impact:

The Third Quarter Budget for FY 2012-13 is within budget projections for the Revenue received of \$21.34 million (40%) and Expenditures of \$19 million (35%).

Recommendation:

Receive and file.

Attachments:

- A. STA FY 2012-13 Third Quarter Budget Report
- B. 2013 Budget and Fiscal Reporting Calendar
- C. PARS Portfolios as of March 31, 2013 (Provided to the Board Members under separate enclosure. To obtain a copy, you may contact the STA office at (707) 424-6075)

REVENUES				EXPENDITURES			
STA Fund	FY 12-13 Budget	Actual Received	%	Operations & Administration	FY 12-13 Budget	Actual Spent YTD	%
Members Contribution/Gas Tax (Reserve Accounts)	108,000	108,000	100%	Operations Management	1,499,026	1,019,314	68%
Members Contribution/Gas Tax	177,776	237,389	134%	STA Board of Directors/Administration	48,000	23,563	49%
Transportation Dev. Act (TDA) Art. 4/8	403,064	392,265	97%	Expenditure Plan	50,000	-	0%
TDA Art. 3	78,297	-	0%	Contributions to STA Reserve Account	108,000	-	0%
State Transit Assistance Fund (STAF)	1,430,492	1,695,991	119%	Subtotal	\$1,705,026	\$1,042,877	61%
One Bay Area Grant (OBAG)/Surface Transportation Program (STP)	915,754	563,508	62%	Transit and Rideshare Services/SNCI			
STIP Planning, Programming and Monitoring (PPM)	179,814	169,490	94%	Transit/SNCI Management/Administration	413,107	291,917	71%
MTC Grant	140,000	-	0%	Employer/Van Pool Outreach	16,200	12,393	77%
Regional Measure (RM) 2 - Transit	260,000	-	0%	SNCI General Marketing	66,500	24,393	37%
Federal Earmark	30,514	9,103	30%	Commuter Challenge	30,000	28,596	95%
RM 2 - North Connector - Design	6,590	2,634	40%	Bike to Work Campaign/Incentives	20,000	1,000	5%
RM 2 - I-80 Express Lanes	40,971	20,540	50%	Bike Links	5,000	-	0%
RM 2 - I-80 HOV Lanes/SOHIP	15,028	4,174	28%	Emergency Ride Home (ERH) Program	5,000	2,276	46%
RM 2 - I-80 Interchange Project	53,749	43,235	80%	Rideshare Services - Napa	27,004	21,329	79%
RM 2 - I-80 East Bound (EB) Truck Scales Relocation	16,678	10,160	61%	Safe Route to School (SR2S) Program	660,863	220,204	33%
Transportation for Clean Air (TFCA)	267,978	95,172	36%	Transit Management Administration	105,232	49,184	47%
TFCA - NCTPA	27,004	12,148	45%	Transit Corridor Study (SRTP)	380,000	185,848	49%
TFCA Regional Grant	50,439	-	0%	Lifeline Program	16,000	3,000	19%
Yolo/Solano Air Quality Management District (YSAQMD)	19,493	30,000	154%	Paratransit Coordinating Council (PCC)	45,000	16,254	36%
Congestion Mitigation Air Quality (CMAQ)	555,520	194,593	35%	Solano Express Marketing	335,000	8,008	2%
Eastern Solano Congestion Mitigation Air Quality (ECMAQ)	155,986	132,243	85%	SolTrans Marketing	48,635	52,528	108%
Regional Rideshare Program (RRP)	240,000	194,531	81%	Solano Senior & People with Disabilities Plan Implementation/Committee	25,000	9,940	40%
JARC	250,000	-	0%	Mobility Management Plan/Program	500,000	135,558	27%
Solano County-Strategic Growth Council (SGC) Grant	52,301	-	0%	Transit Consolidation/Soltrans Implementation	60,000	-	0%
Abandoned Vehicle Abatement (AVA) Program/DMV	10,000	4,385	44%	Transit Sustainability Study	60,000	45,055	75%
Local Funds - Cities/County	98,600	90,600	92%	Subtotal	\$2,818,541	1,107,483	39%
Sponsors	267,500	246,451	92%	Project Development			
Interest	-	6,744	0%	Project Management/Administration	78,241	70,371	90%
Subtotal	\$ 5,851,548	\$ 4,263,356	73%	Local Streets & Roads Annual Report	12,250	6,011	49%
TFCA Program				Regional Impact Fee (Feasibility Study/AB 1600)	36,739	12,353	34%
Transportation for Clean Air (TFCA)	234,453	301,475	129%	Management Assistant for Projects in Solano (MAPS)	12,000	5,107	43%
Interest	-	531	0%	Public Private Partnership (P3) Feasibility Study	175,000	35,152	20%
Subtotal	\$ 234,453	\$ 302,006	129%	Jepson Parkway	2,997,324	1,214,587	41%
Abandoned Vehicle Abatement Program				SR12/Jameson Canyon Project	1,000,000	474,384	47%
Department of Motor Vehicle (DMV)	440,000	169,175	38%	I-80/I-680/SR 12 Interchange Project	28,089,519	11,026,434	39%
Interest	-	661	0%	North Connector-East Project Closeout/Mitigation	1,500,000	83,916	6%
Subtotal	\$ 440,000	\$ 169,836	39%	I-80/HOV Lanes Project/SOHIP	50,000	25,803	52%
Dixon B Street Undercrossing				I-80 East Bound (EB) Truck Scales Relocation Project	10,325,122	1,713,377	17%
Transportation Dev. Act (TDA) Art. 4/8	250,000	155,496	0%	I-80 Express Lanes Project	3,107,017	1,045,889	34%
Interest	-	1,950	0%	Redwood Parkway Drive Improvement Project	114,496	74,160	65%
Subtotal	\$ 250,000	\$ 157,446	63%	SR 12 Bridge Realignment/Economic Analysis Study	1,000	5,994	599%
Jepson Parkway Project				Dixon B Street Undercrossing	250,000	207,865	83%
State Transportation Improvement Program (STIP)	2,844,215	980,686	34%	DMV Abandoned Vehicle Abatement (AVA) Program	440,000	175,971	40%
Federal Earmark	113,109	37,358	33%	Subtotal	\$48,188,708	16,177,374	34%
County of Solano	40,000	27,399	68%	Strategic Planning			
Interest	-	286	0%	Planning Management/Administration	162,251	156,793	97%
Subtotal	\$ 2,997,324	\$ 1,045,729	35%	Events	12,000	8,044	67%
I-80 East Bound (EB) Truck Scales Relocation Project				Model Development/Maintenance	24,000	1,648	7%
RM 2 Funds	10,325,122	1,855,837	18%	Solano County PDA Program	143,315	67,227	47%
Interest	-	12	0%	Jepson Parkway TLC Plan Update	114,152	69,956	61%
Subtotal	\$ 10,325,122	\$ 1,855,849	18%	Climate Action Plan	301,801	175,922	58%
Jameson Canyon Project				Comprehensive Transportation Plan (CTP) Follow Up	62,076	32,693	53%
STIP/TCRP	1,000,000	708,768	71%	Water Transportation Plan	50,000	-	0%
Interest	-	220	0%	Alternative Fuel Plan Implementation	94,156	55,902	59%
Subtotal	\$ 1,000,000	\$ 708,988	71%	Rail Facilities Plan	50,000	218	0.4%
I-80 High Occupancy Vehicle (HOV) Lanes Project/SOHIP				TFCA Programs	234,453	104,022	44%
PA/ED Design RM-2	50,000	8,347	17%	Subtotal	\$1,248,204	672,425	54%
Interest	-	(11)	0%	TOTAL ALL REVENUE			
Subtotal	\$ 50,000	\$ 8,336	17%	\$ 53,960,479	\$ 21,339,101	40%	
North Connector East Project Closeout/Mitigation				TOTAL ALL EXPENDITURES			
Preliminary Engineering/Right of Way - RM-2 Funds	1,500,000	6,261	0.4%	\$53,960,479	\$19,000,159	35%	
Interest	-	2,825	0%				
Subtotal	\$ 1,500,000	\$ 9,086	1%				
I-80/I-680/SR 12 Interchange Project							
RM 2 Funds	28,089,519	11,735,625	42%				
Interest	-	2,815	0%				
Subtotal	\$ 28,089,519	\$ 11,738,440	42%				
I-80 Express Lanes Project							
RM 2 Funds	3,107,017	1,005,570	32%				
Interest	-	640	0%				
Subtotal	\$ 3,107,017	\$ 1,006,210	32%				
SR 12 Bridge Realignment/Economic Analysis Study							
Members Contribution/Gas Tax	1,000	894	89%				
Subtotal	\$ 1,000	\$ 894	89%				
Redwood Parkway Drive/Fairgrounds Improvement Project							
Federal Earmark	97,904	58,484	60%				
Local Match - City of Vallejo	11,697	11,697	100%				
STIP/PPM - STA	4,895	2,924	60%				
Interest	-	(180)	0%				
Subtotal	\$ 114,496	\$ 72,925	64%				



FY 2012-13 Budget and Fiscal Reporting Calendar

STA Board Meeting Schedule:

JUNE 2013	FY 2012-13 Third Quarter Budget Report FY 2012-13 Final Budget Revision
JULY 2013	FY 2012-13 AVA Third Quarter Program Activity Report FY 2013-14 Budget Revision and FY 2014-15 Proposed Budget Adoption FY 2013-14 Provisionary Indirect Cost Rate Application
SEPTEMBER 2013	FY 2012-13 AVA Fourth Quarter Program Activity Report
OCTOBER 2013	FY 2012-13 4th Quarter Budget Report
DECEMBER 2013	FY 2012-13 Annual Audit FY 2013-14 First Quarter Budget Report STA Employee 2014 Benefit Summary Update

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PARS Diversified Portfolios - Balanced

As of March 31, 2013

WHY THE PARS DIVERSIFIED BALANCED PORTFOLIO?

Comprehensive Investment Solution

HighMark[®] Capital Management, Inc.'s (HighMark) diversified investment portfolios are designed to balance return expectations with risk tolerance. Key features include: sophisticated asset allocation and optimization techniques, four layers of diversification (asset class, style, manager, and security), access to rigorously screened, top tier money managers, flexible investment options, and experienced investment management.

Rigorous Manager Due Diligence

Our manager review committee utilizes a rigorous screening process that searches for investment managers and styles that have not only produced above-average returns within acceptable risk parameters, but have the resources and commitment to continue to deliver these results. We've set high standards for our investment managers and funds. This is a highly specialized, time consuming approach dedicated to one goal: competitive and consistent performance.

Flexible Investment Options

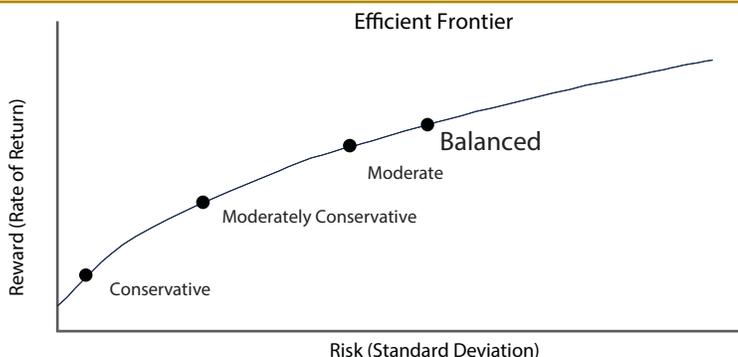
In order to meet the unique needs of our clients, we offer access to flexible implementation strategies: HighMark Plus utilizes actively managed mutual funds while Index Plus utilizes index-based securities, including exchange-traded funds. Both investment options leverage HighMark's active asset allocation approach.

Risk Management

The portfolio is constructed to control risk through four layers of diversification -- asset classes (cash, fixed income, equity), investment styles (large cap, small cap, international, value, growth), managers and securities. Disciplined mutual fund selection and monitoring process helps to drive return potential while reducing portfolio risk.

INVESTMENT OBJECTIVE

To provide growth of principal and income. While dividend and interest income are an important component of the objective's total return, it is expected that capital appreciation will comprise a larger portion of the total return.



ASSET ALLOCATION – BALANCED PORTFOLIO

	Strategic Range	Policy	Tactical
Equity	50-70%	60%	60%
Fixed Income	30-50%	35%	36%
Cash	0-20%	5%	4%

ANNUALIZED TOTAL RETURNS (Gross of Investment Management Fees)

• HighMark Plus (Active)		• Index Plus (Passive)	
Current Quarter*	5.67%	Current Quarter*	5.50%
Blended Benchmark* ¹	5.67%	Blended Benchmark* ¹	5.67%
Year To Date*	5.67%	Year To Date*	5.50%
Blended Benchmark*	5.67%	Blended Benchmark*	5.67%
1 Year	9.70%	1 Year	9.62%
Blended Benchmark	10.01%	Blended Benchmark	10.01%
3 Year	9.23%	3 Year	9.26%
Blended Benchmark	9.36%	Blended Benchmark	9.36%
5 Year	5.32%	5 Year	5.23%
Blended Benchmark	5.52%	Blended Benchmark	5.52%
Inception To Date (78-Mos.)	4.48%	Inception To Date (66-Mos.)	3.41%
Blended Benchmark	5.04%	Blended Benchmark	3.88%

* Returns less than 1-year are not annualized. ¹ Breakdown for Blended Benchmark: 32% S&P500, 6% Russell Mid Cap, 9% Russell 2000, 4% MSCI EM FREE, 7% MSCI EAFE, 27% BC US Agg, 6.75% ML 1-3 Yr US Corp/Gov't, 1.25% US High Yield Master II, 2% Wilshire REIT, and 5% Citi 1Mth T-Bill. Prior to October 2012, the blended benchmarks were 51% S&P 500, 3% Russell 2000, 6% MSCI EAFE, 5% ML 1-3 Year Corp./Gov't, 30% BC Agg, 5% Citi 1Mth T-Bill. Prior to April 2007, the blended benchmarks were 60% S&P 500, 5% ML 1-3Yr Corp/Gov, 30% BC Agg, and 5% Citi 1Mth T-Bill.

ANNUAL RETURNS

• HighMark Plus (Active)		• Index Plus (Passive)	
2008	-25.72%	2008	-23.22%
2009	21.36%	2009	17.62%
2010	14.11%	2010	12.76%
2011	-0.46%	2011	1.60%
2012	13.25%	2012	11.93%

PORTFOLIO FACTS

• HighMark Plus (Active)		• Index Plus (Passive)	
Inception Date	10/2006	Inception Date	10/2007
No. of Funds in Portfolio	20	No. of Funds in Portfolio	14

A newly funded account enters a composite after three full months of management and is removed from a composite at the end of the last full month that the account is consistent with the criteria of the composite. Terminated accounts are included in the historical results of a composite through the last full month prior to closing. Composites may include accounts invested in domestic (U.S.) or international (non-U.S.) individual securities, funds, or a combination thereof. Account exclusions based on equity security concentrations are applied quarterly. Employing a construction methodology different from the above could lead to different results.



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As of March 31, 2013

ABOUT THE ADVISER

HighMark Capital Management, Inc., the adviser to HighMark Funds, has over 90 years (including predecessor organizations) of institutional money management experience with more than \$19.3 billion in assets under management. HighMark has a longterm disciplined approach to money management and currently manages assets for a wide array of clients.

ABOUT THE PORTFOLIO MANAGEMENT TEAM

Andrew Brown, CFA[®]

Senior Portfolio Manager

Investment Experience: since 1994

HighMark Tenure: since 1997

Education: MBA, University of Southern California;

BA, University of Southern California

Tom Cheo

Senior Portfolio Manager

Investment Experience: since 1980

HighMark Tenure: since 2000

Education: BA, Boston University

Ahmed Khatib, CFP[®]

Senior Portfolio Manager

Investment Experience: since 2000

HighMark Tenure: since 2006

Education: MBA, University of California, Irvine; BA, University of California, San Diego

Mike Ladd, CFA[®], CAIA, CMT, CFP[®]

Senior Portfolio Manager

Investment Experience: since 1993

HighMark Tenure: since 2008

Education: MBA, University of Oklahoma; BA, Oklahoma City University

Anne Wimmer, CFA[®]

Senior Portfolio Manager

Investment Experience: since 1987

HighMark Tenure: since 2007

Education: BA, University of California, Santa Barbara

Asset Allocation Committee

Number of Members: 14

Average Years of Experience: 25

Average Tenure (Years): 15

Manager Review Committee

Number of Members: 10

Average Years of Experience: 18

Average Tenure (Years): 8

SAMPLE HOLDINGS

• HighMark Plus (Active)

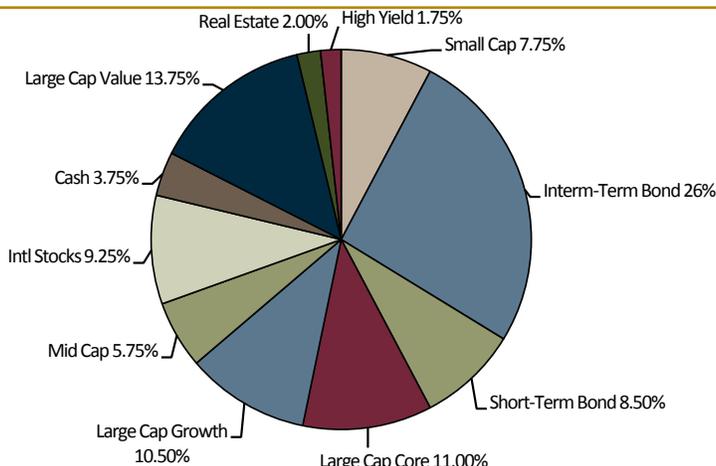
Columbia Contrarian Core Z
T. Rowe Price Growth Stock
Columbia Small Cap Value II Z
T. Rowe Price New Horizons
HighMark International Opportunities
HighMark Bond
Vanguard Short-Term Invest-Grade Adm
Loomis Sayles Value Y
PIMCO Total Return
Dodge & Cox International Stock
MFS International Growth I
Sentinel Common Stock I
Nuveen Real Estate Securities I
TIAA-CREF Mid Cap Value
HighMark Geneva Mid Cap Growth
Harbor Capital Appreciation
Schroder Emerging Market Equity
T. Rowe Price Equity Income
PIMCO High Yield

• Index Plus (Passive)

iShares S&P 500
iShares S&P 500/Value
iShares S&P 500/Growth
iShares S&P Small Cap 600 Value
iShares S&P Small Cap 600 Growth
iShares MSCI EAFE
Vanguard Short-Term Invest-Grade Adm
iShares Barclays Aggregate Bond
iShares Cohen & Steers Realty Majors
iShares Russell Midcap Value
iShares Russell Midcap Growth
SPDR Barclays Capital HighYield Bond
Vanguard MSCI Emerging Markets ETF

Holdings are subject to change at the discretion of the investment manager.

STYLE



The performance records shown represent size-weighted composites of tax exempt accounts that meet the following criteria: Composites are managed by HighMark's HighMark Capital Advisors (HCA) with full investment authority according to the PARS Balanced active and passive objectives and do not have equity concentration of 25% or more in one common stock security.

The composite name has been changed from PARS Balanced/Moderately Aggressive to PARS Balanced on 5/1/2013. Performance results are calculated and presented in U.S. dollars and do not reflect the deduction of investment advisory fees, custody fees, or taxes but do reflect the deduction of trading expenses. Returns are calculated based on trade-date accounting. Fees charged are at the discretion of HighMark and Union Bank, @ N.A. (Union Bank); investment advisory fees are described in Part 2 of HighMark's Form ADV. An account's return will be reduced by investment advisory fees and any other expenses that may be incurred in the management of an account. HCA's standard management fee schedule is 0.60% annually. Assuming an investment for five years, a 5% annual total return, and an annual fee rate of 0.60% deducted from the assets at market value at the end of each year, a \$10 million initial value would grow to \$12.38 million after fees (Net-of-Fees) and \$12.76 million before fees (Gross-of-Fees). Additional information regarding the firm's policies and procedures for calculating and reporting performance results is available upon request. In Q1 2010, the PARS Composite definition was changed from \$750,000 minimum to no minimum.

Blended benchmarks represent HighMark's strategic allocations between equity, fixed income, and cash and are rebalanced monthly. Benchmark returns do not reflect the deduction of advisory fees or other expenses of investing but assumes the reinvestment of dividends and other earnings. An investor cannot invest directly in an index. The unmanaged S&P 500 Index is representative of the performance of large companies in the U.S. stock market. The MSCI EAFE Index is a free float-adjusted market capitalization index designed to measure developed market equity performance, excluding the U.S. and Canada. The MSCI Emerging Markets Free Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The Russell Midcap Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell 2000 Index measures the performance of the small-cap segment of the U.S. equity universe. The US High Yield Master II Index tracks the performance of below investment grade U.S. dollar-denominated corporate bonds publicly issued in the U.S. domestic market. Wilshire REIT index measures U.S. publicly traded Real Estate Investment Trusts. The unmanaged Barclays Capital (BC) U.S. Aggregate Bond Index is generally representative of the U.S. taxable bond market as a whole. The Merrill Lynch (ML) 1-3 Year U.S. Corporate & Government Index tracks the bond performance of The ML U.S. Corporate & Government Index, with a remaining term to final maturity less than 3 years. The unmanaged Citigroup 1-Month Treasury Bill Index tracks the yield of the 1-month U.S. Treasury Bill. Individual account management and construction will vary depending on each client's investment needs and objectives including liquidity needs, tax situation, risk tolerance, and security restrictions. There can be no guarantee that this or any investment strategy will achieve its objective. Past performance does not guarantee future results. Securities investments involve risk, including the possible loss of the principal amount invested. Investments are not deposits of the adviser's parent or any of the adviser's affiliates, and are not FDIC insured.

HighMark is a wholly owned subsidiary of Union Bank, and manages institutional separate account portfolios for a wide variety of entities. It also serves as investment adviser for mutual funds and other types of funds, and sub-advises certain Union Bank collective funds. Union Bank, a subsidiary of UnionBankCal Corporation, provides certain services to HighMark and is compensated for these services.



DATE: May 30, 2013
TO: STA Board
FROM: Susan Furtado, Accounting & Administrative Services Manager
RE: STA's Fiscal Year (FY) 2012-13 Final Year Budget Revision

Background:

The Solano Transportation Authority (STA) has an adopted budget policy requiring a two-year annual fiscal year budget plan for its proposed expenditures and the proposed means of financing them. The budget is usually revised mid-year and finalized at the end of the fiscal year. In March 2013, the STA Board adopted the Mid-Year Budget Revision for FY 2012-13. This budget provides STA the basis for appropriate budgetary control of its financial operations for the fiscal year and for funding multi-year funded projects.

Discussion:

The Proposed FY 2012-13 Final Year Budget Revision is balanced with changes to the approved budget from \$53.96 million to \$55.11 million, an increase of \$1.15 million. The increase in the budget amount is primarily due to the different projects that are now in the construction phase and changes to project activities.

Budget changes are summarized as follows:

FY 2012-13 Revenue Changes

1. The Transportation Development Act (TDA) Article 3 fund allocation for the Safe Routes to School (SR2S) Program is reduced by \$63,297 and is carried over to FY 2013-14 for continuation of the SR2S Program activities.
2. The OneBayArea Grant (OBAG)/Surface Transportation Program (STP) fund is reduced by \$25,000 and the State Transit Assistant Fund by \$25,000 for the Expenditure Plan budget that is now reprogrammed for FY 2013-14.
3. The State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) fund is reduced by \$21,350 to provide carryover funds for various program and project activities in FY 2013-14.
4. The Transportation for Clean Air (TFCA) Regional, the Yolo/Solano Air Quality Management District (YSAQMD), and the Congestion Mitigation Air Quality (CMAQ) funds are adjusted to reflect the total amount increased of \$51,567 for the Safe Routes to School (SR2S) Program activities due to the reallocation of the TDA Article 3 funds.
5. Funding for the City of Dixon West B Street Undercrossing project is increased by \$450,000 to reflect the actual project activities in FY 2012-13. This revenue increase is from the Transportation Development Act (TDA) Article 4/8 fund allocations.
6. The State Route (SR) 12/Jameson Canyon Project fund from the State Transportation Improvement Program (STIP) is increased by \$780,280 to reflect the actual cost during the construction phase of the project.

Other revenue changes are made to reflect the anticipated project and program activities for the fiscal year.

FY 2012-13 Expenditure Changes

Changes to the approved budget are reflective of funds carryover and revenue changes as described above. The budget expenditure revisions are as follows:

1. The ***Operation and Management*** department budget is reduced by \$59,350 (3%). The STA Operation & Administration budget expenditures were reviewed and adjusted for potential expenditures savings. This expenditure savings is being carried over to the next fiscal year. The STA Board expenditure is increased by \$2,000. The Expenditure Plan budget of \$50,000 is rescinded and funds allocation for the budget is reprogrammed for FY 2013-14.
2. The ***Transit and Rideshare Services/Solano Napa Commuter Information (SNCI)*** department budget is reduced by \$21,730 (0.8%). The department's program expenditures were reviewed and adjusted for anticipated expenditures savings, and funds will be carried over to the next fiscal year for the continuation of transit and rideshare activities, including the Safe Routes to School Program.
3. The ***Project Development*** budget is increased by \$1,235,280 (3%) to primarily reflect the different projects that are now in the construction phase, specifically the SR 12/Jameson Canyon and the Dixon B Street Undercrossing Projects, which are now in construction and the right of way acquisition phase of the project activities. The State Route (SR) 12 Bridge Realignment/Church Road Study budget is revised to reflect the comprehensive analysis study done by the Solano Economic Development Corporation (EDC) for the different Project Study Report (PSR) documents.
4. The ***Strategic Planning*** budget is increased by \$2,300 (0.2%). The department's budget is adjusted to reflect funding for actual planning activities.

The total FY 2012-13 revenue and expenditure is \$55.11 million. The FY 2012-13 Proposed Budget Revision is balanced for the continued delivery of STA's priority projects, and is reflected in the budget.

To ensure conformance with the Office of Management and Budget (OMB) Circular A-87 (Cost Principles of State, Local, and Indian Tribal Government) and the STA's Accounting Policies and Procedures, the final year budget for FY 2012-13 is revised to reflect changes in the budget revenue and expenditures.

Fiscal Impact:

The STA's overall FY 2012-13 budget is \$55.11 million, an increase of \$1.15 million. The increase in the FY 2012-13 expenditures is based on the increased list of work tasks and construction projects.

Recommendation:

Adopt the STA's FY 2012-13 Final Year Budget Revision as shown in Attachment A.

Attachment:

- A. STA FY 2012-13 Final Year Budget Revision dated June 12, 2013

REVENUES			EXPENDITURES		
<i>STA Fund</i>	Adopted FY 12-13	Proposed FY 12-13	<i>Operations & Administration</i>	Adopted FY 12-13	Proposed FY 12-13
Members Contribution/Gas Tax (Reserve Account)	108,000	108,000	Operations Management	1,499,026	1,487,676
Members Contribution/Gas Tax	177,776	177,776	STA Board of Directors/Administration	48,000	50,000
Transportation Dev. Act (TDA) Art. 4/8	403,064	403,064	Expenditure Plan	50,000	-
TDA Art. 3	78,297	15,000	Contributions to STA Reserve Account	108,000	108,000
State Transit Assistance Fund (STAF)	1,430,492	1,405,492	Subtotal	\$ 1,705,026	\$ 1,645,676
One Bay Area Grant (OBAG)/STP	915,754	890,754	Transit and Rideshare Services/SNCI/SR2S		
STIP Planning, Programming and Monitoring (PPM)	179,814	158,464	SNCI/SR2S Management/Administration	413,107	394,527
MTC Grant	140,000	140,000	Employer Van Pool Outreach	16,200	16,200
Regional Measure (RM) 2 - Transit	260,000	260,000	SNCI General Marketing	66,500	66,500
Federal Earmark	30,514	30,514	Commuter Challenge	30,000	30,000
RM 2 - North Connector - Design	6,590	6,590	Bike to Work Campaign	20,000	20,000
RM 2 - I-80 Express Lanes	40,971	40,971	Bike Links	5,000	5,000
RM 2 - I-80 HOV Lanes/SOHIP	15,028	15,028	Emergency Ride Home (ERH) Program	5,000	5,000
RM 2 - I-80 Interchange Project	53,749	53,749	Rideshare Services - Napa	27,004	27,004
RM 2 - I-80 East Bound (EB) Truck Scales Relocation	16,678	16,678	Safe Route to School Program (SR2S)	660,863	657,713
Transportation for Clean Air (TFCA)	267,978	260,555	Transit Management Administration	105,232	105,232
TFCA - NCTPA	27,004	27,004	Transit Corridor Study/SRTP	380,000	380,000
TFCA Regional Grant	50,439	50,439	Lifeline Program	16,000	16,000
Yolo/Solano Air Quality Management District (YSAQMD)	19,493	17,746	Paratransit Coordinating Council (PCC)	45,000	45,000
Congestion Mitigation Air Quality (CMAQ)	555,520	616,257	Solano Express Marketing	335,000	335,000
Eastern Solano Congestion Mitigation Air Quality (ECMAQ)	155,986	155,986	SolTrans Transition & Marketing	48,635	48,635
Regional Rideshare Program (RRP)	240,000	240,000	Mobility Management Plan/Program	500,000	500,000
JARC	250,000	250,000	Solano Senior & People with Disabilities Committee	25,000	25,000
Solano County-Strategic Growth Council (SGC) Grant	52,301	52,301	Transit Coordination/SRTP. Implementation	60,000	60,000
Abandoned Vehicle Abatement (AVA) Program/DMV	10,000	10,000	Transit Sustainability Study	60,000	60,000
Local Funds - Cities/County	98,600	98,600	Subtotal	\$ 2,818,541	\$ 2,796,811
Partners	267,500	267,200	Project Development		
Subtotal	\$5,851,548	\$5,768,168	Project Management/Administration	78,241	78,241
TFCA Program			Local Streets & Roads Annual Report	12,250	12,250
Transportation for Clean Air (TFCA)	234,453	234,453	Regional Impact Fee (Feasibility Study/AB 1600)	36,739	36,739
Subtotal	\$234,453	\$234,453	Management Assistant for Projects in Solano (MAPS)	12,000	12,000
Abandoned Vehicle Abatement Program			Public Private Partnership (P3) Feasibility Study-Phase 1	175,000	175,000
Department of Motor Vehicle (DMV)	440,000	440,000	Jepson Parkway	2,997,324	2,997,324
Subtotal	\$440,000	\$440,000	SR 12/Jameson Canyon Project	1,000,000	1,780,280
Dixon B Street Undercrossing Project			I-80/I-680/SR 12 Interchange Project	28,089,519	28,089,519
City of Dixon	-	-	North Connector-East Project	1,500,000	1,500,000
Transportation Dev. Act (TDA) Art. 4/8	250,000	700,000	I-80/HOV Lanes Project/SOHIP	50,000	50,000
OBAG	-	-	I-80 East Bound (EB) Truck Scales Relocation Project	10,325,122	10,325,122
Subtotal	\$250,000	\$700,000	I-80 Express Lanes Project	3,107,017	3,107,017
Jepson Parkway Project			Redwood Parkway Drive Improvement Project	114,496	114,496
State Transportation Improvement Program (STIP)	2,844,215	2,844,215	SR 12 Bridge Realignment/Economic Analysis Study	1,000	6,000
Federal Earmark	113,109	113,109	Dixon B Street Undercrossing Project	250,000	700,000
County of Solano	40,000	40,000	DMV Abandoned Vehicle Abatement (AVA) Program	440,000	440,000
Subtotal	\$2,997,324	\$2,997,324	Subtotal	\$48,188,708	\$49,423,988
I-80 East Bound (EB) Truck Scales Relocation Project			Strategic Planning		
RM 2 Funds	10,325,122	10,325,122	Planning Management/Administration	162,251	162,251
Subtotal	\$10,325,122	\$10,325,122	Events	12,000	9,700
SR 12/Jameson Canyon Project			Model Development/Maintenance	24,000	24,000
STIP/TCRP	1,000,000	1,780,280	Solano County PDA Program	143,315	143,315
Subtotal	\$1,000,000	\$1,780,280	Jepson Parkway TLC Plan Update	114,152	114,152
I-80 High Occupancy Vehicle (HOV) Lanes Project/SOHIP			Climate Change Plan	301,801	301,801
PA/ED Design RM-2	50,000	50,000	Comprehensive Transportation Plan (CTP) Follow Up	62,076	62,076
Subtotal	\$50,000	\$50,000	Water Transportation Plan	50,000	50,000
North Connector East Project			Priority Conservation Area (PCA)	-	-
Right of Way - RM-2 Funds	1,500,000	1,500,000	Alternative Fuel Plan Implementation	94,156	94,156
County of Solano	-	-	Rail Facilities Plan	50,000	50,000
Subtotal	\$1,500,000	\$1,500,000	TFCA Programs	234,453	234,453
I-80/I-680/SR 12 Interchange Project			Subtotal	\$1,248,204	\$1,245,904
RM 2 Funds	28,089,519	28,089,519	TOTAL, ALL EXPENDITURES		
Subtotal	\$28,089,519	\$28,089,519		\$53,960,479	\$55,112,379
I-80 Express Lanes Project			TOTAL, ALL REVENUE		
RM 2 Funds	3,107,017	3,107,017		\$53,960,479	\$55,112,379
Subtotal	\$3,107,017	\$3,107,017			
SR 12 Bridge Realignment/Economic Analysis Study					
Federal Earmark	-	-			
Members Contribution/Gas Tax	1,000	6,000			
Subtotal	\$1,000	\$6,000			
Redwood Parkway Drive/Fairgrounds Improvement Project					
Federal Earmark	97,904	97,904			
Local Match Funds-STA	4,895	4,895			
Local Match Funds-Solano County/City of Vallejo	11,697	11,697			
Subtotal	\$114,496	\$114,496			

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Date: June 3, 2013
To: STA Board
From: Liz Niedziela, Transit Program Manager
RE: Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix –
June 2013

Background:

The Transportation Development Act (TDA) was enacted in 1971 by the California Legislature to ensure a continuing statewide commitment to public transportation. This law imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to counties based upon the amount of taxes collected, and are apportioned within the county based on population. To obtain TDA funds, local jurisdictions must submit requests to regional transportation agencies that review the claims for consistency with TDA requirements. Solano County agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine Bay Area counties after review by the Solano Transportation Authority (STA).

After several years of growth, Solano TDA revenue began to decline after FY 2006-07. At its peak in FY 2006-07, the TDA available countywide was \$15.9 million. TDA funding then steadily declined for several years. By FY 2010-11, it had decreased approximately 16% compared to the FY 2006-07 allocation from \$15.9 million to \$13.3 million. Since FY 2010-11, TDA has been modestly increasing for Solano transit operators. The TDA fund estimate for FY 2013-14 is \$15.1 million which is at a 5% decrease from FY 2006-07 funding level. The Solano FY 2013-14 TDA fund estimates by jurisdiction are shown on the attached TDA matrix (Attachment A).

Discussion:

TDA funds are shared among agencies to fund joint services such as SolanoExpress intercity bus routes and Intercity Taxi Scrip Program. To clarify how the TDA funds are to be allocated each year among the local agencies and to identify the purpose of the funds, the STA works with the transit operators and prepares an annual TDA matrix. The TDA matrix is approved by the STA Board and submitted to MTC to provide MTC guidance when reviewing individual TDA claims. At this time, the first set of TDA claims for the FY 2013-14 Matrix (Attachment B) is being submitted to the STA Board for approval.

The cost share for the intercity routes per the Intercity Funding Agreement is reflected in the TDA Matrix. The intercity funding formula is based on 20% of the costs shared on population and 80% of the costs shared and on ridership by residency. Population estimates are updated annually using the Department of Finance population estimates and ridership by residency is based on on-board surveys conducted March 2012. The Intercity funding process includes a reconciliation of planned (budgeted) intercity revenues and expenditures to actual revenues and expenditures. In this cycle, FY 2011-12 audited amounts were reconciled to the estimated amounts for FY 2011-12. The reconciliation amounts and the estimated amounts for FY 2013-14 are merged to determine the cost per funding partners.

Due to lower than planned costs, higher than planned fare revenues, and additional subsidies for the intercity routes in FY 2011-12, the reconciliation offset FY 2013-14 subsidy requirements from all funding partner. The offset amount for SolTrans resulted in a rebate of TDA funds to the City of Dixon in the amount of \$1,114, Fairfield and Suisun Transit (FAST) for \$112,547 and the City of Vacaville for \$27,540.

City of Fairfield

The City of Fairfield is claiming \$5,671,898 in TDA funds for FY 2013-14. TDA funds in the amount of \$5,409,351 will be used for operating and the amount of \$262,547 will be used for capital projects. Fairfield capital projects include maintenance and miscellaneous capital.

Solano County Transit (SolTrans)

SolTrans is claiming \$4,607,501 in TDA funds. TDA funds in the amount of \$3,651,501 will be used for operating and the amount of \$956,000 will be used for capital projects. SolTrans' capital projects include vehicle maintenance, facility maintenance, bus facility maintenance, buses, information technology, security cameras and farebox/clipper upgrade.

Solano Transportation Authority (STA)

STA is claiming \$585,884 in TDA funds. TDA funds in the amount of \$463,884 will be used for Administration and Planning which was reviewed by the STA Board in May. TDA funds in the amount of \$72,000 will be claimed against Solano County as part of a fund swap requested by Solano County pending STA Board approval on June 12, 2013 (Attachment C). TDA funds in the amount of \$50,000 will be claimed against Suisun City, which comes from the Suisun City TDA claimed by FAST, for operating and maintenance cost for the Suisun City AMTRAK station. A resolution for claiming against Solano County TDA and a draft agreement for Suisun City operating and maintenance funding will be presented to the STA Board in June 2013.

City of Vacaville

The City of Vacaville is requesting \$2,475,378 in TDA funds. TDA funds in the amount of \$1,325,966 will be used for operating and the amount of \$1,149,452 will be used for capital projects. Vacaville's capital projects include three (3) buses for expanded local service, two (2) paratransit bus replacements and transit amenities.

The Solano Express Consortium and STA Technical Advisory Committee reviewed the TDA Matrix at their May 28th and May 29th meetings, respectively, and unanimously approved STA staff's recommendation to approve the FY 2013-13 Solano TDA Matrix-June 2013. Since the advisory committees' approval of the TDA Matrix, STA removed the double entry of SolTrans claim against the Solano County on the TDA Matrix. This revision does not affect SolTrans TDA Claim but changes Solano County balance to reflect the accurate amount.

Fiscal Impact:

STA is claiming a total of \$585,884 in TDA funds for FY 2013-14. The STA is a recipient of TDA funds from each jurisdiction for the purpose of countywide transit planning in the amount of \$463,884. TDA funds in the amount of \$122,000 will be claimed as a pass through or fund swap. With the STA Board approval of the June TDA matrix, it provides the guidance needed by MTC to process the TDA claim submitted by the transit operators and STA.

Recommendation:

Approve the following:

1. Approve the FY 2013-14 Solano TDA Matrix – June 2013 as shown in Attachment B for City of Fairfield, Solano County Transit, Solano Transportation Authority, and City of Vacaville;

2. Authorize the Executive Director to enter into an agreement with the Solano County for the \$72,000 fund swap of FY 2012-13 STAF funds for FY 2013-14 County TDA funds;
3. Authorize the Executive Director to enter into an agreement with the City of Fairfield and the City of Suisun City for the \$50,000 for operating and maintenance cost for the Suisun City AMTRAK Station; and
4. Approve Resolution No. 2013-15 authorizing the filing of a claim with MTC for the allocation of \$585,884 TDA funds for FY 2013-14.

Attachments:

- A. FY 2013-14 TDA Fund Estimate for Solano County
- B. FY 2013-14 Solano TDA Matrix – June 2013
- C. Solano County Request Letter
- D. Resolution No. 2013-15

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**FY 2013-14 FUND ESTIMATE
REGIONAL SUMMARY**

 Attachment A
 Res No. 4086
 Page 1 of 16
 2/27/2013

TDA REGIONAL SUMMARY TABLE

<i>Column</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H=Sum(A:G)</i>
	6/30/2012	FY 2011-13	FY 2012-13	FY 2012-13	FY 2012-13	FY 2013-14	FY 2013-14	FY 2013-14
Apportionment Jurisdictions	Balance ¹	Outstanding Commitments, Refunds, & Interest ²	Original Estimate	Revenue Adjustment	Revised Admin. & Planning Charge	Revenue Estimate	Admin. & Planning Charge	Available for Allocation
Alameda	17,195,834	(64,128,191)	57,533,049	3,741,179	(2,450,969)	61,274,228	(2,450,969)	70,714,160
Contra Costa	12,658,809	(32,389,136)	33,569,164	1,932,329	(1,420,060)	37,986,598	(1,519,464)	50,818,239
Marin	894,628	(10,671,934)	10,186,399	490,412	(427,072)	10,890,811	(435,632)	10,927,612
Napa	14,217,688	(13,587,857)	6,180,000	320,000	(260,000)	6,695,000	(267,800)	13,297,031
San Francisco	6,325,595	(43,440,160)	39,194,100	1,401,930	(1,623,841)	42,610,680	(1,704,426)	42,763,877
San Mateo	5,180,236	(34,825,817)	32,583,185	2,704,110	(1,411,492)	35,287,295	(1,411,491)	38,106,027
Santa Clara	3,738,765	(85,267,332)	86,804,000	2,834,571	(3,585,543)	91,431,000	(3,657,240)	92,298,221
Solano	8,716,717	(17,856,314)	14,461,543	1,221,049	(627,304)	15,682,592	(627,304)	20,970,981
Sonoma	11,255,049	(16,497,485)	18,500,000	350,000	(754,000)	19,510,000	(780,400)	31,583,164
TOTAL	\$80,183,322	(\$318,664,226)	\$299,011,440	\$14,995,580	(\$12,560,281)	\$321,368,203	(\$12,854,726)	\$371,479,313

STA, AB 1107, & BRIDGE TOLL REGIONAL SUMMARY TABLE

<i>Column</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E=Sum(A:D)</i>
	6/30/2012	FY 2011-13	FY 2012-13	FY 2013-14	FY 2013-14
Fund Source	Balance (w/interest) ¹	Outstanding Commitments ²	Revenue Estimate	Revenue Estimate	Available for Allocation
State Transit Assistance Total					
Revenue-Based	12,863,411	(115,386,714)	110,103,133	102,525,536	110,105,366
Population-Based	57,952,875	(53,484,965)	40,446,429	37,708,787	82,623,125
SUBTOTAL	70,816,286	(168,871,679)	150,549,562	140,234,323	192,728,491
BART District Tax - AB 1107 (25% Share)	0	(67,000,000)	65,200,000	69,000,000	69,000,000
Bridge Toll Total					
AB 664 Bridge Revenues	39,726,567	(37,900,071)	10,789,000	10,789,000	23,404,496
MTC 2% Toll Revenue	7,897,641	(8,990,029)	4,127,000	8,750,000	11,784,612
5% State General Fund Revenue	12	(3,111,764)	3,116,461	3,147,625	3,152,334
SUBTOTAL	47,624,220	(50,001,864)	18,032,461	22,686,625	38,341,442
GRAND TOTAL	\$118,440,506	(\$285,873,543)	\$233,782,023	\$231,920,948	\$300,069,933

Please see Attachment A pages 2-14 for detailed information on each fund source.

1. Balance as of 6/30/12 is from MTC FY 2011-12 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of June 30, 2012, and FY 2012-13 allocations as of January 31, 2013.

**FY 2013-14 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
SOLANO COUNTY**

Attachment A
Res No. 4086
Page 9 of 16
2/27/2013

FY 2012-13 TDA Revenue Estimate Adjustment			FY 2013-14 TDA Estimate		
FY 2012-13 Generation Estimate Adjustment			FY 2013-14 County Auditor's Generation Estimate		
1. Original County Auditor Estimate (Feb, 11)	14,461,543		13. County Auditor Estimate	15,682,592	
2. Revised County Auditor Estimate (Feb, 11)	15,682,592		FY 2013-14 Planning and Administration Charges		
3. Revenue Adjustment (Lines 2-1)		1,221,049	14. MTC Administration (0.5% of Line 13)	78,413	
FY 2012-13 Planning and Administration Charges Adjustment			15. County Administration (0.5% of Line 13)	78,413	
4. MTC Administration (0.5% of Line 3)	6,105		16. MTC Planning (3.0% of Line 13)	470,478	
5. County Administration (0.5% of Line 3)	6,105		17. Total Charges (Lines 14+15+16)	627,304	
6. MTC Planning (3.0% of Line 3)	36,631		18. TDA Generations Less Charges (Lines 13-17)	15,055,288	
7. Total Charges (Lines 4+5+6)		48,841	FY 2013-14 TDA Apportionment By Article		
8. Adjusted Generations Less Charges (Lines 3-7)		1,172,208	19. Article 3.0 (2.0% of Line 18)	301,106	
FY 2012-13 TDA Adjustment By Article			20. Funds Remaining (Lines 18-19)	14,754,182	
9. Article 3 Adjustment (2.0% of line 8)	23,444		21. Article 4.5 (5.0% of Line 20)	0	
10. Funds Remaining (Lines 8-9)		1,148,764	22. TDA Article 4 (Lines 20-21)	14,754,182	
11. Article 4.5 Adjustment (5.0% of Line 10)	0				
12. Article 4 Adjustment (Lines 10-11)		1,148,764			

TDA APPORTIONMENT BY JURISDICTION

Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2012	FY 2011-12	6/30/2012	FY 2011-13	FY 2012-13	FY 2012-13	FY 2012-13	6/30/2013	FY 2013-14	FY 2013-14
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/interest) ¹	Outstanding Commitments ²	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	543,542	3,183	546,725	(420,016)	0	277,662	23,444	427,815	301,106	728,921
Article 4.5										
SUBTOTAL	543,542	3,183	546,725	(420,016)	0	277,662	23,444	427,815	301,106	728,921
Article 4/8										
Dixon	338,475	2,325	340,800	(647,899)	0	605,092	51,091	349,084	651,873	1,000,957
Fairfield	2,208,126	20,380	2,228,506	(5,634,090)	0	3,440,340	290,483	325,239	3,793,108	4,118,347
Rio Vista	206,824	1,578	208,402	(179,317)	0	243,973	20,600	293,658	264,500	558,158
Solano County	472,625	2,581	475,206	(556,879)	0	622,882	52,593	593,802	669,987	1,263,789
Suisun City	119,590	1,444	121,033	(1,046,746)	0	926,002	78,186	78,475	997,599	1,076,074
Vacaville	4,271,751	26,566	4,298,317	(4,355,562)	0	3,052,898	257,769	3,253,422	3,283,683	6,537,105
Vallejo/Benicia ⁴	555,785	4,526	560,312	(5,078,388)	0	4,714,233	398,043	594,200	5,093,431	5,687,631
SUBTOTAL³	8,173,175	59,400	8,232,575	(17,498,881)	0	13,605,420	1,148,765	5,487,880	14,754,181	20,242,061
GRAND TOTAL	\$8,716,717	\$62,583	\$8,779,300	(\$17,918,897)	\$0	\$13,883,082	\$1,172,209	\$5,915,694	\$15,055,287	\$20,970,981

- Balance as of 6/30/12 is from MTC FY 2011-12 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.
- The outstanding commitments figure includes all unpaid allocations as of June 30, 2012, and FY 2012-13 allocations as of January 31, 2013.
- Where applicable by local agreement, contributions from each jurisdiction will be made to support the Intercity Transit Funding Agreement.
- Beginning in FY 2012-13, the Benicia apportionment area is combined with Vallejo, and available for SolTrans to claim.

**FY 2013-14 FUND ESTIMATE
STATE TRANSIT ASSISTANCE
REVENUE-BASED FUNDS (PUC 99314)**

Attachment A
Res No. 4086
Page 11 of 16
2/27/2013

FY 2012-13 STA Revenue Estimate Adjustment	FY 2013-14 STA Revenue Estimate
FY 2012-13 Original Generation Estimate ³ \$110,103,133	FY 2012-13 Projected Carryover \$7,579,830
FY 2012-13 Actual Generation	FY 2013-14 Original Generation Estimate ⁴ \$102,525,536
FY 2012-13 Generation Adjustment	FY 2013-14 Total Funds Available \$110,105,366

STA REVENUE-BASED APPORTIONMENT BY OPERATOR						
<i>Column</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D=Sum(A:C)</i>	<i>E</i>	<i>F=Sum(D:E)</i>
	6/30/2012	FY 2011-13	FY 2012-13	6/30/2013	FY 2013-14	Total
Apportionment Jurisdictions	Balance	Outstanding	Revenue	Projected	Revenue	Available For
	(w/interest)¹	Commitments²	Estimate³	Carryover	Estimate⁴	Allocation
ACOMA - Corresponding to ACE	44,973	(44,832)	146,774	146,915	139,903	286,818
City of Benicia⁵	19,723	0	8,412	28,135	7,831	35,966
Caltrain	2,098,535	(6,300,132)	5,432,557	1,230,960	5,056,954	6,287,914
CCCTA	130,794	(764,730)	621,535	(12,401)	578,563	566,162
City of Dixon	439	(5,600)	4,791	(370)	4,460	4,090
ECCTA	85,311	(345,674)	275,272	14,909	256,239	271,148
City of Fairfield	927,271	(1,047,143)	123,196	3,324	114,678	118,002
GGBHTD	1,923	(4,820,900)	4,823,205	4,228	4,489,733	4,493,961
City of Healdsburg	7,765	0	4,904	12,669	4,565	17,234
LAVTA	233,752	(215,503)	247,613	265,862	230,493	496,355
NCTPA	10,753	(46,423)	49,391	13,721	45,976	59,697
City of Petaluma	42	0	0	42	21,093	21,135
City of Rio Vista	5,366	(8,681)	9,832	6,517	9,153	15,670
SamTrans	1,136,574	(4,987,662)	5,205,039	1,353,951	4,845,167	6,199,118
City of Santa Rosa	20	0	110,949	110,969	103,278	214,247
Sonoma County Transit	28,651	(194,657)	169,272	3,266	157,569	160,835
City of Union City	23,100	(70,544)	47,465	21	44,183	44,204
City of Vallejo - Ferry Service⁶	0	0	0	0	360,340	360,340
City of Vallejo - Motor Bus Service⁶	548,928	(1,126,201)	577,767	494	177,481	177,975
VTA	0	(13,318,870)	13,318,870	0	12,398,014	12,398,014
VTA - Corresponding to ACE	0	(190,685)	190,685	0	187,976	187,976
WCCTA	89,005	(372,904)	312,286	28,387	290,695	319,082
SUBTOTAL	5,392,925	(33,861,141)	31,679,815	3,211,599	29,524,344	32,735,943
AC Transit	1	(10,071,094)	10,071,444	351	9,376,254	9,376,605
BART	898,903	(24,878,292)	28,342,006	4,362,616	26,252,816	30,615,432
SFMTA	6,571,583	(46,576,187)	40,009,868	5,264	37,372,122	37,377,386
SUBTOTAL	7,470,486	(81,525,573)	78,423,318	4,368,231	73,001,192	77,369,423
GRAND TOTAL	\$12,863,411	(\$115,386,714)	\$110,103,133	\$7,579,830	\$102,525,536	\$110,105,366

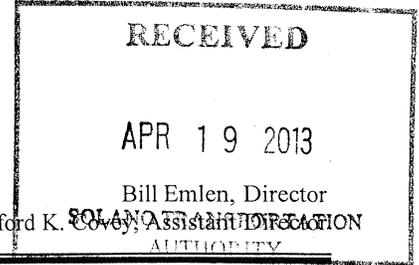
1. Balance as of 6/30/12 is from MTC FY 2011-12 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.
2. The outstanding commitments figure includes all unpaid allocations as of June 30, 2012, and FY 2012-13 allocations as of January 31, 2013.
3. The FY 2012-13 STA revenue generation based on the \$420 million estimated in the enacted FY 2012-13 State Budget.
4. The FY 2013-14 STA revenue generation based on the \$392 million estimated in the proposed FY 2013-14 State Budget.
5. Beginning in FY 2012-13, the City of Benicia allocation will be distributed to SolTrans.
6. In FY 2012-13, the City of Vallejo's allocation will be distributed to SolTrans. Beginning in FY 2013-14, the City of Vallejo's allocation will be distributed between SolTrans and WETA based on an analysis of qualifying revenue, and pending determination of eligibility to claim STA funds.



SOLANO COUNTY
Department of Resource Management

Public Works Engineering
 675 Texas Street, Suite 5500
 Fairfield, CA 94533
 www.solanocounty.com

City of...
 XC: Chron/LN



Telephone No.: (707) 784-6765
 Fax No.: (707) 784-2894

Bill Emlen, Director
 Clifford K. Covey, Assistant Director
 SOLANO TRANSPORTATION AUTHORITY

April 17, 2013

ATTACHMENT C

Solano Transportation Authority
 Attn: Daryl Halls
 1 Harbor Center
 Suisun City, CA 94585

Re: FY 2012-2013 TDA Article 8 Claim

Dear Mr. Halls:

Attached is a summary of Solano County's TDA Article 8 claim amount for FY 12-13. The amount of the claim was determined as follows:

<u>Description</u>	<u>Amount</u>
TDA estimate from MTC	\$622,882
Plus projected carryover	<u>\$84,068</u>
Total Solano County funds available	\$706,950
Less Solano County funds authorized to be claimed by others (FY 12-13)	
City of Vacaville ADA Intercity Taxi Service	(\$5,999)
Fairfield – Suisun Transit Routes 20, 30, 40 and 90	(\$100,561)
SolTrans Route 78, 80 and 85	(\$41,322)
Solano Transportation Authority STA Planning	<u>(\$18,999)</u>
Total Solano County funds authorized to be claimed:	(\$166,879)
Funds claimed by Solano County	
Paratransit Services	(\$42,000)
Transit Coordination	<u>(\$30,000)</u>
Total funds claimed by Solano County	(\$72,000)
Unclaimed balance	\$468,071

Solano County is intentionally leaving a large unclaimed balance in FY 12-13 in order to roll the funds

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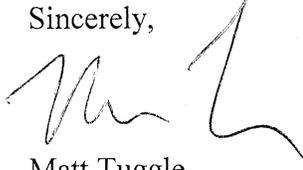
Building & Safety David Cliche Chief Building Official	Planning Services Mike Yankovich Program Manager	Environmental Health Terry Schmidtbauer Program Manager	Administrative Services Suganthi Krishnan Senior Staff Analyst	Public Works Engineering Matt Tuggle Engineering Manager	Public Works Operations Wayne Spencer Operations Manager
---	--	---	---	---	---

over for start-up of the new consolidated Phase 1&2 intercity paratransit service in FY 13-14.

We also understand that the STA may pay Solano County an amount equivalent to its FY 12-13 claim, and reconcile this by claiming the same amount from the County's FY 13-14 TDA funds. This will simplify the process for both parties.

Feel free to call me at (707) 784-6072 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Tuggle', with a stylized flourish at the end.

Matt Tuggle
Engineering Manager

cc: Elizabeth Niedziela, STA

RESOLUTION NO. 2013-15

RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FOR FY 2013-14

WHEREAS, the Transportation Development Act (TDA), (Pub. Util. Code section 99200 et seq.), provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible claimants for the purpose of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations there under (21 Cal. Code of Regs. 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission; and

WHEREAS, TDA funds from the Local Transportation Fund of Solano County may be required by claimant in Fiscal Year 2013-14 for the purposes of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

WHEREAS, the Solano Transportation Authority is an eligible claimant for TDA pursuant to Public Utilities Code sections 99400, 99402, and 99313 as attested by the opinion of Solano Transportation Authority Legal Counsel; and

WHEREAS, a portion of the funds requested shall be used for operating and maintenance for the Suisun City AMTRAK station and for Solano County paratransit operations.

NOW, THEREFORE, BE IT RESOLVED that the Solano Transportation Authority Executive Director or his designee is authorized to execute and file an appropriated TDA claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA monies in Fiscal Year 2013-14.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim; and the Metropolitan Transportation Commission be requested to grant the allocation of funds as specified herein.

Steve Hardy, Chair
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 12th day of June 2013 by the following vote:

Ayes: _____
Nos: _____
Absent: _____
Abstain: _____

Attest: _____
Johanna Masielat
Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was regularly introduced, passed, and adopted by said Authority at a regular meeting thereof held this 12th day of June 2013.

Daryl K. Halls, Executive Director
Solano Transportation Authority

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DATE: May 31, 2013
TO: STA Board
FROM: Robert Guerrero, Project Manager
RE: Compressed Natural Gas (CNG) Feasibility Study for Benicia

Background:

On May 8, 2013, the STA Board approved a 50% match to partner with Solano County Transit (SolTrans) to conduct a Compressed Natural Gas (CNG) Feasibility Study for two locations in the City of Vallejo. The City of Benicia is similarly interested in exploring the feasibility of implementing CNG technology for its city fleet and related support facilities. Their request letter is included as Attachment A.

Discussion:

The City of Benicia's request letter states that the city is prepared to commit a match of \$10,000 toward the estimated \$20,000 cost to complete the study. The CNG Feasibility Study scope is proposed to analyze a CNG fueling station in Benicia for city fleet and public usage. The draft scope can be expanded to assess additional users and other site locations should other cities or transit operators decide to request participation.

In summary, the Feasibility Study Scope includes the following deliverables:

- 1) Site evaluation related to CNG fuel accessibility (coordinated with PG&E)
- 2) Fueling needs assessment
- 3) Equipment recommendations
- 4) Plot Plan for each location
- 5) Photographs
- 6) Cost benefit analysis
- 7) Opportunities to serve operation and management costs

The draft scope of work for a CNG Feasibility Study is included as Attachment B. The proposed budget for one location is \$20,000. STA staff is recommending a matching contribution of \$10,000 from State Transit Assistance Funds (STAF).

The CNG Feasibility Study for the City of Benicia is a logical follow-up to the Alternative Fuels and Infrastructure Plan that is currently underway and can be added to the scope of work for the CNG Feasibility Study for SolTrans. The STA and its consultant, ICF International, are working on a draft plan for the Alternative Fuels and Infrastructure Technical Working Group to review in early June followed by the STA TAC review at their June 26th meeting.

The Solano Express Consortium and STA Technical Advisory Committee reviewed this item at their May 28th and May 29th meetings, respectively, and unanimously approved STA staff's recommendation.

Fiscal Impact:

The estimated budget for this amendment to the CNG Feasibility Study is \$20,000. STA staff is recommending \$10,000 from State Transit Assistance Funds (STAF) to match a \$10,000 contribution from the City of Benicia.

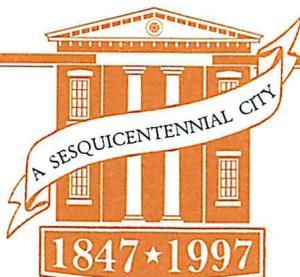
Recommendation:

Approve the following:

1. Authorize the Executive Director to enter into an agreement with the City of Benicia to develop a CNG Feasibility Study; and
2. Approve dedicating \$10,000 in State Transit Assistance Funds (STAF) to match the City of Benicia's contribution for the CNG Feasibility Study.

Attachments:

- A. City of Benicia's CNG Feasibility Study Request Letter
- B. CNG Feasibility Study Scope of Work



CITY HALL • 250 EAST L STREET • BENICIA, CA 94510 • (707) 746-4200 • FAX (707) 747-8120

THE CITY OF
BENICIA
CALIFORNIA

Public Works Department

May 22, 2013

Daryl Halls, Executive Director
Solano Transportation Authority
One Harbor Way
Suisun City, CA 94585

SUBJECT: Compressed Natural Gas Feasibility Study for Benicia

Dear Mr. Halls:

The City of Benicia is interested in exploring the feasibility of implementing Compressed Natural Gas (CNG) technology for its fleet and the related support facilities.

Benicia realizes that operating and capital costs associated with CNG technology may be lower than that of diesel and gasoline technology and any such costs savings would be of great benefit to the City. In addition, CNG technology may also help the City to reduce transportation related greenhouse gas (GHG) emissions.

It is our understanding the estimated cost to conduct a feasibility study for one location is \$20,000. At this time, the City is prepared to commit \$10,000 and requests that the Solano Transportation Authority (STA) pledge the remaining \$10,000 toward the total project cost. This request is similar to the STA Board action to match the Soltrans earlier this month for a separate CNG Feasibility Study.

We appreciate your consideration of the matter, and I am able to available to discuss it further at your earliest convenience via phone, (707) 746-4240 or email (mmorton@ci.benicia.ca.us).

Sincerely,

Melissa Morton
Public Works Director

Cc: Brad Kilger, City Manager

ELIZABETH PATTERSON, *Mayor*
Members of the City Council
TOM CAMPBELL, *Vice Mayor* . ALAN M. SCHWARTZMAN . MARK C. HUGHES . CHRISTINA STRAWBRIDGE

BRAD KILGER, *City Manager*
H.R. AUTZ, *City Treasurer*
LISA WOLFE, *City Clerk*

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Compressed Natural Gas (CNG) Feasibility Study Scope

Seeking consultant services to conduct a feasibility study and site analysis at two locations in Vallejo for CNG Fueling Stations and analysis of maintenance facility needs for CNG buses and other vehicles. The overall purpose of the analysis and study is to provide a conceptual layout and preliminary cost opinion to construct each fueling facility, determine the cost/benefit for each, and to provide an estimate for retrofitting existing maintenance facility to accommodate CNG buses and other vehicles.

Scope of Services Includes:

1. Research and Data Acquisition: This phase will include collecting fueling pattern information for vehicles that will use each facility. The goal will be to list, by vehicle type, how much fuel each will use and when they would be fueling at the station. The vehicles should include those from the current fleet, those planned to be added over a period of time and an estimate of vehicles from the public or other agencies that would use the station. We will also need information for each site including location, property boundary and other facilities that are planned shown graphically.

From that information, a fueling assessment and fueling curve will be need to be developed from which to size the dryer, compressor(s), storage and to determine the number of fueling hoses.

Finally, the STA will coordinate acquiring site plans or graphical representations of each site to assist the consultant in setting up equipment and dispenser layouts.

2. Meeting and site visit for CNG Station study:

At the kickoff meeting the consultant is expected to bring preliminary layouts of each site along with conceptual construction budgets to serve as a means of refining scope. During the meeting the consultant will focus on refining scope, cover construction budget, the compressor and fuel management design decisions and solicit feedback about operation and maintenance issues, including existing maintenance facilities to accommodate CNG buses and other vehicles.

Following the meeting or meetings, the consultant will conduct site visits. During the site visits, consultants will confirm preferences regarding location and layout of the fueling islands, paths of vehicular travel, and layout of CNG maintenance facility and equipment. Consultant will also discuss fuel management preferences. While on site, the consultant will need access to existing utilities that would serve each site.

3. Request for Information from PG&E. Following the fueling needs calculation and site visits, the consultant will prepare a request to the gas company (PG&E) on behalf of the STA and Soltrans to confirm pressure and flow rate information from the proposed gas service. The purpose of the request is to see that gas at the flow rate and pressure is available to a given site prior to proceeding. This information is therefore critical to design of a station and should be obtained in a timely manner.

The consultant will also request information from PG&E for electrical service and from the phone or cable company for communication service to each site. The cost evaluation will include approximate cost of service for gas, power and communication to each site.

4. Study: The study will include the following elements:
- a. Gas company Feasibility Study. Gas company feasibility information made available from the request noted in item 1 above.
 - b. Fueling needs assessment. A spread sheet listing of the CNG fleet that will be served by the station along with their fueling capacity and total fueling storage requirements. It will also provide a fueling curve developed from the data and include equipment sizing calculations.
 - c. Equipment Recommendations. Recommendations for compressor and dryer sizing, pipe sizing, tube sizing, vessel sizing and configuration for fast fill, layout of proposed equipment and expansion considerations.
 - d. Maintenance Facility Recommendations. Recommendations for existing maintenance facility to accommodate CNG buses and other vehicles.
 - e. Plot Plan. A conceptual plot plan for each location. The plot plan will show location of the dryer, storage, compression, dispensing and electrical equipment and will also show location of the natural gas source, power sources and communication tie ins.
 - f. Photographs of each site.
 - g. Preliminary cost opinion for each fueling site and vehicle maintenance facility. (POPCC).
 - h. Cost Benefit Analysis. A cost benefit analysis will be performed for each fueling site.
 - i. Opportunities to serve O&M costs. Consultant to assess the cost of connection to transmission pressure and look for opportunities to take delivery of transmission pressure gas.

DATE: June 3, 2013
TO: STA Board
FROM: Liz Niedziela, Transit Program Manager
RE: Transit Project Management Contract Amendments

Background:

To help Solano Transportation Authority manage a range of transit studies and analysis, staff received Board approval in October 2011 to contract with qualified consultants Project Managers (PM) to work jointly with the STA staff and the Solano transit operators to develop plans, programs, and/or studies. The STA contracted with three Consultants to oversee and manage the following projects and provide assistance to STA staff:

- Community Based Transportation Plan – East Fairfield
- STA Staff Assistance for Transit Finance and Management
- Mobility Management Program
- Solano County Coordinated Short Range Transit Plan (SRTP)
- I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study

All the projects listed above are currently underway except for the Community Based Transportation Plan – East Fairfield which was completed and a portion of the Transit Finance and Management for the Transit Sustainability Plan is near completion.

In the past, Solano Transportation Authority (STA) has also contracted with consultants to provide transit support to transit operators. STA provided consultants to assist SolTrans with transition tasks. STA funded and contracted with Nancy Whelan as SolTrans Interim Finance Director and Jim McElroy, SolTrans Interim Executive Director.

In March 2013, STA received two letters requesting assistance from STA. The first request was from the City of Dixon requesting for STA to provide consulting services to help complete Dixon's transit service analysis and the second request was from the City of Rio Vista requesting assistance from STA regarding the City's transit finances and operations. In April 2013, the STA Board approved to provide transit financial and operational services to the Cities of Dixon and Rio Vista.

Discussion:

Jim McElroy

STA provided consultants to assist SolTrans with transition tasks. STA funded and contracted with Jim McElroy as SolTrans Interim Executive Director. Currently STA has a contract with Jim McElroy for \$25,000 for provide transit financial and operation services for the Cities of Dixon and Rio Vista. This contract was executed due to the immediate needs of Rio Vista. STA recommends amending Jim McElroy's contract for an additional amount not-to-exceed \$23,450. State Transit Assistance Fund (STAF) in the amount of \$60,000 is in the current budget and will cover this cost. The Cities of Dixon and Rio Vista will be contributing an additional \$22,000.

Nancy Whelan Consulting (NWC)

As a part of the STA Project Management Services and Finance Services, Nancy Whelan Consulting (NWC) was selected as one of the firms qualified to perform Project Management Services and Finance Services for the STA. These services included:

- Project Management of the Coordinated Short Range Transit Plan (SRTP) and I-80/I-680/I-780 and SR 12 Transit Corridor Study
- Review of certain deliverables from the Transit Sustainability Program Financial Condition Assessment and related tasks
- Update of the Intercity Funding Agreement

In addition, NWC assisted STA with the SolanoExpress Intercity Bus Replacement and Transit Finance and Management Projects. NWC has also agreed to assist Cities of Dixon and Rio Vista to provide transit financial services in the amount of \$28,550. In addition, \$14,384 is necessary to provide for additional Project Management Services related to transit finance. There is sufficient funding for the Transit Finance and Management Projects to cover \$14,384 of this additional need. The total amendment is for \$42,934 which will be funded by STAF already dedicated to this work.

Elizabeth Richards Consulting

Elizabeth Richards was selected as one of the consultants qualified to perform Project Management Services for the Community Based Transportation Plan - East Fairfield (completed September 2012) and Mobility Management Plan. The transit operators have requested more review time on this Plan. This Plan is estimated to be completed in September 2013. STA staff recommends Elizabeth Richards' contract for Project Management services be amended to assist in completing the Mobility Management Plan and assisting in the implementation of related programs. STA recommends extending Elizabeth Richards' contract to June 30, 2014 for an amount not-to-exceed \$20,000. This amendment will be funded through the Mobility Management Plan approved budget of \$150,000. This budget has sufficient funds to cover this \$20,000 cost.

Fiscal Impact:

The cost of these three (3) contracts amendments is \$87,384. This will be funded by a combination of existing project budgets and STAF funds already dedicated to these purposes.

Recommendation:

Authorize the Executive Director to execute a contract with:

1. Jim McElroy for an amount not-to-exceed \$23,450 to provide transit and operation services for the Cities of Dixon and Rio Vista;
2. Elizabeth Richards for an amount not-to-exceed \$20,000 to cover additional services related to the completion and implementation of Mobility Management Plan/Programs and extend contract date to June 30, 2014; and
3. Nancy Whelan Consulting for an amount not-to-exceed \$14,384 to cover additional services related to Project Management services and for an amount not-to-exceed \$28,550 to provide transit financial services for the Cities of Dixon and Rio Vista.



Date: June 3, 2013
To: STA Board
From: Liz Niedziela, Transit Program Manager
RE: Intercity Paratransit Service Memorandum of Understanding (MOU)

Background:

In February 2010, the transit operators and Solano County launched the first phase of a countywide taxi-based intercity paratransit service. The Phase 1 intercity service currently provides paratransit trips between cities and/or the county unincorporated area to ambulatory riders (those able to enter and leave a taxicab without assistance). The Phase 1 intercity service does not cover intracity paratransit trips, which are typically provided by the cities under mandate by the Americans with Disabilities Act (ADA), nor does the Phase 1 service cover intercity trips for non-ambulatory riders.

Discussion:

Solano County has been working with the transit providers of the seven cities and the Solano Transportation Authority to expand the intercity paratransit service to all paratransit eligible riders; Phase II. Currently, non-ambulatory riders (those unable to enter and leave a taxicab without assistance) must currently take a long multi-stop intercity trip because they cannot obtain rides in the Intercity Taxi Scrip Program due to a lack of accessible vehicles. The Memorandum of Understanding (MOU) is the agreement amongst the agencies for funding and delivery of a service which will provide trips between cities to both ambulatory and non-ambulatory paratransit riders (Attachment A).

The 2-year term MOU establishes the County as lead administering agency for the Program, which will involve a contracted paratransit provider. Annual funding for the Program will come from a variety of sources, including Solano County's Transportation Development Act Article 8 (TDA) funds (\$400,000) and the cities (at least \$205,000), New Freedom federal grant funds (\$100,000), and farebox returns from riders (\$200,000). The STA is included as part of the MOU to process TDA funds for the service. A Scope of Work for the service provider is a follow-up task to be initiated by Solano County.

Fiscal Impact:

There is no fiscal impact for STA. The STA is not obligated to provided any funding in the MOU.

Recommendation:

Authorize the Executive Director to enter into the Memorandum of Understanding by and among the Cities of Dixon, Fairfield, Rio Vista, Vacaville, The Solano Transportation Authority, Solano County Transit, and the County of Solano for intercity Paratransit services.

Attachment:

- A. Intercity Paratransit MOU

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**MEMORANDUM OF UNDERSTANDING
BY AND AMONG
THE CITIES OF DIXON, FAIRFIELD,
RIO VISTA, VACAVILLE,
THE SOLANO TRANSPORTATION AUTHORITY,
SOLANO COUNTY TRANSIT,
AND THE COUNTY OF SOLANO
FOR INTERCITY PARATRANSIT SERVICES**

THIS MEMORANDUM OF UNDERSTANDING (“Paratransit MOU” or “MOU”) is entered into on the date last written below, by and among the municipal corporations of the CITY OF DIXON (“DIXON”), the CITY OF FAIRFIELD (“FAIRFIELD”), the CITY OF RIO VISTA (“RIO VISTA”), and the CITY OF VACAVILLE (“VACAVILLE”); the COUNTY OF SOLANO (“COUNTY”), a political subdivision of the State of California; the SOLANO TRANSPORTATION AUTHORITY (“STA”), a joint powers authority consisting of the cities of BENICIA, DIXON, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, VALLEJO, and the COUNTY; and, SOLANO COUNTY TRANSIT (“SOLTRANS”), a joint powers authority consisting of the cities of BENICIA and VALLEJO, and the STA. Unless specifically identified, the various public agencies may be commonly referred to individually as “Party” or collectively as “Parties,” as the context may require.

RECITALS

WHEREAS, paratransit is defined as specialized transportation provided by taxis, cars or accessible vans for people with disabilities who meet the eligibility requirements established by the Americans with Disabilities Act (“ADA”) but who cannot use available fixed-route transit services; and

WHEREAS, DIXON, RIO VISTA, and VACAVILLE, and the COUNTY each operate independent transit and/or paratransit systems for riders within and around each agency’s jurisdiction; and

WHEREAS, FAIRFIELD operates Fairfield and Suisun Transit (“FAST”), which provides transit and paratransit services to FAIRFIELD and SUISUN CITY, and operates regional bus routes on the Interstate 80 corridor; and

WHEREAS, SOLTRANS provides transit and paratransit services to the Cities of BENICIA and VALLEJO, and operates regional bus routes on the Interstate 80 corridor; and

WHEREAS, ambulatory paratransit riders are able to enter into and out of a vehicle without the use of a lift, ramp, or other boarding assistance device, and with little or no assistance from others; and

WHEREAS, non-ambulatory paratransit riders require the use of lifts, ramps, boarding assistance devices, and/or assistance from others to enter into and out of a standard vehicle or accessible van; and

WHEREAS, a paratransit service that provides trips beyond ¾-mile from existing fixed route transit service exceeds service that is mandated by ADA is known as ADA-Plus paratransit service; and

WHEREAS, northern Solano County intercity paratransit services (trips between jurisdictions) were provided to all eligible riders through a service, formerly known as Solano Paratransit, until its dissolution in 2009; and

WHEREAS, in 2010, the Parties entered into a Memorandum of Understanding to provide a new taxi-based intercity ADA-Plus paratransit service to eligible ambulatory riders as an alternative to the existing ADA paratransit services; and

WHEREAS, the Parties have agreed to share the regional costs of providing intercity transit services through the Intercity Transit Funding Agreement, dated July 1, 2012, and memorialize those shared costs annually by agreement in the annual Transportation Development Act Matrix (“TDA Matrix”) maintained by the STA; and

WHEREAS, the Parties wish to enter into a new Memorandum of Understanding to provide contract-based intercity ADA-Plus paratransit services to eligible ambulatory and non-ambulatory residents (“SERVICE”).

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth in this MOU, the Parties agree as follows:

Part I

Roles and Responsibilities of the Parties

A. COUNTY’s Role and Responsibilities

1. Except as provided in subparagraph 2 of this paragraph A, the COUNTY will commit its annual share of Transportation Development Act Article 8 (“TDA Art. 8”) monies to subsidize the costs of the Parties’ SERVICE.
2. The COUNTY shall retain a portion of its share of the TDA Art. 8 monies for previous commitments towards regional transportation and planning services, as well as to cover the costs of COUNTY staff time utilized in providing the SERVICE and related public outreach. In addition, the COUNTY shall retain an additional 20% above the estimated annual budget in contingency for the SERVICE, to cover unanticipated costs, service growths, and/or delayed payments, should they occur.

3. The COUNTY will seek grants, with the Parties assistance, to supplement available funding for the SERVICE, and shall apply any awarded monies to subsidize the costs of the Parties' SERVICE.
4. If a countywide process is created by some or all of the Parties to uniformly determine ADA ridership eligibility during the term of this MOU, the rules and policies established in this eligibility process will be implemented by the COUNTY in administration of the SERVICE.
5. The COUNTY shall work with the Parties to formulate the basis and deliverables for the contract(s) that will be used to provide the SERVICE.
6. The COUNTY shall advertise, award, and execute contracts for paratransit services to provide intercity ADA-Plus paratransit trips to eligible ambulatory and non-ambulatory riders between the jurisdictions of the Parties.
7. The COUNTY may provide non-ADA trips to the Parties and other agencies, under separate agreement and with no subsidies for funding, provided that the trips do not create additional unit costs to the base SERVICE contract costs.
8. The COUNTY will provide monthly ridership reports to the Parties which detail the riders, trip routes, and costs originating from each Party's jurisdiction. The COUNTY will provide an annual report on the SERVICE, which details budgets, cost details, ridership, and trends.
9. The COUNTY shall apply the available subsidy funds towards each Party's share of the costs of the SERVICE based upon the monthly share of ADA-eligible contract costs that originated from each Party's jurisdiction.
10. The COUNTY shall make annual claims against each Party's TDA Art. 8 monies for costs in providing the SERVICE to the respective Party's jurisdiction. The TDA claims shall be based upon the cost of providing the SERVICE in advance of the fiscal year that it is provided. The claims for each fiscal year (2013-14 and 2014-15) shall be at least the amounts as follows:
 - a) DIXON: \$5,000
 - b) FAIRFIELD: \$40,000
 - c) RIO VISTA: \$5,000
 - d) SOLTRANS: \$85,000
 - e) VACAVILLE: \$70,000

If contract costs for the SERVICE do not exceed the TDA claim amounts above, then the claims shall be reconciled (credited back) for the finalized costs of each fiscal year in accordance with the existing TDA claims reconciliation process through the STA's TDA Matrix.

11. The COUNTY will assist FAIRFIELD in making claims and invoicing for all federal reimbursement that is available for providing the SERVICE. Assistance shall include providing all SERVICE contract costs, trip information, invoices, federal

reimbursement forms, or other information that is necessary to receive federal reimbursement.

12. If the COUNTY's costs in providing the SERVICE to a Party's jurisdiction exceed the estimated budget (TDA claim plus subsidy) or will reasonably exceed the estimated budget by trend forecast, then the COUNTY and the respective Party shall agree to a remedy plan from the following options:
 - a) The respective Party shall provide additional funding to the COUNTY, utilizing TDA funds or otherwise, to cover the unanticipated costs;
 - b) The COUNTY and respective Party shall agree on terms to limit ridership or subsidy for the remainder of the fiscal year which will preserve the existing budget; and/or,
 - c) The COUNTY and the respective Party shall agree to terminate the SERVICE provided to the Party's jurisdiction once the fiscal year budget has been met.

If the respective Party and the COUNTY fail to agree to a remedy plan above within 30 days of notice, the COUNTY may terminate SERVICE to the respective Party's jurisdiction for the remainder of the fiscal year. The COUNTY shall notify the Party at least 30 days in advance of termination of the SERVICE.

13. The COUNTY shall review, maintain, and modify as agreed by the Parties, a farebox recovery ratio, as well as establish associated farebox fees to riders utilizing the SERVICE, which provides for the long-term sustainability of the SERVICE.
14. The COUNTY will develop public outreach elements as part of the SERVICE, as coordinated with the Parties' existing efforts, and which supports the STA's mobility management program.

B. Parties Roles and Responsibilities

1. The Parties shall, in good faith, assist the COUNTY in the creation and maintenance of the SERVICE, through review of draft contracts, selection of contractor(s), public outreach, and facilitation of any necessary payments and TDA claims.
2. The Parties which provide fixed route transit service shall continue to provide ADA-mandated paratransit service, as necessary, and separate from that which is provided by the SERVICE.
3. The Parties shall review, approve, update, and maintain the database for ADA-eligible riders for their respective jurisdictions, including the furnishing of ADA identification cards to their riders, and shall make this information accessible to the COUNTY and its contractor(s).
4. The Parties shall review the monthly ridership reports and annual report provided by the COUNTY, and comment on any errors or discrepancies within 3 weeks of receipt.
5. The Parties shall review and approve the TDA Matrix and associated capital service costs prior to the COUNTY making a TDA claim. Once the TDA Matrix is approved by the Parties and the STA Board, the Parties will allow the COUNTY to make

claims against each Party's TDA funds, initially estimated through the STA's TDA Matrix, and finally accounted and reconciled by formula in accordance with Part I-A.10 of this MOU.

6. The Parties shall maintain their existing annual TDA financial commitments toward the SERVICE, minimally at the amount shown in Part I - A.10 of this MOU. The Parties should anticipate that the SERVICE costs will grow while the available subsidies will vary from year-to-year. Each Party may choose to increase its respective funding commitment to the COUNTY where there is a need and desire to increase the SERVICE to the respective jurisdiction.
7. FAIRFIELD shall submit all claims and/or invoices for all federal reimbursement that is available for providing the SERVICE. FAIRFIELD shall pay Solano County within 30 days of receipt of any federal funds which are reimbursed to FAIRFIELD through this claims process.
8. The Parties shall assist the COUNTY in efforts toward seeking grants to supplement available funding for the SERVICE.
9. The Parties will implement the public outreach elements developed by the COUNTY for the SERVICE, as coordinated with the Parties existing efforts, and which supports the STA's mobility management program.
10. The annual farebox recovery ratio, and associated fees charged to the riders, shall be reviewed annually, or as necessitated by changes to the SERVICE's budget, by the Parties. Changes to the farebox recovery ratio, and associated fees, shall be set and/or modified by a simple vote of the Parties.
11. Should a Party wish to withdraw from this MOU, a 60-day advance written notice must be provided to the Parties, approved by the withdrawing Party's Board, Council, or signatory authority. TDA funds to be reimbursed or refunded shall be reconciled for finalized costs of each fiscal year in accordance with Part I - A.10 of this MOU, and through the existing TDA claims reconciliation process through the STA's TDA Matrix.

C. STA's Role and Responsibilities

1. The STA shall update and maintain the STA's TDA Matrix for budgeting, estimating TDA Art. 8 claim amounts, and providing for multi-year reconciliation.
2. The STA shall assist the COUNTY's TDA Art. 8 claims through the Paratransit Coordinating Council, the Solano Express Intercity Transit Consortium, the STA Board, and the Metropolitan Transportation Commission.

Part II

General Terms and Conditions

A. Term of MOU

This MOU shall be in effect from July 1, 2013 to June 30, 2015 unless modified in writing by the Parties.

B. Indemnification

Each Party shall indemnify, defend, protect, hold harmless, and release the other Parties, their elected bodies, officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liabilities, costs, or expenses (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying Party in the performance of its obligations under this MOU. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

C. No Waiver

The waiver by any Party of any breach or violation of any requirement of this MOU shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this MOU.

D. Assignability

No Party to this MOU shall assign or transfer any interest herein nor the performance of any duties or obligations hereunder, without the prior written consent of the other Parties, and any attempt by a Party to so assign or transfer this MOU or any rights, duties or obligations arising hereunder shall be void and of no effect.

E. Governing Law and Venue

The construction and interpretation of this MOU and the rights and duties of the Parties shall be governed by the laws of the State of California with venue residing in Solano County.

F. Force Majeure

No Party shall be liable or deemed to be in default for any delay or failure in performance under this MOU or for any interruption of services, directly or indirectly, from acts of god, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Party.

G. Notices

All notices required or authorized by this MOU shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that a Party desires to give to the other Parties shall be addressed to the other Parties at the addresses set forth below. A Party may change its address by notifying the other Parties of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been

received on the date noted on the return receipt or fivedays following the date of deposit, whichever is earlier.

AGENCY

CITY OF DIXON
Joe Leach
Public Works Director
600 East "A"
Dixon, CA 95620

CITY OF FAIRFIELD
George Hicks
Public Works Director
1000 Webster St.
Fairfield, CA 94533

SOLANO COUNTY
Bill Emlen
Director of Resource Management
675 Texas Street, Suite 5500
Fairfield, CA 94533

SOLANO TRANSPORTATION
AUTHORITY
Daryl K. Halls, Executive Director
One Harbor Center, Suite 130
Suisun City, CA 94585

SOLTRANS
Mona Babauta
General Manager
311 Sacramento Street
Vallejo, CA 94590

CITY OF SUISUN CITY
Dan Kasperson
Public Works Director
701 Civic Center
Suisun City, CA 94585

CITY OF VACAVILLE
Shawn Cunningham
Public Works Director
650 Merchant St.
Vacaville, CA 95688

CITY OF RIO VISTA
Dave Melilli
Director of Public Works
One Main Street
Rio Vista, Ca 94571

H. Subcontracts

Within the funds allocated by the Parties under this MOU, the COUNTY may contract for any and all of the tasks necessary to undertake the SERVICE described in this MOU. The COUNTY must follow federal procedures in selecting contractors and consultants.

I. Prior Agreements and Amendments

This MOU represents the entire agreement of the Parties with respect to the subject matter described herein, and no representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth in this MOU. This MOU may only be modified by a written amendment duly executed by the Parties.

J. Severability

If any provision or portion of this MOU is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this MOU.

K. Compliance with all Laws

The Parties shall observe and comply with all applicable federal, state and local laws, ordinances, and codes including those of the Federal Highway Administration (FHWA).

L. Non-Discrimination Clause

1. During the performance of this MOU, the Parties and their subcontractors shall not deny any benefits or privileges to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
2. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated pursuant to it (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time.

M. Access to Records and Retention

All Parties, acting through their duly authorized representative, as well as any federal or state grantor agency providing all or part of the funding associated with this MOU, the State Controller, the Comptroller General of the United States, and the duly authorized representatives of any of the Parties, shall have access to any books, documents, papers and records of any Party which are directly pertinent to the subject matter of this MOU for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, the Parties shall maintain all required records for three years after final payment for any work associated with this MOU, or after all pending matters are closed, whichever is later.

IN WITNESS WHEREOF, this MOU was executed by the Parties on the day and year last written below.

CITY OF DIXON

APPROVED AS TO FORM

By: _____

By: _____

CITY OF FAIRFIELD

By: _____

APPROVED AS TO FORM

By: _____

CITY OF RIO VISTA

By: _____

APPROVED AS TO FORM

By: _____

CITY OF VACAVILLE

By: _____

APPROVED AS TO FORM

By: _____

SOLANO TRANSPORTATION AUTHORITY

By: _____

APPROVED AS TO FORM

By: _____

SOLANO COUNTY TRANSIT

By: _____

APPROVED AS TO FORM

By: _____

SOLANO COUNTY

By: _____

APPROVED AS TO FORM

By: _____

Date: _____

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DATE: May 31, 2013
TO: STA Board
FROM: Bernadette Curry, STA Legal Counsel
RE: Revisions to the Solano County Transit (“SolTrans”) Joint Powers Agreement

Background:

In November 2010, the Solano County Transit Joint Powers Agreement (Soltrans JPA) was approved by the City Councils of Benicia and Vallejo and the Solano Transportation Authority (STA) Board. In March of 2012, the Board approved a modification to the JPA that would provide for a voting alternate to the Metropolitan Transportation Commission (MTC) Representative to act in their absence and in May of 2012, a second amendment to the JPA was approved to specifically allow SolTrans to claim Transportation Development Act (TDA) funds.

In evaluating options for retirement systems for its employees, SolTrans submitted an application Public Employees Retirement System (PERS) to determine whether membership would be economically beneficial to the new agency. SolTrans staff was contacted by PERS informing staff of PERS’s concern regarding SolTrans’s eligibility based on language in the JPA. Specifically, PERS is concerned that private entities could join SolTrans thereby, eliminating SolTrans from PERS eligibility.

Discussion:

In order to maintain flexibility in options for retirement systems, SolTrans is requesting an amendment to the JPA to address PERS’s concerns. Specifically, PERS is recommending the following edit to the JPA, as indicated with the strikethrough words below:

Section 6. Membership

- c. Any other public entity ~~or public/private partnership~~ providing, or proposed to provide, transit in Solano County.;

Any amendment to the JPA would require approval by the City Councils of Benicia and Vallejo as well as the STA Board.

Fiscal Impact:

There is no fiscal impact with this modification.

Recommendation:

Authorize the Executive Director to execute an amendment to the SolTrans Joint Powers Agreement to amend the language to specifically exclude public-private partnerships from eligibility in membership in SolTrans.

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DATE: May 31, 2013
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
RE: I-80/I-680/State Route (SR) 12 Interchange Project –
Construction Package 2 for the Final Design Phase

Background:

Since 2001, STA staff has been working with project consultants, Caltrans and the Federal Highway Administration (FHWA) to complete improvements to the I-80/I-680/SR 12 Interchange Complex. In order to advance improvements to the Interchange in a timely fashion, 7 separate projects have either been implemented or are currently being implemented, which include the following:

- North Connector Project (completed)
- I-80 HOV Lanes Project (completed)
- I-80 Eastbound Cordelia Truck Scales Relocation (under construction)
- I-80 Express Lanes Project (Environmental Phase Underway)
- I-80/I-680/SR12 Interchange – Phase 1 (Final EIS/EIR completed December 2012)
 - I-80/I-680/SR12 Interchange – Initial Construction Package (final design underway)
 - I-80/I-680/SR12 Interchange – Construction Package 2 (preliminary design underway) (**subject of this staff report**)
 - I-80/I-680/SR12 Interchange – Construction Package 3 (preliminary design underway)

Discussion:

As mentioned above, the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for the I-80/I-680/SR 12 Interchange – Phase 1 Project was recently approved in December 2012. Now that the Project has reached this major milestone, the next step will be to proceed with implementing the I-80/I-680/SR12 Interchange – Phase 1 Project. The I-80/I-680/SR12 Interchange – Phase 1 Project is currently planned to be implemented through 7 individual construction packages. Construction Package 2, which includes a new interchange at I-680/Red Top Road and realignment of local arterials (Lopes Road and Ramsey Road), is currently in the preliminary engineering phase of PS&E and ready to move into the final design phase of PS&E.

In order to maintain the schedule for Construction Package 2, STA staff is now recommending the Board approve an allocation request of \$1.597 million for the Final Design phase. As part of the standard process, STA is required to approve the attached resolution, the Initial Project Report (IPR) for RM2 Project 7 and cash flow plan, attachments to resolution (Attachment A).

Fiscal Impact:

Final Design for the I-80/I-680/SR12 Interchange – Construction Package 2 project would be funded with bridge toll funds.

Recommendation:

Approve the attached Resolution No. 2013-16 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$1.597 million in bridge toll funds for the I-80/I-680/SR12 Interchange Project – Construction Package 2 for the Final Design phase.

Attachment:

- A. STA Resolution No. 2013-16

**SOLANO TRANSPORTATION AUTHORITY
RESOLUTION No. 2013-16**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY
AUTHORIZING AB1171 FUNDING ALLOCATIONS FROM THE METROPOLITAN
TRANSPORTATION COMMISSION FOR THE I-80/I-680/SR12 INTERCHANGE
PROJECT – CONSTRUCTION PACKAGE 2**

WHEREAS, the Metropolitan Transportation Commission (“MTC”) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Sections 66500 et seq; and

WHEREAS, Streets and Highway Code Sections 30950 et seq. created the Bay Area Toll Authority (“BATA”), which is a public instrumentality governed by the same board as that governing MTC; and

WHEREAS, pursuant to Streets and Highways Code (“SHC”) Section 31010 (b), funds (generally referred to as “AB1171 funds”) generated in excess of those needed to meet the toll commitments as specified in paragraph (4) or subdivision (b) of section 188.5 of the SHC shall be available to BATA for funding projects consistent with SHC Code Sections 30913 and 30914; and

WHEREAS, SB 916 (Chapter 715; Statutes 2004), commonly referred to as Regional Measure 2 (“RM2”) identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, MTC is responsible for funding projects eligible for RM2 funds pursuant to Streets and Highways Code Section 30914 (c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 and AB1171 bridge toll funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions; and

WHEREAS, Solano Transportation Authority is the sponsor of the I-80/I-680/SR12 Interchange Project – Initial Construction Package (PROJECT), which is eligible for RM2 and AB 1171 funding; and

WHEREAS, the AB1171 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which Solano Transportation Authority is requesting that MTC allocate funds; and

NOW, THEREFORE, BE IT:

RESOLVED, that Solano Transportation Authority certifies the PROJECT is consistent with the Regional Transportation Plan (“RTP”); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that Solano Transportation Authority approves the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, Solano Transportation Authority is an eligible sponsor of projects in the RM2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914 (c); and be it further

RESOLVED, the PROJECT is eligible for receipt of AB1171 funds consistent with California Streets and Highway Code section 31010 (b); and be it further

RESOLVED, that Solano Transportation Authority is authorized to submit an application for RM2 and AB1171 funds for PROJECT in accordance with California Streets and Highways Code sections 30913 and 30914(c) as applicable; and be it further

RESOLVED, that there is no legal impediment to Solano Transportation Authority making allocation requests for RM2 and AB1171 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of Solano Transportation Authority to deliver such project; and be it further

RESOLVED that Solano Transportation Authority indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of Solano Transportation Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 and AB1171 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 and AB1171 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages; and be it further

RESOLVED, that Solano Transportation Authority shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the project(s); and be it further

RESOLVED, that assets purchased with RM2 and AB1171 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities

and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that RM2 and AB1171 funds were originally used; and be it further

RESOLVED, that Solano Transportation Authority shall post on both ends of the construction site(s) at least two signs visible to the public stating that the PROJECT is funded with AB1171 Toll Revenues; and be it further

RESOLVED, that Solano Transportation Authority authorizes its Executive Director, or his/her designee, to execute and submit an allocation request to MTC for AB1171 funds in the amount of \$1,597,000.00 for Final Design phase for the I-80/I-680/SR12 Interchange Project – Construction Package 2, purposes and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority authorizes its Executive Director, or his designee, has been delegated the authority to make non-substantive changes or minor amendments to the IPR as he deems appropriate; and be it further

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Solano Transportation Authority application referenced herein.

Steve Hardy, Chair
Solano Transportation Authority

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was introduced, passed and adopted by said Authority at the regular meeting thereof held this day of June 12, 2013.

Daryl K. Halls, Executive Director
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 12th day of June, 2013 by the following vote:

Ayes: _____

Nos: _____

Absent: _____

Abstain: _____

Attest: _____
Johanna Masiclat
Clerk of the Board

Regional Measure 2

Initial Project Report (IPR)

March 2013

Project Title:

Solano County Corridor Improvements near Interstate 80/Interstate 680 Interchange

RM2 Project No.

7

Allocation History:

	MTC Approval Date	Amount	Phase
#4	October 2007	\$8,300,000	PA/ED for I-80/I-680/SR12 Interchange (Original allocation was \$13.2M and \$5.2M was transferred to I-80 EB Truck Scales per Allocation #6)
#11	September 2009	\$5,200,000	PA/ED for I-80/I-680/SR12 Interchange
#12	February 2010	\$2,900,000	Utility Relocation for I-80/I-680/SR12 Interchange
#15	December 2010	\$ 7,000,000	PA/ED for the I-80/I-680/SR12 Interchange
#18	July 2011	\$7,000,000	PA/ED for the I-80/I-680/SR12 Interchange
#19	February 2012	\$14,280,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#20	June 2012	\$1,500,000	PA/ED for the I-80/I-680/SR12 Interchange
#21	October 2012	\$5,980,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#22	December 2012	\$5,796,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#23	March 2013	\$900,000	Final Design (PS&E) Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#24	May 2013	\$10,400,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package

Total: \$69,256,000

Current Allocation Request:

IPR Revision Date	Amount Being Requested	Phase Requested
June 2013	\$1,597,000	Final Design (PS&E) Phase for the I-80/I-680/SR12 Interchange –Construction Package 2

I. OVERALL PROJECT INFORMATION

Project Sponsor / Co-sponsor(s) / Implementing Agency

Solano Transportation Authority is the project sponsor and implementing agency.

Project Purpose

The I-80/I-680/SR-12 Interchange experiences traffic congestion due to San Francisco Bay Area commuter traffic, regional traffic using the interstate system, and recreational traffic traveling between the San Francisco Bay Area and Lake Tahoe. The objectives of the proposed project are to alleviate congestion, improve safety, and provide for existing and proposed traffic demand by upgrading the capacity of the freeway and completing a local roadway system that will provide local travelers alternatives to using the freeways for local trips.

The I-80/I-680/State Route (SR) 12 Interchange Project proposes improvements to address traffic operations and congestion in the existing interchange complex, which is located in Solano County. Improvements being considered or cleared in the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) and other environmental documents include the following components: modification of existing interchanges, adding freeway lanes, constructing new interchanges, auxiliary lanes, high-occupancy vehicle (HOV) lanes and frontage roads within and adjacent to existing freeway rights of way, relocation of the existing westbound truck scales within the interchange area to improve ingress and egress of the truck traffic.

Project Graphics to be sent electronically with This Application

Impediments to Project Completion

The major impediment to accomplish the project completion will be securing necessary funds to complete the interchange improvements. However, there are deliverable phases of this project that are serviceable, provide independent utility and have logical termini. Some of these phases (as discussed below) can be and are being delivered by currently identified fund sources.

The STA is currently delivering the I-80/I-680/SR12 I/C improvements, with the expectation that the I/C improvements will need to be constructed with multiple construction packages.

Operability

Caltrans will be responsible for owning and operating the mainline I/C and I-80 WB Truck Scale improvements.

II. PROJECT PHASE DESCRIPTION and STATUS

Environmental –

Does NEPA Apply: Yes No

I-80/I-680/SR12 Interchange Project -The environmental document (EIR/EIS) for the I-80/I-680/SR12 I/C Project was approved in December 2012. The document covers the entire project and as such, a Notice of Determination (NOD) has been approved for the entire project. However, a Record of Decision (ROD) has been issued for the fundable first phase.

Design –

Final Design for the first construction package (Initial Construction Package (ICP) was completed in May 2013. Detailed preliminary engineering for I-80/I-680/SR12 Interchange project started in late 2008 and is ongoing for Construction Packages 2 and 3. With this allocation, Construction Package 2 will proceed with Final Design.

Right-of-Way Activities / Acquisition –

Right-of-way acquisition for ICP started in spring 2012 and is currently underway. Utility relocation plans are underway. Right-of-way acquisition for Construction Package 2 and 3 has not started.

Construction / Vehicle Acquisition -

It is currently envisioned that the fundable phase of the I-80/I-680/SR12 Interchange will be implemented with 7 construction packages. The first construction package (Initial Construction Package (ICP)) is expected to start construction in late 2013. Construction for Construction Packages 2 and 3 have not been scheduled at this time.

III. PROJECT BUDGET

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – CP 1, 2, 3	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$29,000
Design - Plans, Specifications and Estimates (PS&E)	6,413
Right-of-Way Activities /Acquisition (R/W)	92,837
Construction / Rolling Stock Acquisition (CON)	189,604
Total Project Budget (in thousands)	\$317,854

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Initial Const Package, aka, ICP or CP1	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$27,400
Design - Plans, Specifications and Estimates (PS&E)	900
Right-of-Way Activities /Acquisition (R/W)	39,356
Construction / Rolling Stock Acquisition (CON)	64,860
Total Project Budget (in thousands)	\$132,516

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 2 (CP2)	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$,696
Design - Plans, Specifications and Estimates (PS&E)	1,597
Right-of-Way Activities /Acquisition (R/W)	6,696
Construction / Rolling Stock Acquisition (CON)	37,354
Total Project Budget (in thousands)	\$49,343

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 3 (CP3)	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$6,704
Design - Plans, Specifications and Estimates (PS&E)	3,916
Right-of-Way Activities /Acquisition (R/W)	46,785
Construction / Rolling Stock Acquisition (CON)	87,390
Total Project Budget (in thousands)	\$144,795

IV. OVERALL PROJECT SCHEDULE

Phase: I-80/I-680/SR12 I/C Improvements – Initial Const Package, aka, ICP or CP1 Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	12/12
Final Design - Plans, Specs. & Estimates (PS&E)	08/12	05/13
Right-of-Way Activities /Acquisition (R/W)	04/12	04/14
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP1	10/13	12/15

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 2 (CP2) Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	06/13
Final Design - Plans, Specs. & Estimates (PS&E)	07/13	07/14
Right-of-Way Activities /Acquisition (R/W)	01/14	06/15
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP2	10/15	10/17

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 3 (CP3) Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	06/13
Final Design - Plans, Specs. & Estimates (PS&E)	07/13	05/15
Right-of-Way Activities /Acquisition (R/W)	01/15	06/16
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP3	10/16	10/18

V. ALLOCATION REQUEST INFORMATION

Detailed Description of Allocation Request

FY 2012-13: Final Design Phase for the I-80/I-680/SR12 Interchange Project – Construction Package 2
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Amount being requested (in escalated dollars)	\$ 1,597,000
Project Phase being requested	Final Design (PS&E)
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	June 2013
Month/year being requested for MTC Commission approval of allocation	July 2013

Status of Previous Allocations (if any)

Work is progressing well with the previous allocations.

Workplan

Workplan in Alternate Format Enclosed

TASK NO	Description	Deliverables	Completion Date
1	I-80/I-680/SR12 I/C – ICP or CP1	Draft ED	08/10 (A)
2	I-80/I-680/SR12 I/C – ICP or CP1	Final ED	12/12 (A)
3	I-80/I-680/SR12 I/C – ICP or CP1	Final Design	05/13 (A)
4	I-80/I-680/SR12 I/C – ICP or CP1	Right of Way Acquisition	04/14
5	I-80/I-680/SR12 I/C – CP2	Draft ED	08/10 (A)
6	I-80/I-680/SR12 I/C – CP2	Final ED	12/12 (A)
7	I-80/I-680/SR12 I/C – CP2	Final Design	06/14
8	I-80/I-680/SR12 I/C – CP2	Right of Way Acquisition	06/15
9	I-80/I-680/SR12 I/C – CP3	Draft ED	08/10 (A)
10	I-80/I-680/SR12 I/C – CP3	Final ED	12/12 (A)
11	I-80/I-680/SR12 I/C – CP3	Final Design	05/15
12	I-80/I-680/SR12 I/C – CP3	Right of Way Acquisition	05/16

(A) = Actual Date

Impediments to Allocation Implementation

No impediments. The STA, in cooperation with Caltrans, is prepared to move expeditiously to complete the Final Design Phase of the I-80/I-680/SR12 Interchange Project – Construction Package 2.

VI. RM-2 FUNDING INFORMATION

RM-2 Funding Expenditures for funds being allocated

X The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included.

Next Anticipated RM-2 Funding Allocation Request

June 2013 – Final Design Phase for CP3 for the I-80/I-680/SR12 Interchange.

VII. GOVERNING BOARD ACTION

Check the box that applies:

X Governing Board Resolution attached

Governing Board Resolution to be provided on or before:

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant's Agency

Name: Janet Adams
Phone: (707) 424-6010
Title: Director of Projects
E-mail: jadams@sta-snci.com

Information on Person Preparing IPR

Name: Dale Dennis
Phone: (925) 595-4587
Title: STA Project Management Consultant
E-mail: dodennis@dataclonemail.com

Applicant Agency's Accounting Contact

Name: Susan Furtado
Phone: (707) 424-6075
Title: Accounting Manager
E-mail: SFurtado@STA.local

Revised IPR 09.28.07.doc

Instruction Sheet

Cover Page

Project Title and Number - Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding/planning documents. Provide RM2 project number for the individual project(s).

Allocation History and Current Allocation Request- Include information on past allocations and current allocation request. Add additional entries as necessary.

I. Overall Project Information

Project Title- Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding documents. If this project is subset of a larger RM2 project, please state and summarize overall project but fill out this report for the individual project(s).

Project Sponsor/ Co-sponsor(s)/Implementing Agency- Identify Project Sponsor and any co-sponsor(s) as specified in statute. Identify a Lead Sponsor responsible for ensuring the delivery of the RM-2 project and responsible for addressing any funding shortfalls. If different from the sponsor, identify the Implementing Agency responsible for delivering the project. If multiple agencies identify agency responsibilities for delivering the project or project elements, and if necessary, specify the agency responsible for seeking and processing the RM2 allocation(s).

Project Purpose- Describe the project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the project as a worthy transportation investment.

Project Description- Highlight any differences or variations from the RM-2 legislated project description, or changes in project scope since the previous IPR. If the RM-2 funding is for a deliverable phase or useable segment of the larger project, the RM-2 segment should be described separately as a subset of the overall project description. It must be demonstrated that the RM-2 funded component or phase will result in an operable or useable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the RM-2 segment. Check off whether project graphics information is included in the application.

Impediments to Project Completion - Discussion should include, but not be limited to, the following potential issues that may adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects:

- Any uncommitted future funding needs
- Significant foreseeable environmental impacts/issues
- Community or political opposition
- Relevant prior project funding and implementation experience of sponsor/implementing agency
- Required public or private partnerships
- Right of way constraints
- Timeliness of delivery of related transportation projects
- Availability and timeliness of other required funding
- Ability to use/access other funding within required deadlines
- Legal impediments and any pending or threatened litigation.

Operability- Discuss ability to operate and maintain the transportation investment once completed, including timeframe and expected fund source and amount needed to support the continued operations and maintenance of the delivered project.

II. Project Phase and Status

Describe the status of each phase of the RM-2 funded phase or operable/useable segment.

- **Environmental** – Discuss status and type of environmental document (indicate if NEPA applies by checking the correct box), scheduled date of circulation of draft document and expected final document date. Explanation of environmental issues requiring special attention. Identification of Lead Agency under CEQA.
- **Design** – Discuss status of project design, including identification of special design considerations, such as design-build or design sequencing, and any special circumstances for the design of the RM-2 funded operable/useable segment.
- **Right-of-Way Activities / Acquisition** – Discuss status of right of way acquisition including any right of way constraints for the RM-2 funded operable/useable segment.
- **Construction / Vehicle Acquisition / Operating Service** - Discuss status or special circumstances for project construction, equipment / vehicle acquisition or service operations for the RM-2 funded operable/useable segment.

III. Total Project Budget Information

Provide the total cost estimates for the four phases (ENV, PS&E, R/W and CON / Operating). The estimate shall be in both escalated (to the year of expenditure including prior expenditures) and current (at time of the preparation of the IPR) dollars. If the project is for planning activities, include the amount in environmental phase.

IV. Project Schedule

Provide planned start and end dates for key milestones of project phases (as applicable). The RM-2 funded phase or component must result in a useable or operable segment. Information shall be provided by month and year.

V. Allocation Request Information

Provide a description of the phase; include an expanded description outlining the detailed scope of work, status of work, work products. Include any prior completed phases and/or future phases or segments associated with the RM-2 segment. Indicate whether there are non-RM2 funds in the phase by checking the correct box. It must be demonstrated that the RM-2 funded component or phase will be fully funded and result in an operable or useable segment. Include details such as when the board of the Implementing Agency will approve the allocation request and the month/year being requested for the MTC to approve the request noting that this will normally take sixty days from the submission of the request.

Status of Previous Allocations - Please provide an update of the previous allocations for this project or subproject, referencing the outcome, approval dates of important actions, and pertinent completed documents.

Workplan - Either populate the table below or attach a workplan in a comparable format. If a consultant is being hired to complete the workplan, please indicate such and enclose a copy of that plan to MTC. If the workplan is to be detailed out by the Regional Measure 2 allocation, please fill out the work plan to the best of your knowledge and indicate when a more detailed workplan will be submitted.

Impediments to Allocation Implementation - Include a summary of any impediments to complete the phase. Summary should include, but not be limited to, discussion of any potential cost increases, significant environmental impacts/issues, community or political opposition, viability of the project sponsor or implementing agency, relevant prior project funding and implementation experience, required public or private partnerships, potential project implementation issues including right of way constraints, timeliness of delivery of related transportation projects, availability and timeliness of other required funding, ability to use/access other funding within required deadlines, legal impediments, and any pending or threatened litigation which might in any way adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects.

VI. RM-2 FUNDING INFORMATION

RM-2 Funding Spreadsheet - To capture the funding data for your project, you will need to refer to the Microsoft Excel spreadsheet that is part of this IPR. The spreadsheet comprises of five tabs that needs to be completed or updated. Instructions are included on the accompanying Excel file to the IPR. Confirm that the required fundingspreadsheet (Microsoft Excel) is completed and enclosed by checking the box.

Next Anticipated RM-2 Funding Allocation Request - Summarize the approximate timing of the RM-2 funding need. If previously allocated RM-2 funds were not fully expended in the year for which an allocation was made, or there is a balance of unexpended RM-2 allocations, provide a status of the non-expenditure of RM-2 allocations, and the expected expenditure date(s). Explain any impacts to RM-2 funding needs as a result of any project delays or advances.

VII. GOVERNING BOARD ACTION

The IPR must be approved by the board or governing body of the agency responsible for preparing and submitting the IPR prior to MTC approval of the IPR and allocation of funds. Check the box on whether verification of the governing board action is attached. If not, indicate when the verification will be available

VIII. CONTACT / PREPARATION INFORMATION

Provide applicable contact information including agency, contact/project manager names, phone numbers, e-mail, and mailing addresses. Also provide the date the report was prepared, agency and name of person preparing this report.

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RM2 - Initial Project Report

TOTAL PROJECT FUNDING PLAN

(Amounts Escalated in Thousands)

Project Title: Solano County Corridor Improvements near Interstate 80/Interstate 680 Interchange														Project ID: 7	
Agency: Solano Transportation Agency														Plan Date: 2-Jun-13	
TOTAL PROJECT: COMMITTED + UNCOMMITTED															
Fund Source	Phase	Prior	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Future Committed	TOTAL
COMMITTED FUNDING PLAN															
TCRP - I-80/I-680/SR12 Interchange - Overall	ENV	8,400													8,400
STIP - I-80/I-680/SR12 Interchange - Overall	ENV	400													400
TCRP - N. Conn	ENV		3,000												3,000
Local - N. Conn	PS&E			2,300											2,300
Local - N. Conn	R/W			1,000											1,000
Local - N. Conn	CON					18,900									18,900
RM2 - N. Conn	ENV			2,500											2,500
RM2 - N. Conn	PS&E					1,000									1,000
RM2 - N. Conn	R/W					7,000									7,000
RM2 - N. Conn	CON					2,300	15,200				(4,000)				13,500
RM2 - HOV Lanes	ENV			3,475	1,000										4,475
RM2 - HOV Lanes	PS&E				4,525										4,525
RM2 - HOV Lanes	CON				2,000										2,000
CMIA - HOV Lanes	CON					24,324		8,226							32,550
Federal - HOV Lanes	CON					15,377									15,377
RM2 - I-80/I-680/SR12 Interchange - Overall	ENV					8,300		5,200							13,500
AB1171 - Interchange (ICP, CP2, CP3)	ENV								7,000	7,000	1,500				15,500
AB1171 - Interchange (ICP, CP2, CP3)	PS&E										6,413				6,413
RM2 - Interchange (ICP)	R/W							2,900			10,400				13,300
AB1171 - Interchange (ICP)	R/W									14,280	11,776				26,056
AB1171 - Interchange (ICP)	CON										29,448				29,448
STIP (ICP)	CON										11,412				11,412
CMIA (ICP)	CON										24,000				24,000
Br Tolls/Fed/STIP/Local (CP 2)	R/W										6,696				6,696
Br Tolls/Fed/STIP/Local (CP 2,3)	R/W												46,785		46,785
Br Tolls/Fed/STIP/Local (CP 2, 3)	CON											37,354		87,390	124,744
TCRP - EB Truck Scales	ENV					600									600
RM2 - I-80 EB Truck Scales	ENV					5,200		1,000							6,200
RM2 - I-80 EB Truck Scales	PS&E							12,200			(2,100)				10,100
RM2 - I-80 EB Truck Scales	R/W							7,500			(2,000)				5,500
AB1171 - I-80 EB Truck Scales	CON									22,583					22,583
TCIF/SHOPP	CON									37,292					37,292
RM2 - FF-Vac Express Lanes	ENV							1,100	15,300						16,400
RM2 - Vallejo Express Lanes	ENV														
UNCOMMITTED FUNDING PLAN (NON-PROGRAMMED/ALLOCATED, BUT PLANNED FUNDING)															
Federal, State - Interchange (CP 1)	CON														
FUNDING SOURCE STILL TO BE DETERMINED (LIST POTENTIAL SOURCES THAT WILL LIKELY BE PURSUED)															
Local, Federal or STIP	ENV													14,168	14,168
Local, Federal or STIP	PS&E													122,085	122,085
Local, Federal or STIP	R/W													79,485	79,485
Local, Federal or STIP	CON													1,416,806	1,416,806
TOTAL PROJECT: COMMITTED + UNCOMMITTED															
		Prior	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Future Committed	TOTAL
		8,800	3,000	9,275	7,525	83,001	15,200	38,126	22,300	81,155	93,545	37,354	46,785	1,719,934	2,166,000

Comments:

Enter all funding for the project - both Committed and Uncommitted. Enter amounts in thousands and escalated to the year of funding

Eligible Phases: ENV (or PA&ED), PS&E, R/W or CON. For planning activities use ENV. For Vehicles, Equipment or Operating use CON. OK to use CT R/W SUP or CT CON SUP for Caltrans support, but not necessary (optional).

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DATE: May 31, 2013
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
RE: I-80/I-680/State Route (SR) 12 Interchange Project –
Construction Package 3 for the Final Design Phase

Background:

Since 2001, STA staff has been working with project consultants, Caltrans and the Federal Highway Administration (FHWA) to complete improvements to the I-80/I-680/SR 12 Interchange Complex. In order to advance improvements to the Interchange in a timely fashion, 7 separate projects have either been implemented or are currently being implemented, which include the following:

- North Connector Project (completed)
- I-80 HOV Lanes Project (completed)
- I-80 Eastbound Cordelia Truck Scales Relocation (under construction)
- I-80 Express Lanes Project (Environmental Phase)
- I-80/I-680/SR12 Interchange – Phase 1 (FEIS/EIR completed December 2012)
 - I-80/I-680/SR12 Interchange – Initial Construction Package (final design underway)
 - I-80/I-680/SR12 Interchange – Construction Package 2 (preliminary design underway)
 - I-80/I-680/SR12 Interchange – Construction Package 3 (preliminary design underway) (**subject of this staff report**)

Discussion:

As mentioned above, the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for the I-80/I-680/SR 12 Interchange – Phase 1 Project was recently approved in December 2012. Now that the Project has reached this major milestone, the next step will be to proceed with implementing the I-80/I-680/SR12 Interchange – Phase 1 Project. The I-80/I-680/SR 12 Interchange – Phase 1 Project is currently planned to be implemented through 7 individual construction packages. Construction Package 3, which includes the new I-80 Westbound to I-680 Southbound Connector, is currently in the preliminary engineering phase of PS&E and ready to move into the final design phase of PS&E.

In order to maintain the schedule for Construction Package 3, STA staff is now recommending the Board approve an allocation request of \$3.916 million for the Final Design phase. As part of the standard process, STA is required to approve the attached resolution, the Initial Project Report (IPR) for RM2 Project 7 and cash flow plan, attachments to resolution (Attachment A).

Fiscal Impact:

Final Design for the I-80/I-680/SR12 Interchange – Construction Package 3 project would be funded with bridge toll funds.

Recommendation:

Approve the attached Resolution No. 2013-17 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$3.916 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project – Construction Package 3 for the Final Design phase.

Attachment:

- A. STA Resolution No. 2013-17

**SOLANO TRANSPORTATION AUTHORITY
RESOLUTION No. 2013-17**

**A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY
AUTHORIZING AB1171 FUNDING ALLOCATIONS FROM THE METROPOLITAN
TRANSPORTATION COMMISSION FOR THE I-80/I-680/SR 12 INTERCHANGE
PROJECT – CONSTRUCTION PACKAGE 3**

WHEREAS, the Metropolitan Transportation Commission (“MTC”) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Sections 66500 et seq; and

WHEREAS, Streets and Highway Code Sections 30950 et seq. created the Bay Area Toll Authority (“BATA”), which is a public instrumentality governed by the same board as that governing MTC; and

WHEREAS, pursuant to Streets and Highways Code (“SHC”) Section 31010 (b), funds (generally referred to as “AB1171 funds”) generated in excess of those needed to meet the toll commitments as specified in paragraph (4) or subdivision (b) of section 188.5 of the SHC shall be available to BATA for funding projects consistent with SHC Code Sections 30913 and 30914; and

WHEREAS, SB 916 (Chapter 715; Statutes 2004), commonly referred to as Regional Measure 2 (“RM2”) identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, MTC is responsible for funding projects eligible for RM2 funds pursuant to Streets and Highways Code Section 30914 (c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for RM2 and AB1171 bridge toll funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions; and

WHEREAS, Solano Transportation Authority is the sponsor of the I-80/I-680/SR12 Interchange Project – Initial Construction Package (PROJECT), which is eligible for RM2 and AB 1171 funding; and

WHEREAS, the AB1171 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which Solano Transportation Authority is requesting that MTC allocate funds; and

NOW, THEREFORE, BE IT:

RESOLVED, that Solano Transportation Authority certifies the PROJECT is consistent with the Regional Transportation Plan (“RTP”); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that Solano Transportation Authority approves the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, Solano Transportation Authority is an eligible sponsor of projects in the RM2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914 (c); and be it further

RESOLVED, the PROJECT is eligible for receipt of AB1171 funds consistent with California Streets and Highway Code section 31010 (b); and be it further

RESOLVED, that Solano Transportation Authority is authorized to submit an application for RM2 and AB1171 funds for PROJECT in accordance with California Streets and Highways Code sections 30913 and 30914(c) as applicable; and be it further

RESOLVED, that there is no legal impediment to Solano Transportation Authority making allocation requests for RM2 and AB1171 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of Solano Transportation Authority to deliver such project; and be it further

RESOLVED that Solano Transportation Authority indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of Solano Transportation Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 and AB1171 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 and AB1171 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages; and be it further

RESOLVED, that Solano Transportation Authority shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the project(s); and be it further

RESOLVED, that assets purchased with RM2 and AB1171 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities

and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that RM2 and AB1171 funds were originally used; and be it further

RESOLVED, that Solano Transportation Authority shall post on both ends of the construction site(s) at least two signs visible to the public stating that the PROJECT is funded with AB1171 Toll Revenues; and be it further

RESOLVED, that Solano Transportation Authority authorizes its Executive Director, or his/her designee, to execute and submit an allocation request to MTC for AB1171 funds in the amount of \$3,916,000.00 for Final Design phase for the I-80/I-680/SR12 Interchange Project – Construction Package 3, purposes and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that Solano Transportation Authority authorizes its Executive Director, or his designee, has been delegated the authority to make non-substantive changes or minor amendments to the IPR as he deems appropriate; and be it further

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Solano Transportation Authority application referenced herein.

Steve Hardy, Chair
Solano Transportation Authority

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was introduced, passed and adopted by said Authority at the regular meeting thereof held this day of June 12, 2013.

Daryl K. Halls, Executive Director
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 12th day of June, 2013 by the following vote:

Ayes: _____
Nos: _____
Absent: _____
Abstain: _____

Attest: _____
Johanna Masiclat
Clerk of the Board

Regional Measure 2

Initial Project Report (IPR)

March 2013

Project Title:

Solano County Corridor Improvements near Interstate 80/Interstate 680 Interchange

RM2 Project No.

7

Allocation History:

	MTC Approval Date	Amount	Phase
#4	October 2007	\$8,300,000	PA/ED for I-80/I-680/SR12 Interchange (Original allocation was \$13.2M and \$5.2M was transferred to I-80 EB Truck Scales per Allocation #6)
#11	September 2009	\$5,200,000	PA/ED for I-80/I-680/SR12 Interchange
#12	February 2010	\$2,900,000	Utility Relocation for I-80/I-680/SR12 Interchange
#15	December 2010	\$ 7,000,000	PA/ED for the I-80/I-680/SR12 Interchange
#18	July 2011	\$7,000,000	PA/ED for the I-80/I-680/SR12 Interchange
#19	February 2012	\$14,280,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#20	June 2012	\$1,500,000	PA/ED for the I-80/I-680/SR12 Interchange
#21	October 2012	\$5,980,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#22	December 2012	\$5,796,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#23	March 2013	\$900,000	Final Design (PS&E) Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#24	May 2013	\$10,400,000	R/W Phase for the I-80/I-680/SR12 Interchange – Initial Construction Package
#25	June 2013	\$1,597,000	Final Design (PS&E) Phase for the I-80/I-680/SR12 Interchange –Construction Package 2

Total: \$70,853,000

Current Allocation Request:

IPR Revision Date	Amount Being Requested	Phase Requested
June 2013	\$3,916,000	Final Design (PS&E) Phase for the I-80/I-680/SR12 Interchange –Construction Package 3

I. OVERALL PROJECT INFORMATION

Project Sponsor / Co-sponsor(s) / Implementing Agency

Solano Transportation Authority is the project sponsor and implementing agency.

Project Purpose

The I-80/I-680/SR-12 Interchange experiences traffic congestion due to San Francisco Bay Area commuter traffic, regional traffic using the interstate system, and recreational traffic traveling between the San Francisco Bay Area and Lake Tahoe. The objectives of the proposed project are to alleviate congestion, improve safety, and provide for existing and proposed traffic demand by upgrading the capacity of the freeway and completing a local roadway system that will provide local travelers alternatives to using the freeways for local trips.

The I-80/I-680/State Route (SR) 12 Interchange Project proposes improvements to address traffic operations and congestion in the existing interchange complex, which is located in Solano County. Improvements being considered or cleared in the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) and other environmental documents include the following components: modification of existing interchanges, adding freeway lanes, constructing new interchanges, auxiliary lanes, high-occupancy vehicle (HOV) lanes and frontage roads within and adjacent to existing freeway rights of way, relocation of the existing westbound truck scales within the interchange area to improve ingress and egress of the truck traffic.

Project Graphics to be sent electronically with This Application

Impediments to Project Completion

The major impediment to accomplish the project completion will be securing necessary funds to complete the interchange improvements. However, there are deliverable phases of this project that are serviceable, provide independent utility and have logical termini. Some of these phases (as discussed below) can be and are being delivered by currently identified fund sources.

The STA is currently delivering the I-80/I-680/SR12 I/C improvements, with the expectation that the I/C improvements will need to be constructed with multiple construction packages.

Operability

Caltrans will be responsible for owning and operating the mainline I/C and I-80 WB Truck Scale improvements.

II. PROJECT PHASE DESCRIPTION and STATUS

Environmental –

Does NEPA Apply: Yes No

I-80/I-680/SR12 Interchange Project -The environmental document (EIR/EIS) for the I-80/I-680/SR12 I/C Project was approved in December 2012. The document covers the entire project and as such, a Notice of Determination (NOD) has been approved for the entire project. However, a Record of Decision (ROD) has been issued for the fundable first phase.

Design –

Final Design for the first construction package (Initial Construction Package (ICP) was completed in May 2013. Detailed preliminary engineering for I-80/I-680/SR12 Interchange project started in late 2008 and is ongoing for Construction Packages 2 and 3. With this allocation, Construction Package 3 will proceed with Final Design.

Right-of-Way Activities / Acquisition –

Right-of-way acquisition for ICP started in spring 2012 and is currently underway. Utility relocation plans are underway. Right-of-way acquisition for Construction Package 2 and 3 has not started.

Construction / Vehicle Acquisition -

It is currently envisioned that the fundable phase of the I-80/I-680/SR12 Interchange will be implemented with 7 construction packages. The first construction package (Initial Construction Package (ICP)) is expected to start construction in late 2013. Construction for Construction Packages 2 and 3 have not been scheduled at this time.

III. PROJECT BUDGET

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – CP 1, 2, 3	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$29,000
Design - Plans, Specifications and Estimates (PS&E)	6,413
Right-of-Way Activities /Acquisition (R/W)	92,837
Construction / Rolling Stock Acquisition (CON)	189,604
Total Project Budget (in thousands)	\$317,854

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Initial Const Package, aka, ICP or CP1	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$27,400
Design - Plans, Specifications and Estimates (PS&E)	900
Right-of-Way Activities /Acquisition (R/W)	39,356
Construction / Rolling Stock Acquisition (CON)	64,860
Total Project Budget (in thousands)	\$132,516

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 2 (CP2)	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$,696
Design - Plans, Specifications and Estimates (PS&E)	1,597
Right-of-Way Activities /Acquisition (R/W)	6,696
Construction / Rolling Stock Acquisition (CON)	37,354
Total Project Budget (in thousands)	\$49,343

Project Budget (Escalated to year of expenditure)

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 3 (CP3)	Total Amount - Escalated (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$6,704
Design - Plans, Specifications and Estimates (PS&E)	3,916
Right-of-Way Activities /Acquisition (R/W)	46,785
Construction / Rolling Stock Acquisition (CON)	87,390
Total Project Budget (in thousands)	\$144,795

IV. OVERALL PROJECT SCHEDULE

Phase: I-80/I-680/SR12 I/C Improvements – Initial Const Package, aka, ICP or CP1 Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	12/12
Final Design - Plans, Specs. & Estimates (PS&E)	08/12	05/13
Right-of-Way Activities /Acquisition (R/W)	04/12	04/14
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP1	10/13	12/15

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 2 (CP2) Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	06/13
Final Design - Plans, Specs. & Estimates (PS&E)	07/13	07/14
Right-of-Way Activities /Acquisition (R/W)	01/14	06/15
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP2	10/15	10/17

Phase: I-80/I-680/SR12 I/C Improvements – Const Package 3 (CP3) Phase-Milestone	Planned (Update as Needed)	
	Start Date	Completion Date
Environmental Document	06/02	12/12
Environmental Studies, Detailed Preliminary Eng. (ENV / PE / PA&ED)	06/02	06/13
Final Design - Plans, Specs. & Estimates (PS&E)	07/13	05/15
Right-of-Way Activities /Acquisition (R/W)	01/15	06/16
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON) – CP3	10/16	10/18

V. ALLOCATION REQUEST INFORMATION

Detailed Description of Allocation Request

FY 2012-13: Final Design Phase for the I-80/I-680/SR12 Interchange Project – Construction Package 3

Amount being requested (in escalated dollars)	\$ 3,916,000
Project Phase being requested	Final Design (PS&E)
Are there other fund sources involved in this phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	June 2013
Month/year being requested for MTC Commission approval of allocation	July 2013

Status of Previous Allocations (if any)

Work is progressing well with the previous allocations.

Workplan

Workplan in Alternate Format Enclosed

TASK NO	Description	Deliverables	Completion Date
1	I-80/I-680/SR12 I/C – ICP or CP1	Draft ED	08/10 (A)
2	I-80/I-680/SR12 I/C – ICP or CP1	Final ED	12/12 (A)
3	I-80/I-680/SR12 I/C – ICP or CP1	Final Design	05/13 (A)
4	I-80/I-680/SR12 I/C – ICP or CP1	Right of Way Acquisition	04/14
5	I-80/I-680/SR12 I/C – CP2	Draft ED	08/10 (A)
6	I-80/I-680/SR12 I/C – CP2	Final ED	12/12 (A)
7	I-80/I-680/SR12 I/C – CP2	Final Design	06/14
8	I-80/I-680/SR12 I/C – CP2	Right of Way Acquisition	06/15
9	I-80/I-680/SR12 I/C – CP3	Draft ED	08/10 (A)
10	I-80/I-680/SR12 I/C – CP3	Final ED	12/12 (A)
11	I-80/I-680/SR12 I/C – CP3	Final Design	05/15
12	I-80/I-680/SR12 I/C – CP3	Right of Way Acquisition	05/16

(A) = Actual Date

Impediments to Allocation Implementation

No impediments. The STA, in cooperation with Caltrans, is prepared to move expeditiously to complete the Final Design Phase of the I-80/I-680/SR12 Interchange Project – Construction Package 3.

VI. RM-2 FUNDING INFORMATION

RM-2 Funding Expenditures for funds being allocated

X The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included.

Next Anticipated RM-2 Funding Allocation Request

N/A

VII. GOVERNING BOARD ACTION

Check the box that applies:

X Governing Board Resolution attached

Governing Board Resolution to be provided on or before:

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant's Agency

Name: Janet Adams
Phone: (707) 424-6010
Title: Director of Projects
E-mail: jadams@sta-snci.com

Information on Person Preparing IPR

Name: Dale Dennis
Phone: (925) 595-4587
Title: STA Project Management Consultant
E-mail: dodennis@dataclonemail.com

Applicant Agency's Accounting Contact

Name: Susan Furtado
Phone: (707) 424-6075
Title: Accounting Manager
E-mail: SFurtado@STA.local

Revised IPR 09.28.07.doc

Instruction Sheet

Cover Page

Project Title and Number - Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding/planning documents. Provide RM2 project number for the individual project(s).

Allocation History and Current Allocation Request- Include information on past allocations and current allocation request. Add additional entries as necessary.

I. Overall Project Information

Project Title- Project name familiar with project sponsor, as displayed in the federal Transportation Improvement Program (TIP) or other funding documents. If this project is subset of a larger RM2 project, please state and summarize overall project but fill out this report for the individual project(s).

Project Sponsor/ Co-sponsor(s)/Implementing Agency- Identify Project Sponsor and any co-sponsor(s) as specified in statute. Identify a Lead Sponsor responsible for ensuring the delivery of the RM-2 project and responsible for addressing any funding shortfalls. If different from the sponsor, identify the Implementing Agency responsible for delivering the project. If multiple agencies identify agency responsibilities for delivering the project or project elements, and if necessary, specify the agency responsible for seeking and processing the RM2 allocation(s).

Project Purpose- Describe the project purpose, including the problem being addressed and specific accomplishment to be achieved and resulting benefits, as well as the value of the project to the region or corridor, and an explanation of the project as a worthy transportation investment.

Project Description- Highlight any differences or variations from the RM-2 legislated project description, or changes in project scope since the previous IPR. If the RM-2 funding is for a deliverable phase or useable segment of the larger project, the RM-2 segment should be described separately as a subset of the overall project description. It must be demonstrated that the RM-2 funded component or phase will result in an operable or useable segment. Include a summary of any prior completed phases and/or future phases or segments associated with the RM-2 segment. Check off whether project graphics information is included in the application.

Impediments to Project Completion - Discussion should include, but not be limited to, the following potential issues that may adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects:

- Any uncommitted future funding needs
- Significant foreseeable environmental impacts/issues
- Community or political opposition
- Relevant prior project funding and implementation experience of sponsor/implementing agency
- Required public or private partnerships
- Right of way constraints
- Timeliness of delivery of related transportation projects
- Availability and timeliness of other required funding
- Ability to use/access other funding within required deadlines
- Legal impediments and any pending or threatened litigation.

Operability- Discuss ability to operate and maintain the transportation investment once completed, including timeframe and expected fund source and amount needed to support the continued operations and maintenance of the delivered project.

II. Project Phase and Status

Describe the status of each phase of the RM-2 funded phase or operable/useable segment.

- **Environmental** – Discuss status and type of environmental document (indicate if NEPA applies by checking the correct box), scheduled date of circulation of draft document and expected final document date. Explanation of environmental issues requiring special attention. Identification of Lead Agency under CEQA.
- **Design** – Discuss status of project design, including identification of special design considerations, such as design-build or design sequencing, and any special circumstances for the design of the RM-2 funded operable/useable segment.
- **Right-of-Way Activities / Acquisition** – Discuss status of right of way acquisition including any right of way constraints for the RM-2 funded operable/useable segment.
- **Construction / Vehicle Acquisition / Operating Service** - Discuss status or special circumstances for project construction, equipment / vehicle acquisition or service operations for the RM-2 funded operable/useable segment.

III. Total Project Budget Information

Provide the total cost estimates for the four phases (ENV, PS&E, R/W and CON / Operating). The estimate shall be in both escalated (to the year of expenditure including prior expenditures) and current (at time of the preparation of the IPR) dollars. If the project is for planning activities, include the amount in environmental phase.

IV. Project Schedule

Provide planned start and end dates for key milestones of project phases (as applicable). The RM-2 funded phase or component must result in a useable or operable segment. Information shall be provided by month and year.

V. Allocation Request Information

Provide a description of the phase; include an expanded description outlining the detailed scope of work, status of work, work products. Include any prior completed phases and/or future phases or segments associated with the RM-2 segment. Indicate whether there are non-RM2 funds in the phase by checking the correct box. It must be demonstrated that the RM-2 funded component or phase will be fully funded and result in an operable or useable segment. Include details such as when the board of the Implementing Agency will approve the allocation request and the month/year being requested for the MTC to approve the request noting that this will normally take sixty days from the submission of the request.

Status of Previous Allocations - Please provide an update of the previous allocations for this project or subproject, referencing the outcome, approval dates of important actions, and pertinent completed documents.

Workplan - Either populate the table below or attach a workplan in a comparable format. If a consultant is being hired to complete the workplan, please indicate such and enclose a copy of that plan to MTC. If the workplan is to be detailed out by the Regional Measure 2 allocation, please fill out the work plan to the best of your knowledge and indicate when a more detailed workplan will be submitted.

Impediments to Allocation Implementation - Include a summary of any impediments to complete the phase. Summary should include, but not be limited to, discussion of any potential cost increases, significant environmental impacts/issues, community or political opposition, viability of the project sponsor or implementing agency, relevant prior project funding and implementation experience, required public or private partnerships, potential project implementation issues including right of way constraints, timeliness of delivery of related transportation projects, availability and timeliness of other required funding, ability to use/access other funding within required deadlines, legal impediments, and any pending or threatened litigation which might in any way adversely affect the proposed project or the ability of the sponsor or implementing agency to carry out such projects.

VI. RM-2 FUNDING INFORMATION

RM-2 Funding Spreadsheet - To capture the funding data for your project, you will need to refer to the Microsoft Excel spreadsheet that is part of this IPR. The spreadsheet comprises of five tabs that needs to be completed or updated. Instructions are included on the accompanying Excel file to the IPR. Confirm that the required fundingspreadsheet (Microsoft Excel) is completed and enclosed by checking the box.

Next Anticipated RM-2 Funding Allocation Request - Summarize the approximate timing of the RM-2 funding need. If previously allocated RM-2 funds were not fully expended in the year for which an allocation was made, or there is a balance of unexpended RM-2 allocations, provide a status of the non-expenditure of RM-2 allocations, and the expected expenditure date(s). Explain any impacts to RM-2 funding needs as a result of any project delays or advances.

VII. GOVERNING BOARD ACTION

The IPR must be approved by the board or governing body of the agency responsible for preparing and submitting the IPR prior to MTC approval of the IPR and allocation of funds. Check the box on whether verification of the governing board action is attached. If not, indicate when the verification will be available

VIII. CONTACT / PREPARATION INFORMATION

Provide applicable contact information including agency, contact/project manager names, phone numbers, e-mail, and mailing addresses. Also provide the date the report was prepared, agency and name of person preparing this report.

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RM2 - Initial Project Report

TOTAL PROJECT FUNDING PLAN

(Amounts Escalated in Thousands)

Project Title: Solano County Corridor Improvements near Interstate 80/Interstate 680 Interchange														Project ID: 7	
Agency: Solano Transportation Agency														Plan Date: 2-Jun-13	
TOTAL PROJECT: COMMITTED + UNCOMMITTED															
Fund Source	Phase	Prior	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Future Committed	TOTAL
COMMITTED FUNDING PLAN															
TCRP - I-80/I-680/SR12 Interchange - Overall	ENV	8,400													8,400
STIP - I-80/I-680/SR12 Interchange - Overall	ENV	400													400
TCRP - N. Conn	ENV		3,000												3,000
Local - N. Conn	PS&E			2,300											2,300
Local - N. Conn	R/W			1,000											1,000
Local - N. Conn	CON					18,900									18,900
RM2 - N. Conn	ENV			2,500											2,500
RM2 - N. Conn	PS&E					1,000									1,000
RM2 - N. Conn	R/W					7,000									7,000
RM2 - N. Conn	CON					2,300	15,200				(4,000)				13,500
RM2 - HOV Lanes	ENV			3,475	1,000										4,475
RM2 - HOV Lanes	PS&E				4,525										4,525
RM2 - HOV Lanes	CON				2,000										2,000
CMIA - HOV Lanes	CON					24,324		8,226							32,550
Federal - HOV Lanes	CON					15,377									15,377
RM2 - I-80/I-680/SR12 Interchange - Overall	ENV					8,300		5,200							13,500
AB1171 - Interchange (ICP, CP2, CP3)	ENV								7,000	7,000	1,500				15,500
AB1171 - Interchange (ICP, CP2, CP3)	PS&E										6,413				6,413
RM2 - Interchange (ICP)	R/W							2,900			10,400				13,300
AB1171 - Interchange (ICP)	R/W									14,280	11,776				26,056
AB1171 - Interchange (ICP)	CON										29,448				29,448
STIP (ICP)	CON										11,412				11,412
CMIA (ICP)	CON										24,000				24,000
Br Tolls/Fed/STIP/Local (CP 2)	R/W										6,696				6,696
Br Tolls/Fed/STIP/Local (CP 2,3)	R/W												46,785		46,785
Br Tolls/Fed/STIP/Local (CP 2, 3)	CON											37,354		87,390	124,744
TCRP - EB Truck Scales	ENV					600									600
RM2 - I-80 EB Truck Scales	ENV					5,200		1,000							6,200
RM2 - I-80 EB Truck Scales	PS&E							12,200			(2,100)				10,100
RM2 - I-80 EB Truck Scales	R/W							7,500			(2,000)				5,500
AB1171 - I-80 EB Truck Scales	CON									22,583					22,583
TCIF/SHOPP	CON									37,292					37,292
RM2 - FF-Vac Express Lanes	ENV							1,100	15,300						16,400
RM2 - Vallejo Express Lanes	ENV														
UNCOMMITTED FUNDING PLAN (NON-PROGRAMMED/ALLOCATED, BUT PLANNED FUNDING)															
Federal, State - Interchange (CP 1)	CON														
FUNDING SOURCE STILL TO BE DETERMINED (LIST POTENTIAL SOURCES THAT WILL LIKELY BE PURSUED)															
Local, Federal or STIP	ENV													14,168	14,168
Local, Federal or STIP	PS&E													122,085	122,085
Local, Federal or STIP	R/W													79,485	79,485
Local, Federal or STIP	CON													1,416,806	1,416,806
TOTAL PROJECT: COMMITTED + UNCOMMITTED															
		Prior	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	Future Committed	TOTAL
		8,800	3,000	9,275	7,525	83,001	15,200	38,126	22,300	81,155	93,545	37,354	46,785	1,719,934	2,166,000

Comments:

Enter all funding for the project - both Committed and Uncommitted. Enter amounts in thousands and escalated to the year of funding

Eligible Phases: ENV (or PA&ED), PS&E, R/W or CON. For planning activities use ENV. For Vehicles, Equipment or Operating use CON. OK to use CT R/W SUP or CT CON SUP for Caltrans support, but not necessary (optional).

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DATE: June 3, 2013
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
Alan Glen, STA Project Manager
RE: Dixon West B Street Pedestrian Undercrossing Construction Support and Project Management Services

Background:

The City of Dixon's West B Street pedestrian crossing is located between N. Jackson Street and N. Jefferson Street in close proximity to Dixon's downtown, Anderson Elementary School and adjacent residential areas. Although there are three at-grade crossings connecting residents to Dixon's downtown, West B Street is the only Union Pacific Railroad (UPRR) approved crossing for pedestrians. UPRR granted an easement at West B Street and paved the crossing to allow pedestrian and bicycle access. The two other at-grade crossings accessing Dixon's downtown are at West A Street and First Street (State Route 113). Both streets were granted easements across the railroad tracks for vehicles only and do not have sidewalks at this time.

The rail line accommodates 32 Capitol Corridor passenger trains and 6-12 daily freight trains that cross the West B Street pedestrian path on a daily basis. More than 300 pedestrian and bicyclists also use this facility on a daily basis. The majority of users are school children that cross the railroad tracks twice per day. The City of Dixon has developed a plan to underground the West B Street pedestrian crossing to address the current at-grade crossing safety issues.

The STA identified the City of Dixon's West B Street Undercrossing Project as priority project in the Solano Countywide Bicycle and Pedestrian Plans and the Solano Rail Crossing and Inventory Plan. In addition, the STA's Safe Routes to School Advisory Committee also recommended funding investments to support the West B Street Undercrossing Project. The West B Street Undercrossing Project will address safety concerns with the pedestrian/bicyclist conflicts with the trains. It will also potentially serve as access to the center of the rail tracks for Dixon's proposed passenger rail station.

In July 2011, the City of Dixon requested that STA take over implementation of this important project. As such, the City of Dixon City Council took the following actions at their July 26, 2011 meeting:

1. Adopted a Resolution finding the West B Street Undercrossing Project exempt from the California Environmental Quality Act.
2. Adopted a Resolution:
 - a. Authorizing the Interim City Manager to execute an agreement between the Solano Transportation Authority (STA) and the City of Dixon for design and

construction of the West B Street Undercrossing Project. Subsequent to the City action, the City and STA have executed this Agreement defining roles and responsibilities of each agency (STA will be lead agency for delivery, Dixon will be “sponsoring agency”) as well as clarifying the estimated project funding (see Funding below) and establishing the City’s Local Match requirement.

Environmental:

Section 15282(g) of the California Environmental Quality Act (CEQA) Guidelines exempts railroad grade separation projects that eliminate an existing grade crossing. The West B Street Undercrossing Project met the criteria and, therefore, the City filed an exemption from CEQA.

The City of Dixon entered into a Professional Services agreement with Circlepoint to complete additional technical studies needed for the NEPA Clearance. STA’s Project Manager worked with Circlepoint to prepare the Environmental Studies for submittal to Caltrans to initiate the NEPA Clearance. Caltrans has approved the National Environmental Policy Act (NEPA) review on behalf of the federal government.

Funding:

In April 2011, the STA Board approved a funding plan for this Project. It is anticipated that the Project will be funded in accordance with the sources listed below. To the extent that Project costs are higher than \$6,100,000, STA has agreed to leverage discretionary funds from other regional, state or federal sources to fund the shortfall.

Funding Sources	TOTAL	Revenue Status
TDA 4/8	\$ 975,000	STA, Coordinated Claim, 06-13-12
TDA 3	\$ 125,000	STA, Coordinated Claim, 04-11-12
HPP Earmark	\$ 668,000	Federal E-76 Approved
OBAG CMAQ	\$1,394,000	Federal E-76 Approved
OBAG TE	\$1,141,000	Federal E-76 Approved
STIP TE	\$1,321,000	Federal E-76 Approved
Dixon Local Match	\$1,151,000	Dixon & STA Agreement
	\$ 6,775,000	

Plans, Specifications & Estimates (PS&E) and Other Requirements:

1. Right of Way Acquisition have been completed
2. Utility Relocation have been completed
3. Railroad Coordination - the Construction and Maintenance Agreement has been executed; close coordination with UPRR during construction will be required as the project requires utilizing single track operations around the construction site for two weekends while the precast tunnel elements are installed.
4. CPUC approval has been granted to abandon the current at-grade crossing and create a new public undercrossing easement.
5. Final Design - Final PS&E has been completed.
6. Construction Contract Documents - The Construction Bidding Documents have been completed and the project was advertised for bids on March 23, 2013.

Construction Management Services:

Parsons Brinkerhoff has been selected to administer the construction project on behalf of STA.

Construction Support Services:

HDR is the Engineer of Record and will be needed during construction in a support role to STA Project Manager and Resident Engineer to review submittals, respond to inquiries etc. A contract amendment will be needed for these services and is a subject of this staff report. The estimated level of support is \$75,000 for this supporting role.

Project Management Services:

Quincy Engineering has been providing day to day Project Management on behalf of STA for the project. Their current contract will need to be extended and augmented to ensure continuous Project Management services through construction and is a subject of this staff report. The estimated level of support for Project Management Services is \$75,000 with a contract extension to December 2014.

Schedule:

- Completed NEPA - Completed February 2012
- PUC Approval – Completed June 2012
- Relocation of Utilities (Fiber Optic Lines) - Completed November 2012 to February 2013
- Executed Railroad C&M Agreement - May 2013
- Completed CTC Fund Allocation – November 2012
- Completed R/W Certification - February 2013
- Advertised Construction -March 23, 2013
- Bids opened April 19, 2013
- Selected RGW Construction Inc. and Awarded Contract April 23, 2013
- Completing initial contractual obligations (Insurance, Bonds, etc)- May 2013
- Submittals to UPRR - June 2013
- UPRR Reviews/approval - July 2013
- Groundbreaking Ceremony - Late July 2013
- Construct Pre-Cast Tunnel Elements - August 2013
- Two Weekend Track Closures to Install Pre-Cast Tunnel Elements - September 2013
- Construction Complete - September 2014

Fiscal Impact:

The project is being funded by several sources shown above. The federal funding has been approved by CTC and the Federal Highway Administration, specific authorization has been obtained.

Recommendation:

Authorize the Executive Director to amend:

1. HDR's current Design Services Contract for Construction Support Services in an amount not to exceed \$75,000; and
2. Quincy Engineering's Contract for Project Manager Services during construction in an amount not to exceed \$75,000 and a contract extension to December 2014.

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DATE: June 3, 2013
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
Alan Glen, STA Project Manager
RE: Jepson Parkway Project Update and Project Management Contract
Amendment

Background:

The Jepson Parkway Concept Plan was completed in 2000 by the Solano Transportation Authority (STA), the City of Fairfield, the City of Suisun City, the City of Vacaville and Solano County. The Concept Plan provided a comprehensive, innovative, and coordinated strategy for developing a multi-modal corridor; linking land use and transportation to support the use of alternative travel modes, and protecting existing and future residential neighborhoods. The 12-mile Jepson Parkway project is an I-80 Reliever Route that will improve intra-county mobility for Solano County residents. The project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to I-80. The plan proposes a continuous four-lane roadway from the State Route 12 / Walters Road intersection in Suisun City to the I-80 / Leisure Town Road interchange in Vacaville. The project also includes safety improvements, such as the provision for medians, traffic signals, shoulders, and separate bike lanes. The Jepson Parkway project is divided into 10 segments for design and construction purposes. Five (5) construction projects within the Jepson Parkway project have been completed: the extension of Leisure Town Road from Alamo to Vanden; the relocation of the Vanden/Peabody intersection; improvements to Leisure Town Road bridges; the Walters Road Widening (Suisun City); and the I-80/Leisure Town Road Interchange (Vacaville).

The remaining segments of the Jepson Parkway Project have obtained environmental clearance as one project. In March 2009, the STA Board certified the EIR for the Project. Caltrans, the National Environmental Policy Act (NEPA) lead, certified the EIS in May 2011. The overall estimated construction cost of the remaining segments is \$185 million.

There is \$36.7 million of Solano's 2010 State Transportation Improvement Program (STIP) funds programmed/allocated for this project and \$8.3 million in the 2012 STIP as part of the regional commitment. \$2.4 million was allocated for Plans, Specifications & Estimate (PS&E) in 2010. \$3.8 million was allocated for Right-of-Way (R/W) funds in 2011. \$30.5 million in construction funding is programmed for Fiscal Year (FY) 2015-16. Another \$8.3 million is programmed in construction funding in FY 2015-16 in the 2012 STIP. STA and the County entered into a funding agreement, whereas, the County contributed \$1 million towards the Vanden Road project to get the design started. In addition, the County committed using the remaining earmark funds, \$793,000, that had been targeted to the Travis North Gate improvements for the design of the Jepson Parkway Segment(s).

The City of Fairfield has adopted the Train Station Specific Plan (TSSP), which affects the central portion of the Jepson Parkway Project area. It proposes to realign a portion of the Jepson Parkway to allow for the future grade separation at Cannon Road. The City of Fairfield has decided to pursue a locally funded project for this segment of the Jepson Parkway to minimize throw away costs. The local funded project would be subject to the same 50/50 funding arrangement as the other segments and the local contributions here would offset Fairfield contributions in the other segments. Fairfield is designing the Phase 1 project along Vanden Road from Peabody to the newly established City limit line resulting from recent annexation.

The City of Vacaville is designing the Phase 2 project from the newly established Fairfield City limit along Vanden Road to the Leisure Town Road Alamo Drive Intersection. The cities and STA are working closely to coordinate the projects. The coordination needs to consider, access points along Leisure Town and Vanden Roads to maintain a Level of Service (LOS) C, utility relocations and future utility needs, and facility type with regard to urban or rural design along the Jepson Parkway Project.

In coordination with the Jepson Parkway design activities, the STA has been updating the Jepson Parkway Concept Plan. This update of the 2000 Concept Plan will bring land use decisions to the current conditions, establish transit routes and needed stops; update the bicycle and pedestrian element to current regional plans; establish corridor themes for signage and landscaping; establish policies for operations to ensure established Levels of Service can be maintained and discuss the project implementation phasing. The Draft Updated Plan is being reviewed by the working group and is expected to go the STA Board for approval in September 2013.

To help STA manage this Project, we have contracted with Alan Glen of Quincy Engineering, who is a highly qualified consultant Project Manager (PM), to work jointly with the agencies to deliver these projects. Alan has coordinated with the many stakeholders on each project to insure timely delivery of the work. In addition, he has led the effort to not only coordinate with the local agencies and their proposed improvements in the area, but also facilitate the design, utility, right of way acquisitions and utility relocations. Further, he has worked closely with the County, Cities and STA to establish the following implementation documents:

1. **Jepson Parkway Memorandum of Understanding (MOU)** –The MOU defines the roles and responsibilities of the Jepson Parkway Working Group and each agency in the delivery of the Jepson Parkway Corridor. It also establishes the Guiding Principals from which to select and prioritize project phases. The MOU also codifies the commitment that the Cities have agreed to for development of the portion of the Parkway that would fall within future City limits after the anticipated annexations occur.
2. **Funding Agreements between the Cities, County and STA-** The Funding Agreements between STA, the County and Cities establishes the following:
 - ✓ Initial costs anticipated to deliver project segments
 - ✓ Proposed initial funding responsibilities of each agency.
 - ✓ Anticipated payback amount and schedule
 - ✓ The roadway design elements to be handled City staff or consultants
 - ✓ STA will be responsible for overall design oversight and R/W appraisals to ensure consistent values are placed on dedicated and acquired parcels.

- ✓ Project costs will be adjusted and agreed to by each agency at key milestones throughout the delivery phases.
- ✓ Design services cost reimbursement procedures.
- ✓ A Dispute Resolution Process.
- ✓ The delivery schedule.

In addition, Alan has been working with both cities to oversee their design efforts, manage the R/W appraisal and acquisition contract, solicit bids for the needed environmental mitigations, and assist STA in the processing of Caltrans Local Assistance documentation needed to secure funding reimbursements. Alan is in the process of updating the Funding Agreements to reflect updated costs estimates for R/W, construction, and environmental mitigation as well as identifying the delivery strategy for the 2012 STIP construction component.

Discussion:

Delivery of Construction Phases - A cash flow analysis was completed utilizing the costs from the Jepson Parkway Technical Report completed in February 2009 and presented to the Jepson Parkway Working Group. Based upon that analysis, two projects were identified to be designed. The costs have now been updated to reflect appraised values of R/W and construction estimates based upon 65% plans: (It has been agreed to defer the Landscaping to a later phase in order to construct as much travelled way as possible with the available funding):

- **Phase 1-Fairfield Project (2.7 miles in length)-** a Portion of Segment 5 and the entirety of Segments 6 and 7, from the east side of the Cement Hill Road/ Peabody Road/ Vanden Road Intersection that would be completed as part of the Fairfield Vacaville Train Station Project to the newly established Fairfield City Limit approximately 2000 feet south of the Vanden Road/ Leisure Town Road Intersection. The total cost for design, R/W, construction, and environmental mitigation is estimated at \$37.5 million with an additional \$3.4 million deferred to the later landscape project. Note, this project will be split into Phase 1A and Phase 1B with Phase 1B being the locally funded segment along Vanden Road near Canon Road to accommodate the future grade separation.
- **Phase 2-Vacaville Project (1.8 miles in length)-** Segments 8 thru 11, from the south side of the Vanden Road/ Leisure Town Road Intersection (where the Fairfield project ends) to north of the Alamo Drive/ Leisure Town Road Intersection. The total cost for design, R/W, construction and environmental mitigation is estimated at \$23.6 million with an additional \$2.2 million deferred to the later landscape project.
- These projects will be funded on a 50/50 shared basis between each agency and STA (per the STA's 50/50 policy). STA will utilize the STIP funding programmed to deliver these projects with the Cities making a smaller initial contribution. The Cities anticipate much of the R/W being dedicated by proposed development that will contribute a portion of the required local funding. The remaining funds from each agency would be on a 5-year payback plan to the project. The Cities would be responsible for designing and constructing the deferred landscaping project within their project limits. A portion of these reimbursements may be needed to fund the second of the identified projects. The remaining funds would be set-a-side for the 3rd project

phase, which will continue the improvements north from the limits of the City of Vacaville's Phase 2 Project.

Schedule:

- MOU clarifying annexation intent cost sharing and maintenance responsibilities - Completed May 2012.
- Funding Agreements - Completed May 2012;
- Design - 90% PS&E have been completed. It is expected that final PS&E will be completed for both projects by December 31, 2013
- Construction Advertisement- Fall 2015, CTC action has delayed funding to FY 2015-16
- R/W appraisals have been completed and first written offers will be sent to property owners during June 2013. Acquisitions should be completed by June 30, 2014 (condemnations may extend this date)

At this point, the Project Management services are still needed to carry this project through to construction. An amendment of \$250,000 is being requested to continue the in depth level of effort necessary to keep this project on schedule and budget.

Fiscal Impact:

This amendment will be funded by a federal earmark that has already been obligated for this project with the County contribution being used as the 20% local match.

Recommendation:

Authorize the Executive Director to amend Quincy Engineering Project Management Contract by \$250,000 and extend the contract to December 2016.

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DATE: June 3, 2013
TO: STA Board
FROM: Liz Niedziela, Transit Program Manager
RE: Transit Sustainability Plan – Financial Assessment of Solano County
Transit Operators

Background:

The STA has several transit studies included as part of the STA Board’s adopted Overall Work Plan for Fiscal Years (FY) 2012-13 and 2013-14. These plans and studies are intertwined and coordinated with each to provide relevant information to the other studies such as the Alternative Fuel Study and the Public Private Partnerships (P3) at Transit Facilities Study.

A critical study that is a precursor to the Coordinated Short Range Transit Plan (SRTP) is the Transit Sustainability Plan (TSP). The purpose of this Study is to focus on the financial condition of the Solano County transit operators in a similar manner to MTC’s Transit Sustainability Project (TSP) financial assessment. The outcome of this effort is intended to provide an understanding of the present and future financial conditions and needs of the six Solano County transit operators: Dixon Read-Ride, Vacaville City Coach, Fairfield and Suisun Transit (FAST), Rio Vista Delta Breeze, Solano County and SolTrans.

Discussion:

Pacific Municipal Consultants (PMC) has evaluated the financial and operations data submitted by each operator. The data has included financial audits, Transportation Development Act (TDA) claims, National Transit Database reports, and SRTPs. The current financial condition of each operator was developed using financial and performance trends. Recent activities by the operators to improve efficiencies and implement cost savings measures were also reviewed. Separation of operations cost items such as labor, fuel, and maintenance was conducted to further explain cost trends.

Draft financial condition profiles as well as a baseline five-year forecast have been developed for each transit operator, including identifying financial and operating performance measures and trends for the past three years. A revenue analysis was also undertaken that reviews the relative stability of funding public transit. Meetings with the operators were conducted to discuss the initial and draft financial profiles and to seek additional input. All draft reports were reviewed and commented upon by the respective transit operator. The Transit Sustainability Plan baseline financial data when completed, will be further analyzed by Coordinated SRTP consultant team to develop a more comprehensive capital and operation financial outlook for the next ten years.

In addition to the Transit Sustainability Plan, a peer review was conducted by the consultant involving the five Solano County transit agencies (Dixon Redit-Ride, FAST, City, Rio Vista Delta Breeze, SolTrans, and Vacaville City Coach) with agencies of comparable size and service profile around the state. The transit systems profiled in this comparative analysis include those operated as part of city or county municipalities, and by independent transit agencies.

Each Solano County transit agency was analyzed with five other transit agencies. The sources of data for this comparable analysis include the Metropolitan Transportation Commission Statistical Summary of Bay Area Operators, Fiscal Years 2006-07 through 2010-11, the California State Controller's Office Transit Operators and Non-Transit Claimants Annual Reports, triennial performance audits, Short Range Transit Plans (SRTPs) and transit agency staff. The comparable agencies were selected based on the following criteria:

- Agency structure/organization
- Service area size (square miles)
- Service area population
- Fleet size

The Transit Agency Peer Review:

Comparative Analysis was submitted to the transit operators and the comments received from Vacaville City Coach were incorporated in the review.

At the April Consortium meeting, two items were requested. The first request was to wait until the Short Range Transit Plan financial assessment is reviewed by the transit operators. The second request was to add some language to the Transit Sustainability Plan to clarify the difference between the Transit Sustainability Plan and the SRTP financial 10 year budget. The transit operators have received a draft of their SRTPs that includes the 10-year budget. In addition, STA staff has included the following language in the Transit Sustainability Plan:

"The TSP provided the financial baseline for the Solano County Coordinated Short Range Transit Plan (SRTP). The baseline is the point from which the short range planning analysis begins. While the TSP five year forecast of costs and revenues formed the basis for the SRTPs, there are some differences between the two financial scenarios. Subsequent to the development of the TSP, several issues emerged and were resolved and new information became available, all of which are reflected in the SRTP. Additionally, the SRTP is required to cover the next ten years while the TSP covers the next five years."

"During the course of the development of the TSP, the STA and transit operators agreed to a schedule and funding plan for replacing intercity buses. This funding agreement is included in the SRTPs. More detailed analysis of all capital needs and funding are included in the SRTP as well. In February 2013, after the TSP financial analysis was completed, new fund estimates for Transportation Development Act (TDA) funds became available. The new fund estimate was incorporated into the SRTPs, and the same growth factors were used to forecast future TDA revenues. These differences between the TSP and SRTP reflect the different points in time that the two documents were developed but the general conclusions of both studies regarding the baseline are similar." (Found in the Executive Summary on page v and in the Transit Sustainability Plan on page 2).

The Solano Express Consortium and STA Technical Advisory Committee reviewed this item at their May 28th and May 29th meetings, respectively, and unanimously approved to forward the Transit Sustainability Study Financial Assessment of Solano County transit operators and the Transit Agency Peer Review to the STA Board to receive and file.

Fiscal Impact:

State Transit Assistance Funds (STAF) has been approved by the STA Board for Financial Project Management Services in the amount not to exceed \$130,000. Transit Sustainability Plan in the amount of \$60,000 was budgeted for this project. This project was completed within the budgeted amount.

Recommendation:

Receive and file the following:

1. The Transit Sustainability Study Financial Assessment of Solano County transit operators; and
2. The Transit Agency Peer Review: Comparative Analysis.

Attachment:

- A. Transit Sustainability Plan including the Transit Agency Peer Review

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TRANSIT SUSTAINABILITY STUDY



Draft

PMC[®]

April 2013

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Executive Summary

The purpose of this study is to focus on the financial condition of the Solano County transit operators in a similar manner to the Metropolitan Transportation Commission's (MTC) Transit Sustainability Plan financial assessment. MTC has undertaken a TSP examining the needs for making Bay Area transit service sustainable and an approach for meeting sustainability requirements. The focus of the MTC TSP has been on the seven largest transit operators in the region, none of which are in Solano County.

The outcome of this effort for the Solano Transportation Authority (STA) is intended to provide a understanding of the present and future financial condition and needs of the Solano County transit operators: City of Dixon Read-Ride, Fairfield and Suisun City Transit (FAST), City of Rio Vista Delta Breeze, County of Solano Paratransit, Solano County Transit (SolTrans), and City of Vacaville City Coach.

The MTC TSP made a number of transit service recommendations for Solano County. They include to:

1. Adopt countywide Short Range Transit Plan
2. Complete SolTrans merger
3. Adopt coordinated fare policy
4. Consider expanding SolTrans to include additional member cities

Several of these recommendations have or are currently being implemented. The merger of Vallejo and Benicia transit systems into SolTrans was approved in Fall 2010 when the Joint Powers Agreement was adopted by the member agencies (City of Benicia, City of Vallejo, and the Solano Transportation Authority). STA is currently conducting a countywide SRTP that will develop a coordinated fare policy and enhance the integration of transit services of the five main transit operators.

Coming out of the recession, the Solano County transit agencies have been focusing on improving their respective service consistent with the three goals of the MTC TSP:

- Improve financial position through containing costs; cover a greater percentage of operating costs with a growing share of passenger fare revenues; and secure reliable streams of public funding.
- Improve service for the customer through strengthening the system so that it functions as an accessible, user-friendly and coordinated network for transit riders.
- Attract new riders to the system through strengthening the system so that it can attract and accommodate new riders in an era of emission-reduction goals, and is supported through companion land use and pricing policies.

Whether through consolidation to achieve cost efficiencies, adjusting operational service levels that are based on stable funding sources, and/or modifying transit routes to be more convenient and user-friendly, the Solano County operators are making effort to develop and implement the means to sustain their respective systems.

This financial conditions assessment used several means in the review and analysis of each Solano County transit operator. They include the following for each agency:

- Data collection and consistency review
- Cost driver analysis
- Financial and operations performance trend calculations
- Operator performance against existing Short Range Transit Plan standards
- Trends in operations and capital revenue, and capital expenditures
- Review of Transportation Development Act (TDA) funding balance
- Cost containment strategies
- Five-year operations and capital forecast

Data sources for the existing conditions assessment include annual State Controller Reports, Federal National Transit Database, TDA Claims, Short Range Transit Plans, transit staff reports, financial compliance audit reports, MTC Statistical Summary, and transit budgets. Meetings with each transit agency were also held as a supplement to the data sources.

In addition, a comparison was conducted that details financial and performance trends of the Solano transit operators with agencies of comparable size and service profile around the state. Each operator was analyzed with five other transit agencies that were selected based on criteria including agency structure/organization, service area size, service area population, and fleet size. The comparative analysis provides an additional frame of reference in conducting the existing conditions assessment of each operator.

As a caveat, each agency's service area differs with respect to size, demographics, and land uses. The agencies also differ with age and condition of their vehicle fleet and transit infrastructure, as well as modes of service provided. All of these factors can impact their respective operating costs.

Among the financial findings from the Solano County transit financial conditions assessment:

- Transit operators have been or are implementing transit services at levels reflective of more stabilized and recurring funding sources.

- Several cost savings measures have been put into place by various systems, including staff salary reductions/furloughs, alternative fuel use savings, service reductions, and route restructuring to improve efficiencies.
- Financial and performance reporting by the operators is largely consistent among the various reporting requirements to the State and Federal governments. Some discrepancies exist due to audited versus unaudited financial data.
- Administrative cost including for transit staff management salaries, benefits and overhead allocation was within a reasonable range as a proportion of total operations expenditures. These costs comprised about 10 percent or less of operating costs.
- Purchased transportation costs or wages for in-house operations were the largest cost drivers of each transit system. This is within industry norms.
- The smaller operators (Rio Vista and Dixon) have less financial and operational flexibility relative to the larger operators given their limited funding sources and smaller transit services. These systems will need to determine their respective paths to maintain sustainability into the future.
- The transit operators have unallocated TDA reserve funds, some more than others, over the next few years to cushion against funding shortfalls or uncertainties. The flexible use of TDA to offset either capital or operating expenditures provides time for transit service adjustments to be made and to reduce reliance on the reserves.
- Vacaville City Coach has a current dual financial capacity to expand transit service in the near term while also building its state and federal funding reserves.
- Alternative funding strategies that have not been used in the past for Vallejo and Benicia transit are being implemented by SolTrans to sustain operations and capital needs.

A five-year financial forecast was provided for each operator that estimates their respective levels of sustainability in providing current service. The forecast is conservative in that there are no assumptions for new revenue sources or significant growth in revenues. This reflects uncertainty with regard to economic improvements and relatively slow economic growth patterns on the local, state and federal levels. State TDA revenues, for example, are assumed to grow by the forecasted Consumer Price Index over the five-year period. Also, operating expenses are intended to provide a baseline condition that is premised on current service levels with no anticipation of significant expansion or adjustment by the operators.

Among the financial findings from the five-year forecast:

- With reduced or stabilized service levels implemented over the last several years, each of transit operators will be able to sustain current services through the forecast period. TDA carryover funds are used to help balance annual operating and capital expenses.
- The capital funding buildup for the operators is dependent in large part on the future growth of operations and the level of TDA needed to support this growth.
- One time transitional funds provided to SolTrans by MTC, as well as remaining federal grants being transferred from Vallejo to SolTrans, provide additional boosts to the revenues in the short term. Surplus operating revenues support SolTrans' strategy to bank operations savings to use for capital purchases as well as develop a reserve policy.
- SolTrans and Fairfield are employing a strategy to prolong the useful lives of vehicles, in particular the commuter fleet, through maintenance overhauls to defer capital replacement. These transit systems will face significant capital costs for commuter buses that will need to be replaced soon after the forecast period.
- Fairfield anticipates a significant cost decrease of almost \$1 million in the new operations contract that will take effect in FY 2014-15 in order to balance operating revenues and costs. While this was considered in development of the TSP, rather than show a significant decline in operating expenses, the TSP forecast holds fixed route and paratransit operating costs constant to reflect some level of savings from the new contract. The assumption about the cost of the new operations contract is one of the primary factors in whether FAST could continue operating its existing service and still have reserves for future bus replacements.
- Vacaville anticipates some service expansion early in the forecast to meet transit demand. This is expected to increase operations cost by about 4 percent from the prior year. The City will continue actions to save cost through contract operations and alternative fuel cost savings. TDA distributions and FTA grants are sufficient to cover annual expenditures for operations and capital, while building sizable surpluses over time in both fund sources.
- Rio Vista will continue using revenue sources such as local school district contracts and Greyhound bus ticket commissions to support transit. These revenue sources supplement actual passenger fare revenue which historically have not grown adequately to cover required farebox ratios.
- Dixon will rely on competitive federal grant funding to replace its vehicles in the latter part of the forecast. Other federal transit funds would be a backing to the competitive program for capital replacement.

The TSP provided the financial baseline for the Solano County Coordinated Short Range Transit Plan (SRTP). The baseline is the point from which the short range planning analysis begins. While the TSP five year forecast of costs and revenues formed the basis for the SRTPs, there are some differences between the two financial scenarios. Subsequent to the development of the TSP, several issues emerged and were resolved and new information became available, all of which are reflected in the SRTP. Additionally, the SRTP is required to cover the next ten years while the TSP covers the next five years.

During the course of the development of the TSP, the STA and transit operators agreed to a schedule and funding plan for replacing intercity buses. This funding agreement is included in the SRTPs. More detailed analysis of all capital needs and funding are included in the SRTP as well. In February 2013, after the TSP financial analysis was completed, new fund estimates for Transportation Development Act (TDA) funds became available. The new fund estimate was incorporated into the SRTPs, but the same growth factors were used to forecast future TDA revenues. These differences between the TSP and SRTP reflect the different points in time that the two documents were developed but the general conclusions of both studies regarding the baseline are similar.

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Introduction

The purpose of this study is to focus on the financial condition of the Solano County transit operators in a similar manner to MTC's Transit Sustainability Project (TSP) financial assessment. The outcome of this effort is intended to provide a understanding of the present and future financial condition and needs of the Solano County transit operators: City of Dixon Redit-Ride, Fairfield and Suisun City Transit (FAST), City of Rio Vista Delta Breeze, County of Solano Paratransit, Solano County Transit (SolTrans), and City of Vacaville City Coach.

The MTC TSP made a number of transit service recommendations for Solano County. They include to:

1. Adopt countywide Short Range Transit Plan
2. Complete SolTrans merger
3. Adopt coordinated fare policy
4. Consider expanding SolTrans to include additional member cities

Several of these recommendations have or are currently being implemented. The merger of Vallejo and Benicia transit systems into SolTrans was approved in Fall 2010 when the Joint Powers Agreement was adopted by the member agencies (City of Benicia, City of Vallejo, and the Solano Transportation Authority). The Solano Transportation Authority (STA) is currently conducting a countywide SRTP that will develop a coordinated fare policy and enhance the integration of transit services of the five main transit operators.

Coming out of the recession, the Solano County transit agencies have been focusing on improving their respective service consistent with the three goals of the MTC TSP:

- Improve financial position through containing costs; cover a greater percentage of operating costs with a growing share of passenger fare revenues; and secure reliable streams of public funding.
- Improve service for the customer through strengthening the system so that it functions as an accessible, user-friendly and coordinated network for transit riders.
- Attract new riders to the system through strengthening the system so that it can attract and accommodate new riders in an era of emission-reduction goals, and is supported through companion land use and pricing policies.

Whether through consolidation to achieve cost efficiencies, adjusting operational service levels that are based on stable funding sources, and/or modifying transit routes to be more convenient and user-friendly, the Solano County operators are making effort to develop and implement the means to sustain their respective systems.

The TSP provided the financial baseline for the Solano County Coordinated Short Range Transit Plan (SRTP). The baseline is the point from which the short range planning analysis begins. While the TSP five year forecast of costs and revenues formed the basis for the SRTPs, there are some differences between the two financial scenarios. Subsequent to the development of the TSP, several issues emerged and were resolved and new information became available, all of which are reflected in the SRTP. Additionally, the SRTP is required to cover the next ten years while the TSP covers the next five years.

During the course of the development of the TSP, the STA and transit operators agreed to a schedule and funding plan for replacing intercity buses. This funding agreement is included in the SRTPs. More detailed analysis of all capital needs and funding are included in the SRTP as well. In February 2013, after the TSP financial analysis was completed, new fund estimates for Transportation Development Act (TDA) funds became available. The new fund estimate was incorporated into the SRTPs, but the same growth factors were used to forecast future TDA revenues. These differences between the TSP and SRTP reflect the different points in time that the two documents were developed but the general conclusions of both studies regarding the baseline are similar.

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Methodology

This financial conditions assessment used several means in the review and analysis of each Solano County transit operator. They include the following for each agency:

- Data collection and consistency review
- Cost driver analysis
- Financial and operations performance trend calculations
- Operator performance against existing Short Range Transit Plan standards
- Trends in operations and capital revenue, and capital expenditures
- Review of current Transportation Development Act (TDA) funding balance
- Cost containment strategies
- Five-year operations and capital forecast

Data sources for the assessment include annual State Controller Reports, Federal National Transit Database, TDA Claims, Short Range Transit Plans, transit staff reports, financial compliance audit reports, MTC Statistical Summary, and transit budgets. Meetings with each transit agency were also held as a supplement to the data sources.

In addition, a comparison was conducted that details financial and performance trends of the Solano transit operators with agencies of comparable size and service profile around the state. Each operator was analyzed with five other transit agencies that were selected based on criteria including agency structure/organization, service area size, service area population, and fleet size. The comparative analysis provides an additional frame of reference in conducting the existing conditions assessment of each operator.

As a caveat, each agency's service area differs with respect to size, demographics, and land uses. The agencies also differ with age and condition of their vehicle fleet and transit infrastructure, as well as modes of service provided. All of these factors can impact their respective operating costs.

City of Dixon Readi-Ride

The following tables provide a summary of the financial and performance data for City of Dixon Readi-Ride. Data sources used to comprise the tables include TDA Claims, Fiscal Audits, National Transit Database, Comprehensive Annual Financial Reports, MTC Statistical Summary, and State Controller Reports. A review of other data sources including the Short Range Transit Plan and internal reports was also conducted.

Data Consistency

A comparison of key financial and operations data was undertaken to determine the general accuracy of the recording and reporting by City of Dixon. With an understanding that various reports are submitted at different times on the state and federal levels, they are all prepared after the end of the fiscal year and ideally should match. The listing of the data provides comparison to show minor discrepancies that may exist among the various data sources that portray the financial health of the transit system. Overall, the data sources provide relatively consistent information. The variability in operating costs reported among data sources is likely attributable to the inclusion, or non inclusion, of city allocated costs to the transit program.

DIXON DATA CONSISTENCY - DEMAND RESPONSE

Performance Measure	Source	FY09	FY10	FY11	FY12
Total Operating Expenses	FTA National Transit Database	\$609,571	\$579,384	\$620,982	
	State Controller Report	\$665,691	\$628,736	\$620,983	
	Audited Financial	\$665,842	\$606,420	\$620,981	
	TDA Claim	\$664,706	\$602,267	\$620,984	\$611,255
Farebox Revenues	FTA National Transit Database	\$98,277	\$81,326	\$78,869	
	State Controller Report	\$98,277	\$81,326	\$78,869	
	Audited Financial	\$98,277	\$81,326	\$78,869	
	TDA Claim	\$98,277	\$81,326	\$78,869	\$85,000
Passengers	FTA National Transit Database	68,949	44,339	43,967	
	State Controller Report	68,949	46,266	43,967	
	Internal Reports	68,949	44,339	43,967	
	TDA Claim	68,949	44,339	43,967	47,914

DIXON DATA CONSISTENCY - DEMAND RESPONSE

Performance Measure	Source	FY09	FY10	FY11	FY12
Vehicle Service Hours	FTA National Transit Database	7,413	5,975	6,373	
	State Controller Report	7,413	7,149	7,276	
	Internal Reports	7,413	5,975	6,373	
	TDA Claim	7,413	6,411	6,373	7,800
Vehicle Service Miles	FTA National Transit Database	99,272	72,685	77,247	
	State Controller Report	104,800	79,572	79,498	
	Internal Reports	99,272	72,685	77,247	
	TDA Claim	99,272	78,432	77,247	79,900
Employee Full-Time Equivalents	FTA National Transit Database				
	State Controller Report	7.0	7.0	7.0	
	Dixon CAFR	7.7	6.2	6.8	
	TDA Claim	7.0	7.0	7.0	7.0

Note: Dixon Read-Ride performance measures are not contained in the annual MTC Statistical Summary.

Cost Drivers

Cost drivers are expense items necessary to provide a particular service. Cost drivers for Read-Ride have generally included administrative labor wages and benefits, and vehicle fuel. The percentage of administrative wages and benefits and fuel are derived relative to total operations costs. Salaries and wages include direct staffing costs to operate and manage the service, as well as city overhead costs that are reimbursed through transfers of transit funds to the general fund. As Read-Ride is operated in-house, labor and benefits costs are from city employees.

An approved overhead cost allocation plan is used as the basis to distribute general fund costs of city administrative and support services (e.g. city council, city manager, finance, clerk, etc.) to city programs like transit for reimbursement. Examples of the cost basis for support services charged to departments include total program budget, number of accounting transactions, and full time equivalents. Transit is also charged for use of the city corporation yard, however, transit funds through the American Reinvestment and Recovery Act (ARRA) were used in the expansion of the yard. Reimbursements for overhead costs charged to transit are about

\$73,000 per year, according to the city's updated cost allocation plan, and comprise about 9 to 10 percent of the transit operating budget.

Cost Drivers

Dixon Redit-Ride

	2009	2010	2011	2012
Salaries & Wages (direct and city admin. staff)	\$351,464	\$325,420	\$327,358	\$307,736
<i>% Change</i>		-7%	1%	-6%
Benefits	\$152,430	\$163,526	\$155,256	\$183,838
<i>% Change</i>		7%	-5%	18%
Fuel	\$46,573	\$31,077	\$44,864	\$50,000
<i>% Change</i>		-33%	44%	11%

Salaries & Wages as % of Total Operations Cost (minus depreciation)	53%	54%	53%	50%
Benefits as a % of Total Operations Cost (minus Depreciation)	23%	27%	25%	30%
Fuel as % of Total Operations Cost (minus depreciation)	7%	5%	7%	8%

Source: TDA Claims Actual for FYs 2009-2011, Estimated for FY 2012

A breakdown of audited operations costs between O&M and administration is provided for the period of FYs 2007-08 through 2010-11. Operations cost to run the service comprises about 85 percent of total cost (minus depreciation) while administrative costs comprise the remaining 15 percent. Depreciation expense is increasing due to the new replacement vehicles purchased.

Redit-Ride Functional Operations Expenses

	2008	2009	2010	2011
Operations and Maintenance	\$560,490	\$574,370	\$523,135	\$556,971
<i>% Change</i>		2%	-9%	6%
Administrative and General	\$93,318	\$91,472	\$83,285	\$64,010
<i>% Change</i>		-2%	-9%	-23%
Depreciation	\$36,832	\$28,693	\$22,198	\$57,963
<i>% Change</i>		-22%	-23%	161%
Total	\$690,640	\$694,535	\$628,618	\$678,944

Source: City of Dixon CAFR

A further division of operating expenses among other cost drivers is shown using audited data. Salaries and wages are the primary cost driver, with others including maintenance, supplies, and services. Trends in most expenses remained relatively stable or have incurred slight decreases over the past few years due to service hour cuts beginning in FY 2010. Administration

of the transit system decreased significantly in FY 2011 due in part to staff transitions in management oversight.

Readi-Ride Transit Operations Expenses

	2009	2010	2011
Salaries and Benefits	\$431,426	\$424,569	\$428,030
<i>% Change</i>		-2%	1%
Supplies and Materials	\$1,407	\$1,933	\$1,143
<i>% Change</i>		37%	-41%
Maintenance and Repair	\$100,336	\$85,234	\$99,102
<i>% Change</i>		-15%	16%
Power and Utilities	\$4,711	\$8,466	\$8,876
<i>% Change</i>		80%	5%
Contractual Services	\$36,490	\$2,893	\$19,820
<i>% Change</i>		-92%	585%
Administration	\$35,201	\$23,587	\$9,427
<i>% Change</i>		-33%	-60%
Miscellaneous	\$0	\$40	\$0
<i>% Change</i>			-100%
Cost Allocation Transfer (City Overhead Charge)	\$56,271	\$59,698	\$54,583
<i>% Change</i>		6%	-9%
Depreciation	\$28,693	\$22,198	\$57,963
<i>% Change</i>		-23%	161%
Total	\$694,535	\$628,618	\$678,944
		-9%	8%

Source: City of Dixon CAFR, TDA Fiscal Audit

Performance Trends

The following tables provide information on performance indicators and trends of the transit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. The general trend for fiscal years 2009 through 2011 shows less cost efficiency and effectiveness measured in cost per hour and per passenger, and farebox recovery. Subsidy per passenger also increased over the three year period. Service effectiveness measured by passengers per hour shows a decline. Although costs declined over the period, other measures such as fare revenue, ridership, and service hours/miles declined at a more rapid pace due to service reductions which impact the performance indicator trends.

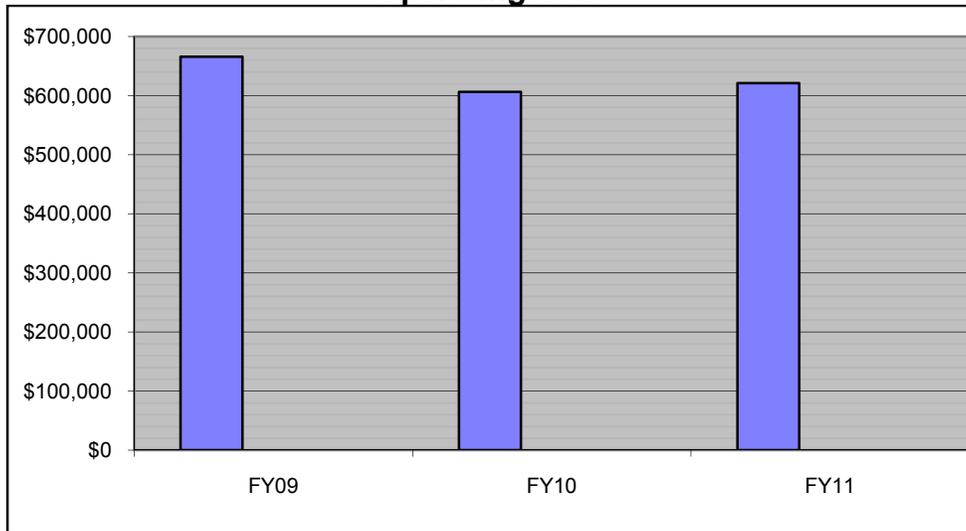
DIXON READI-RIDE PERFORMANCE INDICATORS

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$665,842	\$606,420	\$620,981	-6.7%
<i>Annual % Change</i>		-8.9%	2.4%	
Passengers	68,949	44,339	43,967	-36.2%
<i>Annual % Change</i>		-35.7%	-0.8%	
Vehicle Service Hours	7,413	5,975	6,373	-14.0%
<i>Annual % Change</i>		-19.4%	6.7%	
Vehicle Service Miles	99,272	72,685	77,247	-22.2%
<i>Annual % Change</i>		-26.8%	6.3%	
Employee FTEs	8	6	7	-11.7%
<i>Annual % Change</i>		-19.4%	9.5%	
Fare Revenue	\$98,277	\$81,326	\$78,869	-19.7%
<i>Annual % Change</i>		-17.2%	-3.0%	
Operating Cost per Passenger	\$9.66	\$13.68	\$14.12	46.3%
<i>Annual % Change</i>		41.6%	3.3%	
Operating Cost per Vehicle Service Hour	\$89.82	\$101.49	\$97.44	8.5%
<i>Annual % Change</i>		13.0%	-4.0%	
Passengers per Vehicle Service Hour	9.30	7.42	6.90	-25.8%
<i>Annual % Change</i>		-20.2%	-7.0%	
Passengers per Vehicle Service Mile	0.69	0.61	0.57	-18.1%
<i>Annual % Change</i>		-12.2%	-6.7%	
Veh. Service Hours per Employee FTE	965	965	940	-2.6%
<i>Annual % Change</i>		0.0%	-2.6%	
Fare per Passenger	\$1.43	\$1.83	\$1.79	25.9%
<i>Annual % Change</i>		28.7%	-2.2%	
Subsidy per passenger	\$8.23	\$11.84	\$12.33	49.8%
<i>Annual % Change</i>		43.9%	4.1%	
Farebox Recovery Ratio	14.8%	13.4%	12.7%	-14.0%
<i>Annual % Change</i>		-9.1%	-5.3%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	

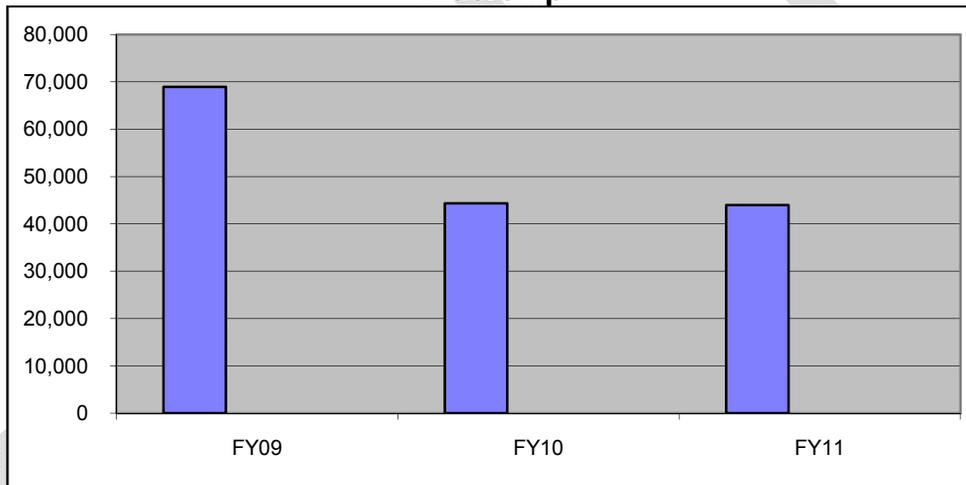
Source: Operating costs and fare revenue from TDA Fiscal Audit
 Passengers, Vehicle Service Hours/Miles are from National Transit Database Reports.
 Employee FTEs from Dixon CAFR

Graphical display of select performance indicators is shown below.

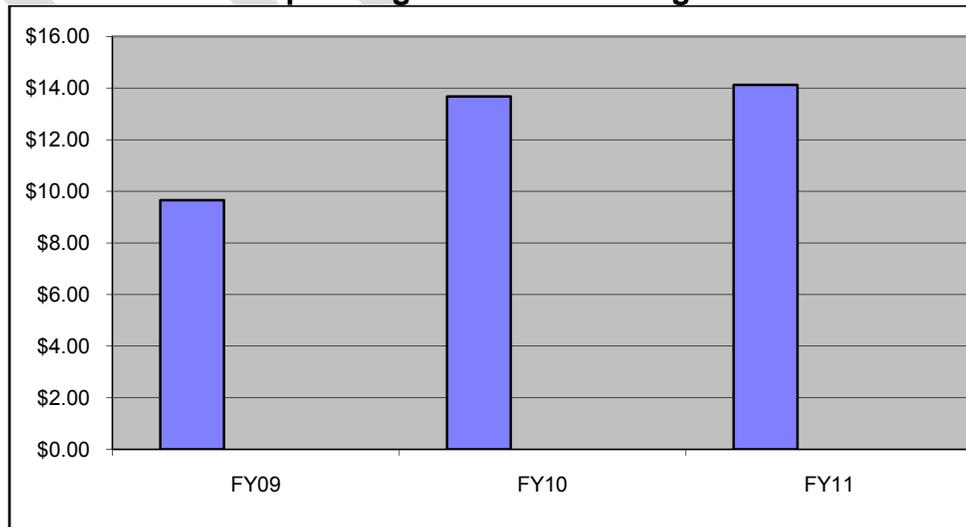
Operating Cost



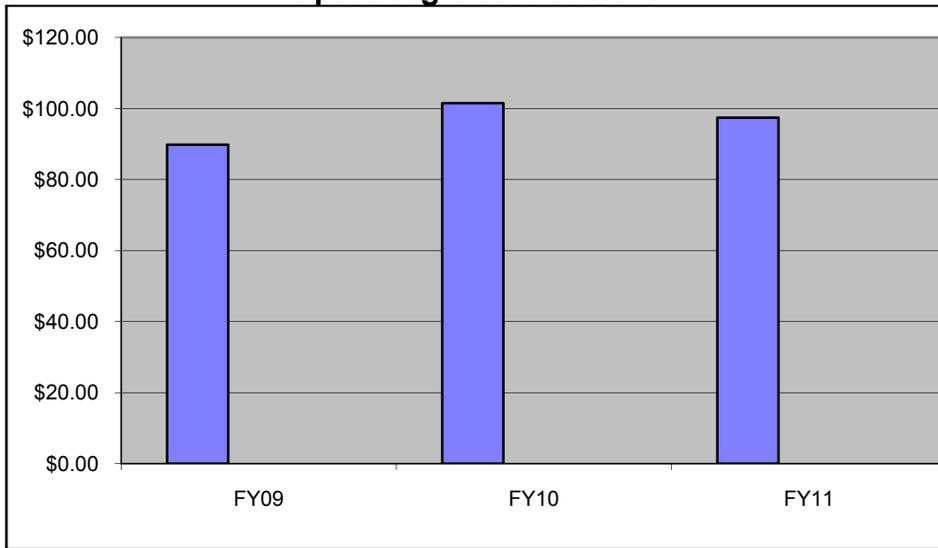
Ridership



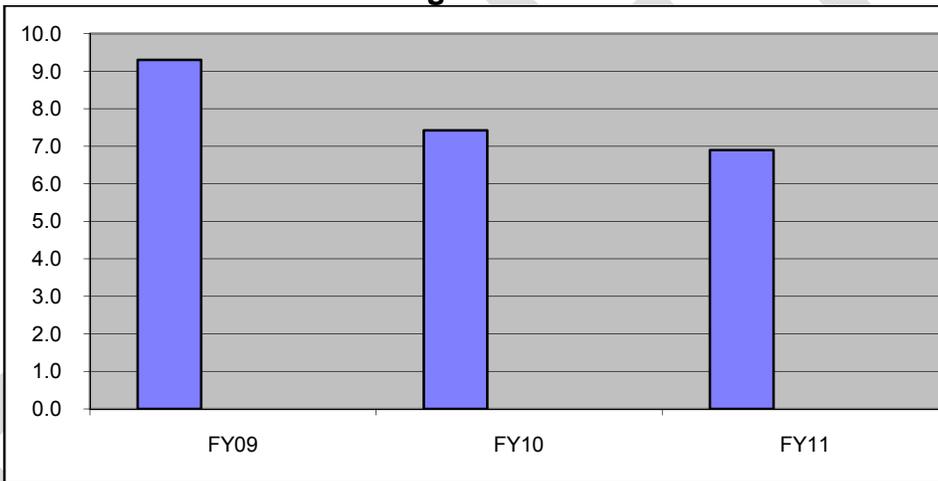
Operating Cost Per Passenger



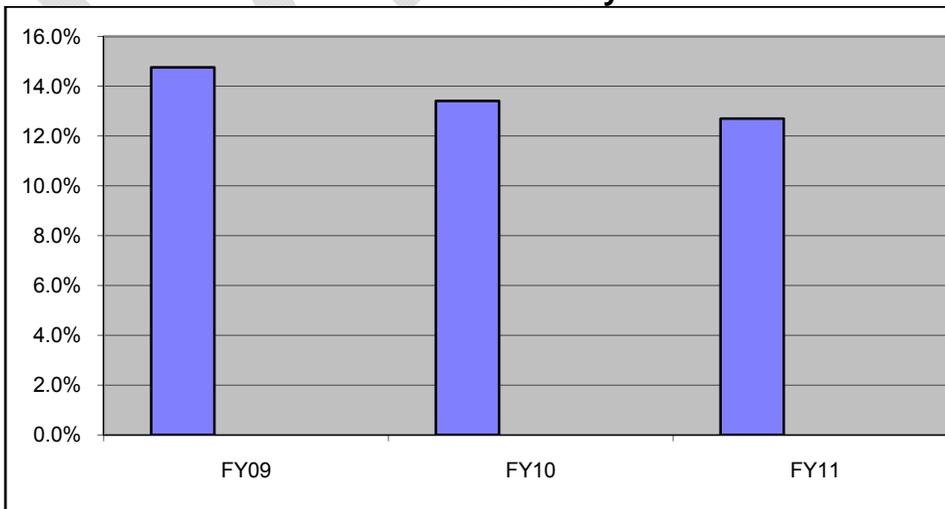
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Performance Against SRTP Standards

The SRTP for Dixon Read-Ride revised the performance goals for the transit system. A sampling of the goals and the current status of the system meeting the goals is shown.

Performance Measure	SRTP Standard	Readi-Ride Actual (FY 10-11)	Standard Met?
Operating Cost per Hour	Annual increase no greater than CPI	Readi-Ride increase: 2.4%; Bay Area CPI: 1.7%	No, however prior year cost declined by 8.9% while CPI increase was 1.2% which would meet standard.
Operating Cost per Passenger	Less than \$10.00 per trip	\$14.12	No
Passengers per Hour	8.0	6.9	No

Operating Revenues

Readi-Ride relies on a combination of local, state and federal funding sources for operations of the transit service. They include fare revenue, TDA, and rural federal funds through the FTA 5311 grant program. TDA, comprising of both the Local Transportation Fund (LTF) and State Transit Assistance Fund (STAF), has provided the bulk of funding. Using information from TDA Claims Actual, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type, including local, state and federal is also shown.

Operating Revenues

	FY 09	FY 10	FY 11
Fare Revenue	\$98,277	\$81,326	\$78,869
Other Local Funds		\$7,875	
TDA	\$434,950	\$420,233	\$300,434
STAF *	\$25,000	\$76,035	\$221,442
FTA 5311	<u>\$60,000</u>	<u>\$60,000</u>	<u>\$20,239</u>
Total	\$618,227	\$645,469	\$620,984
* STAF amounts include lifeline funds provided by STA.			
Source: TDA Claim Actuals			

Summary of Operating Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
Local Revenues (fares, other)	\$98,277	16%	\$89,201	14%	\$78,869	13%
State Funds (TDA)	\$459,950	74%	\$496,268	72%	\$521,876	84%
Federal	<u>\$60,000</u>	<u>10%</u>	<u>\$60,000</u>	<u>9%</u>	<u>\$20,239</u>	<u>3%</u>
Total	\$618,227	100%	\$645,469	100%	\$620,984	100%

Source: TDA Claims Actual

The SRTP prepared for Redit-Ride provides projections of operating revenues. The SRTP assumes that due to funding reductions, the transit system will have to rely almost exclusively on TDA revenues as the only non-fare revenue source. Dixon also contributes a share of its TDA revenues to fund intercity transit as part of the intercity cost sharing agreement, as well as intercity taxi scrip. Approximately 18 percent of Dixon's annual TDA apportionment is used to fund intercity transit services in FY 2012-13.

FTA 5311 grant funds have been used for both operating and capital. The primary reliance on TDA has led to development of SRTP service alternatives that provide reduced service hours and options that could significantly alter the way transit is delivered including possible transition to fixed route.

Capital Revenues

Dixon has been limited to a few funding sources for capital expenditures including vehicle replacement and facility improvement. Funding sources include TDA, Proposition 1B, and FTA 5311 ARRA funds. Using National Transit Database information, revenues are shown for a three year period (FYs 2008-09 through 2010-11). The large grant funds in FY 2011 were used for purchase of several vehicles for replacement (4 vehicles) and for dispatch and expansion of the corporation yard. In addition, according to the city's budget, in FY 11-12 Dixon received over \$21,000 in Proposition 1B funding for purchase of radio equipment. A summary of revenues by source type is also shown.

Capital Revenues by Source

	FY 09	FY 10	FY 11
TDA	\$13,583	\$93,009	\$1,087
Proposition 1B		\$66,546	
FTA 5311 ARRA	<u>\$48,460</u>	<u>\$48,000</u>	<u>\$606,472</u>
Total	\$62,043	\$207,555	\$607,559
Source: NTD			

Summary of Capital Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
State Funds (TDA)	\$13,583	22%	\$159,555	77%	\$1,087	0%
FTA	<u>\$48,460</u>	<u>78%</u>	<u>\$48,000</u>	<u>23%</u>	<u>\$606,472</u>	<u>100%</u>
Total	\$62,043	100%	\$207,555	100%	\$607,559	100%

Capital Expenses

Of the 9 vehicles in the transit fleet, 6 total vehicles were replaced in 2010 and 2011 according to the 2011 National Transit Database. Proposition 1B funds were the primary source for the vehicle purchases in 2010 (2 minivans), while federal ARRA funding was the primary source in 2011 (4 bus vehicles). One of the replacement vehicles is for an older vehicle that is currently being held on to as a spare and that would not need to be replaced upon its eventual retirement. Depending on the City's decision regarding the type and level of service to provide, vehicle purchases and auxiliary equipment such as bus shelters will need to be made, albeit facing a shortage of local matching revenue for federal capital grants.

The SRTP indicates that, despite the recent replacement of majority of the fleet, Dixon will need to replace all its vehicles over the next 10 years. Dixon has extended the useful lives of the cutaway style vehicles from 5 to 7 years. Two vehicles will require replacement in the next two years while the remaining vehicles will require replacement over the next five years. Federal grant funds could be used for capital purposes, as well as Proposition 1B revenues and matching TDA funds. As city staff is reviewing the potential of shifting to a fixed route type service, this will have implications as to what types of vehicles will be needed and to be purchased in the near future.

TDA Balance

Dixon's annual apportionment of Transportation Development Act Funds is about \$600,000. According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, after allocation for transit expenses for FY 2012-13, a balance of approximately \$300,000 in TDA reserve funds remain for Dixon Redit-Ride.

Cost Containment

In August 2012, the Dixon City Council approved a new two-year Memorandum of Understanding (MOU) with the Public Employees Union, Local One, due to the expiration of the previous MOU in June 2012. The new MOU with the largest city union addresses key elements that could affect transit system expenses and includes the following:

- Two year MOU whose term will expire on June 30, 2014

- Four percent reduction in base pay over the life of the two year MOU (two percent per year)
- Increase in the amount paid by Local One members of the City's PERS pension cost of five percent over the two year MOU (two percent in the first year and three percent in the second year)

In a report to the City Council, City transit staff have proposed options for addressing funding constraints including working cooperatively through the STA to curb increases in the cost of providing intercity service, and pursuing funding sources in addition to the annual TDA allocation.

City transit staff will also examine options for improving operating efficiencies to Read-Ride operations. This may include the following:

- Staff reductions while maintaining curb-to-curb service resulting in increased response times to calls for services. Average response time is currently less than 10 minutes.
- Converting to a fixed or deviated fixed route system. This could be during all operating hours or only during peak periods to address school trips.
- Eliminating Saturday service.
- Reducing hours of service during the week.
- Increasing fares.

Five-Year Financial Forecast

A forecast of revenues and expenses for both operations and capital projects of Dixon Read-Ride is presented for the next five-years. With city staff input, the forecast provides a base scenario of maintaining and reducing levels of service to remain sustainable. The current general public dial-a-ride structure is assumed to be in tact during the forecast period. The S RTP prepared for Read-Ride in May 2009 also describes such a scenario of reduced service with the existing dial-a-ride structure. Any shift to an alternative service delivery method, such as a fixed route/ADA paratransit service or deviated fixed route, will result in different operating and financial conditions.

Operations costs are assumed to grow at 2 percent per year given recent trends with several expenditures items. Labor costs are reduced and stabilized after service reductions and the recent employee MOU, while vehicle maintenance costs are anticipated to stabilize due to the newer fleet from recent replacement. Overhead cost allocations to the general fund are expected to increase with the inclusion of building charges plus central government expenses in

the city's updated cost allocation plan. Fuel expenditures are also expected to continue to increase.

TDA funds and fare revenue are the primary sources to fund operations. Dixon's TDA forecast for operations is net of its contribution to the intercity funding agreement, intercity taxi, and for STA planning. FTA 5311 grant monies are reasonably available for operations and are based on the median amount of revenues received by the city. State Transit Assistance Funds are assumed to decline slightly from current year figures due to the Governor's proposed budget for FY 2013-14. Dixon received over \$500,000 in STA Lifeline funds for three years which are now depleted. Also, ARRA funds that were used to reduce intercity transit service contributions are depleted, resulting in a need to restore contribution levels by participating agencies such as Dixon.

It is assumed that TDA funds will grow marginally during the forecast period given some improvement that is expected in the economy in the coming years. While TDA revenues in Solano County have grown an average of almost 5 percent per year over the last 20 years (in actual dollars), the average figure factors in both economic peaks and valleys over a long time period. Because of the relatively short forecast period and to remain conservative, TDA growth rates are assumed to follow the forecasted Consumer Price Index for the San Francisco Consolidated Metropolitan Statistical Area (CMSA) developed by the State Department of Finance. The CPI forecast, which goes through FY 2015-16, assumes a 2 percent growth rate per year. The TSP forecast follows this trend. Also, accounting for continued level of some economic growth that is expected to occur slowly in the future, the TSP shows 3 percent growth per year for the last two years of the forecast.

Unallocated TDA funds for Dixon would be available in the short term to balance a shortfall in the level of service until the City makes a decision on whether to retain the current dial-a-ride system or move to another alternative.

Regarding the train station near downtown Dixon, the City funds most expenses from the Public Works Operating Budgets. A few expenses, interior utilities and alarm, are paid by the building tenant. No funds from transit are used to maintain the train station. The Market Lane Park and Ride Lot where Intercity Route 30 stops has no City funding at this time for pavement maintenance although the lot is 14 years old.

The baseline revenue service hours are based on the City of Dixon's FY 2012-13 TDA Claim. The claim indicates revenue service hours to be 7,500 for FY 2012-13. This is a reduction from the City's revenue service hour estimate of 7,800 for FY 2011-12 in the claim.

Federal 5310 capital funds, remaining Proposition 1B revenue based funds (the program is expected to sunset in 2017), and matching TDA funds are projected to be used for replacement vehicles and bus amenities. Three replacement vehicles are anticipated to be purchased during the next five years with existing funding sources. However, one minivan and four cutaway vehicles that will be at the end of their useful lives will also need replacement by FY 2018. The minivan will need replacement by FY 2017, and the cutaway vehicles in FY 2018. Replacement

of these vehicles will be dependent on the direction taken by the city on future service delivery and subsequent vehicle needs.

Vehicle replacement unit costs are based on the most recent MTC regional bus/van pricelist for FYs 2012-13 and FY 2013-14 for Transit Capital Priorities Call for Projects. Unit costs for cutaway vehicles are assumed at \$82,000, and minivans at \$55,000. The pricelist assumes a 2 percent annual growth in vehicle cost. The radio communications cost is based on the City of Dixon’s budget and Proposition 1B amount.

A listing of capital projects by year include:

- FY 2012-13: Procure radio equipment.
- FY 2013-14: Procure one replacement cutaway bus.
- FY 2014-15: Procure one replacement cutaway bus.
- FY 2016-17: Procure two replacement minivans.
- FY 2017-18: Procure four replacement cutaway buses.

The financial forecast data is expressed in year of expenditure. As shown in the forecast, Dixon will operate at an annual deficit under current conditions. However, TDA carryover funds are sufficient to cover the deficit through the forecast period; however the carryover will diminish over time. A combination of TDA, Proposition 1B, and federal 5310 revenues are anticipated to fund the vehicle replacements during the forecast.

Financial Projections - City of Dixon REDI Ride Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement		\$82,000	\$84,000		\$117,000	\$355,000
Radio Equipment	\$21,000					
Total	\$21,000	\$82,000	\$84,000	\$0	\$117,000	\$355,000
Capital Revenue						
Transportation Development Act		\$16,000	\$17,000		\$23,000	\$60,900
Proposition 1B ⁽¹⁾	\$21,000					\$10,100
FTA 5310 ⁽²⁾		\$66,000	\$67,000		\$94,000	\$284,000
Total	\$21,000	\$82,000	\$84,000	\$0	\$117,000	\$355,000
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit -	\$0	\$0	\$0	\$0	\$0	\$0

**Financial Projections - City of Dixon Read Ride
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital						
Operating Expense						
Operations ⁽³⁾	\$647,000	\$660,000	\$673,000	\$686,000	\$700,000	\$714,000
Operating Revenue						
Fares ⁽⁴⁾	\$82,000	\$84,000	\$86,000	\$88,000	\$90,000	\$92,000
Transportation Development Act ⁽⁵⁾	\$500,000	\$510,000	\$520,000	\$530,000	\$546,000	\$562,000
State Transit Assistance Fund ⁽⁶⁾	\$5,200	\$4,900	\$4,900	\$4,900	\$4,900	\$4,900
FTA 5311 ⁽⁷⁾	\$32,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Total	\$619,200	\$658,900	\$670,900	\$682,900	\$700,900	\$718,900
Annual Net Surplus/Deficit - Operations	-\$27,800	-\$1,100	-\$2,100	-\$3,100	\$900	\$4,900
Cumulative Net Surplus/Deficit - Operations	-\$27,800	-\$28,900	-\$31,000	-\$34,100	-\$33,200	-\$28,300
Transportation Development Act Carryover	\$297,000	\$269,200	\$252,100	\$233,000	\$229,900	\$207,800
Annual Operations Balance	-\$27,800	-\$1,100	-\$2,100	-\$3,100	\$900	\$4,900
TDA Capital Uses	\$0	-\$16,000	-\$17,000	\$0	-\$23,000	-\$60,900
Net Carryover	\$269,200	\$252,100	\$233,000	\$229,900	\$207,800	\$151,800

(1) Proposition 1B revenue program is expected to sunset in 2017.

(2) FTA Section 5310 is a competitive program for which Dixon Read Ride is eligible. FTA 5311 funds would be a backing to the competitive program for capital replacement.

(3) Operations cost grow by 2% per year based on recent historic growth, including increased overhead costs, stable labor costs, and stable vehicle maintenance costs from newer fleet.

(4) Fares increase 2% per year to reflect stable ridership after earlier service reductions.

(5) Transportation Development Act operating revenues are based on the claim amount made by the City for FY 2012-13. The revenues are net of Intercity Fund Agreement, Intercity Taxi, and STA Planning totaling an additional \$132,000 of Dixon's TDA. TDA grows by 2% annually for first three years, then 3% next two years, mirroring forecasted growth of SF CMSA CPI Forecast through FY 2015-16.

(6) STAF reduction of 6% between FYs 2013 and 2014 based on proposed FY 2013-14 State budget. Revenue is held constant in forecast since STAF is volatile based on unpredictable diesel fuel sales.

(7) FTA 5311 operating is based on historic revenues received by Dixon.

Fairfield and Suisun Transit (FAST)

The following tables provide a summary of the financial and performance data for Fairfield And Suisun Transit. Data sources used to comprise the tables include TDA Claims, Fiscal Audits, National Transit Database, Comprehensive Annual Financial Reports, MTC Statistical Summary, and State Controller Reports. A review of other data sources including the Short Range Transit Plan and internal reports was also conducted.

Data Consistency

A comparison of key financial and operations data was undertaken to determine the general accuracy of the recording and reporting by City of Fairfield. With an understanding that various reports are submitted at different times on the state and federal levels, they are all prepared after the end of the fiscal year and ideally should match. One exception is the SRTP data which are projections from when the study was prepared in early 2008. The listing of the data provides comparison to show discrepancies that may exist among the various data sources that portray the financial health of the transit system. Overall, the data sources provide relatively consistent information. The variability among some data sources is likely due to the aggregation of performance data. For example, DART data reported in the FTA National Transit Database for FY 2009 appears higher than other sources and likely contains all demand response systems including DART, Taxi, Senior Volunteer Program, and Solano Paratransit.

FAIRFIELD/SUISUN TRANSIT DATA CONSISTENCY - TOTAL SYSTEM

Performance Measure	Source	FY09	FY10	FY11	FY12
Total Operating Expenses	FTA National Transit Database	\$9,291,307	\$9,070,188	\$9,766,146	\$9,566,164
	State Controller Report	\$9,117,195	\$9,429,393	\$10,343,327	\$10,575,244
	Audited Financial Statements	\$9,117,195	\$9,429,393	\$9,990,668	\$10,510,428
	MTC Statistical Summary	\$8,219,000	\$8,999,000	\$9,649,000	
	TDA Claim	\$9,157,407	\$9,421,605	\$9,990,669	\$10,148,564
	SRTP	\$8,514,856	\$8,323,924	\$8,797,510	\$9,089,744
Farebox Revenues	FTA National Transit Database	\$2,105,682	\$1,995,436	\$2,092,434	\$2,093,503
	State Controller Report	\$2,229,362	\$2,137,093	\$2,112,479	\$2,254,357

	Audited Financial Statements	\$2,229,362	\$2,137,093	\$2,112,479	\$2,254,204
	MTC Statistical Summary	\$2,074,000	\$1,995,000	\$2,092,000	
	TDA Claim	\$2,229,060	\$2,137,093	\$2,112,478	\$2,254,357
	SRTP	\$1,842,759	\$1,829,214	\$1,859,252	\$1,889,820
Passengers	FTA National Transit Database	1,011,050	921,609	934,703	1,000,796
	State Controller Report	1,005,395	921,609	949,760	976,219
	MTC Statistical Summary	1,032,000	921,000	950,000	
	TDA Claims	1,045,630	962,853	989,197	1,005,818
	SRTP	942,749	941,109	951,461	961,926
Vehicle Service Hours	FTA National Transit Database	94,196	97,696	96,012	95,300
	State Controller Report	88,881	97,696	96,038	95,300
	MTC Statistical Summary	90,000	98,000	96,000	
	TDA Claims	103,619	97,629	96,038	102,229
	SRTP	94,941	86,058	86,058	86,058
Vehicle Service Miles	FTA National Transit Database	1,953,306	1,816,762	1,792,384	1,772,698
	State Controller Report	1,728,678	1,816,762	335,876	1,598,067
	MTC Statistical Summary	1,738,000	1,817,000	1,793,000	
	TDA Claims	1,958,564	1,816,713	1,792,876	1,987,246
	SRTP	1,813,814	1,655,121	1,655,121	1,655,121
Employee Full-Time Equivalents	FTA National Transit Database	0.0	0.0	0.0	0.0
	State Controller Report	7.0	103.0	71.0	93.0
	MTC Statistical Summary	82.0	72.0	72.0	
	TDA Claims	85.0	83.0	73.0	101.0
	SRTP	0.0	0.0	0.0	

FAIRFIELD/SUISUN TRANSIT DATA CONSISTENCY - FIXED ROUTE

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	FTA National Transit Database	\$7,730,985	\$7,763,751	\$8,499,224	\$7,999,212
	State Controller Report	\$7,386,844	\$7,927,392	\$9,010,494	\$8,664,549
	MTC Statistical Summary	\$7,271,000	\$7,764,000	\$8,524,000	
	TDA Claim	\$7,271,208	\$7,763,751	\$8,499,224	\$8,442,843
	SRTP	\$6,757,158	\$7,158,208	\$7,591,262	\$7,841,296
Passenger Fares	FTA National Transit Database	\$2,018,979	\$1,914,965	\$2,028,003	2,010,583
	State Controller Report	\$2,019,282	\$1,914,965	\$2,028,003	2,214,307
	MTC Statistical Summary	\$2,019,000	\$1,915,000	\$2,028,000	
	TDA Claim	\$2,018,979	\$1,914,965	\$2,028,002	2,010,583
	SRTP	\$1,631,376	\$1,655,847	\$1,680,684	\$1,705,895
Passengers	FTA National Transit Database	982,682	899,223	914,632	976,219
	State Controller Report	984,584	899,223	929,638	976,219
	MTC Statistical Summary	1,011,000	899,000	930,000	
	TDA Claims	978,854	899,222	929,638	976,219
	SRTP	909,500	919,504	929,619	939,844
Vehicle Service Hours	FTA National Transit Database	78,152	84,628	84,763	81,516
	State Controller Report	78,202	84,628	84,764	81,516
	MTC Statistical Summary	79,000	85,000	85,000	
	TDA Claims	85,821	84,561	84,763	87,269
	SRTP	75,436	75,436	75,436	75,436

Vehicle Service Miles	FTA National Transit Database	1,680,148	1,617,616	1,621,661	1,598,398
	State Controller Report	1,577,572	1,617,616	164,661	1,598,067
	MTC Statistical Summary	1,587,000	1,618,000	1,622,000	
	TDA Claims	1,666,577	1,617,567	1,621,661	1,725,304
	S RTP	1,516,341	1,516,341	1,516,341	1,516,341
Employee Full-Time Equivalents	FTA National Transit Database				
	State Controller Report	0.0	96.0	65.0	93.0
	MTC Statistical Summary	72.0	65.0	65.0	
	TDA Claims	75.0	75.0	65.0	93.0
	S RTP				

FAIRFIELD/SUISUN TRANSIT DATA CONSISTENCY - DART

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	FTA National Transit Database	\$1,560,322	\$1,306,437	\$1,266,922	\$1,246,423
	State Controller Report	\$1,730,351	\$1,502,001	\$1,332,833	\$1,910,695
	MTC Statistical Summary	\$948,000	\$1,235,000	\$1,125,000	
	TDA Claims	\$947,529	\$1,306,437	\$1,266,922	\$1,319,603
	S RTP	\$829,379	\$859,406	\$890,750	\$923,487
Passenger Fares	FTA National Transit Database	\$86,703	\$80,471	\$64,431	\$73,180
	State Controller Report	\$210,080	\$222,128	\$84,476	\$243,621
	MTC Statistical Summary	\$55,000	\$80,000	\$64,000	
	TDA Claims	\$54,954	\$80,471	\$64,431	\$73,180
	S RTP	\$60,294	\$62,103	\$63,966	\$65,885

Passengers	FTA National Transit Database	28,368	22,386	20,071	21,244
	State Controller Report	20,811	22,386	20,122	21,165
	MTC Statistical Summary	21,000	22,000	20,000	
	TDA Claims	20,811	23,780	21,470	21,991
	SRTP	21,369	21,605	21,842	22,082
Vehicle Service Hours	FTA National Transit Database	16,044	13,068	11,249	11,399
	State Controller Report	10,679	13,068	11,274	11,399
	MTC Statistical Summary	11,000	13,000	11,000	
	TDA Claims	10,680	13,068	11,275	12,568
	SRTP	10,622	10,622	10,622	10,622
Vehicle Service Miles	FTA National Transit Database	273,158	199,146	170,723	189,963
	State Controller Report	151,106	199,146	171,215	189,963
	MTC Statistical Summary	151,000	199,000	171,000	
	TDA Claims	151,106	199,146	171,215	208,773
	SRTP	138,780	138,780	138,780	138,780
Employee Full-Time Equivalent	FTA National Transit Database				
	State Controller Report	7.0	7.0	6.0	8.0
	MTC Statistical Summary	10.0	7.0	7.0	
	TDA Claims	10.0	8.0	8.0	8.0
	SRTP				

FAIRFIELD/SUISUN TRANSIT DATA CONSISTENCY - TAXI

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	TDA Claims	\$262,291	\$298,046	\$172,823	\$330,669
	S RTP	\$235,841	\$242,916	\$250,203	\$257,709
Passenger Fares	TDA Claims	\$117,197	\$137,241	\$14,706	\$161,374
	S RTP	\$103,046	\$106,137	\$109,321	\$112,601
Passengers	TDA Claims	7,557	4,514	4,039	3,614
	S RTP				
Vehicle Service Hours	TDA Claims	5,534		710	1,219
	S RTP				
Vehicle Service Miles	TDA Claims	120,406		27,270	36,095
	S RTP				

FAIRFIELD/SUISUN TRANSIT DATA CONSISTENCY - SENIOR VOLUNTEER DRIVER PROGRAM

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	TDA Claims	\$63,586	\$53,371	\$51,700	\$55,449
	S RTP	\$61,547	\$63,394	\$65,295	\$67,252
Passenger Fares	TDA Claims	\$6,181	\$4,416	\$5,339	\$9,220
	S RTP	\$4,978	\$5,127	\$5,281	\$5,439
Passengers	TDA Claims	33,395	35,337	4,039	4,275
	S RTP				

**FAIRFIELD/SUISUN CITY TRANSIT CONSISTENCY -
SOLANO PARATRANSIT**

Performance Measure	Source	FY09
Operating Cost	TDA Claims	\$612,793
	SRTP	\$630,931
Passenger Fares	TDA Claims	\$31,749
	SRTP	\$43,065
Passengers	TDA Claims	5,013
	SRTP	11,880
Vehicle Service Hours	TDA Claims	1,584
	SRTP	8,883
Vehicle Service Miles	TDA Claims	20,475
	SRTP	158,693
Employee Full-Time Equivalents	TDA Claims	
	SRTP	

Cost Drivers

Cost drivers are expense items necessary to provide a particular service. Cost drivers for FAST include operations, maintenance, fuel and administration. The largest operations expense is for purchased transportation (contracted service), and the most significant cost driver in recent years is the higher costs associated with the new operating contract that became effective July 1, 2008. A breakdown of these costs is contained in the following tables. Within administration are administrative salaries and benefits costs for direct city transportation employees plus overhead charges to the transit system for city administrative support. The decline in salaries in 2011 was attributed to changeovers in transit management and furloughing city employees eight hours every two weeks. The percentage of each cost factor is derived relative to total operations costs.

An approved overhead cost allocation plan is used as the basis to distribute general fund costs of city administrative and support services (e.g. city council, city manager, finance, clerk, etc.) to city programs like transit for reimbursement. Examples of the cost basis for support services charged to departments include program expenses, accounting amounts, and purchase orders.

Reimbursements for overhead costs charged to transit in the future will be about \$350,000 per year, according to the City's adopted 2012/2013 Budget. The majority of overhead costs are from public works management cost allocations that are based on the department's organizational structure from past years.

**Cost Drivers
Fairfield/Suisun Transit**

	2009	2010	2011	2012
Salaries	\$505,449	\$510,095	\$468,989	\$505,087
<i>% Change</i>		1%	-8%	8%
Benefits	\$279,313	\$300,946	\$268,689	\$269,622
<i>% Change</i>		8%	-11%	0%
Cost Allocation	\$370,000	\$396,000	\$412,000	\$364,000
<i>% Change</i>		7%	5%	-12%
Fuel	\$1,092,911	\$963,363	\$1,246,621	\$1,499,739
<i>% Change</i>		-12%	29%	20%

Salaries as a % of Total Operations Cost (minus depreciation)	6%	5%	5%	5%
Benefits as a % of Total Operations Cost (minus depreciation)	3%	3%	3%	3%
Cost Allocation as a % of Total Operations Cost (minus depreciation)	3%	3%	3%	3%
Fuel as a % of Total Operations Cost (minus depreciation)	12%	10%	12%	14%

Source: TDA Fiscal Audit FYs 09-12; TDA Claims Estimated FY 2012

A breakdown of audited operations costs between operations, maintenance and administration is provided for the period of FYs 2007-08 through 2011-12. Contracted operations cost to run the service comprises about 66 percent of total cost (minus depreciation), in-house maintenance cost comprises 21 percent while city administrative costs comprise the remaining 13 percent.

FAST Operations Expenses

	2008	2009	2010	2011	2012
Operations	\$5,471,767	\$6,053,483	\$6,198,312	\$6,566,423	\$7,310,336
<i>% Change</i>		11%	2%	6%	11%
Maintenance	\$1,678,352	\$1,703,607	\$1,881,464	\$2,124,756	\$1,867,135
<i>% Change</i>		2%	10%	13%	-12%
Administrative and	\$1,237,003	\$1,360,105	\$1,349,617	\$1,299,489	\$1,332,957
<i>% Change</i>		10%	-1%	-4%	3%
Depreciation	\$1,638,779	\$1,481,013	\$2,022,964	\$2,166,908	\$2,372,775
<i>% Change</i>		-10%	37%	7%	10%
Total	\$10,025,901	\$10,598,208	\$11,452,357	\$12,157,576	\$12,883,203

Source: TDA Fiscal Audit

A further division of operating expenses among other cost drivers is shown using audited data. With purchased transportation being the primary cost driver, others include in-house maintenance services, fuel, and insurance. Trends in expenses show variability, with several costs decreasing and then increasing on an annual basis, or vice versa, over the last three years. Others such as general administration remained relatively stable. Overall total operating expenses increased each year.

FAST Operations Expenses

	2009	2010	2011	2012
Services	\$2,094,157	\$2,211,166	\$2,597,590	\$2,381,010
<i>% Change</i>		6%	17%	-8%
Fuels and Lubricants	\$1,092,911	\$963,363	\$1,246,621	\$1,499,739
<i>% Change</i>		-12%	29%	20%
Casualty and Liability	\$219,993	\$237,185	\$247,237	\$257,387
<i>% Change</i>		8%	4%	4%
Utilities	\$23,248	\$62,636	\$51,073	\$36,972
<i>% Change</i>		169%	-18%	-28%
Purchased Transportation	\$4,300,819	\$4,544,111	\$4,482,676	\$4,924,411
<i>% Change</i>		6%	-1%	10%
Miscellaneous	\$25,962	\$61,395	\$65,982	\$77,952
<i>% Change</i>		136%	7%	18%
General Administration	\$1,360,105	\$1,349,617	\$1,299,489	\$1,332,957
<i>% Change</i>		-1%	-4%	3%
Depreciation	\$1,481,013	\$2,022,964	\$2,166,908	\$2,372,775
<i>% Change</i>		37%	7%	10%
Total	\$10,598,208	\$11,452,437	\$12,157,576	\$12,883,203
		8%	6%	6%

Source: TDA Fiscal Audit

Performance Trends

The following tables provide information on performance indicators and trends of the transit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. The general trend in fixed route and demand response services for fiscal years 2009 through 2012 shows less cost efficiency and effectiveness measured in cost per hour and per passenger, and farebox recovery. Subsidy per passenger also increased over the period although improving the last year. Service effectiveness measured by passengers per hour shows an overall decline but showing improvement in the last year. Although service hours increased along with growth in costs, the rate of the increase in hours was slower, thereby resulting in decreased cost effectiveness. Other measures such as fare revenue, ridership, and service miles either declined or grew at a slower pace than the growth in operating costs which impact the performance indicator trends.

FAIRFIELD/SUISUN TRANSIT PERFORMANCE INDICATORS - FIXED ROUTE

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	FY 11-12	% Change FY09-FY12
Operating Costs	\$7,271,2	\$7,763,75	\$8,499,22	\$8,664,549	19.2%
<i>Annual % Change</i>		6.8%	9.5%	1.9%	
Passengers	982,682	899,223	914,632	976,219	-0.7%
<i>Annual % Change</i>		-8.5%	1.7%	6.7%	
Vehicle Service Hours	78,152	84,628	84,763	81,516	4.3%
<i>Annual % Change</i>		8.3%	0.2%	-3.8%	
Vehicle Service Miles	1,680,14	1,617,616	1,621,661	1,598,067	-4.9%
<i>Annual % Change</i>		-3.7%	0.3%	-1.5%	
Employee FTEs	72.0	65.0	65.0	93.0	29.2%
<i>Annual % Change</i>		-9.7%	0.0%	43.1%	
Fare Revenue	\$2,018,9	\$1,914,96	\$2,028,00	\$2,214,307	9.7%
<i>Annual % Change</i>		-5.2%	5.9%	9.2%	
Operating Cost per Passenger	\$7.40	\$8.63	\$9.29	\$8.88	20.0%
<i>Annual % Change</i>		16.7%	7.6%	-4.5%	
Operating Cost per Vehicle Service Hour	\$93.04	\$91.74	\$100.27	\$106.29	14.2%
<i>Annual % Change</i>		-1.4%	9.3%	6.0%	
Passengers per Vehicle Service Hour	12.57	10.63	10.79	11.98	-4.8%
<i>Annual % Change</i>		-15.5%	1.6%	11.0%	
Passengers per Vehicle Service Mile	0.58	0.56	0.56	0.61	4.4%
<i>Annual % Change</i>		-5.0%	1.5%	8.3%	

Veh Service Hours per Employee FTE	1,085	1,302	1,304	877	-19.2%
<i>Annual % Change</i>		19.9%	0.2%	-32.8%	
Fare per Passenger	\$2.05	\$2.13	\$2.22	\$2.27	10.4%
<i>Annual % Change</i>		3.7%	4.1%	2.3%	
Subsidy per passenger	\$5.34	\$6.50	\$7.08	\$6.61	23.6%
<i>Annual % Change</i>		21.7%	8.8%	-6.6%	
Farebox Recovery	27.8%	24.7%	23.9%	25.6%	-8.0%
<i>Annual % Change</i>		-11.2%	-3.3%	7.1%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	2.8%	51.9%

Source: Operating Cost and Fares from TDA Claims Actual FY 09&10, NTD FY 11, State Controller Report FY12

FY 09-11 Passengers, Hours, and Miles from NTD, FY 12 from State Controller

FY 09-11 Employee FTEs from MTC Statistical Summary, FY 12 from State Controller

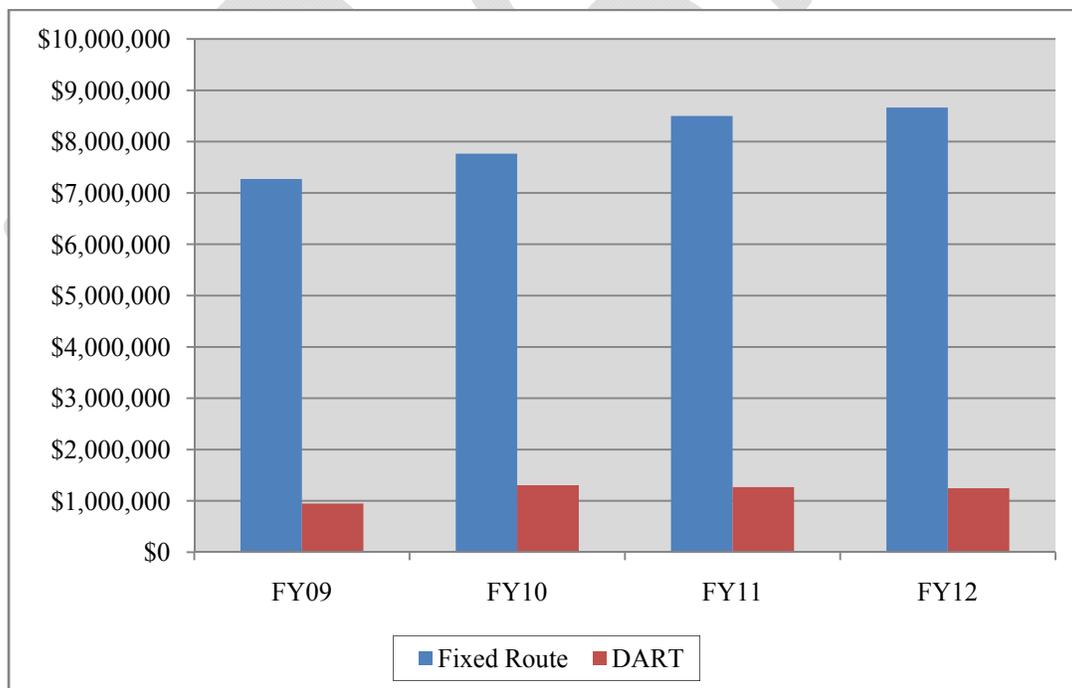
FAIRFIELD/SUISUN TRANSIT PERFORMANCE INDICATORS - DART

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	FY 11-12	% Change FY09-FY12
Operating Costs	\$947,529	\$1,306,43	\$1,266,9	\$1,246,423	31.5%
<i>Annual % Change</i>		37.9%	-3.0%	-1.6%	
Passengers	20,811	22,386	20,071	21,165	1.7%
<i>Annual % Change</i>		7.6%	-10.3%	5.5%	
Vehicle Service Hours	10,680	13,068	11,249	11,399	6.7%
<i>Annual % Change</i>		22.4%	-13.9%	1.3%	
Vehicle Service Miles	151,106	199,146	170,723	189,963	25.7%
<i>Annual % Change</i>		31.8%	-14.3%	11.3%	
Employee FTEs	10.0	7.0	7.0	8.0	-20.0%
<i>Annual % Change</i>		-30.0%	0.0%	14.3%	
Fare Revenue	\$54,954	\$80,471	\$64,431	\$73,180	33.2%
<i>Annual % Change</i>		46.4%	-19.9%	13.6%	
Operating Cost per Passenger	\$45.53	\$58.36	\$63.12	\$58.89	29.3%
<i>Annual % Change</i>		28.2%	8.2%	-6.7%	
Operating Cost per Vehicle Service Hour	\$88.72	\$99.97	\$112.63	\$109.34	23.2%
<i>Annual % Change</i>		12.7%	12.7%	-2.9%	
Passengers per Vehicle Service Hour	1.95	1.71	1.78	1.86	-4.7%
<i>Annual % Change</i>		-12.1%	4.2%	4.1%	

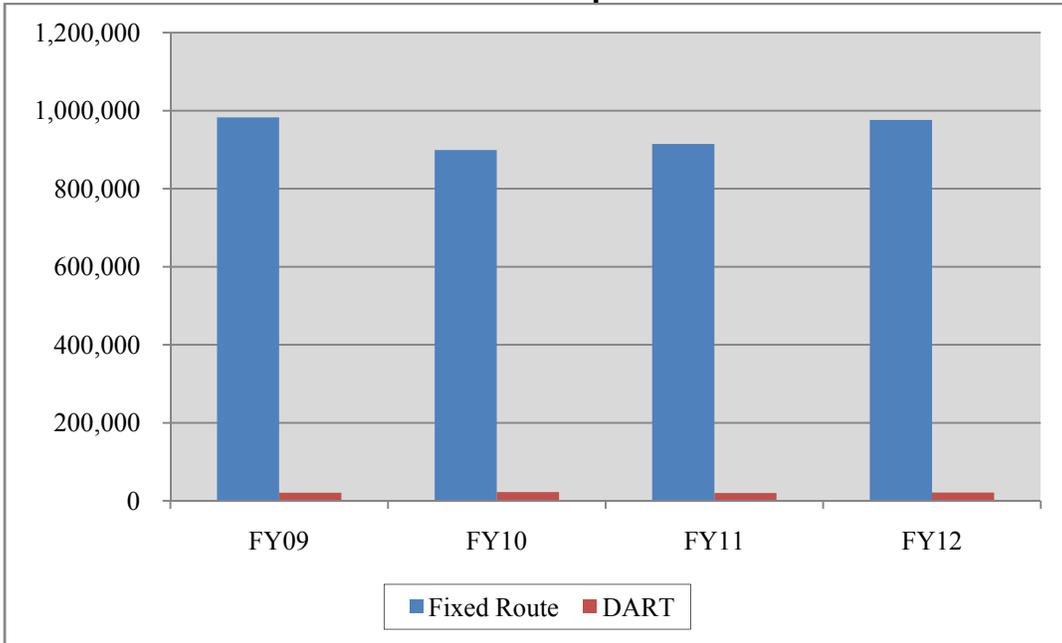
Passengers per Vehicle Service Mile	0.14	0.11	0.12	0.11	-19.1%
<i>Annual % Change</i>		-18.4%	4.6%	-5.2%	
Veh Service Hours per Employee FTE	1,068	1,867	1,607	1,425	33.4%
<i>Annual % Change</i>		74.8%	-13.9%	-11.3%	
Fare per Passenger	\$2.64	\$3.59	\$3.21	\$3.46	30.9%
<i>Annual % Change</i>		36.1%	-10.7%	7.7%	
Subsidy per passenger	\$42.89	\$54.76	\$59.91	\$55.43	29.2%
<i>Annual % Change</i>		27.7%	9.4%	-7.5%	
Farebox Recovery	5.8%	6.2%	5.1%	5.9%	1.2%
<i>Annual % Change</i>		6.2%	-17.4%	15.4%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	2.8%	51.9%

Source: Operating Cost, Passengers, Hours, Miles and Fares from TDA Claims Actual FY 09&10, NTD FY 11&12
FY 09-11 Employee FTEs from MTC Statistical Summary, FY 12 State Controller Report

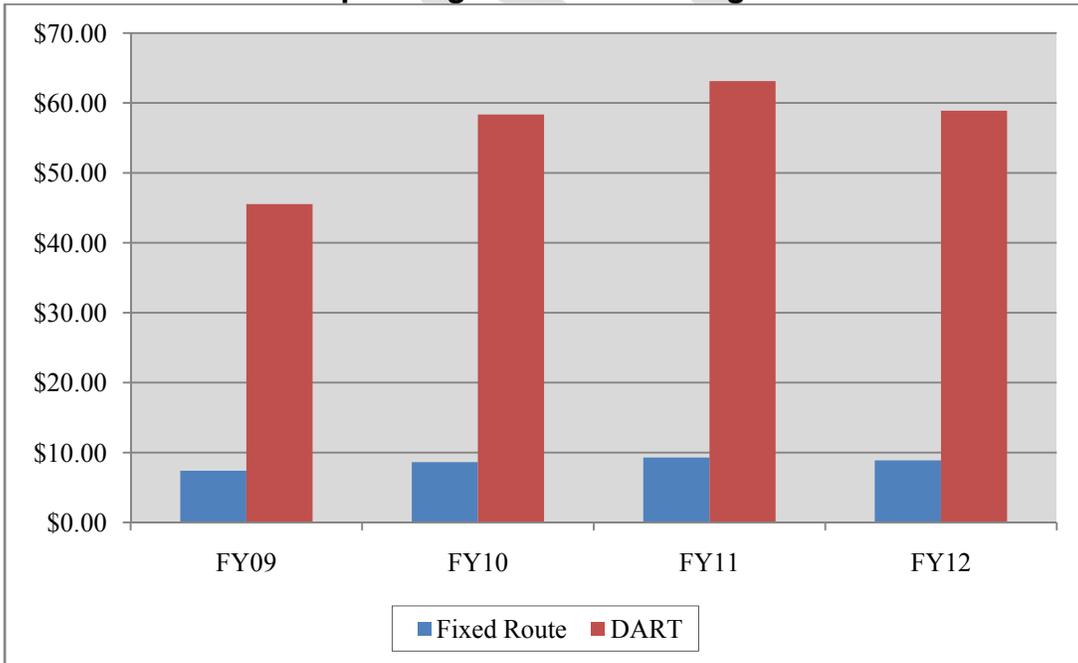
Operating Cost



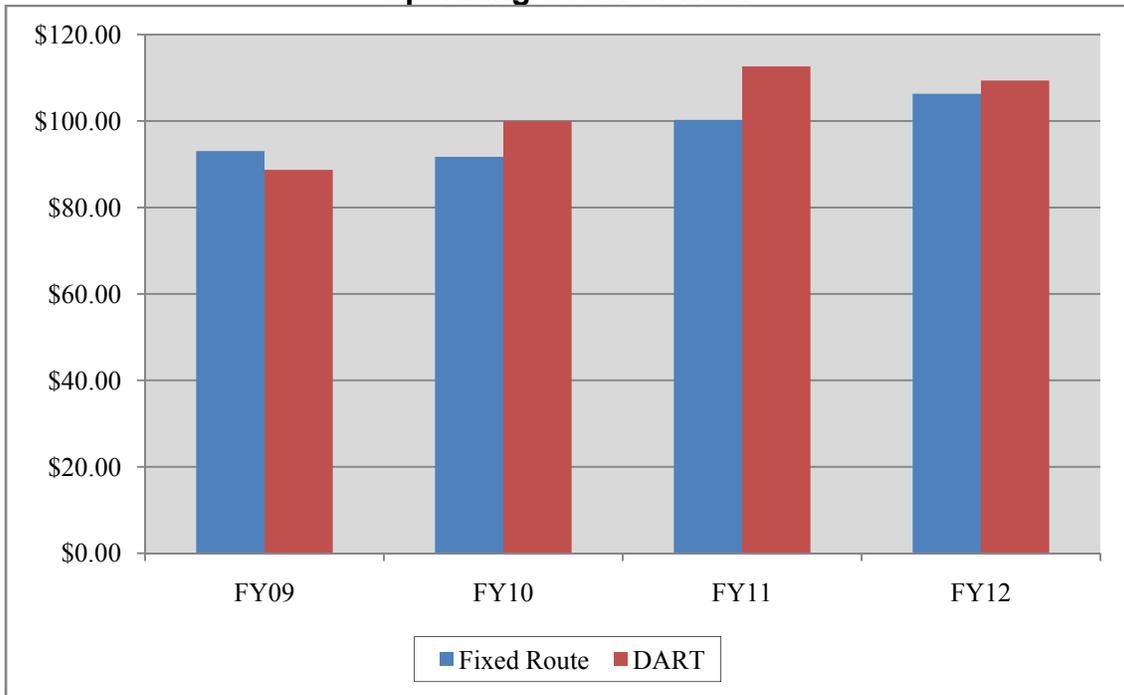
Ridership



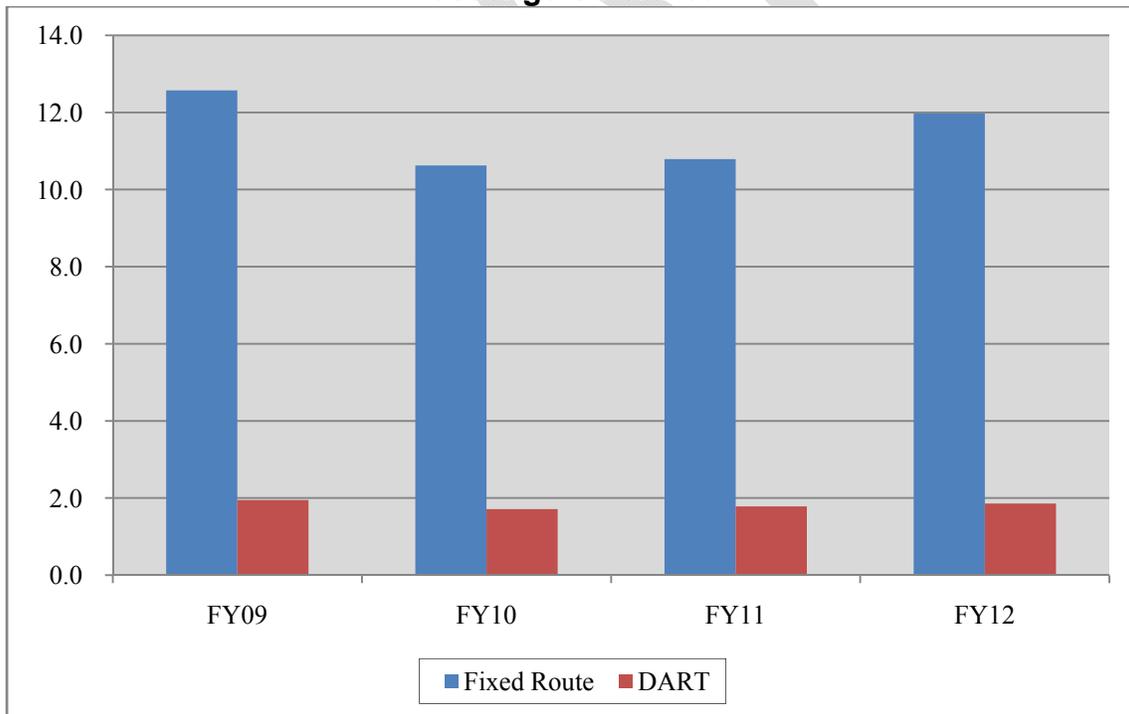
Operating Cost Per Passenger



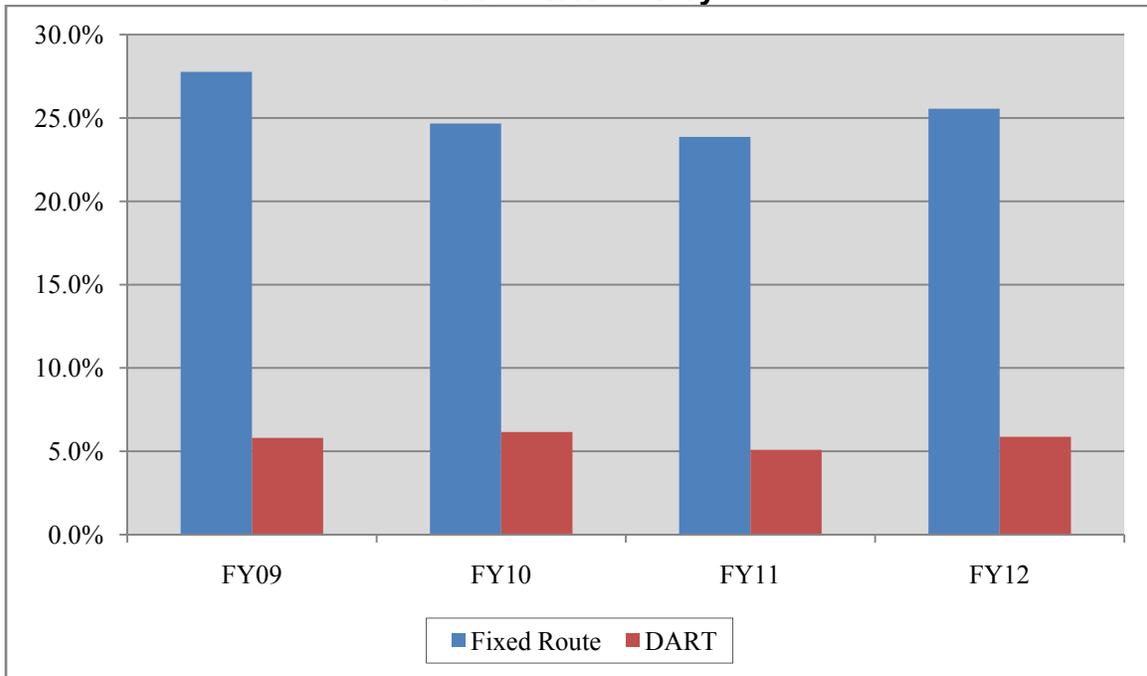
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Performance Against SRTP Standards

The SRTP for FAST provided projections of performance indicators for each transit mode. A sampling of performance indicators and the current status of fixed route and demand response meeting their respective projections are shown.

Performance Measure	SRTP Standard	FAST Actual (FY 10-11)	Standard Met?
Operating Cost per Hour			
<i>Fixed Route</i>	\$100.63	\$100.27	Yes
<i>DART</i>	\$83.86	\$112.63	No
Operating Cost per Passenger			
<i>Fixed Route</i>	\$8.17	\$9.29	No
<i>DART</i>	\$40.78	\$63.12	No
Passengers per Hour			
<i>Fixed Route</i>	12.3	10.8	No
<i>DART</i>	2.1	1.8	No

Operating Revenues

FAST relies on a combination of local, state and federal funding sources for operations of the transit service. They include fare revenue, Regional Measure 2, TDA, and urban federal funds through the FTA 5307 grant program. The contribution of funds from each level of government are distributed fairly equal, with each comprising roughly one-third of funds as recently as FY 10-11. As an operator in a small urbanized area, FAST is able to use all FTA 5307 formula funds for operations and reserve more flexible funds (e.g. TDA) for matching federal grants and for capital purchases like fleet replacement and facilities projects.

In addition to funding bus vehicle operations and maintenance, the city uses about \$400,000 annually in transit funds to maintain the Fairfield Transportation Center that serves various modes including bus transfers, and carpools and vanpools. Also, starting in FY 2012-13, the transit budget will contribute toward maintaining the three city park and ride lots (Red Top Road, Train Station, and Oliver Road). The park and ride maintenance costs are \$60,000 and will gradually increase to over a \$100,000 per year once the train station is fully operational.

Using information from TDA Claims, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type, including local, state and federal is also shown.

Operating Revenues

	FY 09	FY 10	FY 11
Fare Revenue	\$2,229,060	\$2,137,093	\$2,028,003
RM 2	\$711,035	\$711,035	\$711,035
Other Local Funds	\$239,239	\$179,028	\$7,773
TDA	\$4,101,703	\$3,576,127	\$3,712,382
STAF	\$265,120	\$47,603	
FTA 5307	\$2,530,711	\$2,811,756	\$2,497,847
FTA 5307 ARRA			\$682,498
FTA 5311			\$213,479
FTA 5316/5317	\$27,251		
Total	\$10,104,119	\$9,462,642	\$9,853,017

Source: TDA Claim Actuals FYs 09 & 10, Current Adjusted FY 11 for non-fare revenue; Fare revenue from MTC Stat. Summary

Summary of Operating Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
Local Revenues (fares, RM2, other)	\$3,179,334	31%	\$3,027,156	32%	\$2,746,811	28%
State Funds (TDA)	\$4,366,823	43%	\$3,623,730	38%	\$3,712,382	38%
Federal	<u>\$2,557,962</u>	<u>25%</u>	<u>\$2,811,756</u>	<u>30%</u>	<u>\$3,393,824</u>	<u>34%</u>
Total	\$10,104,119	100%	\$9,462,642	100%	\$9,853,017	100%

Source: TDA Claims

Capital Revenues

FAST has used several funding sources for capital expenditures including for vehicle replacement and facility improvement. Funding sources include FTA 5309 and 5307 ARRA, TDA, and State Proposition 1B. Federal ARRA funding is a one-time injection for capital projects, while Proposition 1B funding is set to expire by 2016. TDA reserve funds are drawn down to use as matching revenue for federal funds. Using National Transit Database information, revenues are shown for a three year period (FYs 2008-09 through 2010-11). The FTA 5309 funds have been used for design and construction of new transit facilities including the Fairfield/Vacaville Intermodal Train Station. A summary of revenues by source type is also shown.

Capital Revenues by Source

	FY 09	FY 10	FY 11
State Funds (TDA)	\$260,364	\$1,229,170	\$1,571,227
State Funds (Prop 1B)			\$324,399
FTA 5309	\$557,651	\$750,131	\$1,422,954
FTA 5307 ARRA			\$2,301,240
Total	\$818,015	\$1,979,301	\$5,619,820
Source: National Transit Database			

Summary of Capital Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
State Funds	\$260,364	32%	\$1,229,170	62%	\$1,895,626	34%
FTA	<u>\$557,651</u>	<u>68%</u>	<u>\$750,131</u>	<u>38%</u>	<u>\$3,724,194</u>	<u>66%</u>
Total	\$818,015	100%	\$1,979,301	100%	\$5,619,820	100%

Capital Expenses

The SRTP for FAST identified a significant capital expenditure plan for a 10-year period that includes three transit center projects, facility improvements and vehicle replacements. The current age of the transit fleet remains a concern considering many active vehicles have or will surpass their useful lives. The oldest six buses date back to 1994 and 1996, but are scheduled to be replaced in 2013 and 2015. The majority of vehicles date to between 2002 and 2011. Nearly the entire intercity commuter fleet was purchased in 2003.

The City of Fairfield has budgeted for some vehicle replacement in the next year using primarily federal funds. However, the budget forecasts insufficient capital funds to replace all vehicles at the end of their useful lives and the city instead will continue to rely on vehicle maintenance. This will be the city's strategy to prolong the life of the older transit fleet through engine overhauls and other maintenance practices. As contained in the city's latest budget, the TDA cash balance for fixed route is anticipated to decline over the next five years as it is used for filling revenue gaps for operating and planned capital expenses. The future construction costs of the train station are not included in this analysis because no additional funding that could be used for transit operations or fleet replacement is budgeted for that project which will be funded primarily by toll bridge funds specifically designated for the project.

TDA Balance

The Fairfield/Suisun City annual apportionment of Transportation Development Act Funds is about \$4.4 million. According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, after allocation for transit expenses for FY 2012-13, FAST has no remaining TDA balance held by MTC. However, Fairfield has retained over \$2.7 million in TDA in its own accounts and plans to return this amount to MTC for future TDA allocations. FAST also has active, uncommitted TDA allocations of over \$1.4 million that will be used to help fund planned capital expenditures beginning in FY 2012-13.

Cost Containment

A detailed service change proposal that significantly alters the local transit system was introduced in Spring 2012 that is anticipated to result in better efficiencies and a more user-friendly system. The Fairfield City Council approved the proposed service changes on August 21, 2012. FAST implemented the service changes that include replacing long, looping routes with those that follow a more lineal configuration in December 2012. The changes focus more on the local transit routes at the Fairfield Transportation Center, but also include timed transfers at the Solano Town Center, in Cordelia, and near the Wal-Mart on North Texas Street. While the changes are intended to increase service efficiencies and ridership, costs are expected to stabilize from the changes.

Transit management is currently working to reduce contract operations costs through negotiations with the private contractor. The existing operations contract became effective in

July 2008, and the city has exercised the two option years through FY 2013-14. A cost escalator clause included in the original contract has been a major cost driver in recent years, but the discussions with the contractor are focused on mitigating the impacts of this and other contract provisions.

The City of Fairfield implemented furloughs in the past three years resulting in a pay reduction of 10 percent. There have been no pay raises since implementation of furloughs.

Five-Year Financial Forecast

A forecast of revenues and expenses for both operations and capital projects for FAST is presented for the next five-years. The forecast is based in part on the City of Fairfield's FY 2013 budget and provides a base scenario that relies on stable funding streams for operations to sustain the transit system. TDA funds, Regional Measure 2, FTA 5307 grant monies, and fare revenue are the main revenue sources to fund operations. As FAST operates a number of Solano Express commuter routes, TDA contributions from other local jurisdictions are obtained through the intercity transit cost sharing agreement and are included in the fixed route bus revenue forecast.

Fairfield claimed all of its annual apportionment plus carryover, including the full amount for Suisun City, for transit services in FY 2013. Beginning in FY 2014, it is assumed the amounts claimed reflect only annual MTC apportionments, hence the decrease in TDA between FYs 2013 and 2014. However, Fairfield has retained over \$2.7 million in TDA in its own accounts and plans to return this amount to MTC for future TDA allocations. The \$2.7 million is shown separately in the forecast as TDA Reserves. FAST also has over \$1.4 million remaining in TDA capital allocations from previous years.

It is assumed that TDA funds will grow marginally during the forecast period given some improvement that is expected in the economy in the coming years. While TDA revenues in Solano County have grown an average of almost 5 percent per year over the last 20 years (in actual dollars), the average figure factors in both economic peaks and valleys over a long time period. Because of the relatively short forecast period and to remain conservative, TDA growth rates are assumed to follow the forecasted Consumer Price Index for the San Francisco Consolidated Metropolitan Statistical Area (CMSA) developed by the State Department of Finance. The CPI forecast, which goes through FY 2015-16, assumes a 2 percent growth rate per year. The TSP forecast follows this trend. Also, accounting for continued level of some economic growth that is expected to occur slowly in the future, the TSP shows 3 percent growth per year for the last two years of the forecast.

FAST will use \$50,000 per year of TDA to maintain the Suisun-Fairfield Train Station in Suisun City. This amount is subtracted from the total FAST TDA reserves at the bottom of the systemwide forecast each year.

FAST is currently in the first of two final option years for the operations contract which expires at the end of FY 2013-14. As part of structuring a new operations contract effective FY 2014-15, FAST transit management will work to negotiate lower cost rates. In this regard, the forecast

keeps operating costs constant between FYs 2014 and 2015 before incremental increases the following years.

Expenses designated to the fixed route system include local and commuter bus services, operations and maintenance of the Fairfield Transportation Center, and maintenance of three park and ride lots (Red Top Road, Fairfield/Vacaville Intermodal Train Station, and Oliver Road). Maintenance of the future train station park and ride lot is assumed beginning in FY 2014-15, while the other two lots incur expenses beginning in FY 2012-13. No maintenance expenses are included for the Fairfield/Vacaville Intermodal Train Station facilities exclusive of the park and ride lot.

The baseline revenue service hours are based on the FY 2011-12 City of Fairfield FAST National Transit Database. The NTD indicates revenue service hours to be 81,516 for fixed route and 11,399 for Dial-A-Ride.

On the capital side, as most TDA funds will be used to support operations, there is very little remaining for federal capital match requirements or procurements using TDA alone. Remaining capital TDA allocations from previous years will be used. State Transit Assistance Funds are projected to be available for capital projects, with over \$1 million targeted for bus procurements in FY 2013 using carryover from prior years. The annual STAF revenue estimate is projected to be reduced by 6 percent in FY 2014 compared to FY 2013 based on the proposed FY 2013-14 State budget. Revenue for both capital and operations is held constant in the forecast since STAF is volatile based on unpredictable diesel fuel sales. Proposition 1B revenues remaining for bus stop improvements, security projects and revenue-based formula funding to FAST totals about \$550,000.

A number of vehicles in the fleet will require replacement over the next five years based on age of the buses. FAST has indicated its strategy to prolong the useful lives of the vehicles through maintenance overhauls to defer capital replacement. This applies particularly to the commuter buses used for intercity service. Only three intercity buses are targeted for replacement during the five-year forecast using funding committed by the Solano Transportation Authority in procurements being managed by SolTrans. However, smaller older vehicles in the current fleet that have already had overhauls to extend bus lives are shown to be replaced in the forecast.

Vehicle replacement unit costs are based on the most recent MTC regional bus/van pricelist for FYs 2012-13 and FY 2013-14 for Transit Capital Priorities Call for Projects, unless vendor quotes were available. The pricelist assumes a 2 percent annual growth in vehicle cost. MTC Unit costs include cutaway vehicles at \$112,000-\$118,000 (Under/Over 26 feet), but FAST is in process of purchasing two 23-foot cutaway vehicles for \$70,000 each; minivans at \$54,000 although slightly used (less than 20,000 miles) Ford F-350 vans are readily available for under \$25,000; and transit diesel buses at \$517,000. Capital costs for maintenance shop equipment, small capital, and building improvements are provided by the City of Fairfield.

Eighteen vehicles ranging from minivans to paratransit vehicles to local fixed route buses are scheduled for replacement during the next five years. Additional local fixed route buses and large commuter buses are required to be replaced shortly after the forecast period. A listing of

vehicle replacement projects by year is shown. Maintenance shop equipment, small capital, and building improvements are funded per the City of Fairfield.

FY 12-13: Purchase of 6, 40 foot diesel-electric hybrid buses to replace 2-1994, 3-1996, and 1-2002 buses; 2, 23 foot paratransit vans; 2 support vehicles ; maintenance shop equipment; and small capital including engine replacements.

FY 13-14: Purchase 1 support vehicle; maintenance shop equipment and small capital including engine replacements.

FY 14-15: Purchase 1, 40 foot diesel-electric hybrid to replace the last 1996 bus; replacement of 1, 45 foot MCI through procurement managed by SolTrans; 2, 23 foot paratransit vehicles; maintenance shop equipment and small capital including engine replacements.

FY 15-16: Maintenance shop equipment and small capital including engine replacements.

FY 16-17: Replace 2, 45 foot MCIs through procurement managed by SolTrans; 1 support vehicle; maintenance shop equipment and small capital including engine replacements.

FY 17-18: Maintenance shop equipment and small capital including engine replacements.

The financial forecast data is expressed in year of expenditure. As shown in the forecast, FAST will operate with revenues and expenses in approximate balance for the forecast period. However, FAST will face significant costs for buses that will need to be replaced soon after the forecast period.

The adopted City of Fairfield budget anticipates a very significant cost decrease in the new operations contract that will take effect in FY 2014-15 in order to balance operating revenues and costs. The assumed decrease in the operations contract in the city's budget is almost \$1 million. While this was considered in development of the TSP, rather than show a significant decline in operating expenses, the TSP forecast holds fixed route and paratransit operating costs constant between FYs 2014 and 2015 to reflect some level of savings from the new contract. The assumption about the cost of the new operations contract in FY 2014-15 is one of the primary factors in whether FAST could continue operating its existing service and still have reserves for future bus replacements.

FAST management has indicated they are developing strategies to both reduce operating costs and increase operating revenues. In addition to the ongoing discussions with the current operations contractor for cost reductions in the final year of the current contract, FAST will structure the request for proposals (RFP) for a new contract to reduce costs. The most promising prospect for increasing operating revenues is the implementation of parking fees at the park and ride lots owned by the City. The City currently has two park and ride facilities with a total of 854 spaces and has funding for a third lot expected to open in early 2014 with estimated 180 spaces in design. The potential revenues that could be generated by restructuring advertising contracts is not expected to be a major factor in this size operation, so FAST will need to consider a combination of fare increases and service reductions if it not successful in reducing costs and generating parking revenues.

Financial Projections - Fixed Route Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement ⁽¹⁾	\$4,450,000	\$130,000	\$1,750,700	\$100,000	\$2,096,100	\$100,000
Bus Stop Improvements	\$80,000	\$340,000	\$0	\$0	\$0	\$0
Maint. Shop Equipment	\$100,000	\$103,000	\$106,000	\$109,000	\$113,000	\$116,000
Misc. Small Capital	\$100,000	\$103,000	\$106,000	\$109,000	\$113,000	\$116,000
Facilities	\$820,000	\$1,912,000	\$3,700,000	\$1,150,000	\$100,000	\$0
Total	\$5,550,000	\$2,588,000	\$5,662,700	\$1,468,000	\$2,422,100	\$332,000
Capital Revenue						
Transportation Development Act	\$1,429,200	\$471,000	\$566,700	\$318,000	\$461,000	\$332,000
State Transit Assistance Fund ⁽²⁾	\$1,047,100	\$0	\$0	\$0	\$387,600	\$0
Proposition 1B	\$942,300	\$333,500	\$931,700	\$0	\$1,573,500	\$0
RM2		\$400,000	\$3,600,000	\$1,150,000		
Misc FTA (Earmarks, Lifeline, Grants)	\$631,400	\$1,383,600				
FTA 5309	\$1,500,000	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$564,300			
Total	\$5,550,000	\$2,588,100	\$5,662,700	\$1,468,000	\$2,422,100	\$332,000
Annual Net Surplus/Deficit - Capital	\$0	\$100	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$100	\$100	\$100	\$100	\$100
Operating Expense						
Fixed Route ⁽³⁾	\$8,389,000	\$8,641,000	\$8,641,000	\$8,900,000	\$9,167,000	\$9,442,000
Fairfield Transportation Center	\$336,000	\$338,000	\$340,000	\$342,000	\$344,000	\$346,000
Park & Ride Lots (Red Top, Oliver, Train Station)	\$60,000	\$62,000	\$108,000	\$117,000	\$126,000	\$129,000
Cost Allocation	\$307,000	\$312,000	\$307,000	\$310,000	\$316,000	\$325,000
Total	\$9,092,000	\$9,353,000	\$9,396,000	\$9,669,000	\$9,953,000	\$10,242,000
Operating Revenue						

Financial Projections - Fixed Route Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Fares ⁽⁴⁾	\$2,110,000	\$2,152,000	\$2,195,000	\$2,239,000	\$2,284,000	\$2,330,000
Other Income	\$106,000	\$109,000	\$111,000	\$114,000	\$117,000	\$119,000
RM 2	\$711,000	\$711,000	\$711,000	\$711,000	\$711,000	\$711,000
Transportation Development Act ⁽⁵⁾	\$2,993,000	\$3,053,000	\$3,114,000	\$3,176,000	\$3,271,000	\$3,369,000
TDA Intercity Transit Cost Sharing	\$958,000	\$977,000	\$997,000	\$1,017,000	\$1,048,000	\$1,079,000
State Transit Assistance Fund	\$0	\$116,100	\$116,100	\$116,100	\$116,100	\$116,100
FTA 5307/5311 ⁽⁶⁾	\$2,569,000	\$2,452,000	\$2,452,000	\$2,452,000	\$2,452,000	\$2,452,000
Total	\$9,447,000	\$9,570,100	\$9,696,100	\$9,825,100	\$9,999,100	\$10,176,100
Annual Net Surplus/Deficit - Operations	\$355,000	\$217,100	\$300,100	\$156,100	\$46,100	-\$65,900
Cumulative Net Surplus/Deficit - Operations	\$355,000	\$572,100	\$872,200	\$1,028,300	\$1,074,400	\$1,008,500

(1) Vehicle replacement includes replacement of intercity service commuter buses using funding committed by the Solano Transportation Authority in procurements being managed by SolTrans.

(2) STAF for FY 2013 includes carryover of \$923,947 plus fiscal year revenue estimate of \$123,196. STAF reduction of 6% between FY 2013 revenue estimate of \$123,196 and 2014 based on proposed FY 2013-14 State budget. Reduced revenue shown as operating revenues. STA operating revenue held constant since STAF is volatile based on unpredictable diesel fuel sales.

(3) Fixed route operating costs increase by 3%, slightly above the forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA). Costs in FY 2014-15 remain the same as the prior year to reflect cost savings anticipated by FAST with a new operating contract.

(4) Fares grow at 2% per year.

(5) TDA revenues are net of STA Planning (\$127,000) and Intercity Service Agreement (SolTrans \$101,000). TDA grows by 2% annually for first three years, then 3% next two years, mirroring forecasted growth of SF CMSA CPI Forecast through FY 2015-16.

(6) FTA 5307 urban revenues of about \$2.4 million based on MTC estimates for FYs 2013 and 2014. FTA 5311 rural revenues of \$200,000 in FY 2013 based on STA allocation, and \$50,000 thereafter.

**Financial Projections - Paratransit and Local and Intercity Tax
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement	\$140,000	\$0	\$180,000	\$0	\$0	\$0
Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$140,000	\$0	\$180,000	\$0	\$0	\$0
Capital Revenue						
Transportation Development Act	\$79,200	\$0	\$180,000	\$0	\$0	\$0
State Transit Assistance Fund	\$0	\$0	\$0	\$0	\$0	\$0
Proposition 1B	\$60,800	\$0	\$0	\$0	\$0	\$0
RM2	\$0	\$0	\$0	\$0	\$0	\$0
Misc FTA (Earmarks, Lifeline, Grants)	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5309	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$140,000	\$0	\$180,000	\$0	\$0	\$0
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
Paratransit ⁽¹⁾	\$1,279,000	\$1,317,000	\$1,317,000	\$1,357,000	\$1,398,000	\$1,440,000
Local Taxi	\$130,000	\$132,000	\$136,000	\$140,000	\$144,000	\$148,000
Intercity Taxi	\$150,000	\$153,000	\$158,000	\$163,000	\$168,000	\$173,000
Volunteer Driver	\$54,000	\$56,000	\$58,000	\$60,000	\$62,000	\$64,000
Cost Allocation Plan	\$39,000	\$35,000	\$40,000	\$40,000	\$41,000	\$42,000
Fairfield Transportation Center	\$64,000	\$66,000	\$68,000	\$70,000	\$72,000	\$74,000
Total	\$1,716,000	\$1,759,000	\$1,777,000	\$1,830,000	\$1,885,000	\$1,941,000
Operating Revenue						
Fares ⁽²⁾	\$131,000	\$134,000	\$137,000	\$140,000	\$143,000	\$146,000
Local Operating	\$246,000	\$246,000	\$246,000	\$246,000	\$246,000	\$246,000

**Financial Projections - Paratransit and Local and Intercity Taxi
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Transportation Development Act ⁽³⁾	\$1,391,000	\$1,419,000	\$1,447,000	\$1,476,000	\$1,520,000	\$1,566,000
Total	\$1,768,000	\$1,799,000	\$1,830,000	\$1,862,000	\$1,909,000	\$1,958,000
Annual Net Surplus/Deficit - Operations	\$52,000	\$40,000	\$53,000	\$32,000	\$24,000	\$17,000
Cumulative Net Surplus/Deficit - Operations	\$52,000	\$92,000	\$145,000	\$177,000	\$201,000	\$218,000

(1) Paratransit operating costs increase by 3%, slightly above the forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA). Costs in FY 2014-15 remain the same as the prior year to reflect cost savings anticipated by FAST with a new operating contract.

(2) Fares grow at 2% per year.

(3) TDA grows by 2% annually for first three years, then 3% next two years, mirroring forecasted growth of SF CMSA CPI Forecast through FY 2015-16.

**Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement ⁽¹⁾	\$4,590,000	\$130,000	\$1,930,700	\$100,000	\$2,096,100	\$100,000
Bus Stop Improvements	\$80,000	\$340,000	\$0	\$0	\$0	\$0
Maint. Shop Equipment	\$100,000	\$103,000	\$106,000	\$109,000	\$113,000	\$116,000
Misc. Small Capital	\$100,000	\$103,000	\$106,000	\$109,000	\$113,000	\$116,000
Facilities	\$820,000	\$1,912,000	\$3,700,000	\$1,150,000	\$100,000	\$0
Total	\$5,690,000	\$2,588,000	\$5,842,700	\$1,468,000	\$2,422,100	\$332,000
Capital Revenue						
Transportation Development Act	\$1,508,400	\$471,000	\$746,700	\$318,000	\$461,000	\$332,000
State Transit Assistance Fund	\$1,047,100	\$0	\$0	\$0	\$387,600	\$0

**Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Proposition 1B	\$1,003,100	\$333,500	\$931,700	\$0	\$1,573,500	\$0
RM2	\$0	\$400,000	\$3,600,000	\$1,150,000	\$0	\$0
Misc FTA (Earmarks, Lifeline, Grants)	\$631,400	\$1,383,600	\$0	\$0	\$0	\$0
FTA 5309	\$1,500,000	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$564,300	\$0	\$0	\$0
Total	\$5,690,000	\$2,588,100	\$5,842,700	\$1,468,000	\$2,422,100	\$332,000
Annual Net Surplus/Deficit - Capital	\$0	\$100	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$100	\$100	\$100	\$100	\$100
Operating Expense						
Operations	\$10,002,000	\$10,299,000	\$10,310,000	\$10,620,000	\$10,939,000	\$11,267,000
Fairfield Transportation Center	\$400,000	\$404,000	\$408,000	\$412,000	\$416,000	\$420,000
Park & Ride Lots	\$60,000	\$62,000	\$108,000	\$117,000	\$126,000	\$129,000
Cost Allocation	\$346,000	\$347,000	\$347,000	\$350,000	\$357,000	\$367,000
Total	\$10,808,000	\$11,112,000	\$11,173,000	\$11,499,000	\$11,838,000	\$12,183,000
Operating Revenue						
Fares	\$2,241,000	\$2,286,000	\$2,332,000	\$2,379,000	\$2,427,000	\$2,476,000
Other Income	\$106,000	\$109,000	\$111,000	\$114,000	\$117,000	\$119,000
Local Operating	\$246,000	\$246,000	\$246,000	\$246,000	\$246,000	\$246,000
RM 2	\$711,000	\$711,000	\$711,000	\$711,000	\$711,000	\$711,000
Transportation Development Act ⁽²⁾	\$4,384,000	\$4,472,000	\$4,561,000	\$4,652,000	\$4,791,000	\$4,935,000
TDA Intercity Transit Cost Sharing	\$958,000	\$977,000	\$997,000	\$1,017,000	\$1,048,000	\$1,079,000
State Transit Assistance Fund	\$0	\$116,100	\$116,100	\$116,100	\$116,100	\$116,100
FTA 5307/5311	\$2,569,000	\$2,452,000	\$2,452,000	\$2,452,000	\$2,452,000	\$2,452,000
Total	\$11,215,000	\$11,369,100	\$11,526,100	\$11,687,100	\$11,908,100	\$12,134,100
Annual Net Surplus/Deficit - Operations	\$407,000	\$257,100	\$353,100	\$188,100	\$70,100	-\$48,900

**Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Cumulative Net Surplus/Deficit - Operations	\$407,000	\$664,100	\$1,017,200	\$1,205,300	\$1,275,400	\$1,226,500
TDA Reserve ⁽³⁾	\$2,760,000	\$0	\$0	\$0	\$0	\$0
TDA Carryover ⁽⁴⁾	\$1,422,800	\$3,031,400	\$2,767,500	\$2,323,900	\$2,144,000	\$1,703,100
Annual Operations Balance	\$407,000	\$257,100	\$353,100	\$188,100	\$70,100	-\$48,900
TDA Suisun Transit Station Maintenance ⁽⁵⁾	-\$50,000	-\$50,000	-\$50,000	-\$50,000	-\$50,000	-\$50,000
TDA Capital Uses	-\$1,508,400	-\$471,000	-\$746,700	-\$318,000	-\$461,000	-\$332,000
Net Carryover	\$3,031,400	\$2,767,500	\$2,323,900	\$2,144,000	\$1,703,100	\$1,272,200

(1) Vehicle replacement includes replacement of intercity service commuter buses using funding committed by the Solano Transportation Authority in procurements being managed by SolTrans.

(2) TDA revenues are net of STA Planning (\$127,000) and Intercity Service Agreement (SolTrans \$101,000). Fairfield claimed all of its annual apportionment plus carryover, including the full amount for Suisun City, for transit services in FY 2013. Beginning in FY 2014, it is assumed the amounts claimed reflect only annual MTC apportionments and no carryover, hence the decrease in TDA between FYs 2013 and 2014.

(3) Fairfield has retained \$2.7 million in TDA reserves from past years that will be returned to MTC and included as part of future TDA carryover balances.

(4) Fairfield claimed all TDA funds for FY 12-13, so there is no unallocated carryover for that year. However, Fairfield has \$1.4 million of previously allocated TDA that can be used to reimburse capital project expenses. This amount is shown in the FY 2012-13 TDA Carryover.

(5) \$50,000 in annual TDA will be provided for maintenance of the Suisun-Fairfield Train Station in Suisun City.

City of Rio Vista Delta Breeze

The following tables provide an initial summary of the historic financial and performance data for Rio Vista Delta Breeze. Data sources used to comprise the tables include TDA Claims, Fiscal Audits, National Transit Database, Comprehensive Annual Financial Reports, MTC Statistical Summary, and State Controller Reports. A review of other data sources including the Short Range Transit Plan was also conducted.

Data Consistency

A comparison of key financial and operations data was undertaken to determine the general accuracy of the recording and reporting by City of Rio Vista staff. With an understanding that various reports are submitted at different times on the state and federal levels, they are all prepared after the end of the fiscal year and ideally should match. The listing of the data provides comparison to show discrepancies that exist among the various data sources that portray the financial health of the transit system.

RIO VISTA DATA CONSISTENCY - TOTAL SYSTEM

Performance Measure	Source	FY09	FY10	FY11	FY12
Total Operating Expenses	FTA National Transit Database	\$337,275	\$443,832	\$490,011	\$556,149
	State Controller Report	\$377,917	\$440,967	\$504,016	\$556,149
	Audited Financial Statements	\$313,658	\$386,135	\$509,083	
	MTC Statistical	\$337,000	\$444,000	\$472,000	
	TDA Claim	\$325,028	\$386,135	\$502,423	\$525,536
Farebox Revenues	S RTP		\$387,717	\$505,996	
	FTA National Transit Database	\$59,258	\$103,451	\$57,459	\$53,775
	State Controller Report	\$65,593	\$45,141	\$62,459	\$53,775
	Audited Financial Statements	\$65,668	\$108,038	\$114,935	
	MTC Statistical	\$59,000	\$63,000	\$62,000	
TDA Claim	\$71,353	\$68,783	\$60,866	\$42,125	
	S RTP		\$26,000	\$62,213	

RIO VISTA DATA CONSISTENCY - FIXED ROUTE

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	TDA Claim	\$313,658	\$364,649	\$494,016	\$525,286
	MTC Statistical	\$337,000	\$444,000	\$472,000	
Passenger Fares	TDA Claim	\$65,668	\$58,038	\$57,459	\$42,000
	MTC Statistical	\$59,000	\$63,000	\$62,000	
Passengers	FTA National Transit Database	11,180	14,399	13,431	15,050
	State Controller Report	11,180	14,399	13,431	
	MTC Statistical	11,000	14,000	12,000	
	TDA Claims	11,196	14,648	13,431	
	SRTP	11,180	14,648	13,181	
Vehicle Service Hours	FTA National Transit Database	4,572	5,825	5,475	5,500
	State Controller Report	4,572	5,824	5,419	
	MTC Statistical	3,000	6,000	5,000	
	TDA Claims	3,130	5,825	5,475	
	SRTP			5,719	
Vehicle Service Miles	FTA National Transit Database	78,959	123,679	130,151	126,000
	State Controller Report	78,959	123,679	130,151	
	MTC Statistical	42,000	116,000	130,000	
	TDA Claims	42,138	123,679	130,151	
	SRTP			131,132	
Employee Full-Time Equivalents	FTA National Transit Database				10.0
	State Controller Report	6.0	8.0	10.0	
	MTC Statistical	6.0	12.0	12.0	
	TDA Claims	6.0	8.0	11.0	

RIO VISTA DATA CONSISTENCY - TAXI SCRIP

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	TDA Claim	\$11,370	\$21,486	\$8,407	\$250
Passenger Fare	TDA Claim	\$5,685	\$10,745	\$3,407	\$125
Passengers	FTA National Transit Database	281	281	108	
	State Controller Report	119	281	99	
	TDA Claim	119	281	108	8
Vehicle Service Hours	FTA National Transit Database	259	259	108	
	State Controller Report	321	259	100	
	TDA Claim	321	259	108	3
Vehicle Service Miles	FTA National Transit Database	7,213	7,213	3,690	
	State Controller Report	3,018	7,213	3,390	
	TDA Claim	3,018	7,213	3,690	85
Employee Full-Time Equivalents	FTA National Transit Database				
	State Controller Report	2.0	2.0	2.0	
	TDA Claim	2.0	2.0	1.0	1.0

Cost Drivers

Cost drivers are expense items necessary to provide a particular service. Cost drivers for Delta Breeze include operations, maintenance, fuel and administration. The percentage of administrative wages and benefits and fuel are derived relative to total operations costs. The transit manager was transitioned from a contractor to a city staff member in FY 2011 which increased administrative labor cost.

Cost Drivers
Rio Vista Delta Breeze

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Salaries & Wages (direct and city admin. staff)	\$16,403	\$9,890	\$10,788	\$33,061	\$31,378
<i>Ann. % Chg.</i>		-40%	9%	206%	-5%
Benefits (Direct Employee)	\$9,607	\$6,634	\$5,676	\$10,987	\$13,388
<i>Ann. % Chg.</i>		-31%	-14%	94%	22%
Fuel	\$29,759	\$52,000	\$50,000	\$48,000	\$53,000
<i>Ann. % Chg.</i>		75%	-4%	-4%	10%

Salaries & Wages as % of Total Operations Cost (minus Depreciation)	5%	3%	3%	6%	5%
Benefits as a % of Total Operations Cost (minus Depreciation)	3%	2%	1%	2%	2%
Fuel as % of Total Operations Cost (minus Depreciation)	10%	17%	13%	9%	9%

Source: Rio Vista Delta Breeze Transit Budget

A breakdown of audited operations costs between O&M and administration is provided for the period of FYs 2007-08 through 2010-11. The significant variance in expenses from one year to another makes it difficult to draw any initial trends or conclusions, although the general trend is an increase in overall costs. In FY 2008, the fiscal auditor treated some contractor fixed operations costs as administrative cost, and then charged administrative expenses into operations the next year.

Delta Breeze Transit Operations Expenses

	FY 2008	FY 2009	FY 2010	2011
Operations and Maintenance	\$136,540	\$306,716	\$353,506	\$474,402
<i>Ann. % Chg</i>		125%	15%	34%
Administrative and General	\$162,330	\$6,942	\$32,910	\$34,681
<i>Ann. % Chg</i>		-96%	374%	5%
Depreciation	\$11,053	\$19,253	\$23,269	\$24,552
<i>Ann. % Chg</i>		74%	21%	6%
Total	\$309,923	\$332,911	\$409,685	\$533,635

Source: TDA Fiscal Audits

A further division of operating expenses among other cost drivers is shown using audited data. The data shows that contract operations costs as well as supplies and materials increased

significantly between FYs 2009 and 2011. This increase is in line with expanded services that occurred over the past few years. Also, this was due to a change in operating contractors in FY 2010 from MV to Storer. Storer had much higher costs as compared to MV.

Delta Breeze Transit Operations Expenses

	FY 2009	FY 2010	FY 2011
Salaries and Benefits	\$17,135	\$15,028	\$34,681
<i>% Change</i>		-12%	131%
Contract Services	\$221,831	\$268,399	\$315,190
<i>% Change</i>		21%	17%
Supplies and Materials	\$57,685	\$82,371	\$158,866
<i>% Change</i>		43%	93%
Insurance	\$2,313	\$1,831	\$103
<i>% Change</i>		-21%	-94%
Maintenance and Repair	\$725	\$262	\$0
<i>% Change</i>		-64%	-100%
Communications	\$932	\$6,112	\$93
<i>% Change</i>		556%	-98%
Professional Services	\$13,037	\$12,413	\$144
<i>% Change</i>		-5%	-99%
Depreciation	\$19,253	\$23,269	\$24,552
<i>% Change</i>		21%	6%
Total	\$332,911	\$409,685	\$533,629
		23%	30%

Source: City of Rio Vista CAFR

Performance Trends

The following tables provide information on performance indicators and trends of the transit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. The general trend for the fiscal years 2009 through 2011 shows less cost efficiency and effectiveness measured in cost per hours and per passenger, and farebox recovery. Service effectiveness measured by passengers per hour remained relatively stable, but below approved standards in the SRTP.

Fare revenues reported by the city have historically been comprised of several sources including passenger fares, River Delta Unified School District (RDUSD) contract revenue, Greyhound ticket sales commissions, and other miscellaneous funds. These revenues have generally been combined in the accounts of the City finance department when reporting on fare revenue, thus creating difficulties in separating true passenger fares from the other sources. Transit staff has begun to separate these sources to identify the actual base fares generated by the general public and students from riding Delta Breeze.

The SRTP reports that historically passenger fares alone have not been enough to meet the required farebox recovery ratio, and that the other local revenues are needed to meet the ratio. Since the historic data from published city reports do not separate passenger fares from local support revenue, the fare revenue in the tables include all the various sources. When including only passenger fares, the farebox ratio declines to about 5 percent according to the SRTP. Recent reconciliation of fare revenues by city transit staff show that pure passenger fare revenues from general public transit, school district ridership and taxi scrip is about \$30,000.

RIO VISTA PERFORMANCE INDICATORS - TOTAL SYSTEM

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$325,028	\$386,135	\$502,423	54.6%
<i>Annual % Change</i>		18.8%	30.1%	
Passengers	11,299	14,680	13,539	19.8%
<i>Annual % Change</i>		29.9%	-7.8%	
Vehicle Service Hours	4,893	6,084	5,583	14.1%
<i>Annual % Change</i>		24.3%	-8.2%	
Vehicle Service Miles	81,977	130,892	133,841	63.3%
<i>Annual % Change</i>		59.7%	2.3%	
Employee FTEs	8	10	12	50.0%
<i>Annual % Change</i>		25.0%	20.0%	
Fare Revenue ⁽¹⁾	\$65,668	\$68,783	\$60,866	-7.3%
<i>Annual % Change</i>		4.7%	-11.5%	
Operating Cost per Passenger	\$28.77	\$26.30	\$37.11	29.0%
<i>Annual % Change</i>		-8.6%	41.1%	
Operating Cost per Vehicle Service Hour	\$66.43	\$63.47	\$89.99	35.5%
<i>Annual % Change</i>		-4.5%	41.8%	
Passengers per Vehicle Service Hour	2.31	2.41	2.43	5.0%
<i>Annual % Change</i>		4.5%	0.5%	
Passengers per Vehicle Service Mile	0.14	0.11	0.10	-26.6%
<i>Annual % Change</i>		-18.6%	-9.8%	
Veh Service Hours per Employee FTE	612	608	465	-23.9%
<i>Annual % Change</i>		-0.5%	-23.5%	
Fare per Passenger	\$5.81	\$4.69	\$4.50	-22.6%
<i>Annual % Change</i>		-19.4%	-4.1%	
Subsidy per passenger	\$22.95	\$21.62	\$32.61	42.1%
<i>Annual % Change</i>		-5.8%	50.9%	
Farebox Recovery Ratio	20.2%	17.8%	12.1%	-40.0%
<i>Annual % Change</i>		-11.8%	-32.0%	

Percentage Change				
Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	

(1) Fare revenue for FY11 excluding service extensions was \$37,253, and operating cost was \$476,365. Farebox excluding service extensions was 7.8%.

Source: Operating costs (FYs 09-10) and fare revenue (FY 09) from TDA Fiscal Audit
 Operating costs for FY 11 from TDA Claim Actual
 Fare Revenue (FY 10 and 11) from TDA Claim Actuals

RIO VISTA PERFORMANCE INDICATORS - FIXED ROUTE

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$313,658	\$364,649	\$494,016	57.5%
<i>Annual % Change</i>		16.3%	35.5%	
Passengers	11,180	14,399	13,431	20.1%
<i>Annual % Change</i>		28.8%	-6.7%	
Vehicle Service Hours	4,572	5,825	5,475	19.8%
<i>Annual % Change</i>		27.4%	-6.0%	
Vehicle Service Miles	78,959	123,679	130,151	64.8%
<i>Annual % Change</i>		56.6%	5.2%	
Employee FTEs	6	8	11	83.3%
<i>Annual % Change</i>		33.3%	37.5%	
Fare Revenue	\$59,983	\$58,038	\$57,459	-4.2%
<i>Annual % Change</i>		-3.2%	-1.0%	
Operating Cost per Passenger	\$28.06	\$25.32	\$36.78	31.1%
<i>Annual % Change</i>		-9.7%	45.2%	
Operating Cost per Vehicle Service Hour	\$68.60	\$62.60	\$90.23	31.5%
<i>Annual % Change</i>		-8.8%	44.1%	
Passengers per Vehicle Service Hour	2.45	2.47	2.45	0.3%
<i>Annual % Change</i>		1.1%	-0.8%	
Passengers per Vehicle Service Mile	0.14	0.12	0.10	-27.1%
<i>Annual % Change</i>		-17.8%	-11.4%	
Veh Service Hours per Employee FTE	762	728	498	-34.7%
<i>Annual % Change</i>		-4.4%	-31.6%	
Fare per Passenger	\$5.37	\$4.03	\$4.28	-20.3%
<i>Annual % Change</i>		-24.9%	6.1%	
Subsidy per passenger	\$22.69	\$21.29	\$32.50	43.3%
<i>Annual % Change</i>		-6.2%	52.6%	
Farebox Recovery	19.1%	15.9%	11.6%	-39.2%
<i>Annual % Change</i>		-16.8%	-26.9%	

Percentage Change				
Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	

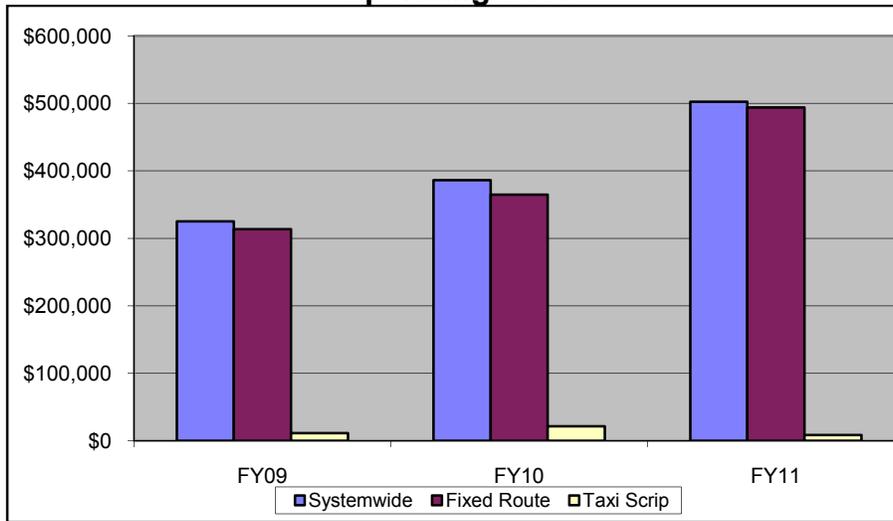
Source: Passengers, Vehicle Service Hours/Miles are from National Transit Database Reports.
Operating Costs and Employee FTEs are from annual TDA Claims Actual
Employee FTEs are from annual TDA Claims Actual

RIO VISTA PERFORMANCE INDICATORS - TAXI SCRIP

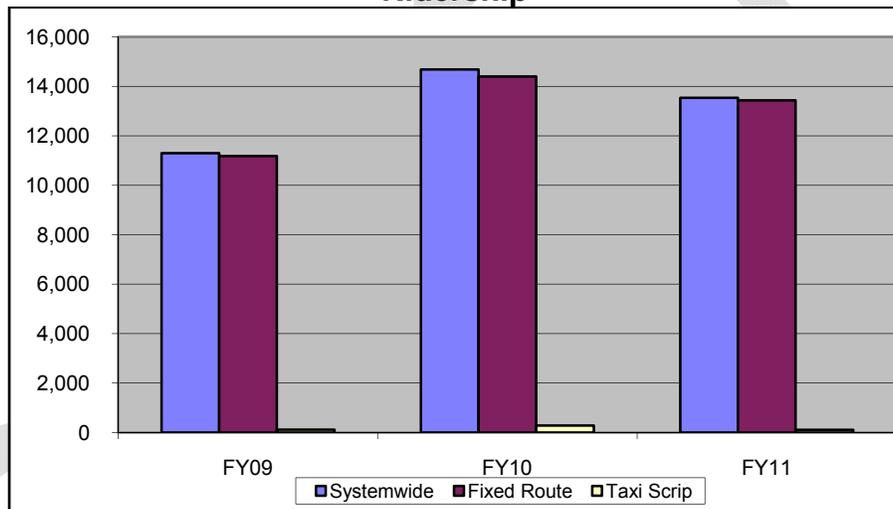
Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$11,370	\$21,486	\$8,407	-26.1%
<i>Annual % Change</i>		89.0%	-60.9%	
Passengers	119	281	108	-9.2%
<i>Annual % Change</i>		136.1%	-61.6%	
Vehicle Service Hours	321	259	108	-66.4%
<i>Annual % Change</i>		-19.3%	-58.3%	
Vehicle Service Miles	3,018	7,213	3,690	22.3%
<i>Annual % Change</i>		139.0%	-48.8%	
Employee FTEs	2	2	1	-50.0%
<i>Annual % Change</i>		0.0%	-50.0%	
Fare Revenue	\$5,685	\$10,745	\$3,407	-40.1%
<i>Annual % Change</i>		89.0%	-68.3%	
Operating Cost per Passenger	\$95.55	\$76.46	\$77.84	-18.5%
<i>Annual % Change</i>		-20.0%	1.8%	
Operating Cost per Vehicle Service Hour	\$35.42	\$82.96	\$77.84	119.8%
<i>Annual % Change</i>		134.2%	-6.2%	
Passengers per Vehicle Service Hour	0.37	1.08	1.00	169.7%
<i>Annual % Change</i>		192.7%	-7.8%	
Passengers per Vehicle Service Mile	0.04	0.04	0.03	-25.8%
<i>Annual % Change</i>		-1.2%	-24.9%	
Veh Service Hours per Employee FTE	161	130	108	-32.7%
<i>Annual % Change</i>		-19.3%	-16.6%	
Fare per Passenger	\$47.77	\$38.24	\$31.55	-34.0%
<i>Annual % Change</i>		-20.0%	-17.5%	
Subsidy per passenger	\$47.77	\$38.22	\$46.30	-3.1%
<i>Annual % Change</i>		-20.0%	21.1%	
Farebox Recovery	50.0%	50.0%	40.5%	-18.9%
<i>Annual % Change</i>		0.0%	-19.0%	
Percentage Change				
Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	

Source: TDA Claims Actual

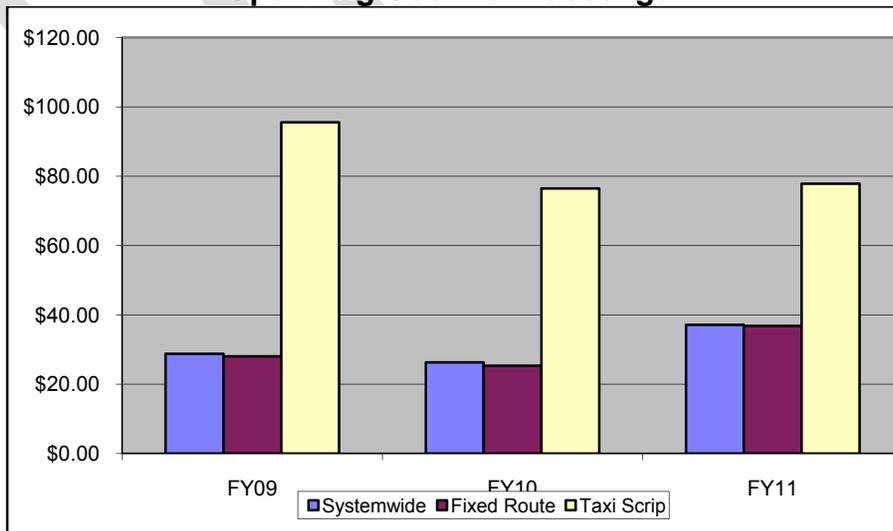
Operating Cost



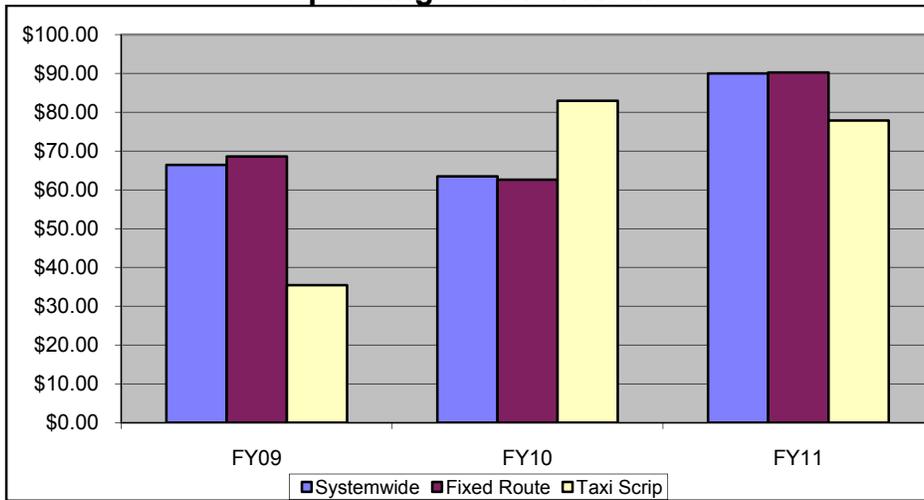
Ridership



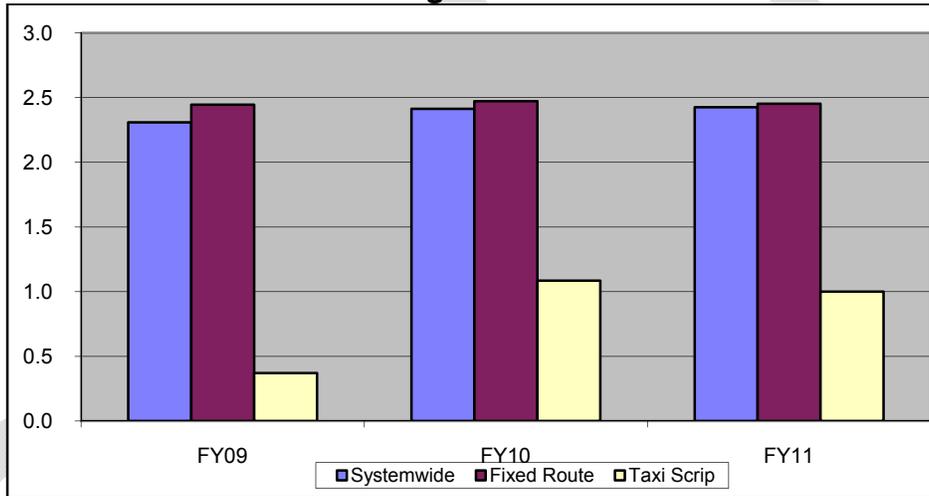
Operating Cost Per Passenger



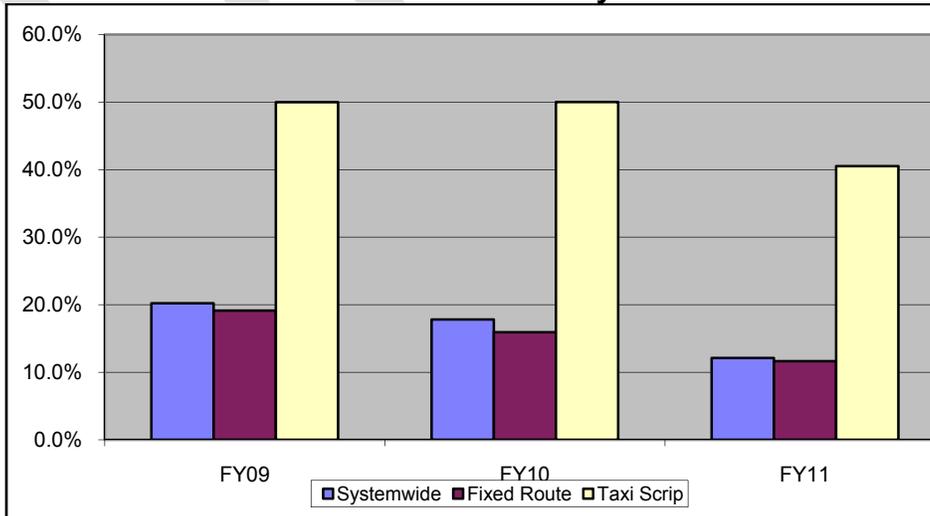
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Performance Against SRTP Standards

The recent SRTP for Rio Vista Delta Breeze updated the performance goals for the transit system. A sampling of the goals and the current status of the system meeting the goals is shown.

Performance Measure	Fixed Route Standard	Fixed Route Actual (FY 10-11)	Standard Met?
Operating Cost per Hour	\$52.00	\$90.23	No
Operating Cost per Passenger	\$30.00	\$36.78	No
Passengers per Hour	3	2.5	No

Operating Revenues

Rio Vista Delta Breeze relies on a variety of local, state and federal funding sources for operations of the transit service. They include fare revenue, contract revenue such as with the school district, advertising, TDA, and various federal funds. FTA 5311, FTA 5316 and 5317 funds are competitive grants based on the distribution process by Caltrans and MTC. Using National Transit Database information, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type, including local, state and federal is also shown.

Operating Revenues by Source

	FY 09	FY 10	FY 11
Fare Revenue	\$59,258	\$103,451	\$57,459
Contract Revenue	\$0	\$0	\$97,605
Local Funds	\$23,762	\$2,231	\$0
TDA-LTF/STA	\$91,378	\$154,916	\$182,200
FTA 5311	\$97,877	\$22,265	\$43,827
FTA 5316	\$50,000	\$51,201	\$47,399
FTA 5317	\$15,000	\$15,000	\$25,318
Other FTA Funds ⁽¹⁾	<u>\$0</u>	<u>\$24,673</u>	<u>\$0</u>
Total	\$337,275	\$373,738	\$453,807
(1) FY 2010, Other FTA Funds is MTC LIFT			
Source: National Transit Database			

Summary of Operating Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
Local Revenues (fares, other)	\$83,020	25%	\$105,683	28%	\$155,063	34%
State Funds	\$91,378	27%	\$154,916	41%	\$182,200	40%
Federal	<u>\$162,877</u>	<u>48%</u>	<u>\$113,139</u>	<u>30%</u>	<u>\$116,544</u>	<u>26%</u>
Total	\$337,275	100%	\$373,738	100%	\$453,807	100%

The SRTP prepared for Delta Breeze provides additional information on historical operating revenues by grant source. In contrast to the above tables from NTD that show the year of expenditure of the revenue, the SRTP revenue table appear to show when the grant was awarded and the total amount. For example, for FTA 5316, the SRTP revenues show \$98,600 in FY 2010. However, these revenues were expended over a two year period as shown in the NTD table for FYs 2010 and 2011. In addition, for FTA 5311 revenues, there is a lag of one year between the two tables, with the SRTP table showing when the grant was awarded, and the NTD table showing when expended. According to the SRTP table, of the federal revenues, the largest source has been FTA 5316, followed by FTA 5311.

Historic Operating Revenues

	FY 09	FY 10	FY 11	FY 12
LIFT	\$23,263	\$24,673	\$0	\$0
Lifeline	\$0	\$0	\$0	\$0
FTA 5310	\$0	\$0	\$25,000	\$0
FTA 5311	\$22,265	\$43,827	\$22,624	\$61,344
FTA 5316	\$0	\$98,600	\$0	\$100,000
FTA 5317	\$0	\$15,000	\$31,000	\$0
ARRA	<u>\$0</u>	<u>\$75,000</u>	<u>\$0</u>	<u>\$0</u>
Total	\$45,528	\$257,100	\$78,624	\$161,344
Source: SRTP				

Capital Revenues

Rio Vista uses a combination of federal and local match funds for capital purchases including for vehicle replacement. The City has relied on one time funding sources in the past such as American Recovery and Reinvestment Act (ARRA) revenues, as well as competitive federal funds. The SRTP describes that the City will be drawing down on its TDA capital reserves in the near future to replace its vehicle fleet as buses exceed their useful life in conjunction with using

competitive FTA Sections 5310 and 5311 grants, if successful. Using National Transit Database information, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type is also shown.

Capital Revenues by Source

	FY 09	FY 10	FY 11
State Funds	\$12,851	\$0	\$2,094
FTA 5310	\$0	\$4,383	\$4,383
FTA 5311 ARRA	\$0	\$35,246	\$36,903
FTA 5316	\$51,408	\$0	\$0
FTA 5317	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	\$64,259	\$39,629	\$43,380
Source: National Transit Database			

Summary of Capital Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
State Funds	\$12,851	20%	\$0	0%	\$2,094	5%
FTA	<u>\$51,408</u>	<u>80%</u>	<u>\$39,629</u>	<u>100%</u>	<u>\$41,286</u>	<u>95%</u>
Total	\$64,259	100%	\$39,629	100%	\$43,380	100%

Capital Expenses

Delta Breeze has recently replaced two vehicles of the five bus fleet. Commensurate with the restructuring of the transit service during FY 2012-13, the active fleet is reduced to four.

TDA Fund Balance

Rio Vista is apportioned close to about \$250,000 in Transportation Development Act (TDA) Local Transportation Funds (LTF) on an annual basis. The city does not claim the maximum apportionments for transit operations, but rather, as a policy, sets aside funds in reserve to hedge against future uncertainty with respect to transit service funding (in particular, competitive Federal grants). According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, Rio Vista had a fund balance of about \$433,000 available for allocation during FY 2012-13. The city claimed about \$160,000 during the fiscal year, leaving a balance of \$273,000 in unallocated revenue.

The city has also instituted a TDA-LTF reserve of \$90,000 to be maintained as part of the unallocated amount. The unallocated balance provides a short term cushion to the city as it makes decisions about the future of the transit system. While federal grant funding has been helpful in the recent past to expand service and offset the use of TDA, the city recognizes that

those fund sources are unstable. With the July 1, 2012 service change, the City restructured the transit system to match more committed funding and to avoid drawing down on the TDA reserve funds.

Cost Containment

Rio Vista has implemented a number of measures to contain cost of Rio Vista Delta Breeze. The most pronounced measure is the recent restructuring of service starting in July 2012. The city has reduced service by 22 percent, including the elimination of Saturday service for both Route 50 and Route 52, elimination of midday service on Route 52, and consolidation of Route 50 from five to three daily weekday round trips.

Transit staff is implementing recommendations in the latest SRTP such as restructured transit service to operate with operating funds that are known and committed. City overhead cost allocation is being addressed to reduce administrative costs charged to the Transit Enterprise Fund. Also, since FY 2008-09, alternative revenue generation projects to diversify the transit income stream have been promoted such as Greyhound ticket sales and contracts with the River Delta Unified School District (RDUSD) to provide afterschool program transportation in conjunction with general public transportation on Route 51. Additional opportunities for Rio Vista Delta Breeze may exist when the school district ends transportation to the high school as there is a growing need to transport students across State Route 12.

A new contract provider was selected to operate Delta Breeze starting in FY 2012-13. A combination of lower contractor costs and less transit service will result in better cost containment. The previous operations contract with another vendor had higher costs in prior years that contributed to the poorer performance of the system. However, a downside to this trend experienced by Rio Vista was that the number of bidders during the RFP period to provide service was very limited. It was expressed by potential contractors that as the transit system becomes smaller, profit margins to the contractors get tighter, thus limiting their interest in serving Rio Vista. This trend presents an additional challenge to Rio Vista Delta Breeze.

Internally, the City instituted a number of staff measures beginning in FY 2009-10. These measures include furloughs every other Friday, wage freezes but with cost of living increases, managerial position freezes, and contracting out certain city positions. According to City transit staff, it recently recommended to the City council to award a new fuel contract for potential cost savings for the next five years, not only for transit, but for other City departments as well.

Five-Year Financial Forecast

A forecast of revenues and expenses for both operations and capital projects for Rio Vista Delta Breeze is presented for the next five-years. With city staff input, the forecast provides a base scenario of reduced service from recent historic levels. The forecast relies on more stable funding streams to sustain operations of the transit system. The SRTP recently prepared for Delta Breeze provides guidance on the forecast and an implementation plan.

A funding strategy for Delta Breeze is to tap into alternative funding for operations. In addition to the more traditional sources such as TDA-LTF, STA, and federal transit grant monies, the city receives revenues from a service contract with the River Delta Unified School District and from Greyhound ticket sales. Some additional revenue is generated from advertising and other local sources.

Dispatchers sell Greyhound tickets at the Suisun City Train Depot concurrent with taking dial-a-ride reservations for Delta Breeze. There is an opportunity cost for the transit system in that the dispatchers could miss answering the phone to serve a Delta Breeze customer while selling Greyhound tickets. However, staff will return the missed call provided that a message is left by the caller. Greyhound ticket sales are included in both the operating expense and revenue in the forecast as an offset. About 86 percent of the ticket sales revenue is remitted to Greyhound with Rio Vista retaining 14 percent as commission to apply toward transit services.

Fare revenue is comprised of different related revenues and includes passenger fares and fares generated from the RDUSD. Delta Breeze has historically not been able to meet its farebox recovery requirement through passenger fares alone. Fare revenue generated from passenger ridership comprises about 25 percent of total fare revenue shown in the forecast. This is equivalent to about \$18,000 projected in FY 2013-14, which would not meet the 10 percent minimum farebox requirement. When combined with other related revenue sources, Delta Breeze then meets the farebox ratio. Fare revenues were estimated using historical average fares collected.

As Rio Vista's policy is to not claim its full allocation of TDA-LTF for operations, claims for these funds grow at the pace of the system's operations needs. The pace of operations growth and system viability will be dependent in part on contract costs and willingness by private operators to bid on future contracts. The experience by Rio Vista in the latest bid round shows concern as the Delta Breeze has lowered its service levels.

It is assumed that TDA-LTF funds will grow marginally during the forecast period given some improvement that is expected in the economy in the coming years. While TDA-LTF revenues in Solano County have grown an average of almost 5 percent per year over the last 20 years (in actual dollars), the average figure factors in both economic peaks and valleys over a long time period. Because of the relatively short forecast period and to remain conservative, TDA-LTF growth rates are assumed to follow the forecasted Consumer Price Index for the San Francisco Consolidated Metropolitan Statistical Area (CMSA) developed by the State Department of Finance. The CPI forecast, which goes through FY 2015-16, assumes a 2 percent growth rate per year. The Transit Sustainability Project (TSP) forecast follows this trend. Also, accounting for continued level of some economic growth that is expected to occur slowly in the future, the TSP shows 3 percent growth per year for the last two years of the forecast.

Along with a TDA-LTF reserve, there is unallocated TDA funds in the short term to balance any shortfall while the City reviews its potential options for transit service delivery. Options include remaining a stand-alone city provided system, having another agency claim TDA-LTF on behalf

of Rio Vista (similar to Healdsburg and Cloverdale in Sonoma County), or merging with SolTrans or Fairfield And Suisun Transit, the larger transit operators in the county.

The operating revenue forecast will fund 4,340 annual revenue vehicle service hours (RVSH), based on the service plan recommended in the recent SRTP. Services include weekday Dial-A-Ride (Route 51) (9:30 AM-1:30 PM) (1,010 RVSH); weekday Route 50 three times daily (2,040 RVSH); Route 52 weekday AM/PM commute (630 RVSH); new Medical/ Shopping Shuttle (Route) 54 once a week (200 RVSH); and evening Route 51 service under contract with River Delta Unified School District (230 RVSH). The operations revenue and cost forecast only accounts for bus operations, and not for any infrastructure operations/maintenance such as future park and ride lots, or CNG fueling station.

On the capital side, the city anticipates replacing each of its four active vehicles during the forecast. One cutaway bus replacement is planned in each of FYs 2012-2013, 2013-14 and 2015-16. A minivan replacement vehicle is planned for FY 2016-2017. Other capital assets are also forecasted including bus stop amenities, automatic vehicle location (AVL) technology for buses, security cameras, and minor facility needs. Capital funding sources include federal grants (FTA Sections 5310, 5311, 5316 and 5317) and matching TDA-LTF and STA revenues.

Vehicle replacement unit costs are based on the SRTP cost estimates of \$82,400 per cutaway vehicle and \$53,600 per minivan. These costs align closely with the most recent MTC regional bus/van pricelist for FYs 2012-13 and FY 2013-14 for Transit Capital Priorities Call for Projects. Other capital costs were provided by the City's Transit and Airport Coordinator.

While not included in this forecast, the Delta Breeze SRTP discusses the Historic City and Downtown Waterfront Planned Development Area (PDA) Plan including infrastructure investments related to a planned water transit system. Investments include a land/dock transit plaza at the waterfront and a water vessel. Additional investments include two park and ride lots and a CNG fueling station. There are no stable funding sources identified for these major capital projects identified in the SRTP totaling an additional \$5.8 million. Rather, discretionary grants are assumed in the Delta Breeze SRTP with the CNG fueling station identified as having no funding.

A listing of capital projects in the TSP forecast by year include:

FY 2012-13: Procure one replacement bus; improve bus stop amenities including a shelter at Front and Main and update kiosks; purchase maintenance tools; Clipper implementation.

FY 2013-14: Procure one replacement bus; continue to update information kiosks at bus stops; procure fencing/overhang for Global Electric Motorcar vehicle.

FY 2014-15: Continue to update passenger amenities; install AVL; procure Security Cameras for buses.

FY 2015-16: Procure one replacement bus; install Passenger Improvements.

FY 2016-17: Procure one replacement minivan; continue to update passenger amenities.

FY 2017-18: Continue to update passenger amenities; install electronic fareboxes.

The financial forecast data is expressed in year of expenditure. As shown in the forecast, Delta Breeze will not have an operating deficit under current conditions, given its carryover funds. As described above, the City does not intend to claim its full TDA-LTF apportionment while maintaining an operating reserve. TDA carryover funds are also available to cover any shortfall that may occur. The City will continue to rely heavily on outside non-public transit funding such as Greyhound ticket sales, as well as school service contracts, to support the current system. In addition, federal grant programs such as FTA 5310, 5311, 5316 and 5317 are also actively sought. Delta Breeze is not anticipated to meet the required farebox ratio from passenger fares alone without other local support. In addition, a future uncertainty will be the next renewal of the transit service contract given the challenges that the City encountered in procuring a private transportation vendor to operate the smaller service.

For capital projects, vehicle replacements rely heavily on competitive FTA grants and the TDA-LTF or STA local match.

Financial Projections – City of Rio Vista Delta Breeze Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement	\$82,000	\$84,000		\$87,400	\$58,400	
Vehicle Amenities			\$45,000			\$175,000
Security Cameras			\$25,000			
Bus Stop Amenities	\$10,000	\$5,000	\$1,500	\$1,500	\$1,500	\$1,500
Facilities	\$10,300	\$13,000				
Clipper Implementation	\$1,500					
Total	\$103,800	\$102,000	\$71,500	\$88,900	\$59,900	\$176,500
Capital Revenue						
Transportation Development Act (LTF)	\$8,000	\$20,400	\$1,500	\$17,800	\$12,000	\$1,500
State Transit Assistance Funds (STAF)	\$30,000		\$45,000			\$175,000
FTA Grant (5310, 5311, 5316, 5317)	\$65,800	\$81,600	\$25,000	\$71,100	\$47,900	
Total	\$103,800	\$102,000	\$71,500	\$88,900	\$59,900	\$176,500
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						

Financial Projections – City of Rio Vista Delta Breeze Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Operations ⁽¹⁾	\$432,100	\$445,000	\$458,000	\$472,000	\$486,000	\$501,000
Operating Revenue						
Transportation Development Act (LTF) ⁽²⁾	\$151,000	\$154,000	\$157,100	\$160,200	\$165,000	\$170,000
State Transit Assistance Funds ⁽³⁾	\$9,800	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200
Isleton STAF	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
RDUSD Contract Revenues	\$20,000	\$20,600	\$21,200	\$21,800	\$22,400	\$23,000
Greyhound Revenue ⁽⁴⁾	\$95,000	\$97,900	\$100,800	\$103,800	\$106,900	\$110,100
FTA Section 5311	\$78,000	\$68,500	\$68,500	\$68,500	\$68,500	\$68,500
FTA Section 5316 ⁽⁵⁾	\$0	\$100,000	\$100,000	\$0	\$0	\$0
FTA Section 5317 ⁽⁵⁾	\$0	\$15,000	\$15,000	\$0	\$0	\$0
Fare Revenue (incl. RDUSD fares) ⁽⁶⁾	\$65,000	\$66,800	\$68,600	\$70,500	\$72,400	\$74,400
Advertising, Clipper, Reg. Transit Connection Card, Newspaper	\$3,500	\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Total	\$427,300	\$540,600	\$549,100	\$442,800	\$453,300	\$464,200
Annual Net Surplus/Deficit - Operations	-\$4,800	\$95,600	\$91,100	-\$29,200	-\$32,700	-\$36,800
Cumulative Net Surplus/Deficit - Operations	-\$4,800	\$90,800	\$181,900	\$152,700	\$120,000	\$83,200
Transportation Development Act Carryover ⁽⁷⁾	\$273,000	\$260,200	\$335,400	\$425,000	\$378,000	\$333,300
Annual Operations Balance	-\$4,800	\$95,600	\$91,100	-\$29,200	-\$32,700	-\$36,800
TDA Capital Uses	-\$8,000	-\$20,400	-\$1,500	-\$17,800	-\$12,000	-\$1,500
Net Carryover	\$260,200	\$335,400	\$425,000	\$378,000	\$333,300	\$295,000

(1) Operating expenses grow by 3% per year, slightly above the forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA). Costs include the new Route 54 medical/shopping shuttle that operates once per week starting in January 2013. Costs also include greyhound ticket sales revenue as a fixed administrative expense. Greyhound sales on the expense side are offset by the same sales figure for operating revenue. Rio Vista remits approximately 86% of ticket revenue to Greyhound, and keeps the remaining 14% as commission.

(2) TDA-LTF revenue is the maximum obligation that Rio Vista claims for operations to ensure an operating reserve fund and capital match revenue. Revenue is net of STA Planning, and Intercity Taxi totaling an additional \$9,500. TDA grows by 2% annually for first three years, then 3% next two years, mirroring forecasted growth of SF CMSA CPI Forecast through FY 2015-16.

**Financial Projections – City of Rio Vista Delta Breeze
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18

- (3) STAF reduction of 6% between FYs 2013 and 2014 based on proposed FY 2013-14 State budget. Revenue is held constant in forecast since STAF is volatile based on unpredictable diesel fuel sales.
- (4) Greyhound revenue includes total ticket sales. Rio Vista's commission is approximately 14% (\$13,500) of total sales, with the remaining 86% (\$81,500) remitted to Greyhound.
- (5) FTA Section 5316 and 5317 funds use State Toll Credits as local match. Rio Vista intends to apply for another round of FTA 5316 and 5317 funding for use in FY 15-16 and FY 16-17. If successful, the TDA-LTF carryover would increase.
- (6) Fare revenue generated from passenger ridership comprises about 25 percent of total fare revenue shown, equivalent to about \$18,000 projected in FY 2013-14.
- (7) TDA Carryover includes a reserve of \$90,000 per Rio Vista transit policy.

DRAFT

County of Solano

The following tables provide an initial summary of the historic financial and performance data for County of Solano. The data source used to comprise the tables is the TDA Claim.

The County of Solano provides intercity paratransit service through a private contractor.

Data Consistency

TDA Claim was the sole information used to present the historic transit data for the County. Therefore, there is no consistency analysis.

Cost Drivers

The primary cost driver for countywide paratransit service is the administration and operations expense incurred by the private paratransit provider. The cost is reflected in the table below. The breakout of operating cost between purchased transportation and administration in the TDA Claims indicates that some expenses are captured by County staff in administering the county paratransit program. The \$50,000 in FY 2010-11 was claimed for county transit coordination.

County Paratransit Operations Expenses

	2010	2011
Operations	\$13,053	\$29,400
<i>% Change</i>	--	125%
General Administration	\$23,500	\$50,000
<i>% Change</i>	--	113%
Total	\$36,553	\$79,400

Source: TDA Claims

Performance Trends

The following tables provide information on performance indicators and trends of the countywide paratransit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. Based on the TDA claims, the general trend for fiscal years 2010 through 2011 show mixed results, with increased efficiency measured in cost per hour, but decreased efficiency measured in cost per passenger. Subsidy per passenger also decreased over the two year period. Service effectiveness measured by passengers per hour shows a significant increase. Costs for paratransit decreased with a large increase in ridership, while both service hours and miles decreased. Other measures such as fare revenue and farebox recovery declined.

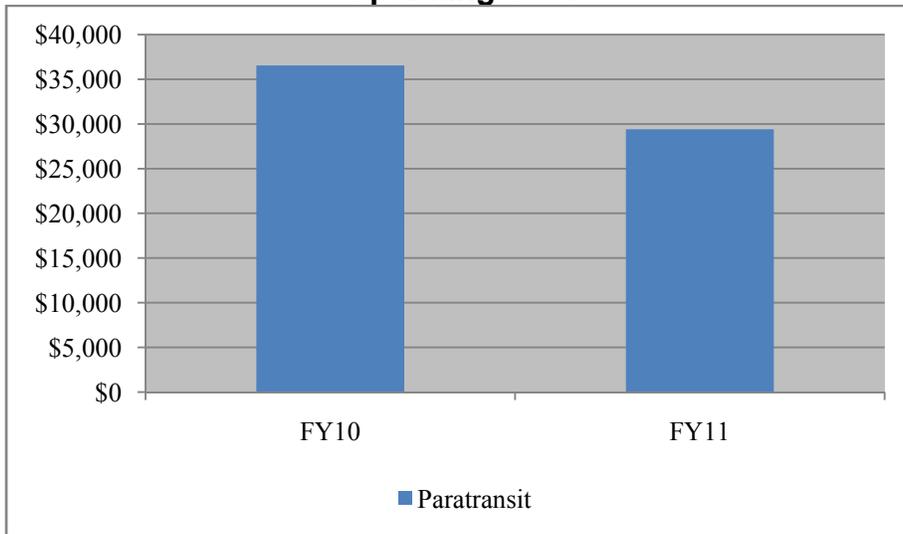
SOLANO COUNTY PERFORMANCE INDICATORS - PARATRANSIT

Statistics & Performance Indicators	FY 09-10	FY 10-11 ⁽¹⁾	% Change FY10-FY11
Operating Costs	\$36,553	\$29,400	-19.6%
<i>Annual % Change</i>		-19.6%	
Passengers	104	255	145.2%
<i>Annual % Change</i>		145.2%	
Vehicle Service Hours	423	120	-71.6%
<i>Annual % Change</i>		-71.6%	
Vehicle Service Miles	1,800	1,190	-33.9%
<i>Annual % Change</i>		-33.9%	
Fare Revenue	\$2,860	\$1,550	-45.8%
<i>Annual % Change</i>		-45.8%	
Operating Cost per Passenger	\$351.47	\$115.29	-67.2%
<i>Annual % Change</i>		-67.2%	
Operating Cost per Vehicle Service Hour	\$86.41	\$245.00	183.5%
<i>Annual % Change</i>		183.5%	
Passengers per Vehicle Service Hour	0.25	2.13	764.3%
<i>Annual % Change</i>		764.3%	
Passengers per Vehicle Service Mile	0.06	0.21	270.9%
<i>Annual % Change</i>		270.9%	
Fare per Passenger	\$27.50	\$6.08	-77.9%
<i>Annual % Change</i>		-77.9%	
Subsidy per passenger	\$323.97	\$109.22	-66.3%
<i>Annual % Change</i>		-66.3%	
Farebox Recovery	7.8%	5.3%	-32.6%
<i>Annual % Change</i>		-32.6%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	

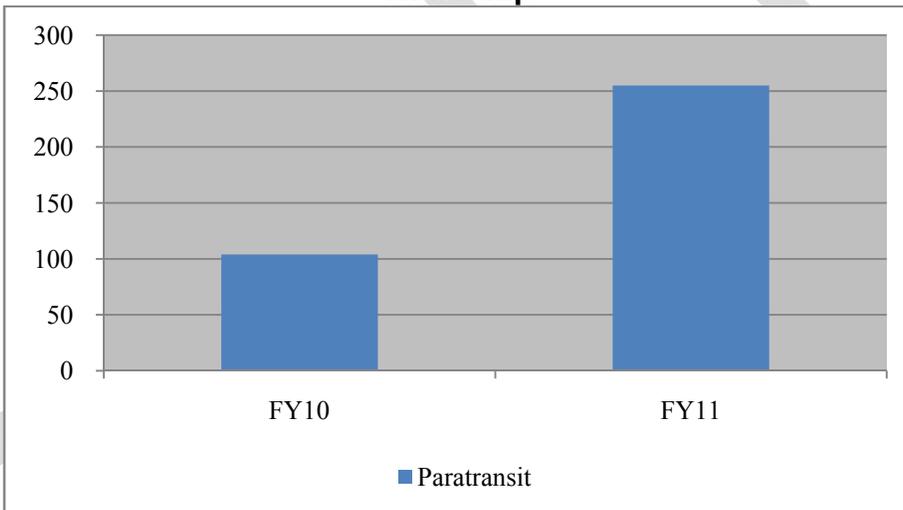
(1) Solano County claimed an additional \$50,000 in FY 10-11 for countywide transit coordination.

Graphical display of select performance indicators is shown below.

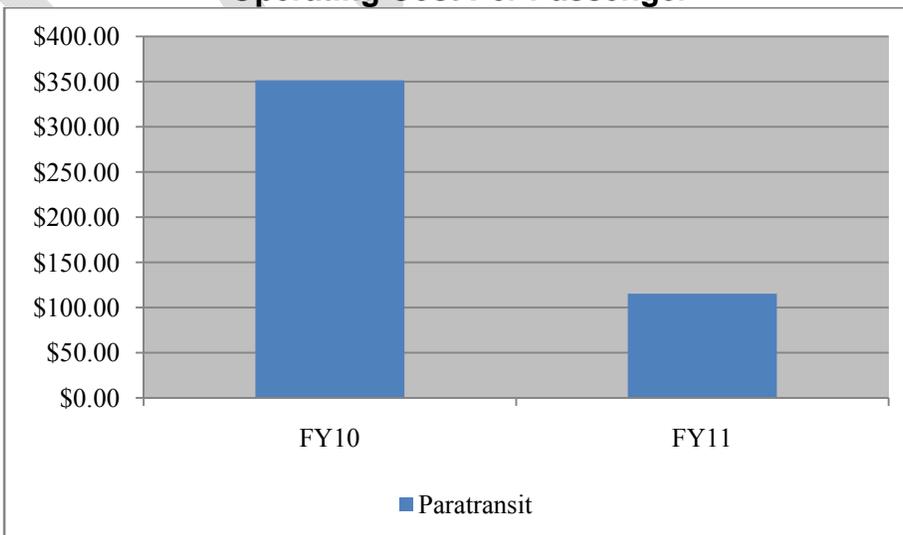
Operating Cost



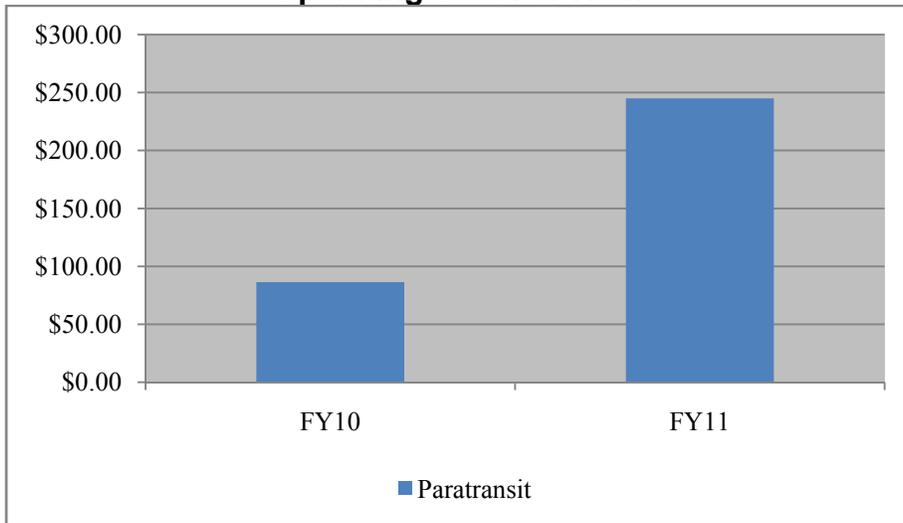
Ridership



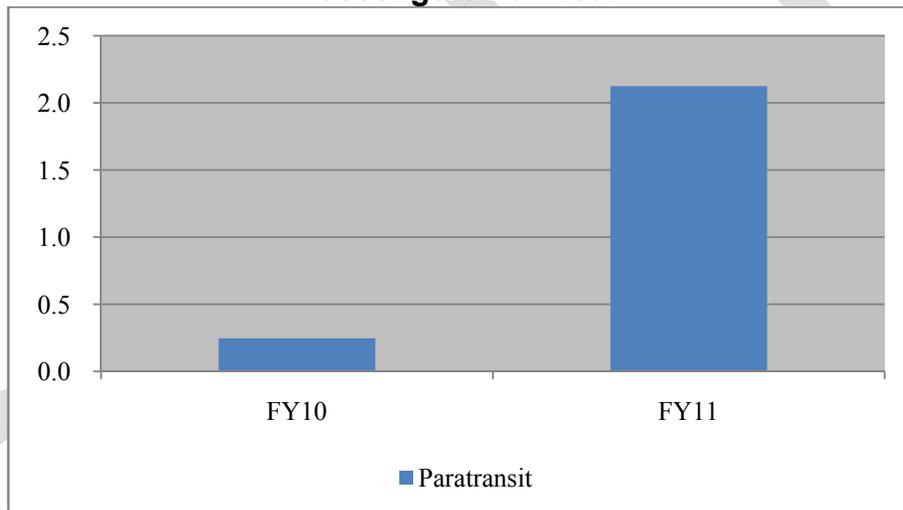
Operating Cost Per Passenger



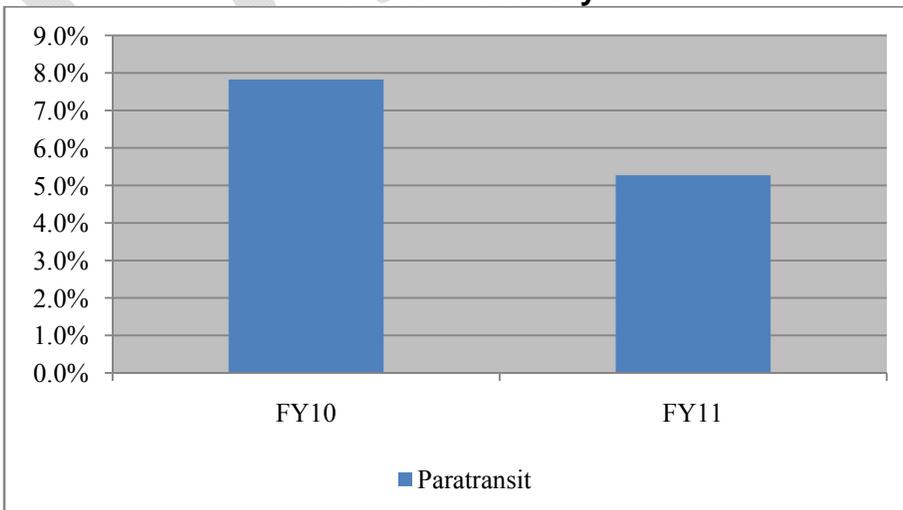
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Operating Revenues

County paratransit relies on a few funding sources for operations of the service. They include fare revenue and TDA. TDA funds have been consistent at about \$25,000 per year while fares contribute a much smaller amount. Using information from TDA Claims, revenues are shown for the two year period. A summary of revenues by source type, including local and state, is also shown.

Operating Revenues

	FY 10	FY 11
Fare Revenue	\$2,860	\$1,550
TDA	\$25,000	\$25,000
Total	\$27,860	\$26,550
Source: TDA Claim		

Summary of Operating Revenues by Source Type

	FY 10	% of Total	FY 11	% of Total
Local Revenues (fares)	\$2,860	10%	\$1,550	6%
State Funds (TDA)	\$25,000	90%	\$25,000	94%
Total	\$27,860	100%	\$26,550	100%

TDA Fund Balance

The annual apportionment of Transportation Development Act Funds to the County of Solano is about \$600,000. The County authorizes local transit operators to claim County funds for intercity transit services in the amount of about \$140,000. The County then submits a claim to fund intercity paratransit service and for streets and roads. Paratransit service claims are \$25,000 per year. Beginning in FY 2010-11, Solano County is implementing a three year phase out plan for the use of TDA for streets and road purposes. According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, the TDA balance for County of Solano is \$540,000.

Cost Containment

The County has been working with the transit operators in Solano County on a memorandum of understanding for an intercity taxi scrip funding agreement. Currently, each transit operator provides their own taxi scrip program.

Five-Year Financial Forecast

A forecast of revenues and expenses for operations of Solano County Paratransit is presented for the next five-years. The forecast provides a base scenario of maintaining current levels of contracted paratransit service. It is assumed that TDA funds will grow marginally during the forecast period given some improvement that is expected in the economy in the coming years. Growth rates are 2 percent per year for the first three years, followed by 3 percent per year for the last two years. Fare revenues are assumed to grow 5 percent per year.

Financial Projections-County of Solano Operating

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Operating Expense Operations	\$26,500	\$27,600	\$28,700	\$29,800	\$30,900	\$32,000
Operating Revenue Fares	\$1,500	\$1,600	\$1,700	\$1,800	\$1,900	\$2,000
Transportation Development Act	\$25,000	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000
Total	\$26,500	\$27,600	\$28,700	\$29,800	\$30,900	\$32,000

Solano County Transit (SolTrans)

The following tables provide an initial summary of the historic financial and performance data for SolTrans. The Joint Powers Agency creating SolTrans was approved by its member agencies- City of Benicia, City of Vallejo, and the Solano Transportation Authority, in the Fall of 2010. The historic data is presented only for FY's 2010-11 and 2011-12 to reflect the relatively short time period of SolTrans' existence. As the transition occurred between the two fiscal years, the data is presented to provide a general history of the system's performance. Data sources used to comprise the tables include TDA Claims, Operating Budget, and Short Range Transit Plan. A review of other data sources including SolTrans staff reports and presentations to the board were also undertaken.

It is acknowledged that SolTrans has been in a transitional stage during the review period as the agency continues to solidify its administrative staff positions and make adjustments to transit operations from the merger of Vallejo and Benicia transit systems. While performance and financial information from the past few years provide indication to the general health of the new agency, SolTrans has been implementing recent significant changes to the service in efforts to achieve improved efficiencies from the merger.

Data Consistency

A comparison of key financial and operations data was undertaken to determine the general accuracy of the recording and reporting by SolTrans. TDA claim and operating budget data in the comparison were prepared in the same general time frame (May 2012), while the SRTP was developed during an earlier time period prior to its completion in January 2012. The State Controller Data is prepared after the fiscal year and contains year-end actual data.

The listing of the data provides comparison to show discrepancies that existed among the various data sources that portray the financial health of the transit system. Most data discrepancies occurred in FY 2011 when SolTrans was first created, and collection and reporting of transit information was transitioned from the cities of Benicia and Vallejo to contracted SolTrans management staff. Upon this transition and clean up of expenditures that would be passed over to SolTrans, FY 2012 data consistency improved significantly, as a more stable reporting structure was established.

Operating budget and TDA Claim data for operating revenues and expenditures are identical in FY 2012 indicating one data source was used to develop the documents. SRTP data was slightly different due to the forecast being made earlier, although passenger fares were consistent among each data source for all transit modes. State Controller Data show actual year-end data and differ from the other sources which provide estimates. In spite of missing data from a few of the information sources, beginning in FY 2012 the financial and performance data have been relatively consistent.

SOLTRANS DATA CONSISTENCY - TOTAL SYSTEM

Performance Measure	Source	FY11	FY12
Total Operating Expenses	TDA Claim	\$14,703,395	\$13,252,415
	Operating Budget	\$11,790,506	\$13,252,415
	SRTP	\$9,006,489	\$13,478,015
	State Controller Report		\$12,516,513
Passenger Fares	TDA Claim	\$3,352,800	\$3,291,000
	Operating Budget	\$3,275,108	\$3,291,000
	SRTP	\$2,849,557	\$3,443,815
	State Controller Report		\$3,752,911
Passengers	TDA Claims	1,619,980	1,498,176
	SRTP	1,441,007	
	State Controller Report		1,473,250
Vehicle Service Hours	TDA Claims	134,475	136,729
	SRTP	117,898	127,901
	State Controller Report		113,120
Vehicle Service Miles	TDA Claims	2,194,364	202,201
	SRTP	2,051,965	
	State Controller Report		1,697,750
Employee Full-Time Equivalents	TDA Claims	147.0	140.0
	State Controller Report		156.0

SOLTRANS DATA CONSISTENCY - FIXED ROUTE

Performance Measure	Source	FY11	FY12
Operating Cost	TDA Claim	\$12,890,595	\$11,370,300
	Operating Budget	\$10,052,563	\$11,370,300
	SRTP	\$7,981,211	\$11,689,900
Passenger Fares	TDA Claim	\$3,166,000	\$3,093,000

	Operating Budget	\$3,093,000	\$3,093,000
	S RTP	\$2,763,755	\$3,093,000
Passengers	TDA Claims	1,560,450	1,447,491
	S RTP	1,410,680	
	State Controller Report		1,442,229
Vehicle Service Hours	TDA Claims	111,266	111,680
	S RTP	102,202	111,349
	State Controller Report		97,892
Vehicle Service Miles	TDA Claims	2,070,864	
	S RTP	1,900,656	
	State Controller Report		1,434,693
Employee Full-Time Equivalents	TDA Claims	124	124
	State Controller Report		134

SOLTRANS DATA CONSISTENCY - PARATRANSIT

Performance Measure	Source	FY11	FY12
Operating Cost	Operating Budget	\$1,473,128	\$1,602,300
	TDA Claims	\$1,545,200	\$1,602,300
	S RTP	\$1,025,278	\$1,508,300
Passenger Fares	Operating Budget	\$70,509	\$71,000
	TDA Claims	\$78,000	\$71,000
	S RTP	\$85,802	\$71,000
Passengers	TDA Claims	36,130	35,264
	S RTP	30,327	
	State Controller Report		31,021
Vehicle Service Hours	TDA Claims	12,412	14,252
	S RTP	15,696	16,552
	State Controller Report		15,227
Vehicle Service Miles	TDA Claims	121,900	172,633

	S RTP State Controller Report	151,309	263,057
Employee Full-Time Equivalents	TDA Claims State Controller Report	23	16 22

SOLTRANS DATA CONSISTENCY - TAXI SCRIP

Performance Measure	Source	FY11	FY12
Operating Cost	Operating Budget	\$264,815	\$279,815
	TDA Claims	\$267,600	\$279,815
	S RTP		\$279,815
Passenger Fares	Operating Budget	\$111,599	\$127,000
	TDA Claims	\$108,800	\$127,000
	S RTP		\$279,815
Passengers	TDA Claims	23,400	15,421
Vehicle Service Hours	TDA Claims	10,797	10,797
Vehicle Service Miles	TDA Claims	1,600	29,568

Cost Drivers

Cost drivers are expense items necessary to provide a particular service. Cost drivers for SolTrans have generally included operations and maintenance, administrative salaries and benefits, and vehicle fuel. The percentage of these costs relative to total operations costs is derived. As SolTrans service is operated and maintained by a private contractor, salaries and benefits costs are shown for in-house employees for administration and management of the system.

	2011	2012
Salaries	\$223,137	\$450,044
<i>% Change</i>		102%
Benefits	\$121,794	\$237,916
<i>% Change</i>		95%
Fuel	\$1,868,000	\$2,256,000
<i>% Change</i>		21%

Salaries as % of Total Operations Cost (minus depreciation)	1%	3%
Benefits as a % of Total Operations Cost (minus Depreciation)	1%	2%
Fuel as % of Total Operations Cost (minus depreciation)	12%	15%

Source: TDA Claim Actual for FY 11; TDA Claim Current Adjusted FY 2012

A breakdown of costs between operations, maintenance, and administration is provided for the period of FYs 2010-11 and 2011-12. Operations cost in FY 2010-11 comprised about 52 percent of total cost (minus depreciation), maintenance comprised 22 percent, and general administrative cost comprised the remaining 26 percent. Transition of ferry bus route 200 operating cost from SolTrans to WETA occurred during this period. The cost percentages shifted during FY 2011-12 in which operations comprised 46 percent of cost, maintenance comprised 29 percent, and administration 25 percent. Administration costs appeared high relative to overall operations costs to account for start up transition expenses, use of professional management services during the transition, and other charges that have since declined when full time SolTrans were hired.

SolTrans Operations Expenses

	2011	2012
Operations	\$9,322,167	\$7,319,945
<i>% Change</i>	--	-21%
Maintenance	\$3,333,968	\$4,261,770
<i>% Change</i>	--	28%
General Administration	\$3,988,260	\$3,686,656
<i>% Change</i>	--	-8%
Depreciation	\$39,756	\$0
<i>% Change</i>	--	-100%
Cost Adjustment during transition (1)	-\$1,466,000	-\$478,000
Total	\$15,218,151	\$14,790,371

(1) Cost adjustments include transfer of Route 200 cost to WETA, and transfer of ferry ticket office to Baylink Ferry.

Source: TDA Claim Actual for FY 11; TDA Claim Current Adjusted FY 2012

A further division of operating expenses among other cost drivers is shown. With purchased transportation being the primary cost driver, others include fuel, services, and insurance. Several expense categories showed increases but the largest cost item, purchased transportation, decreased by over 10 percent due to reductions in bus service. Overall annual total operating expenses decreased about three percent between the two fiscal years, with anticipation for further operating cost reductions through additional adjustments in service.

SolTrans Operations Expenses

	2011	2012
Services	\$770,669	\$934,440
<i>% Change</i>		21%
Fuels and Lubricants	\$1,868,000	\$2,256,000
<i>% Change</i>		21%
Casualty and Liability	\$77,708	\$425,000
<i>% Change</i>		447%
Utilities	\$37,000	\$33,000
<i>% Change</i>		-11%
Purchased Transportation	\$10,042,427	\$8,947,000
<i>% Change</i>		-11%
Other	\$3,503,660	\$1,984,971
<i>% Change</i>		-43%
Administration	\$344,931	\$687,960
<i>% Change</i>		99%
Depreciation	\$39,756	\$0
<i>% Change</i>		-100%
Cost Adjustment during transition	-\$1,466,000	-\$478,000
Total	\$15,218,151	\$14,790,371
<i>% Change</i>		-3%

Source: TDA Claim Actual for FY 11; TDA Claim Current Adjusted FY 2012

Performance Trends

The following tables provide information on performance indicators and trends of the transit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. The general trend in fixed route and paratransit services for fiscal years 2011 through 2012 shows decreased cost efficiency and effectiveness measured in cost per hour and per passenger. Subsidy per passenger also increased over the two year period. Service effectiveness measured by passengers per hour increased for fixed route but slightly declined for paratransit. Costs increased for fixed route but ridership and service hours decreased. Costs for paratransit increased with smaller declines in ridership, while both service hours and miles increased. Other measures such as fare revenue and farebox recovery declined for both fixed route and paratransit. Some performance indicators for local taxi show significant changes from a decline in ridership but a large increase in service miles.

SOLTRANS PERFORMANCE INDICATORS - FIXED ROUTE

Statistics & Performance Indicators	FY 10-11	FY 11-12	% Change FY11-FY12
Operating Costs	\$10,052,563	\$10,738,911	6.8%
<i>Annual % Change</i>		6.8%	
Passengers	1,560,450	1,442,229	-7.6%
<i>Annual % Change</i>		-7.6%	
Vehicle Service Hours	111,266	97,892	-12.0%
<i>Annual % Change</i>		-12.0%	
Vehicle Service Miles	2,070,864	1,434,693	-30.7%
<i>Annual % Change</i>		-30.7%	
Employee FTEs	124.0	134.0	8.1%
<i>Annual % Change</i>		8.1%	
Fare Revenue	\$3,166,000	\$3,527,121	11.4%
<i>Annual % Change</i>		11.4%	
Operating Cost per Passenger	\$6.44	\$7.45	15.6%
<i>Annual % Change</i>		15.6%	
Operating Cost per Vehicle Service Hour	\$90.35	\$109.70	21.4%
<i>Annual % Change</i>		21.4%	
Passengers per Vehicle Service Hour	14.02	14.73	5.1%
<i>Annual % Change</i>		5.1%	
Passengers per Vehicle Service Mile	0.75	1.01	33.4%
<i>Annual % Change</i>		33.4%	
Veh Service Hours per Employee FTE	897	731	-18.6%
<i>Annual % Change</i>		-18.6%	
Fare per Passenger	\$2.03	\$2.45	20.5%
<i>Annual % Change</i>		20.5%	
Subsidy per passenger	\$4.41	\$5.00	13.3%
<i>Annual % Change</i>		13.3%	
Farebox Recovery	31.5%	32.8%	4.3%
<i>Annual % Change</i>		4.3%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	

Source: TDA Claim Actual for FY 11, State Controller Report for FY 12

SOLTRANS PERFORMANCE INDICATORS - PARATRANSIT

Statistics & Performance Indicators	FY 10-11	FY 11-12	% Change FY11-FY12
Operating Costs	\$1,473,128	\$1,513,325	2.7%
<i>Annual % Change</i>		2.7%	
Passengers	36,130	31,021	-14.1%
<i>Annual % Change</i>		-14.1%	
Vehicle Service Hours	15,696	15,227	-3.0%
<i>Annual % Change</i>		-3.0%	
Vehicle Service Miles	121,900	263,057	115.8%
<i>Annual % Change</i>		115.8%	
Employee FTEs	23.0	22.0	-4.3%
<i>Annual % Change</i>		-4.3%	
Fare Revenue	\$70,509	\$80,965	14.8%
<i>Annual % Change</i>		14.8%	
Operating Cost per Passenger	\$40.77	\$48.78	19.6%
<i>Annual % Change</i>		19.6%	
Operating Cost per Vehicle Service Hour	\$93.85	\$99.38	5.9%
<i>Annual % Change</i>		5.9%	
Passengers per Vehicle Service Hour	2.30	2.04	-11.5%
<i>Annual % Change</i>		-11.5%	
Passengers per Vehicle Service Mile	0.30	0.12	-60.2%
<i>Annual % Change</i>		-60.2%	
Veh Service Hours per Employee FTE	682	692	1.4%
<i>Annual % Change</i>		1.4%	
Fare per Passenger	\$1.95	\$2.61	33.7%
<i>Annual % Change</i>		33.7%	
Subsidy per passenger	\$38.82	\$46.17	18.9%
<i>Annual % Change</i>		18.9%	
Farebox Recovery	4.8%	5.4%	11.8%
<i>Annual % Change</i>		11.8%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	

Source: TDA Claim Actual for FY 11, State Controller Report for FY 12

SOLTRANS PERFORMANCE INDICATORS - TAXI

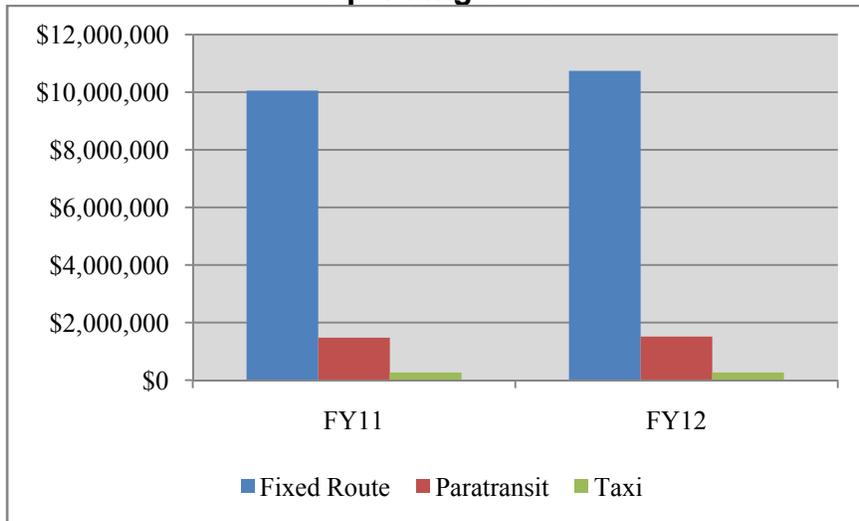
Statistics & Performance Indicators	FY 10-11	FY 11-12	% Change FY11-FY12
Operating Costs	\$264,815	\$264,277	-0.2%
<i>Annual % Change</i>		-0.2%	
Passengers	23,400	15,421	-34.1%
<i>Annual % Change</i>		-34.1%	
Vehicle Service Hours	10,797	10,797	0.0%
<i>Annual % Change</i>		0.0%	
Vehicle Service Miles	1,600	29,568	1748.0%
<i>Annual % Change</i>		1748.0%	
Fare Revenue	\$111,599	\$144,825	29.8%
<i>Annual % Change</i>		29.8%	
Operating Cost per Passenger	\$11.32	\$17.14	51.4%
<i>Annual % Change</i>		51.4%	
Operating Cost per Vehicle Service Hour	\$24.53	\$24.48	-0.2%
<i>Annual % Change</i>		-0.2%	
Passengers per Vehicle Service Hour	2.17	1.43	-34.1%
<i>Annual % Change</i>		-34.1%	
Passengers per Vehicle Service Mile	14.63	0.52	-96.4%
<i>Annual % Change</i>		-96.4%	
Fare per Passenger	\$4.77	\$9.39	96.9%
<i>Annual % Change</i>		96.9%	
Subsidy per passenger	\$6.55	\$7.75	18.3%
<i>Annual % Change</i>		18.3%	
Farebox Recovery	42.1%	54.8%	30.0%
<i>Annual % Change</i>		30.0%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	

Source: TDA Claims for Passengers, Hours and Miles.

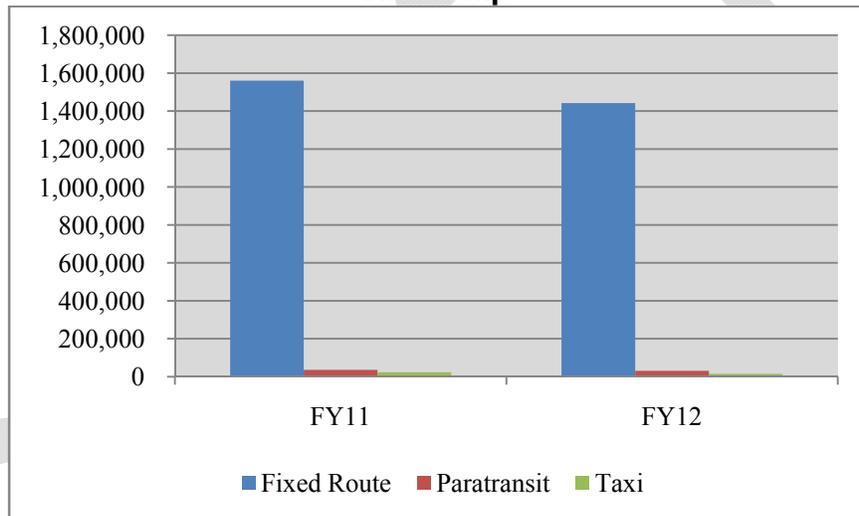
Costs and Fares from Operating Budget for FY 11 and State Controller Report for FY 12

Graphical display of select performance indicators is shown below.

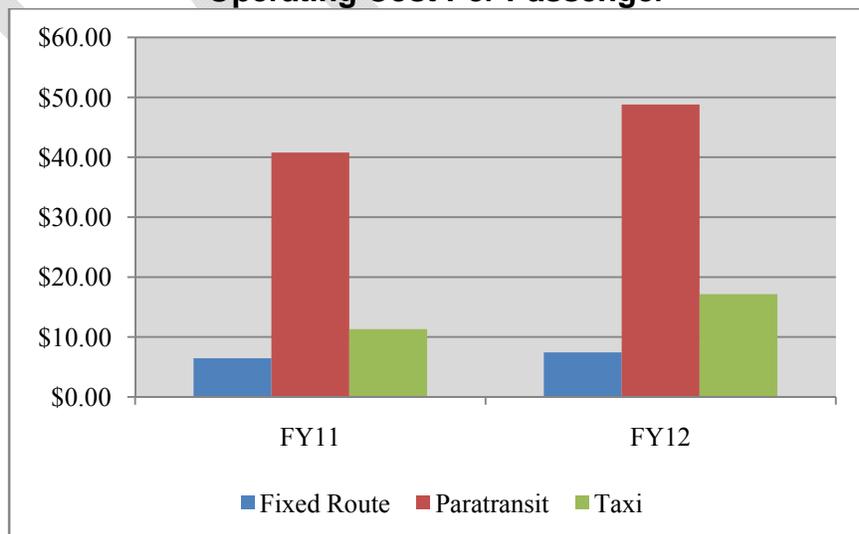
Operating Cost



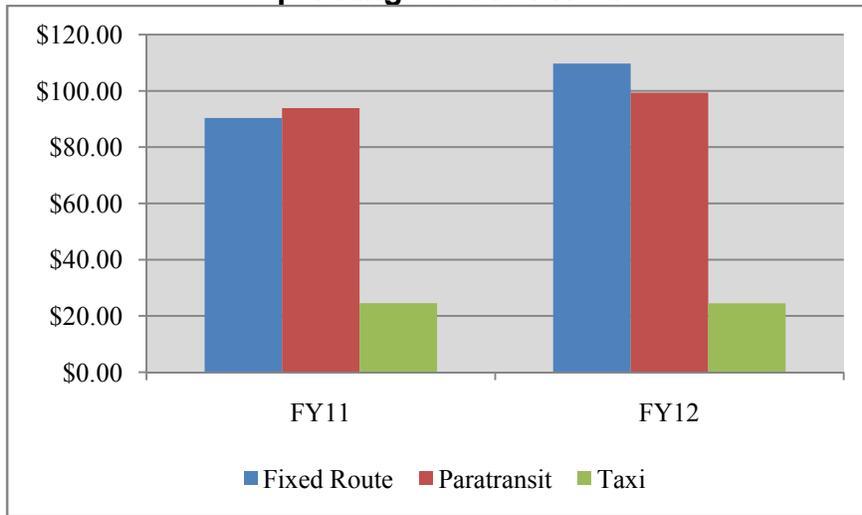
Ridership



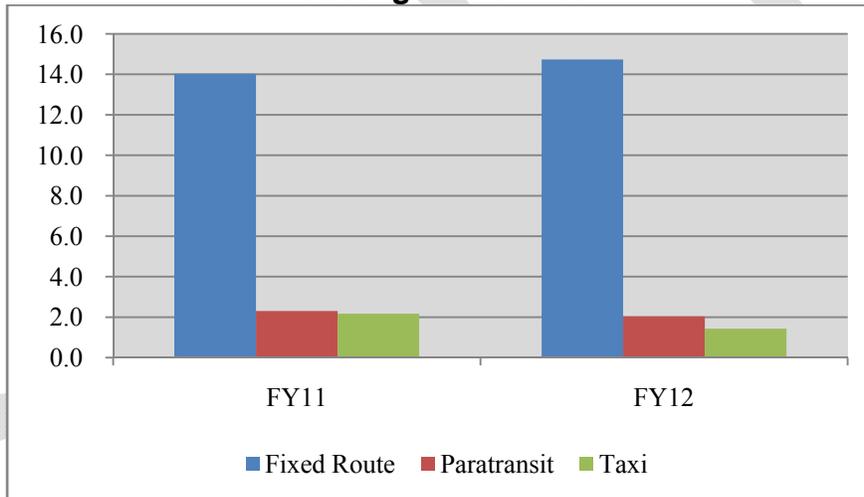
Operating Cost Per Passenger



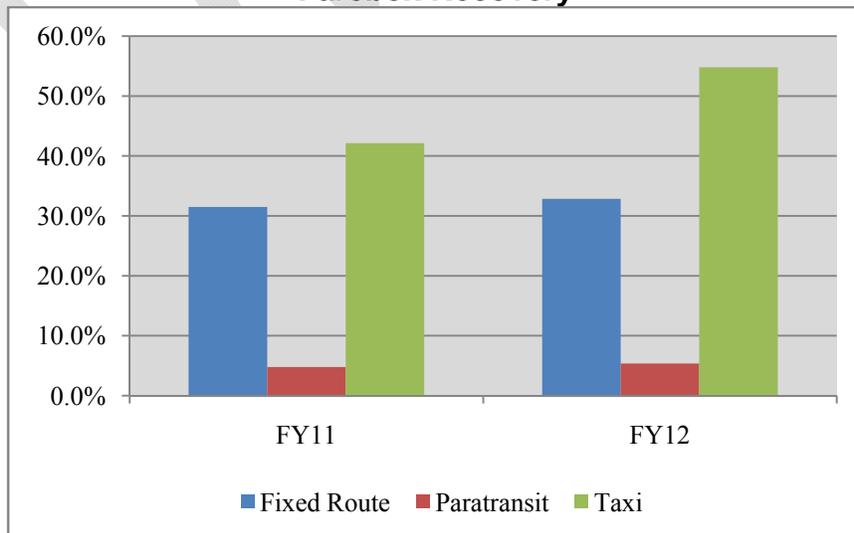
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Performance Against SRTP Standards

The SRTP for SolTrans provided a set of performance standards for fixed route, paratransit, and systemwide. A sampling of performance standards and the current status of each mode meeting their respective projections are shown.

Performance Measure	SRTP Standard	SolTrans (FY 11-12)	Standard Met?
Operating Cost per Hour			
<i>Fixed Route</i>	<= \$98.46	\$109.70	No
<i>Paratransit</i>	<= \$78.51	\$99.38	No
Operating Cost per Passenger			
<i>Systemwide</i>	<= \$8.00	\$8.41	No
Passengers per Hour			
<i>Systemwide</i>	>=8.5	12.0	Yes

Operating Revenues

SolTrans relies on a combination of local, state and federal funding sources for operations of the transit service. They include local sources such as fare revenue and Regional Measure 2, TDA, and rural and urban federal funds through the FTA 5311 and 5307 grant programs, respectively. SolTrans also receives federal funds through the Jobs Access and Reverse Commute (JARC) competitive grant. In FY 2011, local funds provided the largest contribution for operations, followed by TDA and then federal. However, in FY 2012, TDA was the larger contributor of revenue followed by local sources, and then federal. Using information from SolTrans budget for FY 11 and State Controller Report for FY 12, revenues are shown for the two year period. A summary of revenues by source type, including local, state and federal is also shown.

Operating Revenues

	FY 11	FY 12
Fare Revenue	\$3,348,108	\$3,752,911
Regional Measure 2	\$1,223,840	\$1,223,840
Intercity Funding Agreement	\$91,996	
Auxiliary Transp. Revenues		\$665,913
Other Local	\$143,000	\$1,057

	FY 11	FY 12
TDA	\$4,109,628	\$7,208,928
STAF	\$325,000	\$609,616
FTA 5303	\$90,000	
FTA 5307 ARRA	\$1,216,378	
FTA 5307	\$612,433	
FTA 5311	\$179,628	\$42,503
FTA 5316	\$523,435	\$200,000
Total	\$11,863,446	\$13,704,768

Source: SolTrans Budget FY 11, State Controller Report FY 12

Summary of Operating Revenues by Source Type

	FY 11	% of Total	FY 12	% of Total
Local Revenues (fares, other)	\$4,806,944	41%	\$5,643,721	41%
State Funds (TDA)	\$4,434,628	37%	\$7,818,544	57%
Federal	<u>\$2,621,874</u>	<u>22%</u>	<u>\$242,503</u>	<u>2%</u>
Total	\$11,863,446	100%	\$13,704,768	100%

Source: TDA Claims

During the transitional period of SolTrans, MTC has provided financial support with one-time funding sources to meet the “SolTrans Transition Funding Framework”. These funding sources include Lifeline State Transit Assistance Fund (STAF) funds, STAF-Revenue Based Funds, STAF Population Based Funds, and Surface Transportation Program (STP) funding. The one-time funding sources, totaling \$2.7 million, can be used for operating purposes in FY 2012-13. However, the \$1 million in STP funds will not be available until the end of FY 2013 or possibly the first quarter of FY 2014, and this funding can only be used for preventive maintenance activities. The remaining \$1.7 million is being used to finance unexpected obligations associated with SolTrans transitional costs, and create a positive cash balance and ensure adequate cash flow for stabilizing the agency.

Capital Revenues

SolTrans currently has about \$4.0 million in existing and active FTA capital grants. An additional \$431,000 in existing FTA Section 5307 funding from FY 2011, currently programmed in the Metropolitan Transportation Commission’s Transportation Improvement Program (TIP), remains to be obligated in grants by SolTrans staff. Therefore, a total of \$4.4 million in FTA funding is available. As the local match to use the federal funds, a combination of TDA and State Proposition 1B funds are being used in the amount of \$3.3 million. Total Proposition 1B funds allocated to the SolTrans service area are shared with the Water Emergency Transportation Authority (WETA) at the ratio of one-third to SolTrans, and two-thirds to WETA. In sum, capital project funding using current revenues is \$7.7 million. The budgeted capital revenues are shown for the current fiscal year. A summary of revenues by source type is also shown.

Capital Revenues by Source

	FY13
State Funds (TDA)	\$1,395,000
State Funds (Prop 1B)	\$1,830,526
FTA 5307	\$430,598
FTA Grants	\$3,960,000
Total	\$7,616,124
Source: SolTrans Board Agenda 9/20/12	

Summary of Capital Revenues by Source Type

	FY 13	% of Total
State Funds	\$3,225,526	42%
FTA	\$4,390,598	58%
Total	\$7,616,124	100%

Separately, and contained in MTC's TIP, SolTrans currently holds about \$1.2 million in FTA 5307 funding that is programmed to fifteen separate projects. The fifteen projects had been previously planned by either City of Vallejo or City of Benicia staff, and are either not critical for the SolTrans system at this time, or may be funded with more flexible funding such as TDA. Rather than continuing to fund these fifteen smaller separate projects, SolTrans staff recommended applying the \$1.2 million to a few critical and manageable projects, with the goal of closing-out projects as quickly as possible. The SolTrans Board approved reprogramming of these funds to allow for timely use of funds, quicker project delivery, and a local match reserve. Of the \$1.2 million, about \$506,000 will be used for capital projects and the remaining for operating expenses and preventive maintenance.¹

Historically, FTA 5307 funding has been used for capital purposes by both cities of Vallejo and Benicia. TDA funds were the primary source of operating assistance. SolTrans staff is developing a funding strategy with Board approval to use 5307 funding for operating assistance instead, which MTC allows under their proposed Transit Capital Priorities (TCP) Policy. SolTrans will then be able to save TDA funds as a local match reserve or for some other purpose. This is due to the fact that SolTrans does not currently have a local fund reserve for meeting the local match for capital projects. Since TDA is one of the most flexible funding sources available to SolTrans, the agency can decide to use this funding for any transit-related capital or operating purpose as approved by MTC.

¹ The \$506,000 includes \$431,000 that is part of the \$7.7 million identified above for capital projects. The remaining \$75,000 will be used for technology upgrades.

Capital Expenses

The proposed capital projects for the \$7.7 million in federal and local match funding by SolTrans includes farebox upgrades, automatic vehicle location (AVL) system, hybrid commuter bus replacement, video security cameras, operations/maintenance facility improvements, communications system, information technology equipment, and branding/website. The largest expenditures will be for the replacement vehicles (\$2.9 million), AVL technology (\$2.2 million), and bus facility rehabilitation (\$1.5 million). SolTrans has recently replaced all but a few local transit buses and does not anticipate another large local bus replacement until year 2022.

TDA Balance

The Vallejo/Benicia apportionment area comprising the SolTrans service area receives about \$4.7 million in Transportation Development Act Funds on an annual basis. According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, after allocation for transit expenses for FY 2012-13, a balance of approximately \$200,000 in TDA reserve funds remain for SolTrans.

Cost Containment

When the JPA that created SolTrans became effective, contract transit management, and since then full time administrative staff, have been making effort to integrate and restructure the former Vallejo and Benicia transit services. A General Manager was hired prior to the start of fiscal year 2012-13, as well as a Finance Officer shortly afterward, to plan and manage the board approved changes occurring for SolTrans.

Beginning in July 2012, SolTrans restructured service systemwide that has impacted nearly all existing services in order to address a \$3.0 million structural deficit. The service reductions will result in the elimination of approximately 15,500 annual service hours, about a 10 percent reduction in service. The final determination of service changes was crafted with the objective to create a sustainable, reliable, and productive system. These system changes are the product of extensive public meetings and outreach with existing ridership and the citizens of both Benicia and Vallejo.

Anticipated improvements from the route changes include:

- Direct access from Northeast Vallejo to Gateway Plaza
- Improved reliability and connections between buses
- Sunday service that serves Vallejo and Benicia, and connects to BART
- Continued connections to Diablo Valley College
- Direct service to Discovery Kingdom
- Improved Dial-A-Ride in Benicia through allocation of additional resources

- Implementation of a single regional monthly pass allowing travel on all SolTrans commuter routes
- Implementation of both Regional and Local Day Passes for fixed route and Dial-A-Ride

While some cost savings will be realized from the reduction in service and subsequent reduction in the contract operator's cost, the savings are not expected to meet SolTrans' cost goal. SolTrans transit management has also identified operational efficiencies to contain cost. Efficiencies include meeting on-time performance targets that go towards increasing customer service but also reducing the need, and cost, to send out extra buses to meet time schedules.

In addition to the service reductions, a Request for Proposals for transit operations services was recently released to procure a private vendor to operate the service and maintain vehicles, transit facilities and amenities. SolTrans and the current contractor negotiated a contract extension that will end in June 2013. The RFP was developed with further cost reductions in mind, given that purchased transportation comprises the largest operating expenditure category for SolTrans.

Five Year Financial Forecast

A forecast of revenues and expenses for both operations and capital projects for SolTrans is presented for the next five-years. The forecast is based in part on SolTrans FY 2013 operations and capital budget and forecast and provides a base scenario that relies on stable funding streams for operations to sustain the transit system. TDA funds, Regional Measure 2, FTA 5307 grant monies, and fare revenue are the main revenue sources to fund operations. Transitional one-time funding provided by MTC is also shown in FY 2013. As SolTrans operates a number of Solano Express commuter routes, TDA contributions from other local jurisdictions are obtained through the intercity transit cost sharing agreement and are included in the fixed route bus revenue forecast.

SolTrans claimed almost the full apportionment amounts plus carryover, including for both Benicia and Vallejo, for transit services in FY 2013. TDA funds will grow marginally during the forecast period given some improvement that is expected in the economy in the coming years. While TDA revenues in Solano County have grown an average of almost 5 percent per year over the last 20 years (in actual dollars), the average figure factors in both economic peaks and valleys over a long time period. Because of the relatively short forecast period and to remain conservative, TDA growth rates are assumed to follow the forecasted Consumer Price Index for the San Francisco Consolidated Metropolitan Statistical Area (CMSA) developed by the State Department of Finance. The CPI forecast, which goes through FY 2015-16, assumes a 2 percent growth rate per year. The TSP forecast follows this trend. Also, accounting for continued level of some economic growth that is expected to occur slowly in the future, the TSP shows 3 percent growth per year for the last two years of the forecast.

SolTrans identifies funding sources that are uncertain or are competitive and not stable on an annual basis. They include STAF Lifeline, FTA 5311 rural, and FTA 5307 preventive maintenance fuel allocation. To be conservative, future revenues are reduced from 2013 budgeted amounts.

Fare revenues increase by 2 percent per year to reflect stable operations from service enhancements. STAF revenue-based funds are projected to decrease from budgeted 2013 levels beginning in FY 2014 because SolTrans will receive one-third of the amount and WETA will receive two-thirds. The Governor's FY 2013-14 State budget also proposes a reduction in STAF by about 6 percent from the previous year.

Operations expenses designated to the fixed route system include local and commuter bus services, and small amounts for bus facility maintenance. Growth in operations is assumed at 3 percent per year which is slightly above the forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA). No transfer center operations/maintenance expenses appear to be in the fixed route budget. Paratransit expenses are primarily for the transit services contract.

The baseline revenue service hours are based on the SolTrans FY 2011-12 State Controller Report data. The supplemental operations data indicates revenue service hours to be 97,900 for fixed route, and 15,200 for dial-a-ride.

On the capital side, capital projects in FY 2012-13 are budgeted with sufficient funding including replacement of three Solano Express Model Year 2001 commuter buses with hybrid commuter coaches. One bus will go to FAST and two will remain with SolTrans to replace buses bought in FY 2001, leaving one additional 2001 commuter bus owned by SolTrans to replace in 2015.

However, with recent MTC action to modify the eligible claimants for several Bay Area UZAs, including the San Francisco/Oakland and Vallejo UZAs, replacement of these express buses would no longer be eligible from this fund source even though they continue to provide service within the San Francisco/Oakland UZA. Solano Transit Authority has requested that MTC modify this recent action to ensure that the replacement of Solano Express Buses, consistent with MTC Resolution 3434 which provide service to BART, remain eligible for San Francisco/Oakland UZA funds.

From the same MTC action, SolTrans would become the sole eligible claimant in the Vallejo UZA with the exception of Napa transit service which receives an annual allocation for ADA paratransit assistance due to American Canyon residing in the Vallejo Urbanized Area.

All other MCI buses are Model Year 2003, and based on MTC's TCP policy, these buses have a useful life of 14 years and will need to be replaced in 2017. However, SolTrans plans to extend the life of the buses by 2 to 3 years beyond the 14 year life span due to completed midlife engine replacements. SolTrans is developing a reserve policy for TDA as part of its strategy to bank operating revenue savings for future capital expenses. Actual level of reserves will be determined along with FTA 5307 funds to pay for the large replacement of commuter buses.

Preventive maintenance is projected to be \$200,000 per year beginning in FY 2013-14 and will include labor and parts associated with capitalized maintenance work (i.e. replacement of engines, transmissions, hybrid battery packs, and other capital work that would typically exceed \$5,000 in total). Unused funds in a given year will be carried-over to the next year. Therefore, actual funding investment on an annual basis may be less than shown, if funding is carried-over year after year.

Full renovation and expansion of the bus facility on Broadway is budgeted at \$2 million in FY 2013. The current SolTrans capital budget for FY 2013 includes \$1.5 million in federal and local funding. In addition, the City of Vallejo has roughly \$500,000 in an existing FTA grant (including the local match) for the renovation. Beyond this, some funding is set-aside for other potential maintenance needs. The Curtola Transit & Parking Center is not included until such time that funding is clearly allocated by MTC for this project.

Technology enhancements such as information technology equipment, communications, farebox upgrade, security cameras, and automatic vehicle locator systems are budgeted in 2013 at a cost of over \$3 million. In FY 2014, \$200,000 is projected should SolTrans need to invest in a comprehensive phone system for ADA compliance purposes and for improved customer service. Beyond FY 2014, \$100,000 is budgeted for unforeseen technology needs. An additional \$250,000 is budgeted for branding and website development in FY 2013.

Vehicle replacement unit costs are based on the most recent MTC regional bus/van pricelist for FYs 2012-13 and FY 2013-14 for Transit Capital Priorities Call for Projects. SolTrans provided the vehicle replacement costs for three commuter buses in FY 2012-13 which are similar to those in the MTC pricelist. Unit costs include cutaway vehicles at \$118,000 (over 26 feet), and minivans at \$54,000. The pricelist assumes a 2 percent annual growth in vehicle cost. Capital costs for preventive maintenance, technology enhancements, automated vehicle locator system, and branding/website development are provided by SolTrans.

Based on the fleet list and vehicle ages, with the understanding that SolTrans anticipates prolonging the useful life of the existing commuter buses, vehicles assumed to need replacement over the next five years include a total of 13 vehicles ranging from ADA accessible vans to paratransit vehicles to large commuter buses (only those commuter buses replaced in 2013). SolTrans' local fleet of 21 Model Year 2011 Gillig hybrid buses are sufficient for meeting current service levels with some room for expansion. Funding is identified for over-the-road bus replacements in FY 2013, while the TDA reserve policy that will be developed, together with federal grant funds, will likely be used to pay for future replacements beyond the forecast period. A listing of capital projects by year is shown.

FY 12-13: 3 replacements of year 2001, 52 passenger commuter buses; bus facility improvements; technology enhancements; and branding/website improvements.

FY 13-14: 3 replacement of year 2000 and 2001 supervisor cars with ADA accessible vans; bus preventive maintenance; facility maintenance; technology enhancement.

FY 14-15: Bus preventive maintenance; facility maintenance; technology enhancement.

FY 15-16: Bus preventive maintenance; facility maintenance; technology enhancement.

FY 16-17: Bus preventive maintenance; facility maintenance; technology enhancement.

FY 17-18: 7 replacements of 2011, 16 passenger paratransit vehicles; bus preventive maintenance; facility maintenance; technology enhancement.

The financial forecast data is expressed in year of expenditure. As shown in the forecast, SolTrans will operate at an overall annual surplus under current conditions. Fixed route operations will have a sizable surplus while paratransit will incur a smaller deficit, thus a net surplus systemwide. One time transitional funds provided by MTC, as well as remaining federal grants being transferred from Vallejo to SolTrans, provide additional boosts to the revenues in the short term. As identified in SolTrans' budget assumptions, certain revenue sources included in the forecast have been identified as uncertain given their competitive nature. As such, a decrease in these funds is assumed after the initial year. The surplus operating revenues support SolTrans' strategy to bank operations savings to use for capital purchases, as well as develop a reserve policy.

The large capital replacement of commuter buses after the forecast period presents a challenge for adequate funding. The flexibility in TDA savings along with potential FTA 5307 grants would help in funding the replacements. SolTrans plans to extend the useful lives of the existing commuter fleet, which would enable funding to further build up. The capital funding buildup is dependent in large part on the future growth of operations and the level of TDA needed to support this growth.

Financial Projections - Fixed Route Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement	\$2,850,000	\$0	\$0	\$0	\$0	\$0
Preventive Maintenance - Bus		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Preventive Maintenance - Facilities	\$2,000,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Technology	\$1,080,000	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000
Automatic Vehicle Locator System	\$2,160,000					
Branding & Website- System Investments	\$250,000					
Total	\$8,340,000	\$420,000	\$320,000	\$320,000	\$320,000	\$320,000
Capital Revenue						

Financial Projections - Fixed Route Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Transportation Development Act ⁽¹⁾	\$1,395,000	\$84,000	\$64,000	\$64,000	\$64,000	\$64,000
RM 2	\$130,000					
Proposition 1B	\$1,831,000					
FTA Grants	\$3,960,000					
FTA 5307	\$566,000	\$336,000	\$256,000	\$256,000	\$256,000	\$256,000
FTA 5339	\$458,000	\$493,000				
Total	\$8,340,000	\$913,000	\$320,000	\$320,000	\$320,000	\$320,000
Annual Net Surplus/Deficit - Capital	\$0	\$493,000	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$493,000	\$493,000	\$493,000	\$493,000	\$493,000
Operating Expense						
Fixed Route ⁽²⁾	\$9,809,000	\$10,103,000	\$10,406,000	\$10,718,000	\$11,040,000	\$11,371,000
Total	\$9,809,000	\$10,103,000	\$10,406,000	\$10,718,000	\$11,040,000	\$11,371,000
Operating Revenue						
Fares ⁽³⁾	\$3,250,000	\$3,315,000	\$3,381,000	\$3,449,000	\$3,518,000	\$3,588,000
Other Income	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
RM 2	\$1,224,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
Transportation Development Act ⁽⁴⁾	\$3,417,000	\$3,485,000	\$3,555,000	\$3,626,000	\$3,735,000	\$3,847,000
TDA Intercity Transit Cost Sharing	\$213,000	\$217,000	\$221,000	\$225,000	\$232,000	\$239,000
STAF - Revenue Based ⁽⁵⁾	\$586,000	\$171,000	\$171,000	\$171,000	\$171,000	\$171,000
STAF Lifeline *	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
FTA 5307	\$3,264,000	\$2,958,000	\$3,228,000	\$3,200,000	\$3,200,000	\$3,200,000
FTA 5307 - Fuel *	\$321,000					
FTA 5311 *	\$107,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
FTA 5316	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Unused Vallejo FTA Grants (O&M) <i>Transitional One-Time Funding</i>		\$1,689,000				

Financial Projections - Fixed Route Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
STAF - Revenue Based One -Time ⁽⁶⁾	\$549,000					
STAF - Population Based One-Time ⁽⁷⁾	\$878,000					
STAF Lifeline One-Time	\$182,000					
FTA STP Prev. Maint. One-Time	\$1,000,000					
Total	\$15,671,000	\$13,565,000	\$12,286,000	\$12,401,000	\$12,586,000	\$12,775,000
Annual Net Surplus/Deficit - Operations	\$5,862,000	\$3,462,000	\$1,880,000	\$1,683,000	\$1,546,000	\$1,404,000
Cumulative Net Surplus/Deficit - Operations	\$5,862,000	\$9,324,000	\$11,204,000	\$12,887,000	\$14,433,000	\$15,837,000

(1) SolTrans is developing a reserve policy for TDA as part of its strategy to bank operating revenue savings for future capital expenses. Actual level of reserves to be determined.

(2) Operating expenses includes \$15,000 for bus facility maintenance. Operating expenses grow by 3% per year, slightly above forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA).

(3) Fare revenues increase by 2% per year to reflect stable operations from service enhancements.

(4) TDA revenues are net of FAST Intercity and STA Planning totaling an additional \$345,000. TDA growth is 2 percent for first three years, and 3 percent remaining two years, mirroring forecasted growth of SF CMSA CPI Forecast through FY 2015-16. SolTrans is developing a reserve policy for TDA for its strategy to bank operating revenue savings for future capital expenses.

(5) Combined Vallejo and Benicia STAF revenue-based apportionments for FY 2012-13. STAF reduction of 6% between FYs 2013 and 2014 based on proposed FY 2013-14 State budget. SolTrans will receive 1/3 of Vallejo STAF beginning in FY 2014, and 2/3 goes to WETA. Revenue is held constant in forecast since STAF is volatile based on unpredictable diesel fuel sales.

(6) Unprogrammed/unclaimed Vallejo STAF Revenue Based, MTC Resolution 4051

(7) Benicia Debt Retirement payment of \$121,600 not included.

* SolTrans identifies these funding sources as uncertain/one-time/competitive grant funds. Revenues are either held constant or reduced to reflect uncertainty.

**Financial Projections - Paratransit and Local and Intercity Taxi
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement	\$0	\$162,000	\$0	\$0	\$0	\$894,000
Total	\$0	\$162,000	\$0	\$0	\$0	\$894,000
Capital Revenue						
Transportation Development Act Proposition 1B		\$162,000				\$894,000
Total	\$0	\$162,000	\$0	\$0	\$0	\$894,000
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
Paratransit ⁽¹⁾	\$1,732,000	\$1,784,000	\$1,838,000	\$1,893,000	\$1,950,000	\$2,009,000
Taxi (Local and Regional) ⁽¹⁾	\$236,000	\$243,000	\$250,000	\$258,000	\$266,000	\$274,000
Total	\$1,968,000	\$2,027,000	\$2,088,000	\$2,151,000	\$2,216,000	\$2,283,000
Operating Revenue						
Fares - Paratransit	\$81,000	\$83,000	\$85,000	\$87,000	\$89,000	\$91,000
Fares - Local Taxi	\$112,000	\$114,000	\$116,000	\$118,000	\$120,000	\$122,000
Fares - Regional Taxi	\$25,000	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000
Transportation Development Act ⁽²⁾	\$1,082,000	\$1,104,000	\$1,126,000	\$1,149,000	\$1,183,000	\$1,218,000
FTA 5307 ADA Setaside ⁽³⁾	\$594,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

**Financial Projections - Paratransit and Local and Intercity Taxi
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Total	\$1,894,000	\$1,527,000	\$1,554,000	\$1,582,000	\$1,621,000	\$1,661,000
Annual Net Surplus/Deficit - Operations	-\$74,000	-\$500,000	-\$534,000	-\$569,000	-\$595,000	-\$622,000
Cumulative Net Surplus/Deficit - Operations	-\$74,000	-\$574,000	-\$1,108,000	-\$1,677,000	-\$2,272,000	-\$2,894,000

(1) Operating expenses grow by 3% per year, slightly above forecasted growth in CPI for the San Francisco Consolidated Metropolitan Statistical Area (CMSA).

(2) TDA revenues are net of STA Planning totaling an additional \$141,000.

(3) \$200,000 from SF-Oakland Urbanized Area beginning in FY 2013-14, in MTC Resolution 4072. Vallejo Urbanized Area will be included in 5307 "operating assistance" lump amount.

**Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating**

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Replacement	\$2,850,000	\$162,000	\$0	\$0	\$0	\$894,000
Preventive Maintenance - Bus	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Preventive Maintenance - Facilities	\$2,000,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Technology	\$1,080,000	\$200,000	\$100,000	\$100,000	\$100,000	\$100,000
Automatic Vehicle Locator System	\$2,160,000	\$0	\$0	\$0	\$0	\$0
Branding & Website-System Investments	\$250,000	\$0	\$0	\$0	\$0	\$0
Total	\$8,340,000	\$582,000	\$320,000	\$320,000	\$320,000	\$1,214,000

Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Revenue						
Transportation Development Act ⁽¹⁾	\$1,395,000	\$246,000	\$64,000	\$64,000	\$64,000	\$958,000
RM 2	\$130,000	\$0	\$0	\$0	\$0	\$0
Proposition 1B	\$1,831,000	\$0	\$0	\$0	\$0	\$0
FTA Grants	\$3,960,000	\$0	\$0	\$0	\$0	\$0
FTA 5307	\$566,000	\$336,000	\$256,000	\$256,000	\$256,000	\$256,000
FTA 5339	\$458,000	\$493,000	\$0	\$0	\$0	\$0
Total	\$8,340,000	\$1,075,000	\$320,000	\$320,000	\$320,000	\$1,214,000
Annual Net Surplus/Deficit - Capital	\$0	\$493,000	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$493,000	\$493,000	\$493,000	\$493,000	\$493,000
Operating Expense						
Operations	\$11,777,000	\$12,130,000	\$12,494,000	\$12,869,000	\$13,256,000	\$13,654,000
Total	\$11,777,000	\$12,130,000	\$12,494,000	\$12,869,000	\$13,256,000	\$13,654,000
Operating Revenue						
Fares	\$3,468,000	\$3,538,000	\$3,609,000	\$3,682,000	\$3,756,000	\$3,831,000
Other Income	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
RM 2	\$1,224,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
Transportation Development Act ⁽¹⁾	\$4,499,000	\$4,589,000	\$4,681,000	\$4,775,000	\$4,918,000	\$5,065,000
TDA Intercity Transit Cost Sharing	\$213,000	\$217,000	\$221,000	\$225,000	\$232,000	\$239,000
STAF - Revenue Based	\$586,000	\$171,000	\$171,000	\$171,000	\$171,000	\$171,000
STAF Lifeline *	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
FTA 5307	\$3,858,000	\$3,158,000	\$3,428,000	\$3,400,000	\$3,400,000	\$3,400,000
FTA 5307 - Fuel *	\$321,000	\$0	\$0	\$0	\$0	\$0
FTA 5311 *	\$107,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
FTA 5316	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000

Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating

<i>(Numbers are expressed in Year of Expenditure \$)</i>	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Unused Vallejo FTA Grants (O&M)		\$1,689,000				
<i>Transitional One-Time Funding</i>						
STAF - Revenue Based One -Time	\$549,000	\$0	\$0	\$0	\$0	\$0
STAF - Population Based One-Time	\$878,000	\$0	\$0	\$0	\$0	\$0
STAF Lifeline One-Time	\$182,000	\$0	\$0	\$0	\$0	\$0
FTA STP Prev. Maint. One-Time	\$1,000,000	\$0	\$0	\$0	\$0	\$0
Total	\$17,565,000	\$15,092,000	\$13,840,000	\$13,983,000	\$14,207,000	\$14,436,000
Annual Net Surplus/Deficit - Operations	\$5,788,000	\$2,962,000	\$1,346,000	\$1,114,000	\$951,000	\$782,000
Cumulative Net Surplus/Deficit - Operations	\$5,788,000	\$8,750,000	\$10,096,000	\$11,210,000	\$12,161,000	\$12,943,000

(1) SolTrans is developing a reserve policy for TDA as part of its strategy to bank operating revenue savings for future capital expenses. Actual level of reserves to be determined.

(2) TDA revenues are net of STA Planning totaling an additional \$141,000.

* SolTrans identifies these funding sources as uncertain/one-time/competitive grant funds. Revenues are either held constant or reduced to reflect uncertainty.

City of Vacaville City Coach

The following tables provide an initial summary of the historic financial and performance data for Vacaville City Coach. Data sources used to comprise the tables include TDA Claims, Fiscal Audits, Comprehensive Annual Financial Reports, MTC Statistical Summary, Operating Budget, State Controller Reports, and National Transit Database.² A review of other data sources including the Short Range Transit Plan was also conducted.

Data Consistency

A comparison of key financial and operations data was undertaken to determine the general accuracy of the recording and reporting by City of Vacaville. With an understanding that various reports are submitted at different times on the local, regional and state level, most are all prepared after the end of the fiscal year and ideally should match. An exception is the Operating Budget which provides adopted and proposed budgets for FYs 2010-11 and 2011-12 respectively.

The listing of the data provides comparison to show minor discrepancies that may exist among the various data sources that portray the financial health of the transit system. The data reported in the annual MTC Statistical Summary include only the fixed route and paratransit services, and not either the local taxi or intercity taxi programs. In comparison, the other data sources include all public transit services managed by the city. Full time equivalents are reported for fixed route and paratransit services, and do not include either taxi programs.

For non-fixed route services, the financial audits aggregate total operations cost and fare revenue for paratransit, local taxi, and intercity taxi. Other data sources separate among these three services. This explains the discrepancy in operating cost and fare revenues in the paratransit and taxi table. Fiscal year 2010-11 was the first full year of the intercity taxi scrip program managed by Vacaville. Overall, in consideration of which transit services are reported in the respective sources, the data provide relatively consistent information.

² On an annual basis, the City of Vacaville certifies that the transit system operates 30 or fewer vehicles in annual maximum service and reports to the FTA as a Small Systems Waiver agency for purposes of the National Transit Database. This status requires Vacaville to submit fewer forms to NTD than without the waiver.

VACAVILLE CITY COACH DATA CONSISTENCY - TOTAL SYSTEM

Performance Measure	Source	FY09	FY10	FY11	FY12
Total Operating Expenses	State Controller Report	\$2,034,697	\$2,049,267	\$2,148,412	
	Audited Financial Statements	\$2,022,790	\$2,047,203	\$2,146,764	
	MTC Statistical Summary	\$1,903,000	\$1,896,000	\$1,831,000	
	TDA Claim	\$2,034,698	\$2,049,266	\$2,148,605	\$2,752,088
	Operating Budget	\$2,024,459	\$2,047,204	\$2,482,035	\$2,242,704
Farebox Revenues	State Controller Report	\$332,019	\$357,513	\$391,850	
	Audited Financial Statements	\$332,019	\$357,513	\$391,850	
	MTC Statistical Summary	\$273,000	\$301,000	\$302,000	
	TDA Claim	\$332,019	\$357,513	\$391,849	\$451,637
Passengers	State Controller Report	328,916	377,228	403,352	
	MTC Statistical Summary	317,000	364,000	386,000	
	TDA Claims	328,922	377,238	397,667	450,137
Vehicle Service Hours	State Controller Report	32,728	35,384	31,426	
	MTC Statistical Summary	28,000	30,000	31,000	
	TDA Claims	32,735	34,784	31,929	43,018
Vehicle Service Miles	State Controller Report	469,498	492,504	501,290	
	MTC Statistical Summary	406,000	429,000	436,000	
	TDA Claims	470,214	497,817	467,765	738,568
Employee Full-Time	State Controller Report	26.0	26.0	29.0	

	MTC Statistical Summary	22.0	22.0	22.0	
	TDA Claims	22.0	22.0	26.0	24.0

VACAVILLE CITY COACH DATA CONSISTENCY - FIXED ROUTE

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	State Controller Report	\$1,422,575	\$1,454,669	\$1,404,235	
	Audited Financial Statements	\$1,414,367	\$1,454,284	\$1,403,450	
	MTC Statistical Summary	\$1,423,000	\$1,455,000	\$1,427,000	
	TDA Claim	\$1,422,575	\$1,454,668	\$1,404,427	\$1,796,309
	Operating Budget	\$1,416,036	\$1,454,284	\$1,594,205	\$1,429,865
	National Transit Database				\$1,693,024
Passenger Fares	State Controller Report	\$242,166	\$270,951	\$276,749	
	Audited Financial Statements	\$242,166	\$270,951	\$276,749	
	MTC Statistical Summary	\$242,000	\$271,000	\$272,000	
	TDA Claim	\$242,166	\$270,951	\$276,749	\$314,060
	National Transit Database				\$339,687
Passengers	State Controller Report	302,461	350,410	372,412	
	MTC Statistical Summary	302,000	350,000	372,000	
	TDA Claims	302,461	350,410	372,412	425,014
	National Transit Database				446,109
Vehicle Service Hours	State Controller Report	23,204	25,120	23,670	

Vehicle Service Miles	MTC Statistical Summary	23,000	25,000	26,000	
	TDA Claims	23,206	25,130	25,744	36,582
	National Transit Database				33,767
	State Controller Report	340,485	364,277	348,631	
	MTC Statistical Summary	340,000	365,000	375,000	
Employee Full-Time Equivalents	TDA Claims	340,485	364,512	379,238	525,066
	National Transit Database				525,949
	State Controller Report	21	21	24	
Employee Full-Time Equivalents	MTC Statistical Summary	18	18	18	
	TDA Claims	18	18	22	24

**VACAVILLE CITY COACH DATA CONSISTENCY –
PARATRANSIT AND LOCAL TAXI**

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	State Controller Report	\$612,122	\$594,598	\$527,210	
	Audited Financial Statements	\$608,423	\$592,919	\$743,314	
	TDA Claims	\$612,123	\$576,991	\$527,212	\$609,600
	Operating Budget	\$608,423	\$575,313	\$598,250	\$657,057
Passenger Fares	State Controller Report	\$89,853	\$86,562	\$82,556	
	Audited Financial Statements	\$89,853	\$86,562	\$115,101	
	TDA Claims	\$89,853	\$83,606	\$82,556	\$85,650

Passengers	State Controller Report	26,455	26,818	25,255	
	TDA Claims	26,461	26,054	25,255	25,123
Vehicle Service Hours	State Controller Report	9,524	10,264	5,750	
	TDA Claims	9,529	9,097	6,185	6,436
Vehicle Service Miles	State Controller Report	129,013	128,227	83,212	
	TDA Claims	129,729	124,943	88,527	89,928

**VACAVILLE CITY COACH DATA CONSISTENCY –
SPECIAL SERVICES (PARATRANSIT)**

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	MTC Statistical Summary	\$480,000	\$441,000	\$404,000	
	TDA Claims	\$480,219	\$440,954	\$399,098	\$456,501
	National Transit Database				\$468,084
Passenger Fares	MTC Statistical Summary	\$31,000	\$30,000	\$30,000	
	TDA Claims	\$31,123	\$29,696	\$30,055	\$27,705
	National Transit Database				\$58,060
Passengers	State Controller Report	14,767	14,312	14,212	
	MTC Statistical Summary	15,000	14,000	14,000	
	TDA Claims	14,773	14,312	14,212	13,687
	National Transit Database				13,707
Vehicle Service Hours	State Controller Report	5,315	5,569	4,723	
	MTC Statistical Summary	5,000	5,000	5,000	

Vehicle Service Miles	TDA Claims National Transit Database	5,320	5,047	5,158	5,295 5,311
	State Controller Report	65,715	59,080	56,895	
	MTC Statistical Summary	66,000	64,000	61,000	
	TDA Claims National Transit Database	66,431	64,012	62,210	63,140 61,666
Employee Full-Time Equivalents	State Controller Report	5	5	5	
	MTC Statistical Summary	4	4	4	
	TDA Claims	4	4	4	

VACAVILLE CITY COACH DATA CONSISTENCY - LOCAL TAXI SCRIP

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	TDA Claims	\$131,904	\$136,037	\$128,114	\$153,099
Passenger Fares	TDA Claims	\$58,730	\$53,910	\$52,501	\$57,945
Passengers	TDA Claims	11,688	11,742	11,043	11,436
	State Controller Report	11,688	12,506	11,043	
Vehicle Service Hours	TDA Claims	4,209	4,050	1,027	1,141
	State Controller Report	4,209	4,695	1,027	
Vehicle Service Miles	TDA Claims	63,298	60,931	26,317	26,788
	State Controller Report	63,298	69,147	26,317	

VACAVILLE CITY COACH DATA CONSISTENCY - INTERCITY TAXI SCRIP

Performance Measure	Source	FY09	FY10	FY11	FY12
Operating Cost	State Controller Report			\$216,967	
	TDA Claims		\$17,607	\$216,966	\$346,179
	Operating Budget Internal Report		\$17,607	\$289,580	\$155,782
					\$363,357
Passenger Fares	State Controller Report			\$32,545	
	TDA Claims		\$2,956	\$32,544	\$51,927
Passengers	TDA Claims		774		
	State Controller Report			5,685	
	Internal Report				9,633
Vehicle Service Hours	TDA Claims		557		
	State Controller Report			2,006	
Vehicle Service Miles	TDA Claims		8,362		
	State Controller Report			69,447	
	Internal Report				123,574

Cost Drivers

Cost drivers are expense items necessary to provide a particular service. Cost drivers for City Coach have generally included operations and maintenance, administrative salaries and benefits, allocated costs for general fund expenses, and vehicle fuel. The percentage of these costs relative to total operations costs is derived. As City Coach is operated by a private contractor, salaries and benefits costs are shown for city employees for administration and management of the system.

**Cost Drivers
City Coach**

	2009	2010	2011	2012
Salaries	\$127,474	\$158,581	\$156,425	\$152,184
<i>% Change</i>		24%	-1%	-3%

Benefits	\$70,779	\$79,294	\$73,694	\$81,640
<i>% Change</i>		12%	-7%	11%
Cost Allocation	\$0	\$57,466	\$53,559	\$57,333
<i>% Change</i>		--	-7%	7%
Fuel ⁽¹⁾	\$184,508	\$186,302	\$158,782	\$194,829
<i>% Change</i>		1%	-15%	23%

Salaries as % of Total Operations Cost (minus depreciation)	6%	8%	7%	6%
Benefits as a % of Total Operations Cost (minus Depreciation)	3%	4%	3%	3%
Cost Allocation as a % of Total Operations Cost (minus Depreciation)	0%	3%	2%	2%
Fuel as % of Total Operations Cost (minus depreciation)	9%	9%	7%	7%

(1) CNG fuel rebates not shown in figures.

Source: TDA Claim Actual for FYs 09-11; TDA Claim Current Adjusted FY 2012; Annual Cost Allocation figure from City Budget.

A breakdown of audited costs between operations, maintenance, and administration is provided for the period of FYs 2008-09 through 2010-11. Operations cost comprises about 66 percent of total cost (minus depreciation), maintenance comprises 13 percent, and general administrative cost comprises the remaining 21 percent.

City Coach Operations Expenses

	2009	2010	2011
Operations	\$1,192,252	\$1,211,924	\$1,412,216
<i>% Change</i>	--	2%	17%
Maintenance	\$255,818	\$263,648	\$286,769
<i>% Change</i>	--	3%	9%
General Administration	\$586,628	\$573,694	\$449,619
<i>% Change</i>	--	-2%	-22%
Depreciation	\$361,816	\$615,414	\$969,855
<i>% Change</i>	--	70%	58%
Total	\$2,396,514	\$2,664,680	\$3,118,459

Source: TDA Claim Actual

A further division of operating expenses among other cost drivers is shown using audited data. With purchased transportation being the primary cost driver, others include fuel, services, and insurance. Trends in expenses show some variability in terms of increases and decreases, but most show decreasing cost trends on an annual basis over the last three years. For example, fuel expenses decreased in FY 2011 as a result of the fleet making a full conversion to CNG fuel

from diesel. Other expenses such as purchased transportation increased due to the commencement of new intercity taxi service in early 2010 while utilities remained relatively stable. Overall annual total operating expenses increased about five percent or less after excluding depreciation, primarily due to the inclusion of the new intercity taxi costs starting in early 2010. Excluding startup cost for intercity taxi, operations cost for fixed route and paratransit generally decreased over the last three years.

City Coach Operations Expenses

	2009	2010	2011
Services	\$314,288	\$306,542	\$256,764
<i>% Change</i>		-2%	-16%
Fuels and Lubricants	\$184,508	\$186,302	\$158,782
<i>% Change</i>		1%	-15%
Casualty and Liability	\$77,454	\$55,399	\$36,621
<i>% Change</i>		-28%	-34%
Utilities	\$12,540	\$12,391	\$12,547
<i>% Change</i>		-1%	1%
Purchased Transportation	\$1,192,252	\$1,211,924	\$1,412,216
<i>% Change</i>		2%	17%
Other	\$55,403	\$38,833	\$41,556
<i>% Change</i>		-30%	7%
Administration (Labor)	\$198,253	\$237,875	\$230,119
<i>% Change</i>		20%	-3%
Depreciation	\$361,816	\$615,414	\$969,855
<i>% Change</i>		70%	58%
Total	\$2,396,514	\$2,664,680	\$3,118,460
<i>% Change</i>		11%	17%

Source: TDA Claim Actual

Performance Trends

The following tables provide information on performance indicators and trends of the transit system. Industry performance measures are used including operating costs, fare revenues, ridership, revenue hours and miles, and full time equivalents. The general trend in fixed route and paratransit services for fiscal years 2009 through 2011 shows increased cost efficiency and effectiveness measured in cost per hour and per passenger, and farebox recovery. Subsidy per passenger also decreased over the three year period. Service effectiveness measured by passengers per hour shows an increase for fixed route while paratransit remained stable. Costs remained flat for fixed route, although ridership, service hours and miles increased thereby resulting in increased cost effectiveness. Costs for paratransit decreased with smaller declines in ridership, service hours and miles. Other measures such as fare revenue and farebox recovery increased for both fixed route and paratransit. Some performance indicators for local taxi show significant changes from a decline in service hours and miles in FY 2010-11 due in part to the introduction of intercity taxi.

VACAVILLE CITY COACH PERFORMANCE INDICATORS - FIXED ROUTE

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$1,414,367	\$1,454,284	\$1,403,450	-0.8%
<i>Annual % Change</i>		2.8%	-3.5%	
Passengers	302,461	350,410	372,412	23.1%
<i>Annual % Change</i>		15.9%	6.3%	
Vehicle Service Hours	23,206	25,130	25,744	10.9%
<i>Annual % Change</i>		8.3%	2.4%	
Vehicle Service Miles	340,485	364,512	379,238	11.4%
<i>Annual % Change</i>		7.1%	4.0%	
Employee FTEs	18.0	18.0	22.0	22.2%
<i>Annual % Change</i>		0.0%	22.2%	
Fare Revenue	\$242,166	\$270,951	\$276,749	14.3%
<i>Annual % Change</i>		11.9%	2.1%	
Local Match (Advertising revenue)	\$27,190	\$19,180	\$13,717	-49.6%
<i>Annual % Change</i>		-29.5%	-28.5%	
Operating Cost per Passenger	\$4.68	\$4.15	\$3.77	-19.4%
<i>Annual % Change</i>		-11.2%	-9.2%	
Operating Cost per Vehicle Service Hour	\$60.95	\$57.87	\$54.52	-10.6%
<i>Annual % Change</i>		-5.1%	-5.8%	
Passengers per Vehicle Service Hour	13.03	13.94	14.47	11.0%
<i>Annual % Change</i>		7.0%	3.7%	
Passengers per Vehicle Service Mile	0.89	0.96	0.98	10.5%
<i>Annual % Change</i>		8.2%	2.2%	
Veh Service Hours per Employee FTE	1,289	1,396	1,170	-9.2%
<i>Annual % Change</i>		8.3%	-16.2%	
Fare per Passenger	\$0.80	\$0.77	\$0.74	-7.2%
<i>Annual % Change</i>		-3.4%	-3.9%	
Subsidy per passenger	\$3.88	\$3.38	\$3.03	-21.9%
<i>Annual % Change</i>		-12.9%	-10.4%	
Farebox Recovery	19.0%	20.0%	20.7%	8.7%
<i>Annual % Change</i>		4.8%	3.7%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	0.0%

Source: Operating Cost and Fares/Local Match from Audited Financial Statements

**VACAVILLE CITY COACH PERFORMANCE INDICATORS –
SPECIAL SERVICES (PARATRANSIT)**

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$480,219	\$440,954	\$399,098	-16.9%
<i>Annual % Change</i>		-8.2%	-9.5%	
Passengers	14,773	14,312	14,212	-3.8%
<i>Annual % Change</i>		-3.1%	-0.7%	
Vehicle Service Hours	5,320	5,047	5,158	-3.0%
<i>Annual % Change</i>		-5.1%	2.2%	
Vehicle Service Miles	66,431	64,012	62,210	-6.4%
<i>Annual % Change</i>		-3.6%	-2.8%	
Employee FTEs	4.0	4.0	4.0	0.0%
<i>Annual % Change</i>		0.0%	0.0%	
Fare Revenue	\$31,123	\$29,696	\$30,055	-3.4%
<i>Annual % Change</i>		-4.6%	1.2%	
Operating Cost per Passenger	\$32.51	\$30.81	\$28.08	-13.6%
<i>Annual % Change</i>		-5.2%	-8.9%	
Operating Cost per Vehicle Service Hour	\$90.27	\$87.37	\$77.37	-14.3%
<i>Annual % Change</i>		-3.2%	-11.4%	
Passengers per Vehicle Service Hour	2.78	2.84	2.76	-0.8%
<i>Annual % Change</i>		2.1%	-2.8%	
Passengers per Vehicle Service Mile	0.22	0.22	0.23	2.7%
<i>Annual % Change</i>		0.5%	2.2%	
Veh Service Hours per Employee FTE	1,330	1,262	1,290	-3.0%
<i>Annual % Change</i>		-5.1%	2.2%	
Fare per Passenger	\$2.11	\$2.07	\$2.11	0.4%
<i>Annual % Change</i>		-1.5%	1.9%	
Subsidy per passenger	\$30.40	\$28.74	\$25.97	-14.6%
<i>Annual % Change</i>		-5.5%	-9.6%	
Farebox Recovery	6.5%	6.7%	7.5%	16.2%
<i>Annual % Change</i>		3.9%	11.8%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	0.0%

Source: TDA Claims Actual

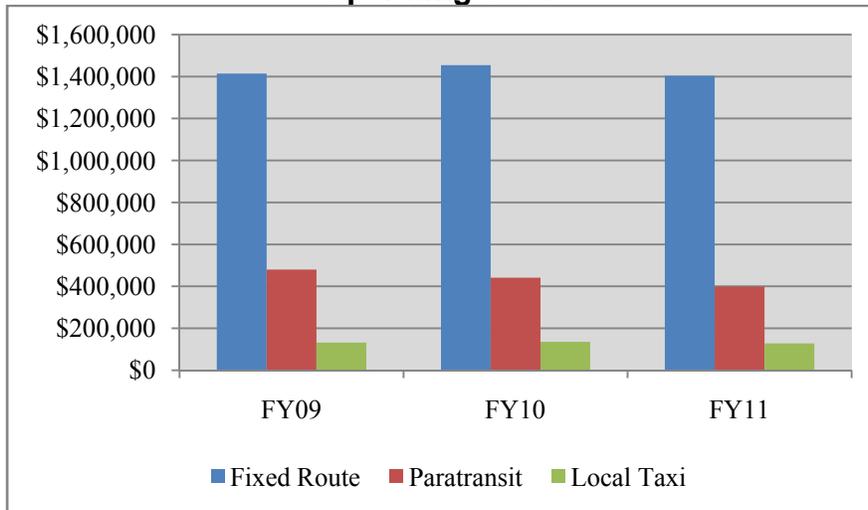
VACAVILLE CITY COACH PERFORMANCE INDICATORS - LOCAL TAXI

Statistics & Performance Indicators	FY 08-09	FY 09-10	FY 10-11	% Change FY09-FY11
Operating Costs	\$131,904	\$136,037	\$128,114	-2.9%
<i>Annual % Change</i>		3.1%	-5.8%	
Passengers	11,688	11,742	11,043	-5.5%
<i>Annual % Change</i>		0.5%	-6.0%	
Vehicle Service Hours	4,209	4,050	1,027	-75.6%
<i>Annual % Change</i>		-3.8%	-74.6%	
Vehicle Service Miles	63,298	60,931	26,317	-58.4%
<i>Annual % Change</i>		-3.7%	-56.8%	
Fare Revenue	\$58,730	\$53,910	\$52,501	-10.6%
<i>Annual % Change</i>		-8.2%	-2.6%	
Operating Cost per Passenger	\$11.29	\$11.59	\$11.60	2.8%
<i>Annual % Change</i>		2.7%	0.1%	
Operating Cost per Vehicle Service Hour	\$31.34	\$33.59	\$124.75	298.1%
<i>Annual % Change</i>		7.2%	271.4%	
Passengers per Vehicle Service Hour	2.78	2.90	10.75	287.2%
<i>Annual % Change</i>		4.4%	270.9%	
Passengers per Vehicle Service Mile	0.18	0.19	0.42	127.2%
<i>Annual % Change</i>		4.4%	117.7%	
Fare per Passenger	\$5.02	\$4.59	\$4.75	-5.4%
<i>Annual % Change</i>		-8.6%	3.6%	
Subsidy per passenger	\$6.26	\$6.99	\$6.85	9.4%
<i>Annual % Change</i>		11.7%	-2.1%	
Farebox Recovery	44.5%	39.6%	41.0%	-8.0%
<i>Annual % Change</i>		-11.0%	3.4%	
Percentage Change Consumer Price Index (Bay Area CPI)	1.8%	1.2%	1.7%	0.0%

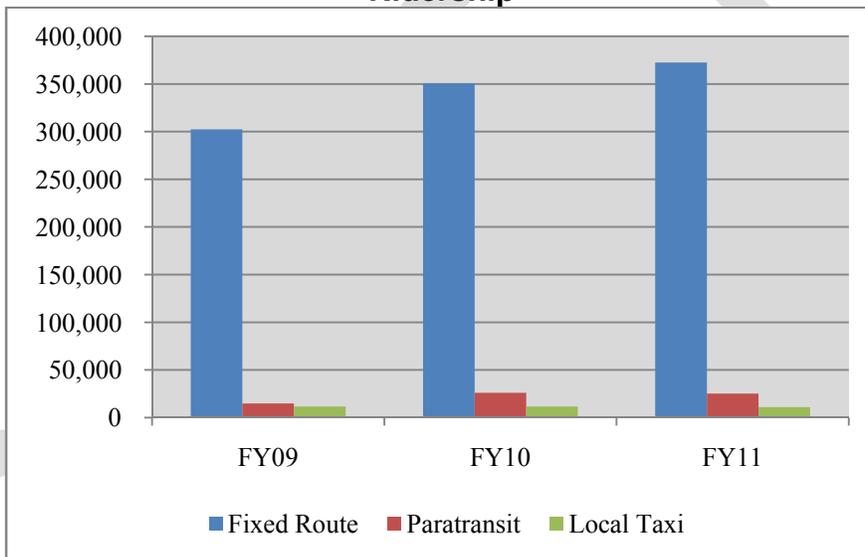
Source: TDA Claims Actual

Graphical display of select performance indicators is shown below.

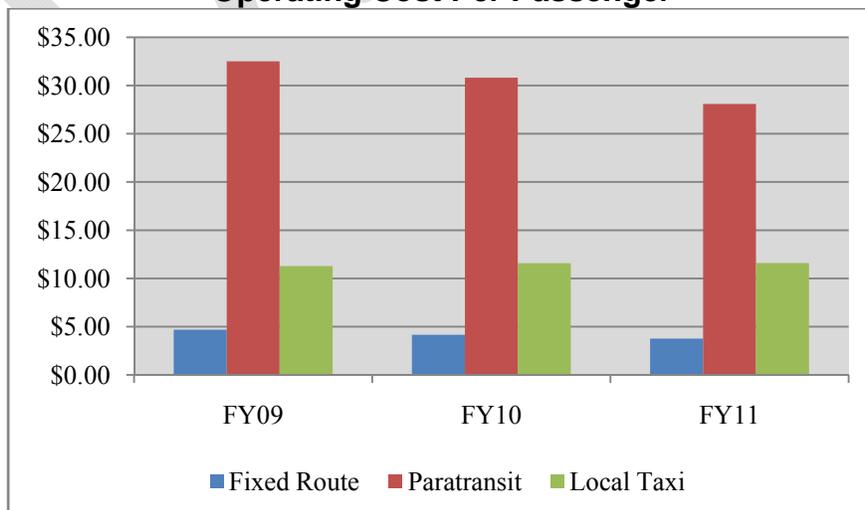
Operating Cost



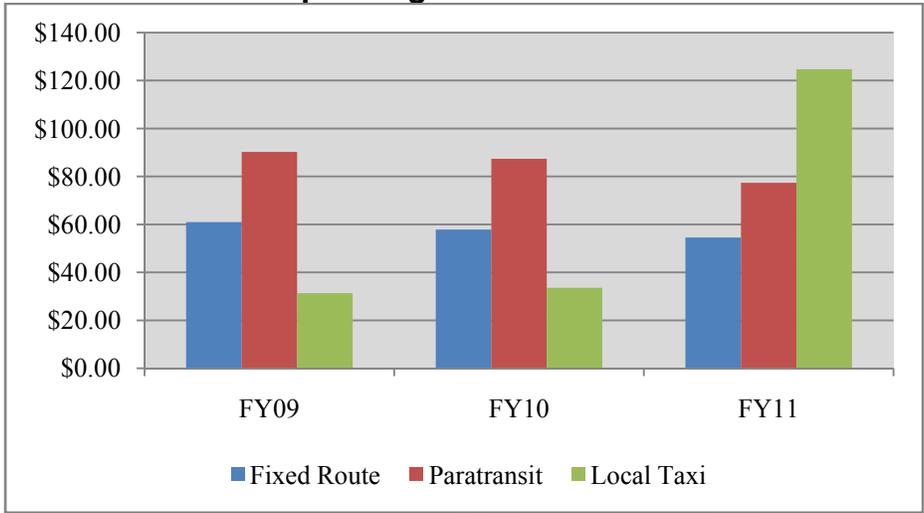
Ridership



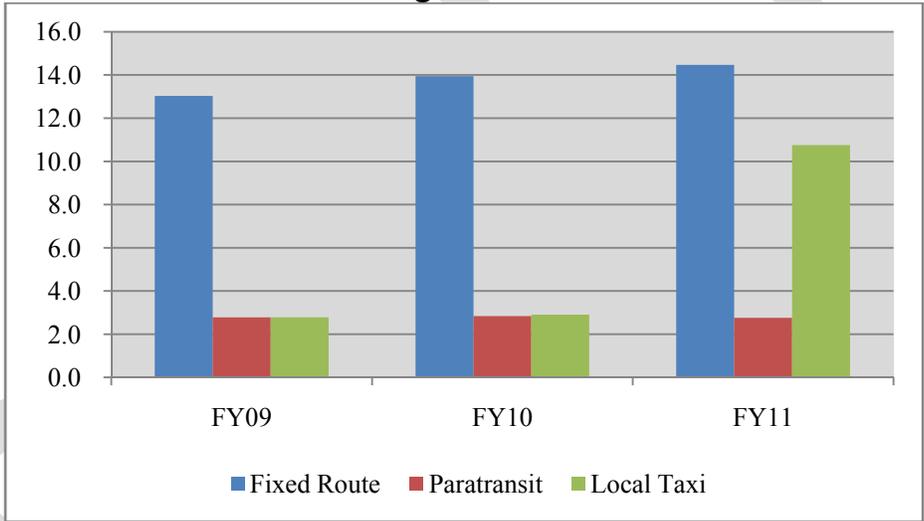
Operating Cost Per Passenger



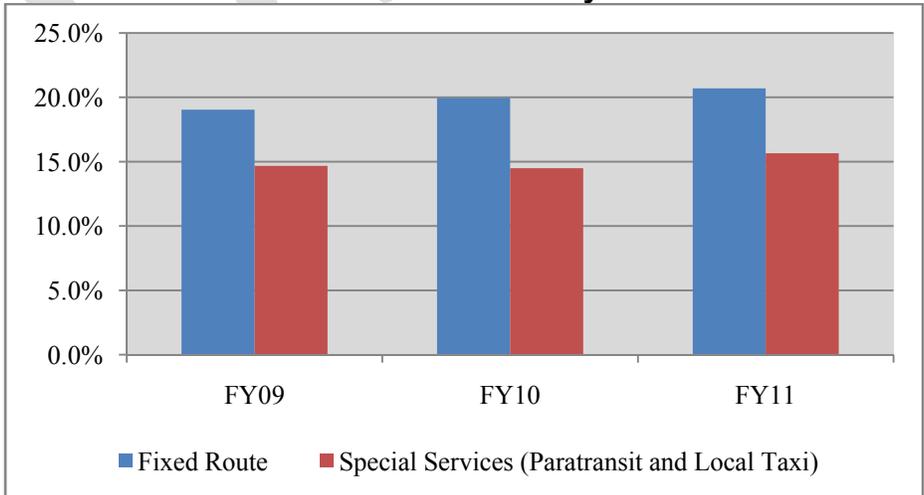
Operating Cost Per Hour



Passengers Per Hour



Farebox Recovery



Performance Against SRTP Standards

The SRTP for City Coach provided a set of performance standards for fixed route and paratransit. A sampling of performance standards and the current status of each mode meeting their respective projections are shown.

Performance Measure	SRTP Standard	City Coach Actual (FY 10-11)	Standard Met?
Operating Cost per Hour			
<i>Fixed Route</i>	<= \$65.00	\$54.52	Yes
<i>Paratransit</i>	<= \$53.00	\$77.37	No
Operating Cost per Passenger			
<i>Fixed Route</i>	<= \$10.00	\$3.77	Yes
<i>Paratransit</i>	<= \$22.00	\$28.08	No
Passengers per Hour			
<i>Fixed Route</i>	10.0	14.5	Yes
<i>Paratransit</i>	3.0	2.8	Yes

Operating Revenues

City Coach relies on a combination of local, state and federal funding sources for operations of the transit service. They include local sources such as fare revenue and advertising, TDA, and urban federal funds through the FTA 5307 grant program. Federal funds provide the largest contribution for operations, followed by TDA and then fares. Using information from TDA Claims, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type, including local, state and federal is also shown.

Operating Revenues

	FY 09	FY 10	FY 11
Fare Revenue	\$332,019	\$357,513	\$391,849
Advertising	\$27,190	\$19,180	\$13,717
Other local (AQMD)			\$46,821
LTF	\$672,429	\$739,113	\$707,023

	FY 09	FY 10	FY 11
STAF	\$60,000		
FTA 5307	\$943,060	\$933,460	\$913,434
FTA 5317			\$75,761
Total	\$2,034,698	\$2,049,266	\$2,148,605

Source: TDA Claim Actuals

Summary of Operating Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
Local Revenues (fares, other)	\$359,209	18%	\$376,693	18%	\$452,387	21%
State Funds (TDA)	\$732,429	36%	\$739,113	36%	\$707,023	33%
Federal	<u>\$943,060</u>	<u>46%</u>	<u>\$933,460</u>	<u>46%</u>	<u>\$989,195</u>	<u>46%</u>
Total	\$2,034,698	100%	\$2,049,266	100%	\$2,148,605	100%

Source: TDA Claims

Capital Revenues

City Coach has used several funding sources for capital expenditures including for vehicle replacement, facility improvement, and amenities. Funding sources include FTA 5307, TDA, and State Proposition 1B. The city's current cumulative balance of federal transit revenues is \$1.6 million. Proposition 1B funds have been used to improve bus shelters and replace five vehicles. Using annual fiscal audit information and federal grant data from the city, revenues are shown for a three year period (FYs 2008-09 through 2010-11). A summary of revenues by source type is also shown.

Capital Revenues by Source

	FY 09	FY 10	FY 11
State Funds (TDA)	\$2,169,406	\$1,187,739	\$1,238,078
State Funds (Prop 1B)		\$349,800	
FTA 5307	\$1,738,807	\$933,460	\$2,409,315
Total	\$3,908,213	\$2,470,999	\$3,647,393

Source: Annual Fiscal Audits, City of Vacaville

Summary of Capital Revenues by Source Type

	FY 09	% of Total	FY 10	% of Total	FY 11	% of Total
State Funds	\$2,169,406	56%	\$1,537,539	62%	\$1,238,078	34%
FTA 5307	<u>\$1,738,807</u>	<u>44%</u>	<u>\$933,460</u>	<u>38%</u>	<u>\$2,409,315</u>	<u>66%</u>
Total	\$3,908,213	100%	\$2,470,999	100%	\$3,647,393	100%

Capital Expenses

City Coach has replaced its fixed route vehicles over the past few years. As described in its most recent TDA claims, 10 of the 15 fixed route buses were replaced in 2009 and the remaining 5 buses were replaced in 2011. The six paratransit vehicles are older, last purchased in 2006 and 2008, and will need to be replaced. The new low-floor fixed route vehicles all operate on Compressed Natural Gas and have resulted in significant cost savings to the city over use of diesel fuel. The CNG fueling station at the Transit Yard is also being upgraded using transit funds. In addition, in 2010 the city installed solar electric photovoltaic system to offset energy use associated with transit electrical power for the CNG station, transit administration building, bus wash and transit yard lighting.

In March 2011, the Vacaville Transportation Center was officially completed and serves as the main transfer center for Vacaville transit routes and other transportation services. Other capital expenditures include replacement of transit driver shuttle sedans, electronic real-time arrival bus signage, and transit amenities such as updating of City Coach bus stop signage throughout Vacaville. The city will conduct a feasibility study to review the second phase of the intermodal transportation center which will include a parking garage.

TDA Balance

Vacaville is apportioned about \$3.0 million in Transportation Development Act Funds on an annual basis. Due to cost savings and strategic growth implemented by the transit system over the past several years, the city retains a sizeable unallocated balance. According to funding information provided by the Solano Transportation Authority based on data from the Metropolitan Transportation Commission, after allocation for transit expenses for FY 2012-13, a balance of approximately \$2.3 million in TDA funds remain.

Cost Containment

City Coach has operated with a strategy to offset current operations and expansion costs with cost savings found throughout the system. By maintaining existing revenues with reserves and finding long term savings, the transit system can be sustained for the future.

The City of Vacaville implemented citywide staff furloughs resulting in a 5 percent salary savings. City transit staff also managed costs via labor negotiations with the private contract

operator of City Coach. Vacaville increased its use of CNG fuel for fixed route operations since 2001, going from 5 CNG buses to 15 CNG low-floor buses by 2011. Vacaville now operates the only full fleet of CNG fixed route vehicles in Solano County, and receives significant fuel cost savings compared to diesel fuel, which includes receiving CNG fuel rebates. The savings derived from fuel allowed the City to add more transit service, thus increasing ridership and fare collection resulting in additional fare revenue and increased farebox recovery.

Transit management conducts comprehensive reviews of operations to identify additional cost savings or revenue generation. In 2008 the city lowered the cost of monthly passes by \$7 each resulting in monthly passes sales boom by more than 20 percent. The lower monthly pass has been in effect since then.

An RFP process was conducted, and a new operations contract went into effect during FY 2011-12. The contract is structured to essentially act as a labor contract for services without other cost components that have been included in past operations contracts. City staff indicated this new contract will help contain costs.

The city has added new service with comprehensive route changes in 2007 and in 2011 which greatly improved ridership and productivity. Route changes and extended hours were implemented in August 2011, resulting in an increase in City Coach ridership. However, ridership during the extended evening hour (from 6 p.m. to 7 p.m.) was much lower than the extended morning hour. The City Council approved reducing extended evening service by half to end at 6:30 pm rather than at 6:00 pm.

Five-Year Financial Forecast

A forecast of revenues and expenses for both operations and capital projects for City Coach is presented for the next five-years. With city staff input, the forecast provides a base scenario with some increases in service starting in FY 2013-14. The forecast relies on stable funding streams for both operations and capital to sustain the transit system. The financial philosophy for City Coach is to be self supporting and sustainable on its two primary funds - TDA and FTA.

TDA funds, FTA 5307 grant monies, fare revenue, and local advertising are the sources to fund operations. No fare increase is proposed.

Vacaville claims well below its annual apportionment for local fixed route and paratransit/taxi service. After deducting for local transit and intercity transit service, as well as for STA planning, Vacaville has adequate TDA funds to use for capital projects without dipping into its unallocated carryover balance. The city has an established vehicle replacement fund from which a share of its surplus revenues (FTA and TDA) is programmed for procurement of replacement vehicles. Based on historic trends and budgeting of revenue distribution, both FTA 5307 and TDA reserve balances will grow over the forecast period. The FTA 5307 fund is projected to have an estimated surplus balance of \$2.7 million by FY 2018, and TDA will have a carryover balance of \$7.3 million. The annual growth in these surpluses is shown at the end of the forecast.

These surpluses are expected in spite of conservative assumptions of annual TDA apportionments and FTA distributions for the forecast period. TDA apportionments are assumed to be \$3.0 million with a growth rate of 2 percent per year for the first three years, and 3 percent per year for the remaining forecast period. TDA growth is assumed to follow the forecasted Consumer Price Index for the San Francisco Consolidated Metropolitan Statistical Area (CMSA) developed by the State Department of Finance. FTA distributions are assumed at \$2.0 million per year. The difference between actual distributions and uses of the funds would be added to the growing surpluses shown in the forecast.

City Coach is also anticipating new revenues to be generated from local sources. Transit staff is implementing a new bus wrap program that will generate revenues from advertisement. In addition, new revenues will be generated from electronic advertising panels at the two transit centers, and from electronic advertising panels at select high frequency use bus shelters. Potential congressional reinstatement of the IRS Alternative Fuel Rebate program for CNG use would result in additional cost savings to the transit system.

In FY 2013-14, City Coach anticipates some service expansion to meet transit demand. This is expected to increase operations cost by about 4 percent from the prior year. Facilities operations and maintenance including the new Vacaville Intermodal Station are projected to comprise no more than 1 percent of annual fixed route operating costs. All of the electrical needs of the station are met by the photovoltaic system that was installed during construction of the project which will stabilize facilities O&M costs. The remaining operations and maintenance costs are then applied toward the administration and provision of transit services. Operating expenses remain stable through the remaining forecast period based on the City's actions to save cost through contract operations and alternative fuel cost savings. Paratransit operating expenses are forecast to remain stable based on recent historic trends and similar operations savings to fixed route.

Baseline vehicle revenue service hours for fixed route and dial-a-ride are based on data by mode reported in the FY 2011-12 City Coach National Transit Database. Fixed revenue service hours are 33,767, and 5,311 for dial-a-ride. The slight expansion of service in FY 2013-14 would add approximately 700 to 900 service hours.

On the capital side, the city anticipates using primarily TDA funds. A combination of TDA and FTA 5307 revenues will be used to purchase three new 35 foot low-floor CNG buses in FY 2013-14 that will add to the fleet. Vehicle security cameras and other technology are added as part of the procurement. Other capital assets are also forecasted during the five year period including four paratransit vehicle replacements with low floor CNG vehicles, CNG station upgrades, facility upgrades including security cameras, new bus shelters, and other transit amenities. The city will also conduct the Vacaville Transportation Center Phase II Feasibility Study.

Capital costs, including vehicle replacement costs, are based on estimates provided by City Coach transit management. The per unit bus vehicle cost of approximately \$627,000 in FY 2013-14 align closely to the most recent MTC regional bus/van pricelist for FYs 2012-13 and FY 2013-

14 for Transit Capital Priorities Call for Projects. The per unit paratransit vehicle replacement cost of about \$110,000 is also similar to the lower cutaway vehicle prices on the MTC list.

A listing of capital projects by year is shown.

Capital Projects:

FY2012-13 - CNG Station Upgrades

FY2012-13 - Driver Shuttle Car

FY2012-13 - Transit Amenities

FY2012-13 - VTC Phase II Feasibility Study

FY2013-14 - Procure three, 35 foot New Flyer, low-floor CNG buses

FY2013-14 - Facility Upgrades to VTC

FY2013-14 - Replace 4 Paratransit buses with low-floor, possibly CNG buses which will drop fuel costs

FY2014-15 - Upgrade security cameras at Downtown Transit Plaza and VTC

FY2015-16 - Procure and install additional bus shelters, information kiosks and other transit amenities

The financial forecast data is expressed in year of expenditure. As shown in the forecast, Vacaville will operate at an annual surplus under current conditions. TDA distributions and FTA grants are sufficient to cover annual expenditures for operations and capital, while building sizable surpluses over time in both fund sources. The City has an established vehicle replacement fund whereby a share of surplus TDA and FTA revenues are programmed to be used for procurement of replacement vehicles.

**Financial Projections - Fixed Route
Capital and Operating**

(Numbers are expressed in Year of Expenditure \$)	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Additions to Fleet	\$18,000	1,882,500	\$0	\$0	\$0	\$0
Vehicle Replacement	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Technology	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$20,000	\$0	\$0	\$0
Bus Stop Amenities	\$188,000	\$0	\$0	\$100,000	\$0	\$0
Facilities	\$220,000	\$2,000	\$0	\$0	\$0	\$0

**Financial Projections - Fixed Route
Capital and Operating**

(Numbers are expressed in Year of Expenditure \$)	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Total	\$426,000	\$1,884,500	\$20,000	\$100,000	\$0	\$0
Capital Revenue						
Transportation Development Act	\$426,000	\$378,500	\$20,000	\$100,000	\$0	\$0
State Transit Assistance Funds	\$0	\$0	\$0	\$0	\$0	\$0
Proposition 1B	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5307	\$0	\$1,506,000	\$0	\$0	\$0	\$0
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$426,000	\$1,884,500	\$20,000	\$100,000	\$0	\$0
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
Fixed Route ⁽¹⁾	\$1,629,000	\$1,703,000	\$1,683,000	\$1,678,000	\$1,673,000	\$1,683,000
Facilities ⁽²⁾	\$16,500	\$17,200	\$17,000	\$17,000	\$16,900	\$17,000
Total	\$1,645,500	\$1,720,200	\$1,700,000	\$1,695,000	\$1,689,900	\$1,700,000
Operating Revenue						
Fares ⁽³⁾	\$331,400	\$341,400	\$344,800	\$348,200	\$351,700	\$355,200
Advertising ⁽⁴⁾	\$15,000	\$25,000	\$35,000	\$40,000	\$40,000	\$45,000

Financial Projections - Fixed Route Capital and Operating

(Numbers are expressed in Year of Expenditure \$)	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
RM 2	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Development Act ⁽⁵⁾	\$491,200	\$483,600	\$458,300	\$443,000	\$431,900	\$431,900
State Transit Assistance Funds	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5307 ⁽⁶⁾	\$822,600	\$870,300	\$862,000	\$863,800	\$866,400	\$867,900
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5316	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5317	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$1,660,200	\$1,720,300	\$1,700,100	\$1,695,000	\$1,690,000	\$1,700,000
Annual Net Surplus/Deficit - Operations	\$14,700	\$100	\$100	\$0	\$100	\$0
Cumulative Net Surplus/Deficit - Operations	\$14,700	\$14,800	\$14,900	\$14,900	\$15,000	\$15,000

(1) Operations expenses increase by 4.5% between FYs 2013 and 2014 to reflect increased service. Operating expenses remain stable through remaining forecast period based on city's actions to save cost through contract operations and alternative fuel cost savings.

(2) Facilities expenses are approximately 1% of operations costs. Renewable energy facility projects stabilize facilities O&M costs.

(3) Fare revenues grow by 3% between FYs 2013 and 2014 to reflect increased ridership from service increases. Revenues grow 1% through remaining forecast period to reflect stable operations.

(4) Advertising revenue increases are based on city's increased advertising program including bus wraps.

(5) TDA revenues reflect anticipated claims by city to fund annual transit service. The revenues are net of Intercity Fund Agreement, and STA Planning totaling an additional \$701,000 of Vacaville's TDA. Because the city claims less than its annual apportionment, the TDA carryover is expected to grow during the forecast period.

(6) FTA revenues reflect anticipated use by city to fund annual transit service. Because the city uses less than its annual formula fund allocation, the FTA 5307 carryover is expected to grow during the forecast period.

**Financial Projections - Paratransit (Including Paratransit, Local and Intercity Taxi)
Capital and Operating**

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Additions to Fleet	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Replacement	\$0	\$440,000	\$0	\$0	\$0	\$0
Vehicle Technology	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$0	\$0	\$0	\$0
Bus Stop Amenities	\$0	\$0	\$0	\$0	\$0	\$0
Facilities	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$440,000	\$0	\$0	\$0	\$0
Capital Revenue						
Transportation Development Act	\$0	\$440,000	\$0	\$0	\$0	\$0
State Transit Assistance Funds	\$0	\$0	\$0	\$0	\$0	\$0
Proposition 1B	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5307	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$440,000	\$0	\$0	\$0	\$0
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
Paratransit ⁽¹⁾	\$664,000	\$660,000	\$660,000	\$665,300	\$665,000	\$665,000
Operating Revenue						
Fares ⁽²⁾	\$103,500	\$104,500	\$105,500	\$106,600	\$107,700	\$108,700
Advertising	\$0	\$0	\$0	\$0	\$0	\$0
RM 2	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Development Act ⁽³⁾	\$491,200	\$440,800	\$431,400	\$437,500	\$433,700	\$434,200
State Transit Assistance Funds	\$0	\$0	\$0	\$0	\$0	\$0

**Financial Projections - Paratransit (Including Paratransit, Local and Intercity Taxi)
Capital and Operating**

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
FTA 5307 ⁽⁴⁾	\$69,400	\$114,700	\$123,100	\$121,200	\$123,600	\$122,100
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5316	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5317	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$664,100	\$660,000	\$660,000	\$665,300	\$665,000	\$665,000
Annual Net Surplus/Deficit - Operations	\$100	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Operations	\$100	\$100	\$100	\$100	\$100	\$100

(1) Paratransit operating expenses remain stable based on recent historic trends and similar operations savings to fixed route.

(2) Fare revenues grow about 1% annually to reflect historic stable operations.

(3) TDA revenues reflect anticipated claims by city to fund annual transit service. The revenues are net of Intercity Fund Agreement, and STA Planning totaling an additional \$701,000 of Vacaville's TDA. Because the city claims less than its annual apportionment, the TDA carryover is expected to grow during the forecast period.

(4) FTA revenues reflect anticipated use by city to fund annual transit service. Because the city uses less than its annual formula fund allocation, the FTA 5307 carryover is expected to grow during the forecast period.

**Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)
Capital and Operating**

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Expense						
Vehicle Additions to Fleet	\$18,000	\$1,882,500	\$0	\$0	\$0	\$0
Vehicle Replacement	\$0	\$440,000	\$0	\$0	\$0	\$0
Vehicle Technology	\$0	\$0	\$0	\$0	\$0	\$0
Security	\$0	\$0	\$20,000	\$0	\$0	\$0
Bus Stop Amenities	\$188,000	\$0	\$0	\$100,000	\$0	\$0
Facilities	\$220,000	\$2,000	\$0	\$0	\$0	\$0
Total	\$426,000	\$2,324,500	\$20,000	\$100,000	\$0	\$0

Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)

Capital and Operating

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Capital Revenue						
Transportation Development Act State Transit Assistance Funds	\$426,000	\$818,500	\$20,000	\$100,000	\$0	\$0
Proposition 1B	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5307	\$0	\$1,506,000	\$0	\$0	\$0	\$0
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5339	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$426,000	\$2,324,500	\$20,000	\$100,000	\$0	\$0
Annual Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Surplus/Deficit - Capital	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expense						
Operations	\$2,293,000	\$2,363,000	\$2,343,000	\$2,343,300	\$2,338,000	\$2,348,000
Facilities	\$16,500	\$17,200	\$17,000	\$17,000	\$16,900	\$17,000
Total	\$2,309,500	\$2,380,200	\$2,360,000	\$2,360,300	\$2,354,900	\$2,365,000
Operating Revenue						
Fares	\$434,900	\$445,900	\$450,300	\$454,800	\$459,400	\$463,900
Advertising	\$15,000	\$25,000	\$35,000	\$40,000	\$40,000	\$45,000
RM 2	\$0	\$0	\$0	\$0	\$0	\$0
Transportation Development Act State Transit Assistance Funds	\$982,400	\$924,400	\$889,700	\$880,500	\$865,600	\$866,100
FTA 5307	\$892,000	\$985,000	\$985,100	\$985,000	\$990,000	\$990,000
FTA 5311	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5316	\$0	\$0	\$0	\$0	\$0	\$0
FTA 5317	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$2,324,300	\$2,380,300	\$2,360,100	\$2,360,300	\$2,355,000	\$2,365,000

Financial Projections - Complete System (Fixed Route, Paratransit, Local Taxi and Intercity Taxi)

Capital and Operating

	Fiscal Year					
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
Annual Net Surplus/Deficit - Operations	\$14,800	\$100	\$100	\$0	\$100	\$0
Cumulative Net Surplus/Deficit - Operations	\$14,800	\$14,900	\$15,000	\$15,000	\$15,100	\$15,100
Cumulative Transportation Development Act Carryover ⁽¹⁾	\$2,334,000	\$2,936,000	\$4,371,000	\$5,735,000	\$7,237,000	\$8,739,000
Cumulative FTA 5307 Carryover ⁽²⁾	\$1,663,000	\$1,172,000	\$2,186,900	\$3,201,900	\$4,211,900	\$5,221,900
Total Cumulative TDA and FTA Carryover	\$3,997,000	\$4,108,000	\$6,557,900	\$8,936,900	\$11,448,900	\$13,960,900

(1) TDA revenues are net of Intercity Fund Agreement, and STA Planning totaling an additional \$701,000 of Vacaville's TDA. Because the city claims less than its annual apportionment, the TDA carryover is expected to grow during the forecast period, assuming TDA distributions of \$3.0 million and growth of 2 percent per year for the first three years, and 3 percent the remaining two years.

(2) Because the city uses less than its annual formula fund allocation, the FTA 5307 carryover is expected to grow during the forecast period, assuming annual FTA distributions of \$2.0 million per year.

Peer Transit Agency Performance Comparison

A peer review was conducted involving the five Solano County transit agencies (Dixon, Fairfield/Suisun City, Rio Vista, SolTrans, and Vacaville) with agencies of comparable size and service profile around the state. The transit systems profiled in this comparative analysis include those operated as part of city or county municipalities, and by independent transit agencies.

Methodology

Each Solano County agency was analyzed with five other transit agencies. The sources of data for this comparable analysis include the Metropolitan Transportation Commission *Statistical Summary of Bay Area Operators, Fiscal Years 2006-07 through 2010-11*, the California State Controller's Office *Transit Operators and Non-Transit Claimants Annual Reports*, triennial performance audits, short-range transit plans (SRTPs) and transit agency staff. The comparable agencies were selected based on the following criteria:

- Agency structure/organization
- Service area size (square miles)
- Service area population
- Fleet size

Agency Structure and Organization Type

Transit services are organized under various governing entities including municipal systems and joint powers agencies. Municipalities provide transit service under the auspices of specific departments such as public works, parks and recreation or community services. Smaller municipalities such as the City of Dixon provide demand responsive transit service to the general public as well as to senior citizens and disabled persons. Larger municipalities such as the Cities of Vacaville and Fairfield/Suisun City provide both fixed-route and specialized demand responsive services to seniors and the disabled. At the county level, transit services have a more regional and inter-city orientation by linking smaller outlying communities with larger urban centers.

Service Area

The service area for each transit agency is based on square mileage data from the 2010 U.S. Census data for the jurisdictions served or the agency's own estimates. Most municipal services, particularly dial-a-ride services, operate within the city limits. Efforts were made to select agencies with comparable service area mileage as those in Solano County.

Service Area Population

The service area population for each transit agency is based on population data from the 2010 U.S. Census data for the jurisdictions served or the agency's own estimates based on the route system. Efforts were made to select agencies with comparable service area populations as those in Solano County.

Fleet Size

The total fleet size for each agency is presented and is broken down to denote the type of service provided: fixed-route or demand response.

Comparative Performance Data Analysis

Performance indicators are used to gauge the efficiency of transit operations based upon key inputs. The indicators measure costs and productivity. The farebox recovery ratio is also included as part of the indicators. The comparable data analysis utilized the following performance data inputs:

- Operating costs
- Passenger trips
- Vehicle service hours
- Vehicle service miles
- Passenger fare revenue

Dixon

The City of Dixon operates a general public dial-a-ride service under the name of Read-Ride. Read-Ride provides ADA-accessible, curb-to-curb within the Dixon city limits. Five comparable operators of general public dial-a-ride services were analyzed with Read-Ride based on the aforementioned criteria as shown below.

**Dixon Read-Ride & Peer Agencies
Service Profile**

Transit System	Service Area (Square Miles)	Service Area Population	Fleet Size		
			Fixed-Route	Demand Response	Total Vehicles
Dixon	7.10	18,351	0	9	9
Brawley	7.68	24,953	0	4	4
Exeter	2.46	10,334	0	3	3
Fortuna	4.85	11,926	0	3	3
Ripon	5.31	14,297	0	1	1
Woodlake	2.25	7,279	0	2	2

Readi-Ride’s service area is comparable to that of the Brawley system in Imperial County with a slightly smaller population served. Amongst the operators surveyed, Exeter and Woodlake in Tulare County had the smallest service areas and populations.

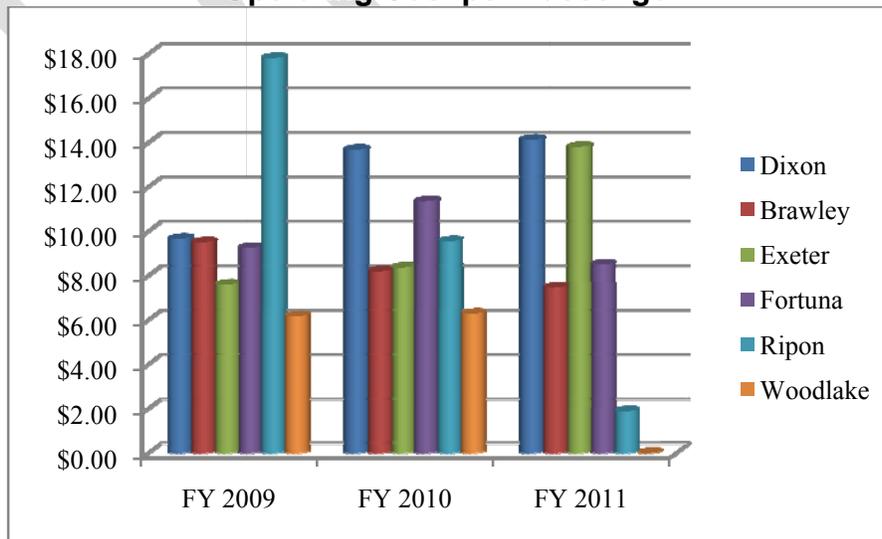
Operating Cost per Passenger

In the analyzing the operating costs per passenger amongst the operators, Dixon’s costs per passenger showed a steady increase during the period with the biggest increase in FY 2010. The number of passenger trips decreased by nearly 23,000. Ripon experienced more than a four-fold increase in passenger trips during FY 2011, which was tied to the significant decrease in its costs per passenger for that year. FY 2011 cost data for Woodlake was not available. A comparison of passenger operating costs is shown below in the table and graph.

Operating Cost per Passenger

	FY 2009	FY 2010	FY 2011
Dixon	\$9.66	\$13.68	\$14.12
Brawley	\$9.50	\$8.19	\$7.46
Exeter	\$7.59	\$8.36	\$13.81
Fortuna	\$9.25	\$11.35	\$8.50
Ripon	\$17.81	\$9.55	\$1.88
Woodlake	\$6.16	\$6.28	N/A

Operating Cost per Passenger



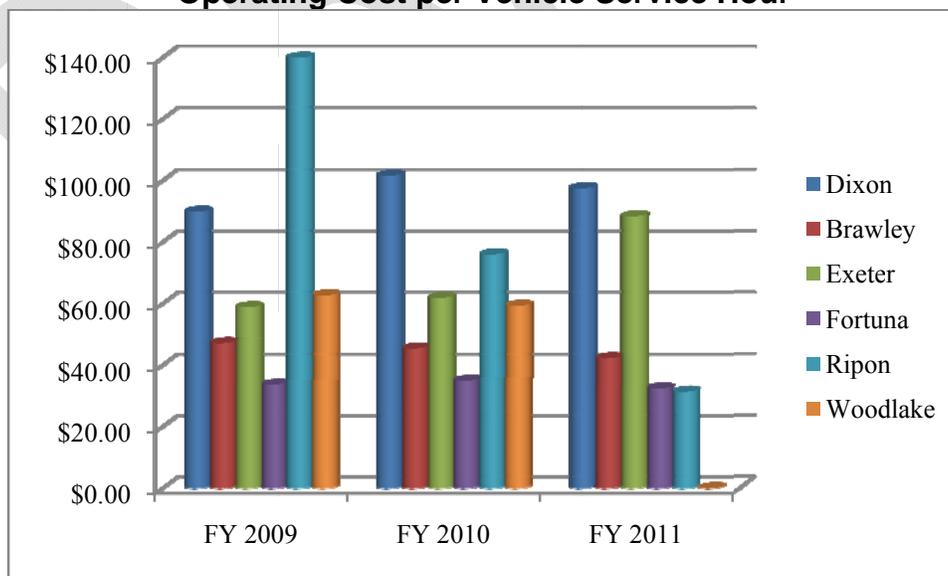
Operating Cost per Vehicle Service Hour

Dixon's costs per hour remained fairly stable during the period. Vehicle service hours decreased nearly 1,500 hours from the prior year. Cost per hour peaked in FY 2010 before decreasing slightly in FY 2011. In comparison to the other operators, Dixon's cost per hour remained among one of the highest along with Exeter and Ripon. However, Ripon's cost per hour declined during the period due to lower operating costs, increased operating hours and passenger trips. Hourly operating cost trends are shown in the table and graph.

Operating Cost per Vehicle Service Hour

	FY 2009	FY 2010	FY 2011
Dixon	\$89.82	\$101.49	\$97.44
Brawley	\$47.10	\$45.38	\$42.17
Exeter	\$58.77	\$61.81	\$88.35
Fortuna	\$33.57	\$34.86	\$32.39
Ripon	\$139.85	\$75.96	\$31.32
Woodlake	\$62.65	\$59.24	N/A

Operating Cost per Vehicle Service Hour



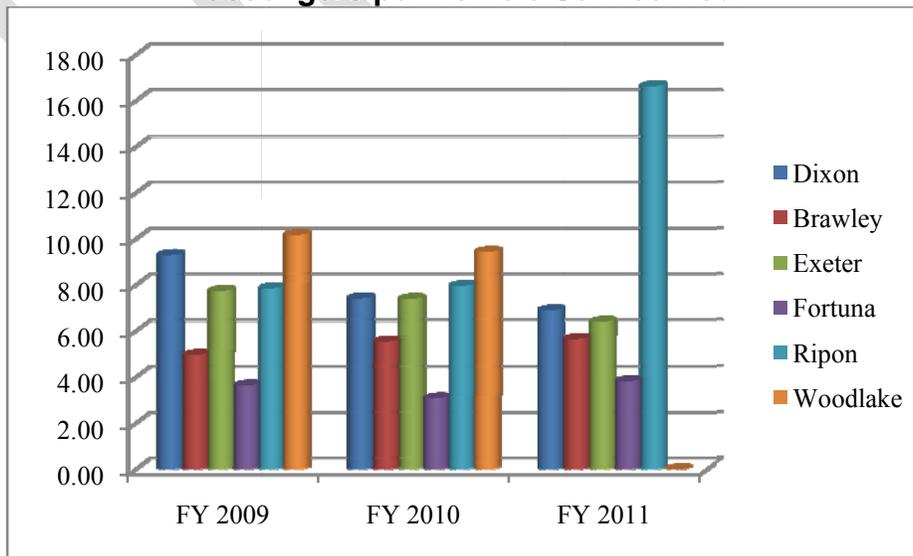
Passengers per Vehicle Service Hour

Dixon’s performance for passengers per hour exhibited a downward trend reflective of the decrease in passenger trips and vehicle service hours. However, on average, Dixon carried 7.87 passengers per hour which compares favorably to its peer operators. Only Ripon exceeds Dixon with an average of 10.81 passengers per hour carried and Exeter carried a comparable number with an average of 7.18 passengers per hour. Ripon’s FY 2010 data reflects a four-fold increase in passenger trips. FY 2010 passenger trip and vehicle service hour data for Woodlake were unavailable. The remaining agencies were not as productive in spite of an increase in the number of passengers carried. The number of passengers per service hour is shown for each operator in the table and graph below.

Passengers per Vehicle Service Hour

	FY 2009	FY 2010	FY 2011
Dixon	9.30	7.42	6.90
Brawley	4.96	5.54	5.65
Exeter	7.74	7.39	6.40
Fortuna	3.63	3.07	3.81
Ripon	7.85	7.96	16.63
Woodlake	10.17	9.43	N/A

Passengers per Vehicle Service Hour



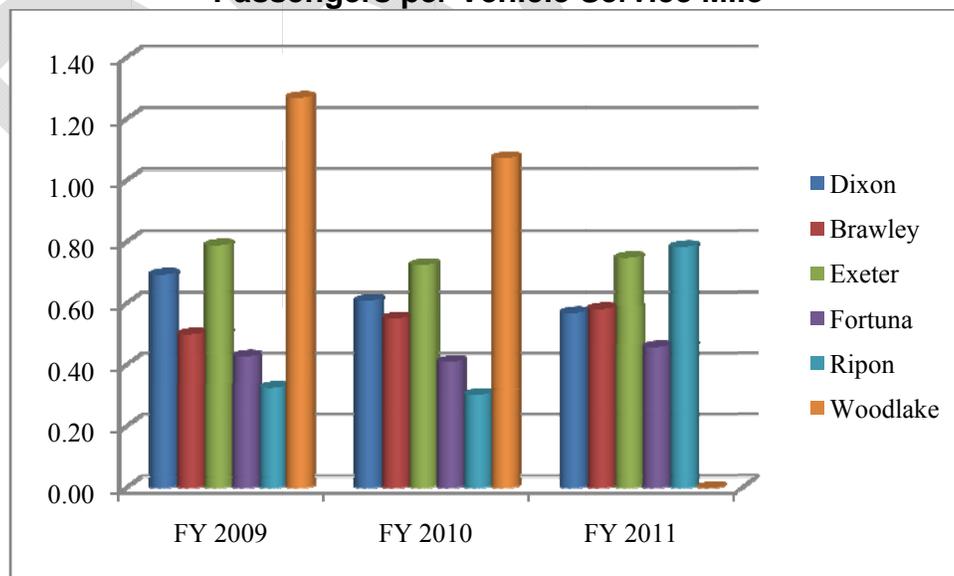
Passengers per Vehicle Service Mile

In concert with the aforementioned indicator, the number of passengers carried per mile by Dixon also exhibited a downward trend due to the decrease in vehicle service miles and passenger trips. With a decrease from 0.69 to 0.57 passengers per mile, Dixon averaged 0.62 passengers during the period. Most of Dixon's peer operators exhibited an increase in the number of passengers carried per mile. Woodlake carried the most number of passengers per mile despite the unavailability of FY 2011 data. A comparison of the number of passengers carried per service mile is shown below in the table and graph.

Passengers per Vehicle Service Mile

	FY 2009	FY 2010	FY 2011
Dixon	0.69	0.61	0.57
Brawley	0.50	0.55	0.58
Exeter	0.79	0.73	0.75
Fortuna	0.43	0.41	0.46
Ripon	0.33	0.30	0.78
Woodlake	1.27	1.07	N/A

Passengers per Vehicle Service Mile



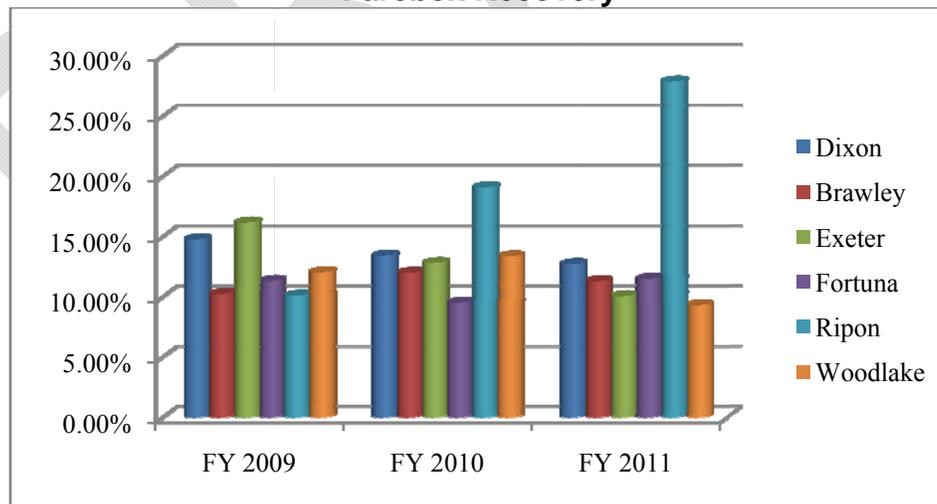
Farebox Recovery

Most of the systems profiled have maintained farebox ratios above 10 percent with the exception of Woodlake for FY 2011. Ripon had the highest farebox ratio of nearly 28 percent in FY 2011 due to the doubling of passenger trips from the prior year. Dixon's farebox has exhibited a slight decline during the period attributed to lower passenger trips and revenues, although remaining higher than most of the peer agencies. Farebox recovery ratios for Dixon and the peer transit operators are shown in the table and graph below.

Farebox Recovery

	FY 2009	FY 2010	FY 2011
Dixon	14.76%	13.41%	12.70%
Brawley	10.23%	11.98%	11.29%
Exeter	16.15%	12.79%	10.04%
Fortuna	11.31%	9.51%	11.48%
Ripon	10.07%	19.08%	27.86%
Woodlake	12.03%	13.34%	9.30%

Farebox Recovery



Fairfield and Suisun Transit (FAST)

Fairfield and Suisun Transit (FAST) provides local fixed-route public transit service to the cities of Fairfield and Suisun City as well as commuter service to the El Cerrito and Walnut Creek BART stations, Vacaville and Sacramento. Demand responsive service including ADA paratransit as well as other local services are provided for the elderly and disabled. FAST operates 15 routes encompassing 11 local routes and 4 express commuter routes. Five comparable operators of fixed-route services were analyzed with FAST based on the aforementioned criteria as shown below.

Fairfield and Suisun Transit (FAST) & Peer Agencies Service Profile

Transit System	Service Area (Square Miles)	Service Area Population	Fleet Size		
			Fixed-Route	Demand Response	Total Vehicles
Fairfield-Suisun	41.5	133,432	62	7	69
Elk Grove	42.19	153,015	45	9	54
Modesto	36.87	201,165	56	13	69
Redding	76.94	109,957	18	20	38
Visalia	42.74	148,370	41	9	50
Yuba-Sutter	34.06	108,426	32	15	47

FAST's service area and population are comparable to the transit systems serving Elk Grove and Visalia. However, in terms of fleet size, FAST is comparable to Modesto Area Express (MAX) with a total of 69 vehicles each. The smallest system in the comparative analysis with regard to service population and fleet size is Redding in spite of having the largest service area.

Operating Cost per Passenger

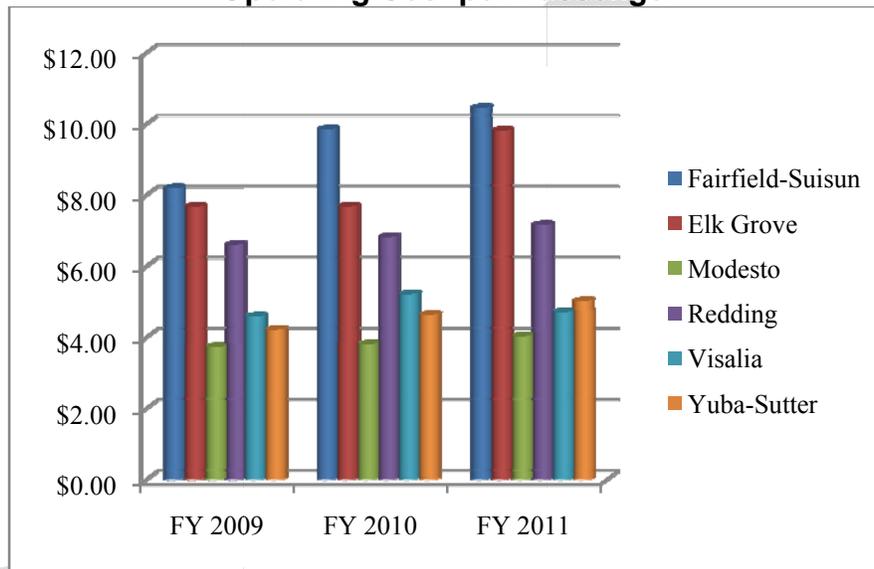
On a systemwide basis inclusive of all transit modes provided by each agency, FAST exhibited a higher per passenger costs than comparable systems. The cost per passenger increased nearly 28 percent from \$8.19 to \$10.45 per passenger carried attributed to an increase in operating costs and a decrease in passenger trips. This amounts to an average cost of \$9.49 per passenger. Of the peer agencies surveyed, Elk Grove exhibited the second highest costs with an average of \$8.38 per passenger. Modesto had the lowest per passenger costs followed by Visalia and Yuba-Sutter. A comparison of passenger operating costs is shown below in the table and graph.

Operating Cost per Passenger

	FY 2009	FY 2010	FY 2011
Fairfield-Suisun	\$8.19	\$9.84	\$10.45
Elk Grove	\$7.67	\$7.67	\$9.81

	FY 2009	FY 2010	FY 2011
Modesto	\$3.72	\$3.80	\$4.03
Redding	\$6.61	\$6.82	\$7.16
Visalia	\$4.58	\$5.21	\$4.70
Yuba-Sutter	\$4.21	\$4.63	\$5.02

Operating Cost per Passenger



Operating Cost per Hour

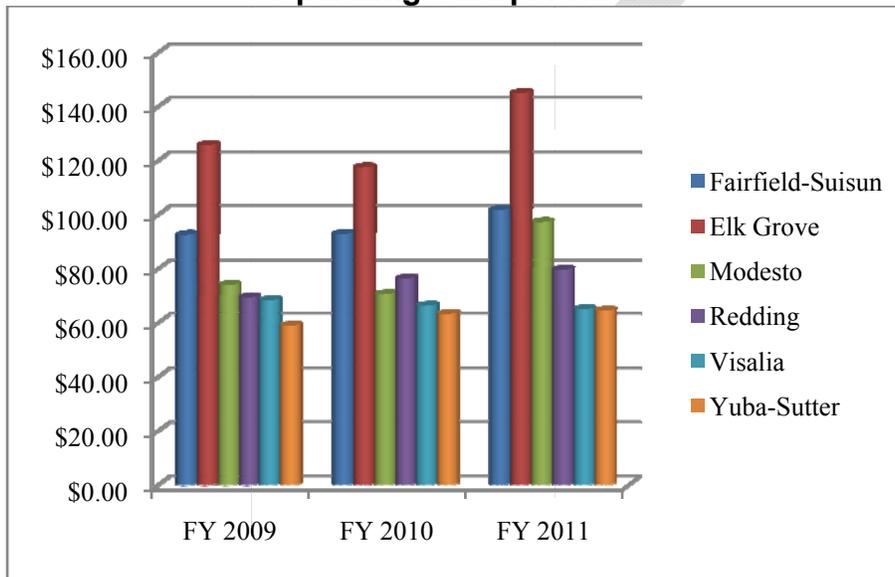
In analyzing operating costs per hour, FAST's cost per hour ranked amongst the highest in the survey. Although vehicle service hours remained fairly constant during the period, FAST exhibited a 10 percent increase in hourly costs, averaging \$95.69 per hour. Only Elk Grove's hourly costs were higher, averaging \$129.40 per hour. The remaining operators averaged between \$60 and \$80 per hour, with Yuba-Sutter averaging the lowest at \$62.18 per hour. Hourly operating cost trends are shown below in the table and graph.

Operating Cost per Hour

	FY 2009	FY 2010	FY 2011
Fairfield-Suisun	\$92.52	\$92.84	\$101.72
Elk Grove	\$125.74	\$117.50	\$144.96

Modesto	\$73.93	\$70.49	\$97.23
Redding	\$69.32	\$76.31	\$79.60
Visalia	\$68.34	\$66.26	\$65.00
Yuba-Sutter	\$58.88	\$63.24	\$64.43

Operating Cost per Hour



Passengers per Vehicle Service Hour

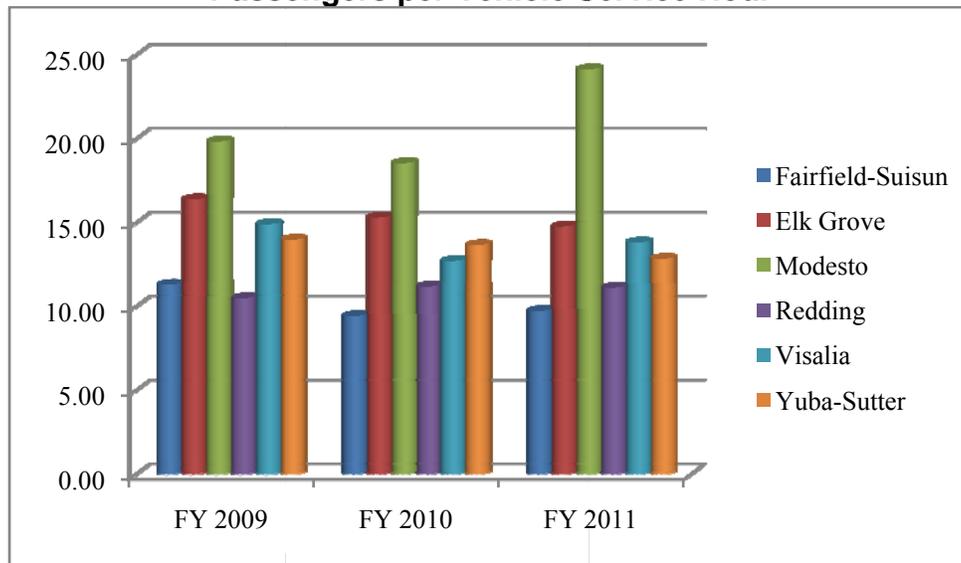
In comparison to its peers, FAST carried fewer passengers per hour. The number of passengers carried per hour decreased from 11.30 passengers to 9.74 passengers, about a 14 percent decrease. The average number of passengers carried was just over 10 passengers per hour. Modesto carried the number of passengers per hour, averaging 20.85 passengers, followed by Elk Grove at 15.50 passengers per hour. The remaining operators averaged between 11 and 13 passengers per hour. The number of passengers per service hour is shown for each operator in the table and graph below.

Passengers per Vehicle Service Hour

	FY 2009	FY 2010	FY 2011
Fairfield-Suisun	11.30	9.43	9.74
Elk Grove	16.40	15.31	14.78
Modesto	19.85	18.55	24.15

Redding	10.50	11.19	11.12
Visalia	14.91	12.72	13.82
Yuba-Sutter	13.98	13.66	12.85

Passengers per Vehicle Service Hour



Passengers per Vehicle Service Mile

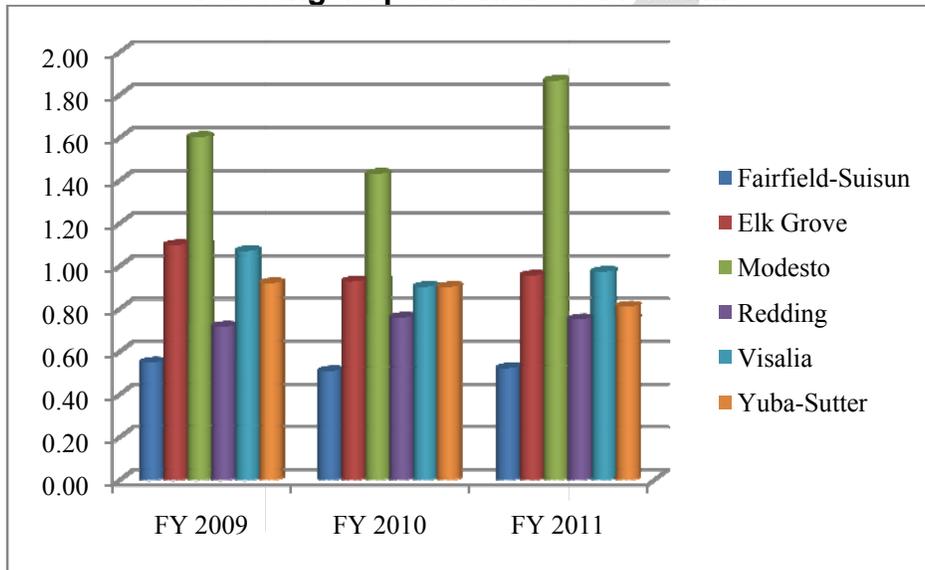
FAST carried the fewest number of passengers per mile than its peer agencies. FAST averaged about 0.53 passengers per mile during the period with very little variation. This is reflective of the slight decline in vehicle service miles. Modesto carried the most number of passengers per mile, averaging 1.63 passengers per mile. Elk Grove and Visalia averaged 1.00 passengers per mile respectively. A comparison of the number of passengers carried per service mile is shown below in the table and graph.

Passengers per Vehicle Service Mile

	FY 2009	FY 2010	FY 2011
Fairfield-Suisun	0.55	0.51	0.52
Elk Grove	1.10	0.93	0.95
Modesto	1.60	1.43	1.87

	FY 2009	FY 2010	FY 2011
Redding	0.72	0.76	0.75
Visalia	1.07	0.90	0.97
Yuba-Sutter	0.92	0.90	0.81

Passengers per Vehicle Service Mile



Farebox Recovery

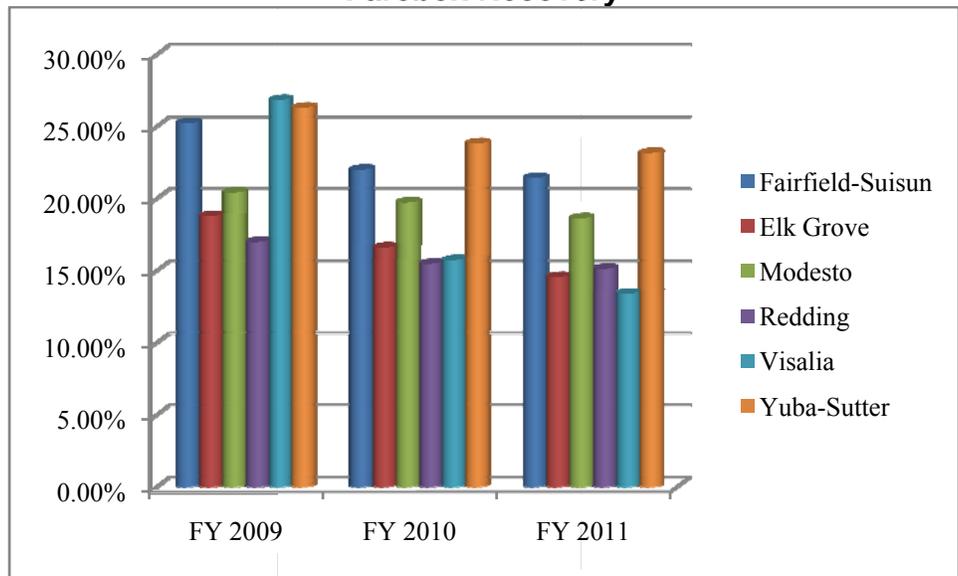
FAST maintained a higher farebox recovery in spite of a declining trend in this indicator. FAST's passenger fare revenue was fairly consistent during the period in spite of increased operating costs. The average farebox during the period was 22.89 percent. This compares well with Yuba-Sutter, whose average farebox recovery was 24.43 percent. Farebox recovery ratios for FAST and peer transit operators are shown in the table and graph below.

Farebox Recovery

	FY 2009	FY 2010	FY 2011
Fairfield-Suisun	25.23%	22.00%	21.43%
Elk Grove	18.79%	16.60%	14.56%
Modesto	20.42%	19.73%	18.63%

Redding	16.99%	15.48%	15.12%
Visalia	26.84%	15.73%	13.40%
Yuba-Sutter	26.30%	23.83%	23.16%

Farebox Recovery



Rio Vista Delta Breeze

The City of Rio Vista operates a deviated fixed-route transit service under the name of Rio Vista Delta Breeze. In addition to operating within the city limits of Rio Vista, the Delta Breeze provides intercity lifeline service between Rio Vista and the communities of Fairfield, Isleton, Suisun City, and Antioch as well as to the Pittsburg/Bay Point BART station. As a deviated system, the Delta Breeze provides door-to-door service and administers a taxi-scrip program. Five comparable operators of deviated fixed-route services were analyzed with the Delta Breeze based on the aforementioned criteria as shown in the following table.

Rio Vista Delta Breeze & Peer Agencies Service Profile

Transit System	Service Area (Square Miles)	Service Area Population	Fleet Size		
			Fixed-Route	Demand Response	Total Vehicles
Rio Vista	7.2	8,222	4	1	5
Calaveras	1,020	45,578	8	0	8
Del Norte	1,006	28,610	8	5	13
Needles	30.8	4,844	4	3	7
Palo Verde	26.19	20,817	5	2	7

Transit System	Service Area (Square Miles)	Service Area Population	Fleet Size		
			Fixed-Route	Demand Response	Total Vehicles
Trinity	3,179	13,786	4	0	4

All of the systems profiled in this analysis provide some degree of deviated fixed-route service with lifeline service to outlying areas and transit hubs. The Delta Breeze ranks among the smaller systems in the comparative analysis across most categories. Rio Vista has the second smallest fleet size and service area population. Only Trinity County Transit has a smaller fleet size and Needles a smaller service area population.

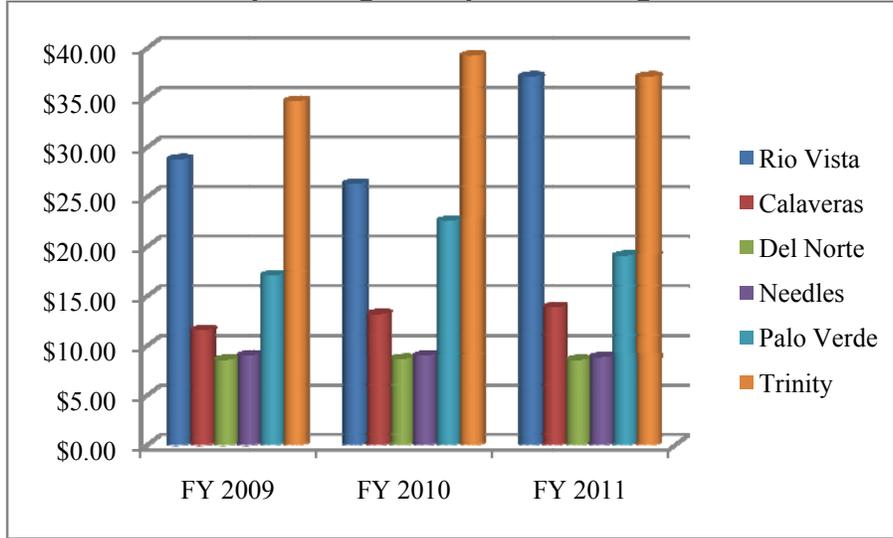
Operating Cost per Passenger

Rio Vista's costs per passenger ranked among the highest of the peer analyzed. Increased operating costs are attributed to service expansion whereas the number of passenger trips increased and then decreased. Only Trinity Transit exhibited higher per passenger costs averaging \$37.00 per passenger as compared to Rio Vista's average of \$30.73 during the period. Del Norte and Needles exhibited the lowest per passenger costs whereas Calaveras and Palo Verde were in the mid-range of agencies. A comparison of passenger operating costs is shown below in the table and graph.

Operating Cost per Passenger

	FY 2009	FY 2010	FY 2011
Rio Vista	\$28.77	\$26.30	\$37.11
Calaveras	\$11.55	\$13.17	\$13.85
Del Norte	\$8.55	\$8.63	\$8.53
Needles	\$8.99	\$8.98	\$8.82
Palo Verde	\$17.06	\$22.56	\$19.05
Trinity	\$34.64	\$39.23	\$37.10

Operating Cost per Passenger



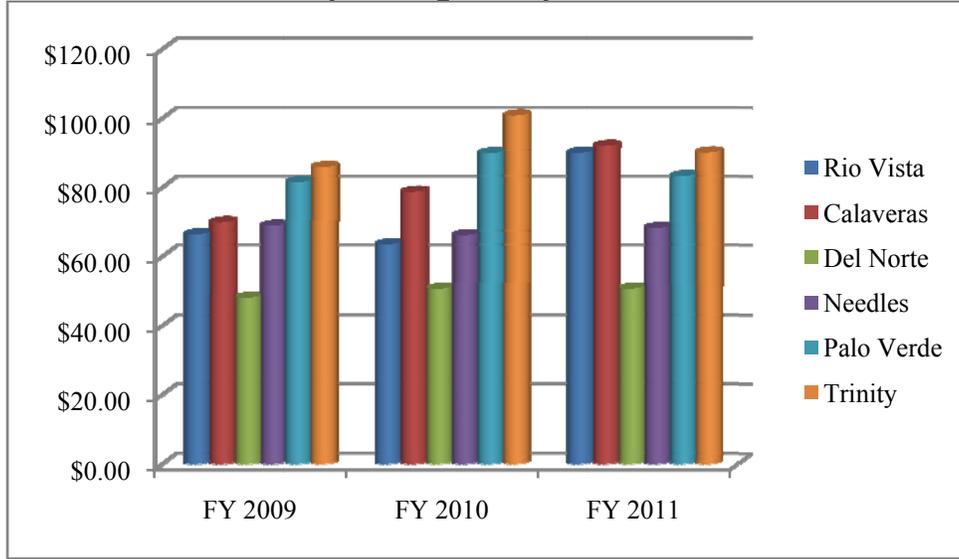
Operating Cost per Hour

Delta Breeze’s costs per hour increased in FY 2011 from \$66.43 to about \$90, a 35 percent increase. This was attributed to an increase in overall operating costs and vehicle service hours. Its average hourly costs were \$73.30 for the period. This trend is comparable to the operators serving Calaveras and Trinity counties. Del Norte exhibited the lowest cost of its peers, which averaged just under \$50.00 per hour. Hourly operating cost trends are shown in the following table and graph.

Operating Cost per Hour

	FY 2009	FY 2010	FY 2011
Rio Vista	\$66.43	\$63.47	\$89.99
Calaveras	\$69.90	\$78.69	\$91.99
Del Norte	\$48.05	\$50.64	\$50.70
Needles	\$68.88	\$66.16	\$68.23
Palo Verde	\$81.46	\$89.88	\$83.25
Trinity	\$85.86	\$100.79	\$90.09

Operating Cost per Hour



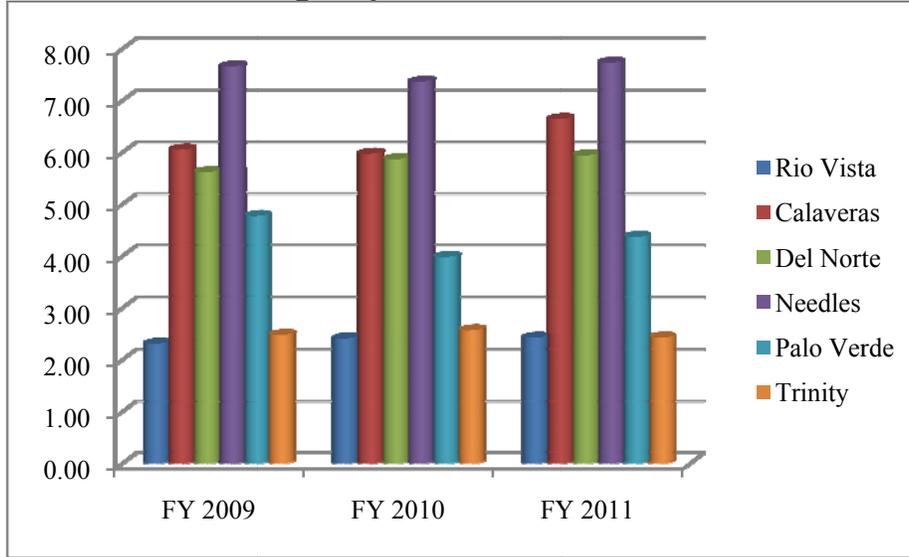
Passengers per Vehicle Service Hour

The number of passengers carried per hour remained fairly constant averaging 2.38 passengers per hour. This average is comparable to the number of passengers per hour carried by Trinity Transit. Needles carried the most passengers per hour, averaging 7.59 passengers. The remaining agencies carried between 4 and 7 passengers per hour. The number of passengers per service hour is shown for each operator in the table and graph below.

Passengers per Vehicle Service Hour

	FY 2009	FY 2010	FY 2011
Rio Vista	2.31	2.41	2.43
Calaveras	6.05	5.98	6.64
Del Norte	5.62	5.87	5.94
Needles	7.66	7.37	7.73
Palo Verde	4.78	3.98	4.37
Trinity	2.48	2.57	2.43

Passengers per Vehicle Service Hour



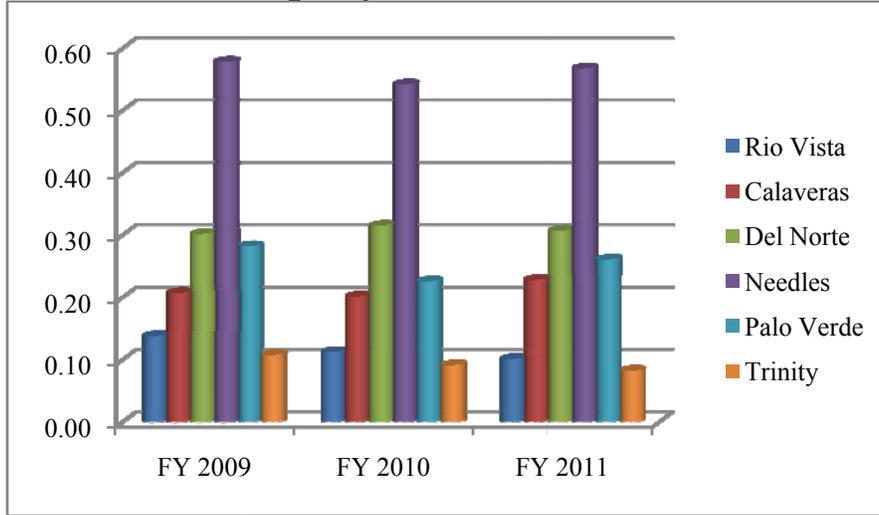
Passengers per Vehicle Service Mile

Rio Vista carried fewer passengers per mile than most of its peer agencies. Only Trinity Transit carried fewer passengers per mile than Rio Vista. Rio Vista averaged about 0.12 passengers per mile. Vehicle service miles increased from 81,977 miles to 133,841 due to new route expansion; however, passenger trips remained fairly level. Needles carried the most passengers per mile, averaging 0.56 passengers during the period. The remaining agencies are in the mid-range averaging between 0.20 and 0.30 passengers. A comparison of the number of passengers carried per service mile is shown below in the table and graph.

Passengers per Vehicle Service Mile

	FY 2009	FY 2010	FY 2011
Rio Vista	0.14	0.11	0.10
Calaveras	0.21	0.20	0.23
Del Norte	0.30	0.32	0.31
Needles	0.58	0.54	0.57
Palo Verde	0.28	0.23	0.26
Trinity	0.11	0.09	0.08

Passengers per Vehicle Service Mile



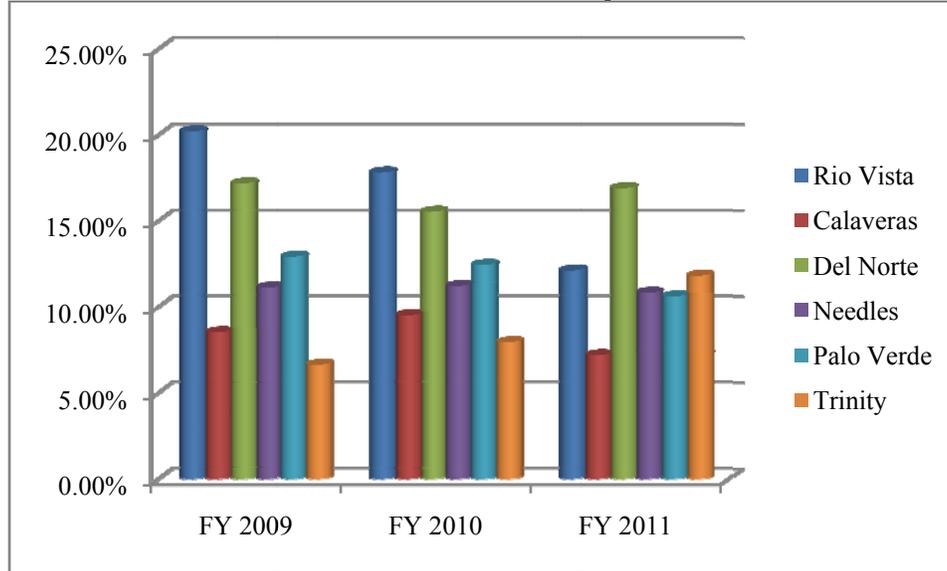
Farebox Recovery

Farebox recovery for the Delta Breeze exhibited a steady decline during the three year period. Rio Vista’s farebox declined 40 percent from a high of 20 percent to 12 percent, resulting in an average farebox of 16.7 percent. Del Norte’s farebox remained fairly consistent averaging 16.5 percent during the period. Nevertheless, Rio Vista exhibited a higher farebox than the remaining peer agencies. Farebox recovery ratios for Rio Vista and peer transit operators are shown in the table and graph below.

Farebox Recovery

	FY 2009	FY 2010	FY 2011
Rio Vista	20.20%	17.81%	12.11%
Calaveras	8.52%	9.51%	7.18%
Del Norte	17.17%	15.53%	16.90%
Needles	11.12%	11.21%	10.81%
Palo Verde	12.92%	12.43%	10.60%
Trinity	6.63%	7.94%	11.81%

Farebox Recovery



Solano County Transit (SolTrans)

SolTrans is the newly consolidated transit system from the merger between the City of Benicia and City of Vallejo transit services. SolTrans operates under a Joint Powers Agreement (JPA) entered into by the Cities of Benicia, Vallejo and the Solano County Transportation Authority in the fall of 2010. The system operates 16 routes encompassing 11 local and 5 multi-zone routes. The multi-zone routes provide intercity commuter service between Vallejo, Benicia and Fairfield, Diablo Valley College, and the El Cerrito and Walnut Creek BART stations. As SolTrans is a relatively new entity, comparative analysis with peer operators are only presented for one operating year based on the aforementioned criteria as shown in the table below.

SolTrans & Peer Agencies Service Profile

Transit System	Service Area (Square Miles)	Service Area Population	Fleet Size		
			Fixed-Route	Demand Response	Total Vehicles
SolTrans	61	147,571	62	16	78
Antelope Valley	301	475,000	72	14	86
Butte County	257.11	179,830	34	23	57
Livermore-Amador	40	171,652	74	18	92
Monterey-Salinas	280	435,000	113	31	144
Victor Valley	275.48	306,994	28	26	54

SolTrans ranks in the middle tier of systems with regard to fleet size and ranks in the lower tier in terms of size of service area population. Butte County and Victor Valley have smaller systems but cover wider service areas.

It is worth noting that FY 2010-11 was a transition year for SolTrans in operating the service as an independent entity. Administrative and management functions were being transitioned from Vallejo and Benicia city staff to contract management.

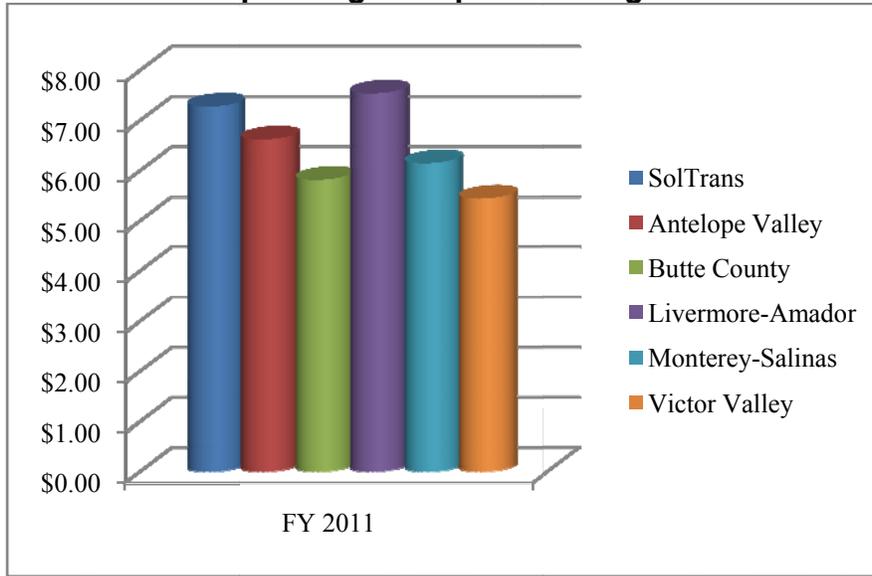
Operating Cost per Passenger

SolTrans' \$7.28 operating cost per passenger is higher than most peer agencies. The number of passenger trips relative to operating costs was lower for SolTrans compared to peers. Costs per passenger for Antelope Valley, Butte County, Monterey-Salinas and Victor Valley were lower due to relatively flat operating costs and increased passenger trips. Livermore-Amador had the highest cost per passenger due to fewer passenger trips relative to operating costs. A comparison of passenger operating costs is shown below in the table and graph.

Operating Cost per Passenger

	FY 2011
SolTrans	\$7.28
Antelope Valley	\$6.62
Butte County	\$5.82
Livermore-Amador	\$7.54
Monterey-Salinas	\$6.15
Victor Valley	\$5.44

Operating Cost per Passenger



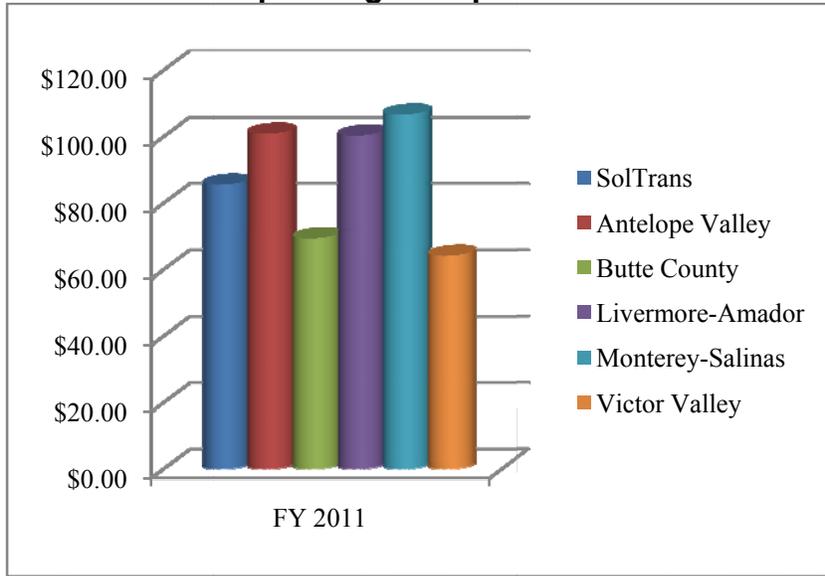
Operating Cost per Hour

SolTrans' operating cost per hour compares favorably to other agencies. The cost per hour for SolTrans during FY 2011 was \$85.59, which ranks in the mid-tier of peer agencies. Antelope Valley, Livermore-Amador and Monterey-Salinas had higher costs due to a combination of increased operating costs and vehicle service hours. Hourly operating cost comparisons are shown below in the table and graph.

Operating Cost per Hour

	FY 2011
SolTrans	\$85.59
Antelope Valley	\$100.93
Butte County	\$69.42
Livermore-Amador	\$100.35
Monterey-Salinas	\$106.67
Victor Valley	\$64.18

Operating Cost per Hour



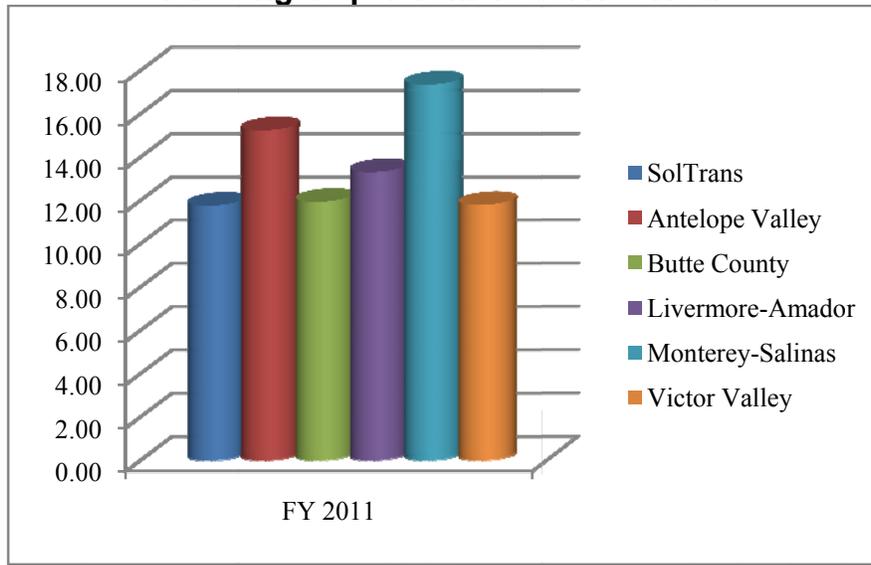
Passengers per Vehicle Service Hour

SolTrans carried 11.76 passengers per hour during FY 2011, which compared lowest to all other peers but only slightly lower than Butte County and Victor Valley. All agencies reported declining numbers of passengers per hour with the exception of Monterey-Salinas Transit which carried 17.35 passengers per hour, the highest out of all the agencies. The number of passengers per service hour is shown for each operator in the following table and graph.

Passengers per Vehicle Service Hour

	FY 2011
SolTrans	11.76
Antelope Valley	15.24
Butte County	11.94
Livermore-Amador	13.31
Monterey-Salinas	17.35
Victor Valley	11.79

Passengers per Vehicle Service Hour



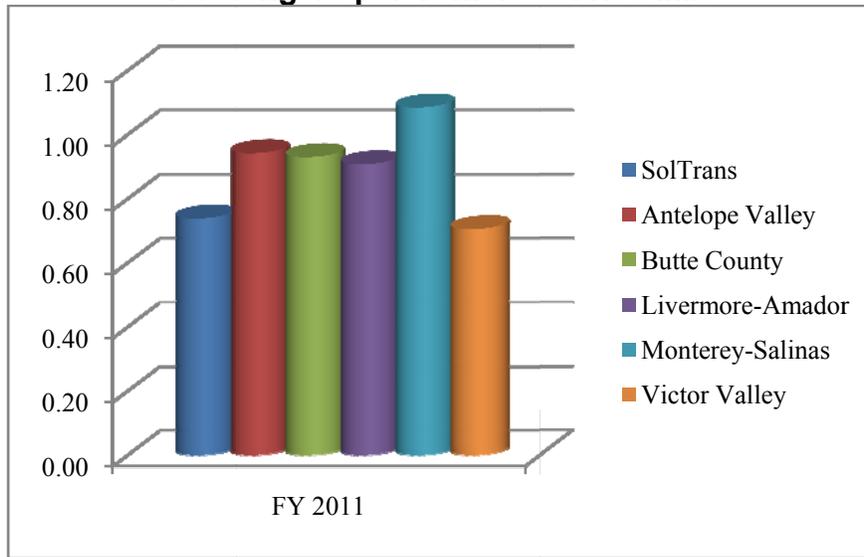
Passengers per Vehicle Service Mile

Following Victor Valley, SolTrans carried the second fewest passengers per mile than its peer agencies at 0.74 passengers per mile during FY 2011. The remaining transit operators had higher numbers of passengers per mile. A comparison of the number of passengers carried per service mile is shown below in the table and graph.

Passengers per Vehicle Service Mile

	FY 2011
SolTrans	0.74
Antelope Valley	0.94
Butte County	0.93
Livermore-Amador	0.91
Monterey-Salinas	1.08
Victor Valley	0.70

Passengers per Vehicle Service Mile



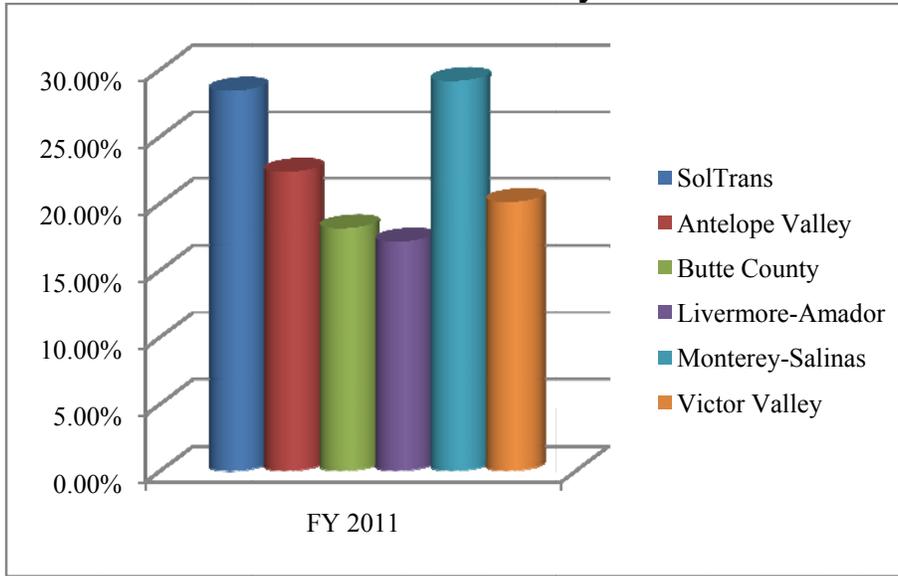
Farebox Recovery

SolTrans farebox ratio ranks the second highest among the comparable systems. SolTrans had a farebox return of 28.40 percent during FY 2011 while Monterey-Salinas Transit had a farebox ratio of 29.13 percent. Butte County’s B-Line and Livermore-Amador ranked amongst the lowest in terms of farebox ratios. Farebox recovery ratios for SolTrans and peer transit operators are shown in the table and graph below:

Farebox Recovery

	FY 2011
SolTrans	28.40%
Antelope Valley	22.34%
Butte County	18.12%
Livermore-Amador	17.11%
Monterey-Salinas	29.13%
Victor Valley	20.08%

Farebox Recovery



Vacaville City Coach

The City of Vacaville operates local fixed-route and special services under the name of City Coach. The six fixed routes originate from and terminate from the Vacaville Transportation Center, where both system and interline connections are available to Fairfield, Suisun City and other regional destinations. Five municipal transit operators were analyzed with Vacaville City Coach based on the aforementioned criteria as shown in the table below.

Vacaville City Coach & Peer Agencies Service Profile

Transit System	Service Area (Square Miles)	Service Area Population	Subsidized Taxi Service	Fleet Size		
				Fixed-Route	Demand Response	Total Vehicles
Vacaville	28.37	92,428	Yes	15	6	21
Lodi	13.61	62,134	No	13	17	30
Manteca	17.73	67,096	No	5	5	10
Roseville	36.22	118,788	Yes	31	13	44
Tracy	22	82,922	No	8	5	13
Union City	18	73,977	Yes	16	6	22

City Coach’s profile is in the middle tier of the comparable agencies with the second largest service area after Roseville and the fourth largest fleet.

Operating Cost per Passenger

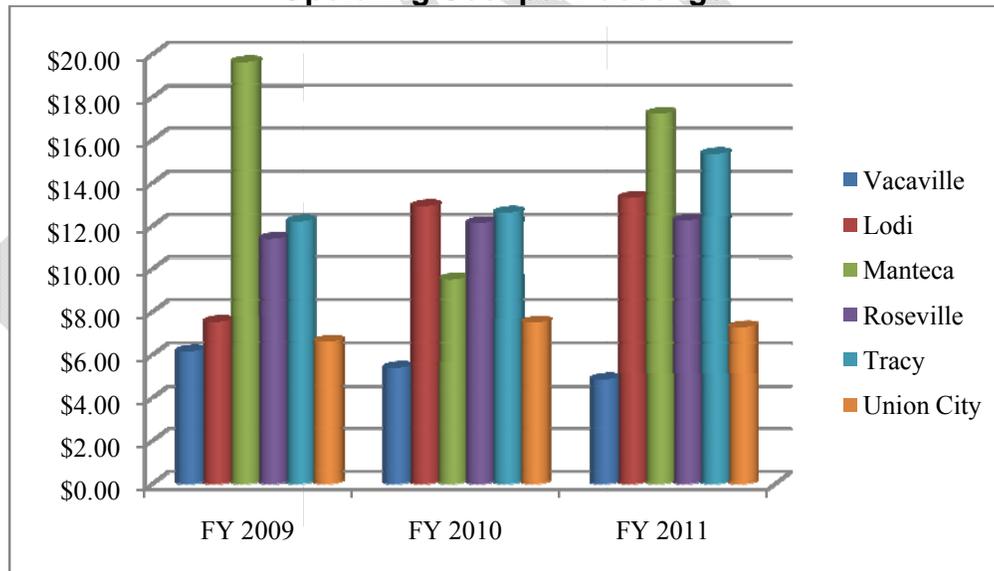
Based upon modest increases in operating costs and notable growth in passenger trips, Vacaville’s operating cost per passenger has averaged the lowest when compared to the other

operators. Vacaville along with Union City exhibited downward trends in this indicator. In contrast, the remaining operators all exhibited increases in per passenger costs due to decreases in passenger trips combined with increases in operating costs. A comparison of passenger operating costs is shown below in the table and graph.

Operating Cost per Passenger

	FY 2009	FY 2010	FY 2011
Vacaville	\$6.16	\$5.40	\$4.85
Lodi	\$7.54	\$12.92	\$13.30
Manteca	\$19.63	\$9.51	\$17.22
Roseville	\$11.40	\$12.14	\$12.26
Tracy	\$12.21	\$12.62	\$15.35
Union City	\$6.61	\$7.50	\$7.28

Operating Cost per Passenger



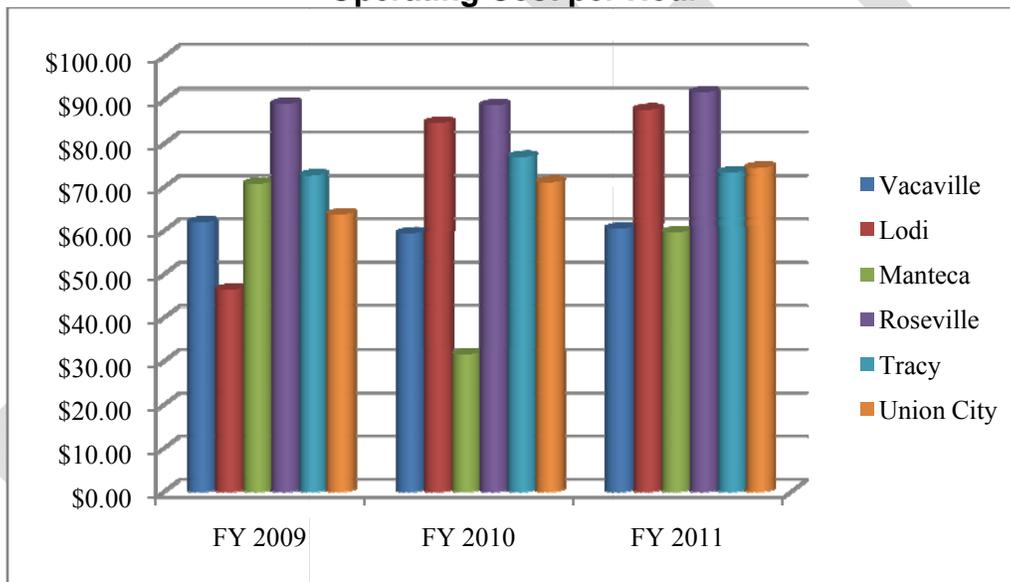
Operating Cost per Hour

In analyzing operating cost per hour, Vacaville ranks very well to other operators such as Manteca. In FY 2011, Vacaville's cost was \$60.47 per hour, in line with Manteca's (\$59.59 per hour) which rates the lowest among the peers. Hourly operating cost trends are shown below in the table and graph.

Operating Cost per Hour

	FY 2009	FY 2010	FY 2011
Vacaville	\$61.91	\$59.35	\$60.47
Lodi	\$46.40	\$84.75	\$87.77
Manteca	\$70.76	\$31.54	\$59.59
Roseville	\$89.15	\$88.80	\$91.79
Tracy	\$72.68	\$76.92	\$73.34
Union City	\$63.71	\$71.11	\$74.45

Operating Cost per Hour



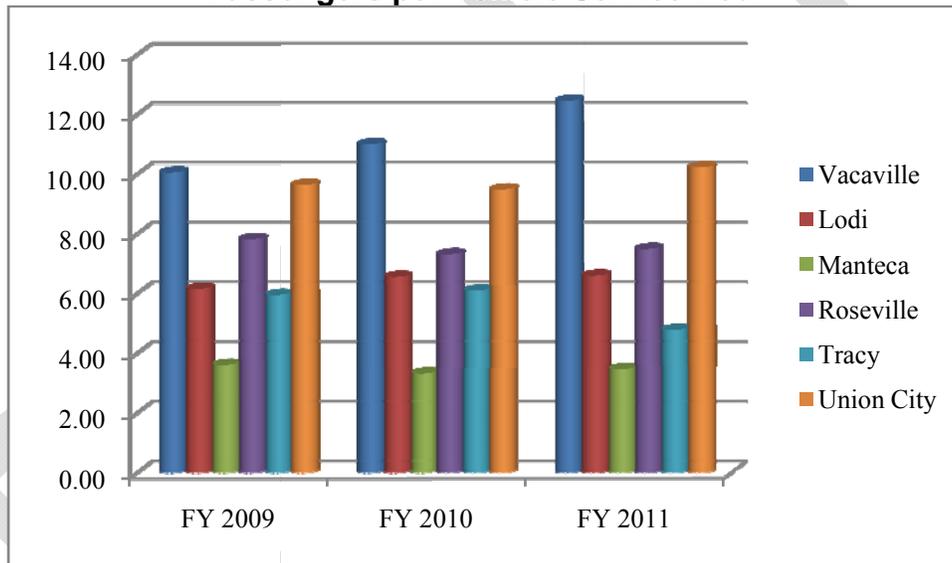
Passengers per Vehicle Service Hour

Vacaville City Coach carried more passengers per hour on average than comparable systems. This indicator reflects the steady increases in passenger trips accompanied by the slight changes in vehicle service hours. Vacaville averaged 11.2 passengers carried per hour. Union City came in second to Vacaville in the number of passengers per hour systemwide, averaging 9.8 passengers during the same period. The remaining transit systems did not compare as well given the decreases in passenger trips. The number of passengers per service hour is shown for each operator in the table and graph below.

Passengers per Vehicle Service Hour

	FY 2009	FY 2010	FY 2011
Vacaville	10.05	11.00	12.45
Lodi	6.16	6.56	6.60
Manteca	3.61	3.32	3.46
Roseville	7.82	7.32	7.49
Tracy	5.95	6.09	4.78
Union City	9.64	9.48	10.22

Passengers per Vehicle Service Hour



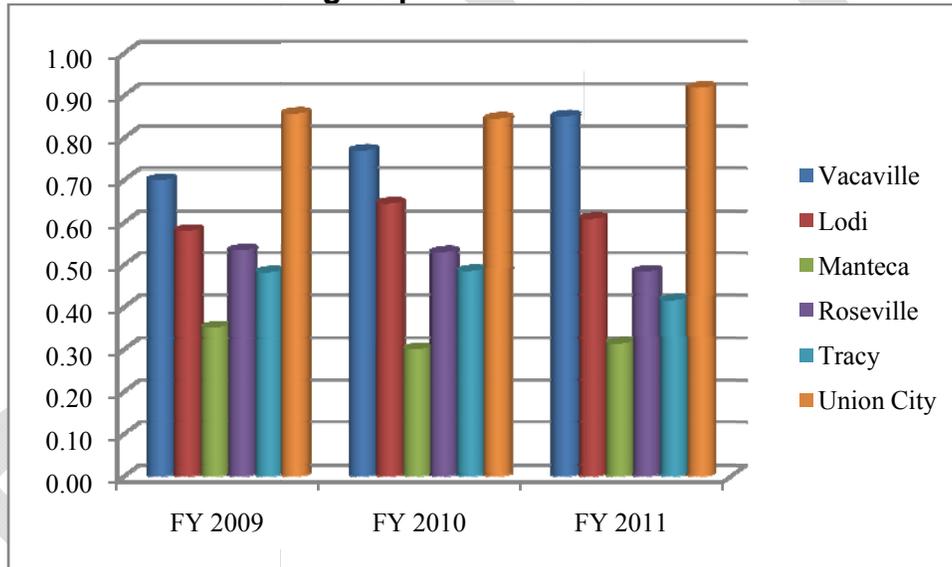
Passengers per Vehicle Service Mile

The number of passenger carried per hour by City Coach ranks among the highest of the peer operators averaging about 0.77 passengers per mile. Only Union City carried more passengers per mile, averaging 0.87 passengers. Both systems exhibited increases in passenger trips with minor fluctuations in vehicle service miles. In contrast, the remaining operators saw decreased passenger trips during the period with some fluctuations in vehicle service miles. A comparison of the number of passengers carried per service mile is shown below in the table and graph.

Passengers per Vehicle Service Mile

	FY 2009	FY 2010	FY 2011
Vacaville	0.70	0.77	0.85
Lodi	0.58	0.64	0.61
Manteca	0.35	0.30	0.31
Roseville	0.53	0.53	0.48
Tracy	0.48	0.48	0.42
Union City	0.86	0.84	0.92

Passengers per Vehicle Service Mile



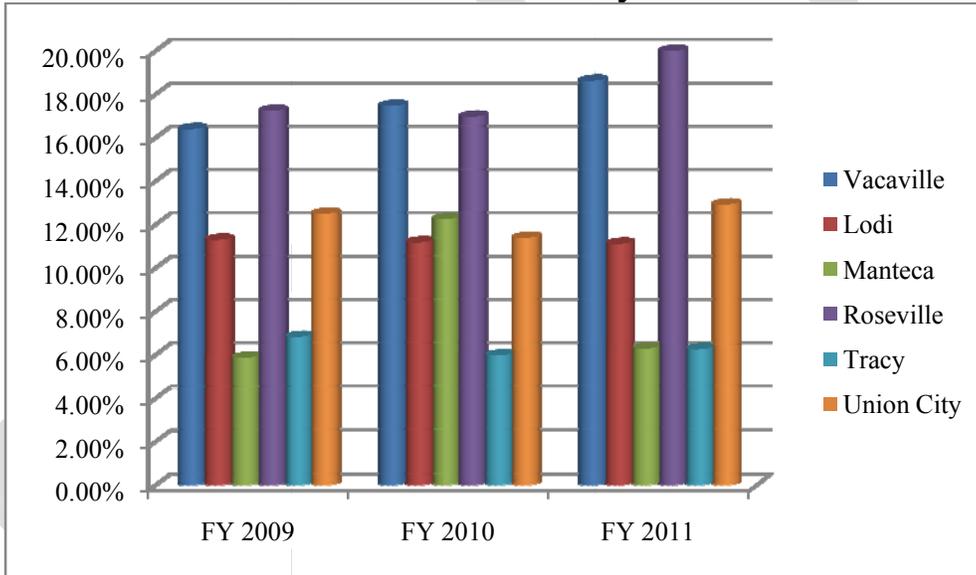
Farebox Recovery

On a systemwide basis, Vacaville’s farebox ratio ranked amongst the highest during the three year period in comparison to the other operators. Its farebox ratio exhibited a steady upward trend attributed to increases in passenger trips and revenues as well as controlled operating costs. Roseville was the only other operator which fared favorably to Vacaville. While not reflected in their data, other systems including Lodi, Manteca and Tracy are supported by local county transportation measure revenues which are used to support the farebox. Solano County has no such self-help transportation revenue measure. Systemwide farebox recovery ratios for Vacaville City Coach and peer transit operators are shown in the following table and graph.

Farebox Recovery

	FY 2009	FY 2010	FY 2011
Vacaville	16.38%	17.45%	18.61%
Lodi	11.29%	11.17%	11.10%
Manteca	5.85%	12.23%	6.28%
Roseville	17.23%	16.96%	19.99%
Tracy	6.81%	5.96%	6.25%
Union City	12.49%	11.38%	12.91%

Farebox Recovery



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DATE: June 3, 2013
TO: STA Board
FROM: Daryl Halls, Executive Director
RE: STA Overall Work Plan (OWP) for Fiscal Years (FY) 2013-14 and FY 2014-15

Background:

Each year, the Solano Transportation Authority (STA) Board identifies and updates its priority plans, projects and programs. These tasks provide the foundation for the STA's Overall Work Plan for the forthcoming two fiscal years. In July 2002, the STA Board modified the adoption of its list of priority projects to coincide with the adoption of its two-year budget. This marked the first time the STA had adopted a two-year Overall Work Plan. The most recently adopted STA Overall Work Plan (OWP) for FY 2012-13 and FY 2013-14 included a list of 38 priority projects, plans and programs.

Over the past dozen years, the STA's OWP has evolved. The emphasis in the timeframe of 2000 to 2005 was to complete the first Solano County Comprehensive Transportation Plan, initiate various corridor studies, and identify a handful of priority projects to fund and advance into construction. From 2005 to the present, the STA has taken a more proactive role in advancing projects through a variety of project development activities and has expanded its transit coordination role with Solano's multiple transit operators. The past five years, STA has managed and developed a couple of mobility programs designed to improve mobility and access for seniors, people with disabilities, and school age children traveling to and from school.

The STA's project development activities include completing environmental documents, designing projects, and managing construction. In 2009, the STA's eight member agencies approved a modification to the STA's Joint Powers Agreement that authorized the STA to perform all aspects of project development and delivery, including right of way functions for specified priority projects, such as the North Connector, the Jepson Parkway, State Route (SR) 12 Jameson Canyon, and the I-80 Eastbound Cordelia Truck Scales Relocation Project.

In addition to planning and projects, STA also manages various programs including the Solano Napa Commuter Information (SNCI) Program, the Solano Safe Routes to Schools (SR2S) Program, Solano Abandon Vehicles Abatement (AVA) Program, SolanoExpress Transit Routes, SNCI's Guaranteed Ride Home Program and its commuter call center, the Lifeline Program (targeted for lower income communities), and the Transportation Planning and Land Use Solutions (T-Plus) Program that has evolved into assessment and planning of Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs).

The State Budget crisis continues to overshadow transportation funding in California. Four years ago, the Governor and the State Legislature opted to zero out the State Transit Assistance Fund (STAF) for one year. In recent years, the State Transportation Improvement Program (STIP) has had little or no new funds to be programmed or allocated by the California Transportation Commission (CTC). The 2012 STIP for Solano County contained slightly over \$8 million for new capacity projects when historically \$20 to \$25 million would be available over this same timeframe. Five years ago, the federal government authorized American Recovery and Reinvestment Act (ARRA) funds that provided an one time infusion of federal funds for shovel ready projects and transit operations and capital. Solano County took advantage of these ARRA funds to deliver some critically needed and ready to go projects such as McGary Road, the State Park Road Overpass, and some street overlay projects. In addition, the ARRA funds provided two years of critically needed transit operating and capital funds which helped offset the one year loss of STAF. At the same time, the U.S. Congress did pass a two year federal authorization bill (MAP 21), but has been unable to develop consensus on the composition and scope of a long range federal transportation authorization bill, including funding, and there has been an elimination of federal earmarks. All of these issues are having a direct impact on the STA's ability to fund elements of the Overall Work Plan.

Discussion:

Attached for review and comment by the STA Board is the STA's OWP for FY 2013-14 and FY 2014-15.

PROJECT DELIVERY/NEAR TERM CONSTRUCTION PROJECTS

Based on the Budget for FY 2012-13 and FY 2013-14, the following OWP projects are currently fully funded and are currently under construction this year or slated to begin construction later this Fiscal Year, with construction to be concluded during the next two to three years.

- State Route (SR) 12 Jameson Canyon Widening Project
- I-80 Eastbound Cordelia Truck Scales Relocation Project
- West B Street Pedestrian Undercrossing in the City of Dixon
- SR 12 East Safety Project – SR 113 to Rio Vista
- I-80 Rehabilitation Project – Vacaville to Dixon
- Jepson Parkway – Fairfield and Vacaville (Segments 1 and 2)

Two of these highway related projects were delivered in partnership with Caltrans.

In addition, STA is continuing to advance, in partnership with the Cities of Fairfield and Vacaville, the next two phases of the Jepson Parkways which are slated to begin construction in the next two to three years and have been funded through funding agreements developed between STA with the cities of Fairfield and Vacaville, and County of Solano. Last year, the STA successfully fashioned an alternative funding plan with the Metropolitan Transportation Commission (MTC), Caltrans and the California Transportation Commission (CTC) that involved the swapping of State Proposition 1B funds to fund the next phase of the I-80/I-680/SR 12 Interchange. The next phase of the Interchange is scheduled to begin construction in FY 2013-14. STA has successfully completed the environmental document for the project and the project is scheduled for a construction allocation vote by the CTC on June 11, 2013.

- I-80/I-680/SR 12 Interchange – Initial Construction Package

There are several projects that are currently in the project development phase with a phase currently funded so that work can continue, but the project is not fully funded and the STA is seeking additional future funds for construction.

- I-80/I-680/SR 12 Interchange – Packages 2 and 3 (design underway)
- I-80 Express Lanes (HOT Lanes) - Red Top Rd. to I-505 (environmental studies underway)
- Fairgrounds 360 Access Project – I-80/Redwood Parkway – Fairgrounds Drive (draft environmental document completed – final approval pending MTC;s adoption of the 2035 Regional Transportation Plan)

Finally, there are several projects that are included in the OWP, but the initial or next phase of the project is not currently funded in the current two year budget.

- I-80 Express Lanes Project – Carquinez Bridge to 37
- Jepson Parkway – remaining segments
- North Connector – West Segment
- SR 12/Church Road Intersection Improvements

TRANSIT CENTERS

There are several priority transit centers that the STA has successfully pursued and obtained or programmed federal, state or regional funds for. Several of these projects are fully funded and are moving into the project development stage. The agency sponsor for each of these transit projects is one of the cities or has been transferred to SolTrans, the new transit joint powers authority as part of the transfer of assets to the new agency. Four of the projects were recipients of Regional Measure 2 funds for which the STA is the project sponsor, but the cities and/or SolTrans are delivering the projects.

The construction of Vallejo Station – Phase A was successfully completed last year.

Three additional projects have phases fully funded or are nearly funded and expect to be under construction over the next year, subject to a full funding plan.

- Fairfield/ Vacaville Rail Station – Phase 1
- Transit Center at Curtola/Lemon Street – Phase 1
- Benicia Industrial Transit Facility

Several of these projects are initial phases of larger planned projects that are not fully funded. The larger, long range transit centers are as follows:

- Vacaville Intermodal Station – Phase 2
- Vallejo Station – Phase B
- Fairfield Transit Center
- Dixon Rail Station
- Transit Center at Curtola/Lemon Street – Phases 2 and 3
- Fairfield/Vacaville Rail Station – Phase 2

STA PLANNING ACTIVITIES

The following planning studies were completed in FY 2012-13 or anticipated to be wrapped up by June of 2013.

- Regional Traffic Impact Fee (RTIF) Nexus Study
- Financial Assessment of Solano Transit Operators
- Community Based Transportation Planning (CBTP) – Fairfield East
- SR 12 Major Investment Study (MIS) and Economic Analysis Study by Solano EDC
- Follow-up to Countywide Transit Consolidation Study - SolTrans Transition

The following planning studies are currently underway and funded in the currently proposed budget.

- Comprehensive Transportation Plan Update
- Updated Transit Ridership Survey
- Solano Coordinated Short Range Transit Plan (SRTP)
- Public Private Partnership Study of I-80 Transit Centers
- Alternative Fuels and Infrastructure Plan

The update of the STA's Comprehensive Transportation Plan (CTP) is a large undertaking with a number of individual studies and plan updates grouped under the CTP. These include the following individual studies that have been updated and approved by the STA Board:

- Safe Routes to Transit
- Countywide Bike Plan Update
- Countywide Pedestrian Plan Update
- Senior and People with Disabilities Transportation Plan Update
- Countywide TLC Update and Identification of Project Development Areas
- Safe Routes to Schools Plan Update – Increasing Number of Schools from 10 to 60
- Intercity Transit Operations Plan Update (Part of Coordinated SRTP)

The following plans are not currently funded in the STA budget, but will be discussed as part of STA Board future budget discussions.

- SR 29 Major Investment Study
- Solano Water Passenger Service Study
- Emergency Responders and Disaster Preparedness Study
- Update of Solano Rail Facilities and Service Plan

STA serves as the lead agency for the following programs and each of these programs are funded in the currently proposed budget, but in several instances the funding for the program is short term.

- Safe Routes to School Program
- Abandoned Vehicle Abatement Program
- Congestion Management Program
- Countywide Traffic Model and Geographic Information System
- Transportation for Livable Communities (TLC) and T-Plus Programs (Transportation Sustainability Program)
- Implementation of Countywide Bicycle Plan Priority Projects
- Implementation of Countywide Pedestrian Plan Priority Projects
- Clean Air Fund Program and Monitoring
- STA Marketing/Public Information Program
- Paratransit Coordinating Council
- Intercity Transit Coordination
- Lifeline Program Management
- Solano Napa Commuter Information (SNCI)

Several new tasks added to the draft OWP have derived from priorities set by the STA Board or have emerged following the Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC)'s OneBayArea Grant (OBAG) process and Plan Bay Area, the update of the Bay Area's Regional Transportation Plan (RTP). These include the following:

- Completion and Implementation of Ramp Metering Operations Plan and Memorandum of Understanding (MOU)
- Mobility Management Program implementation – specifically Countywide ADA Eligibility Assessment, Transit Ambassador Program and Travel Training, and a mobility management call center
- Priority Development Areas (PDAs) assessment, monitoring and coordination
- Priority Conservation Areas (PCAs) plan development, assessment, and implementation

As part of the development of the FY 2013-14 & 2014-15 OWP, staff has combined and consolidated some of the tasks and updated the status, milestones and estimated completion dates for a number of the tasks. Recently, members of the TAC and Transit Consortium have expressed concerns about the volume of planning efforts currently included as part of STA's OWP and the shortage of staff resources needed to review these documents. In recognition of this concern, STA staff has focused this draft OWP on completing existing tasks included in the current OWP. These items will be covered at the STA Board meeting.

The Solano Express Consortium and STA Technical Advisory Committee reviewed this item at their May 28th and May 29th meetings, respectively, and unanimously approved STA's OWP for FY 2013-14 and FY 2014-15.

Recommendation:

Approve the STA's OWP for FY 2013-14 and FY 2014-15 as specified in Attachment A.

Attachments:

- A. STA's Overall Work Plan for FY 2013-14 and FY 2014-15

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Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Lead - Projects	1.	<p><u>I-80/I-680/SR 12 Interchange</u></p> <p>A. Manage Construction of Initial Construction Package (ICP)</p> <p>B. Seek Funding and Build Logical Components</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • EIR/EIS completed December 2012. • Identification of 7 construction packages has been completed. • Construction to begin on Initial Construction Package (ICP) in 2014. • “North Connector Project” West Segment to be combined with this Project due to revised alignment and new proposed interchange at SR 12 West. • Packages 2 and 3 are in design. • Securing Funding for Packages 2 and 3 on-going task. <p><u>Milestones:</u> EIR/EIS -COMPLETED. LEDPA – COMPLETED</p> <p>ICP ready for construction pending CTC vote on June 11th</p> <p><u>Estimated Completion Date (ECD):</u></p> <p>Start Construction ICP 2014</p>	STA	\$9M TCRP \$50M RM2 \$50.7 M Tolls \$24 M TCIF \$11 M STIP	X	X	By Construction Package: #1) \$111 M #2) \$61 M #3) \$176 M #4 – 7) \$403	Projects Janet Adams

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Lead – Projects	2.	<p><u>I-80/ I-680 Express Lanes</u></p> <p>A. Convert Existing I-80 HOV Lanes to Express Lanes (Red Top Rd to Air Base Pkwy) – Segment 1</p> <p>B. I-80 Air Base Pkwy to I-505 – Segment 2</p> <p>C. I-80 Carquinez Bridge to SR 37 – Segment 3</p> <p>D. I-680</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • PA/ED formally initiated in April 2012 • Revenue Study Updated (Segments 1 & 2) • Seeking construction funding for Segments 1 & 2 • Seeking funding for environmental document – Segment 3 <p><u>Milestones:</u> PSR - COMPLETED Revised Forecast - Completed <u>ECD:</u> PA/ED – March 2014 (Segments 1 & 2) PS&E – March 2015 (Segments 1 & 2)</p>	STA PA/ED Design	\$16.4 M Bridge Tolls	X	X	A. \$30 M B. \$130M C. \$8 M (PA/ED)	Projects Janet Adams
STA Lead Projects	3.	<p><u>I-80 EB Cordelia Truck Scales</u></p> <p>New EB Truck Scales with STA lead in partnership with CHP and Caltrans.</p> <p><u>Status:</u> Construction began early 2012.</p> <p><u>Milestones:</u> The new facility is expected to be opened in June 2013 with construction wrapping up in 2013. PA/ED COMPLETED PS&E COMPLETED R/W COMPLETED</p> <p><u>ECD:</u> Begin Con 4/12 End Con 12/13</p>	STA • PA/ED • Design Caltrans • R/W • Con	\$49.8 M Bridge Tolls \$49.8 M TCIF	X	X	\$100.6 M	Projects Janet Adams

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Monitoring Projects	4.	<p><u>I-80 SHOPP Rehabilitation Projects</u> A. <u>Leisure Town OC to SR 113 South</u> Construction begAn spring 2013</p>	Caltrans	SHOPP	X	X	\$50 M	Projects Caltrans
STA Lead – Studies	5.	<p><u>I-80 Corridor Management Freeway Performance Initiative (FPI)</u> This includes; ITS Elements, Ramp Metering Policy and Outreach tools, HOV Definition, and Visual Features (landscaping and aesthetic features). <u>Status:</u></p> <ul style="list-style-type: none"> • Equipment installed on I-80 between Red Top Rd/Air Base Parkway • Construction underway along I-80 for FPI elements from State Route (SR) 37 to I-505. Construction to be completed by late 2013 • The SoHIP Group continues to meet to work with MTC/Caltrans to develop the technical documentation that is necessary background to ramp metering MOUs • Caltrans has begun installing ramp metering and operational equipment • Working with STA Board, SoHIP and Caltrans to implement to finalize I-80 corridor MOU • Board consideration of Ramp Metering Plan and MOU <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Draft Implementation Plan COMPLETED • Draft MOU COMPLETED <p><u>ECD:</u> Final Implementation Plan – summer 2013 Final MOU – Summer 2013</p>	Caltrans STA MTC	Regional SRTP and State SHOPP Funds	X	X	N/A	Projects Janet Adams/ Robert Guerrero

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Lead – Projects	6.	<p><u>Redwood Parkway – Fairgrounds Drive Improvement Project</u> Improve I-80/Redwood Rd IC, Fairgrounds Dr, SR 37/Fairgrounds Dr. IC</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • STA, City and County began PA/ED 2010 • Initial Scoping Meeting January 2011 <p>Milestones:</p> <ul style="list-style-type: none"> • Technical Studies – COMPLETED • Draft environmental document – COMPLETED • Funding needed for project design and construction <p><u>ECD:</u></p> <ul style="list-style-type: none"> • Final ED – Summer 2013 (pending approval of MTC’s Regional Transportation Plan 2035 - Plan Bay Area) 	STA PA/ED	Federal Earmark	X	X	\$65M	Projects Janet Adams
STA Co-Lead Projects	7.	<p><u>SR 12 West (Jameson Canyon)</u> Build 4-lane hwy with concrete median barrier from SR 29 to I-80. Project will be built with 2 construction packages.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Project under construction – over 50% complete • Construction groundbreaking April 2012. <p>Milestones:</p> <ul style="list-style-type: none"> • CTC awarded supplemental construction funds to Napa job – May 2013 <p><u>ECD:</u> Open to traffic 2014</p>	Caltrans STA NCTPA	\$7 M TCRP \$74 M CMIA \$35.5 M RTIP \$12 M ITIP \$2.5 M STP \$6.4 M Fed Earmark			\$134 M	Projects Janet Adams NCTPA Caltrans

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Lead – Projects	8.	<p>State Route (SR) 12 East SR 12 Corridor (I-80 to I-5). A. SHOPP funded. Shoulder widening near Rio Vista segment to begin construction in 2014 B. SR 12/Church Road PSR a. PSR completed, Summer 2010 b. Develop funding plan for SR 12/Church (new) c. Initiate PA/ED for SR 12/ Church Rd. in partnership with the City. C. STA Future SHOPP Priorities a. SR 12/SR 113 Intersection b. Somerset to Druin shoulders D. Follow-up to Industrial Park Access with County and Caltrans E. Development of Corridor Partnership MOU</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Caltrans has initiated the preliminary engineering on the SR 12/113 intersection improvements. • Supporting Rio Vista R/UDAT application. • MOU for implementation of SR 12 Corridor Study drafted • Working with County/Caltrans on follow-ups for Industrial Park • Follow-up with Rio Vista on SR12 Church environmental document <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • SR 12 Corridor Study – COMPLETED • SR 12 Economic Study - COMPLETED • SR 12/Church Road PSR – COMPLETED • Rio Vista Bridge Study – COMPLETED • SR 12 Walters Road to Currie Rd.– COMPLETED <p><u>EDC:</u> Near Rio Vista start construction 2013-14 SR 12 Corridor MOU 2013-14</p>	CT CT STA/Solano EDC	SHOPP SHOPP Rio Vista – Fed Earmark	X X	X	\$250,000 \$ 0.5 M – (Support Cost) \$ 35 M – Capital Cost	Planning Robert Macaulay Projects Janet Adams
			291					

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Co-Lead Plans	9.	<p>SR 29 MIS Corridor Major Investment Studies</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> Vallejo has received SGC grant for Sonoma Blvd master planning, and has completed their work on the plan. STA will work with Vallejo and SolTrans, Solano County and NCTPA to develop a corridor-wide SR 29 master plan. Work with NCTPA on SR 29 plans; with focus on integrating Napa and Solano segment and integrating transit plans with SolTrans Work with Caltrans to designate this corridor as a pilot corridor in the Bay Area Highway Design Manual update effort. <p><u>EDC:</u> Committees and funding plan - FY 2013-14 Corridor Plan - FY 2014-15</p>	<p>City of Vallejo</p> <p>Solano County</p> <p>NCTPA</p>		X	X	\$750,000	<p>Planning Robert Macaulay</p> <p>Projects Robert Guerrero</p>

Category	Project #	PRIORITY PROJECTS	LEAD AGENCY	FUND SOURCE	FY 2013-14	FY 2014-15	EST. PROJECT COST	DEPT LEAD STAFF
STA Co-Lead Programs	10.	<p><u>Regional Measure 2 (RM 2) Implementation (Capital)</u></p> <p>A. Vallejo Station The Transfer Center - COMPLETED Phase A - COMPLETED</p> <p>B. Solano Intermodal Facilities (Fairfield Transit Center, Vacaville Intermodal Station (Phase 1), Curtola Park & Ride and Benicia Intermodal) <u>Status:</u> 1. Vacaville Transportation Ctr Phase 1 – COMPLETED 2. Curtola - PA/ED – COMPLETED, Project Development Team (PDT) – ORGANIZED (Soltrans/Vallejo/STA). Construction expected to begin in late 2013. 3. Benicia Intermodal - began construction summer 2012</p> <p>C. Rail Improvements 1. Capitol Corridor Track Improvements COMPLETED 2. Fairfield Vacaville Rail Station Rail Station Phase 1- completed 95% PS&E. Scheduled to begin construction FY 2013-14.</p> <p>D. Develop RM 2 Countywide Implementation Plan – July 2013</p> <p>E. Develop future Bridge Toll Project Priorities</p> <ul style="list-style-type: none"> • Curtola • Fairfield/Vacaville Intermodal Station • FTC • Vallejo Waterfront Parking Phase B • Express Lanes • I-80/I-680/SR 12 Interchange 	<p>STA Fairfield Vallejo Vacaville Benicia CCJPA MTC</p>	<p>RM 2</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>\$28 M \$20 M \$25 M</p>	<p>Projects Janet Adams Jessica McCabe</p>

STA Lead Projects	11.	<p>City of Dixon - West B Street Undercrossing Construct new pedestrian undercrossing to replace existing at grade RR crossing.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> Start construction summer 2013 The project is expected to be completed in 2014. <p><u>Milestones:</u> ED – COMPLETED PS&E – COMPLETED R/W - COMPLETED</p> <p><u>ECD:</u> Construction scheduled to begin in August 2013.</p>	STA	\$1 M City of Dixon \$1.2 M STIP TE \$975k TDA Swap \$2.5 M OBAG	X	X	\$6.775 M	Projects Janet Adams Jessica McCabe
STA Lead – Projects	12.	<p>Jepson Parkway Project A. Vanden Rd. B. Leisure Town Rd. C. Walters Rd. Extension</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> EIR/EIS completed June 2011 STA Approved MOU and Funding Agreements for first two segments (Cement Hill Rd/Vandon I/S (segment 1) to Leisure Town Rd./Elmira I/S (segment 2)) \$2.4 M STIP funds allocated for PS&E Design to be completed by December 2013 \$3.8 M STIP funds allocated for R/W Construction scheduled to start in FY 2015-16 Concept Plan Update initiated; admin draft plan document circulated for staff review Updating Funding Agreements Develop new Funding Agreement for Segment 3 STA to initiate R/W acquisition (segments 1 & 2) <p><u>Milestones:</u> PA/ED- COMPLETED STA MOUs with Fairfield, Vacaville and County – COMPLETED</p>	STA Partners: Vacaville Fairfield County Suisun City	STIP 2006 STIP Aug Fed Demo Local	X	X	\$185 M	Projects Janet Adams

		<p>Funding Agreements (Phase 1 & 2) - COMPLETED Draft Concept Plan – COMPLETED Project Design to be completed by Vacaville and Fairfield</p> <p><u>ECD:</u> Concept Plan Update: 9/13 PS&E: 2/14 R/W: 6/14 Beg Con: FY 2015-16</p>						
STA Co-Lead Projects	13.	<p><u>Travis Air Force Base Access Improvement Plan (South Gate)</u> A. South Gate Access (priority)</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • County lead coordinating with STA, City of Suisun City, and Travis AFB for South Gate implementation • Environmental Studies for South Gate completed • Draft environmental document completed • County to complete the environmental document. • County to complete the R/W • County to initiate construction <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Draft environmental document - COMPLETED <p><u>EDC:</u> PA/ED: 8/13 PS&E: 6/14 Beg R/W: 8/13 (request for E-76) Beg Con: 7/14 (request for E-76)</p>	<p>STA Funding lead</p> <p>County Implementing lead</p>	<p>\$3.2M Federal Earmark</p> <p>South Gate Fully Funded</p>	X	X	South Gate \$3M	<p>Projects Janet Adams/ Robert Guerrero</p>

STA Monitoring – Programs	14.	<p><u>Monitor Delivery of Local Projects/Allocation of Funds</u></p> <ul style="list-style-type: none"> A. Monitor and manage local projects. B. Develop Pilot Solano Project Mapper and Management Webtools C. Implement OBAG Projects D. Implement PCA Project <p><u>Status:</u></p> <ul style="list-style-type: none"> • Monitoring of local projects is an on-going activity; STA developed tracking system for these projects and holds PDWG monthly meetings with local sponsors. • New pilot Mapper project is being developed in partnership with Solano County GIS group. Expect a roll out of the draft project tool 2013/14. • Finalize OBAG Funding Agreements • Monitor OBAG project implementation • Monitor SR2S project implementation • Monitor pilot PCA project • Participate in PDT’s for projects to insure successful delivery <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • OBAG Projects approved by STA Board May 2013 • Draft OBAG Funding Agreement developed <p>ECD: FY 2014-15 and FY 2015-2016</p>	STA	STIP-PPM	X	X	N/A	Projects Jessica McCabe
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STA Lead Studies	15.	<p><u>Private Public Partnerships (P3)</u> Feasibility Study to consider options for P3 within the County for I-80 transit centers. Study to consider a range of options for this financing/delivery of capital projects.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Scope updated to add 4 transit facilities increasing total to include 10 transit facilities • Initiate market response in June 2013 • Draft study September 2013 • Determine Phase 2 work based on recommendations from Feasibility Study <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Draft request for information for each project under development in preparation for submittal to private sector for review <p><u>ECD:</u> Fall 2013</p>	STA	\$210k STAF	X	X	\$210,000	Projects Jessica McCabe
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STA Lead – Studies	16.	<p><u>Regional Traffic Impact Fee (RTIF) Nexus Study</u></p> <ul style="list-style-type: none"> • Public Outreach • Technical Study • Options/Scenario • Working Group Implementation Plan <p><u>Status:</u></p> <ul style="list-style-type: none"> • Nexus Study/AB 1600 Study to be completed July 2013 • Project list, working groups and tentative fee amount identified • Proposal sent from STA to County to incorporate fee in update of County Public Facilities Fee • If fee adopted, next step is to set up governance structure, get working groups organized and develop Implementation Plan for each group. <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • RTIF recommendation forwarded to the STA Board to County Board of Supervisors to be included with their facility fee update – December 2012 • Project List/Packages – Adopted May 2013 • Draft Nexus Study – June 2013 <p><u>ECD:</u> July 2013</p>	STA	PPM	X	X	\$300,000	Projects Robert Guerrero
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STA Co- Lead	18.	<p><u>Regional Transportation Plan Update</u></p> <p>A. Recommend Solano and regional projects for inclusion in Plan Bay Area B. Allocate local funding through OBAG process C. Support City-County Coordinating Council in Regional Housing Needs Allocation D. Participate in regional hearings held in Solano County</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • RTP released in March 2013; adoption in July by MTC. • OBAG Funding Agreements under development <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • OBAG projects and programs selected by STA Board in March 2013. • PDA Investment Strategy delivered to MTC in May 2013 <p><u>ECD:</u> Final RTP - July 2013 Solano Projects to be implemented – FY 2014-15 and FY 2015-16</p>	MTC/STA	STA Planning	X	X		Planning Robert Macaulay
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STA Lead – Programs	19.	<p><u>Development of STA’s Transportation for Sustainable Communities (TSC)</u></p> <p>A. Develop Complete Streets Plan that can be used by member agencies for implementation language for agency adoption</p> <p>B. Develop Priority Conservation Area (PDA) transportation investment and implementation plan</p> <p>C. Develop Priority Development Areas (PCAs) assessment/implementation plan</p> <p>D. Implement PDA Planning and OBAG Planning grants (new)</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • PDA and OBAG Planning Grant agreements under development • PCA Assessment Plan under development and PCA Stakeholders Committee to be formed <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • PDA Implementation approved by the STA Board May 2013 • PDA and OBAG Planning Events approved by STA Board March 2013 <p><u>ECD:</u> FY 2015-16</p>	STA	Regional TLC CMAQ STP Planning		X X X X		Planning Sara Woo
STA Lead – Programs	20.	<p><u>Congestion Management Program (CMP)</u></p> <p><u>Status:</u> Bi-annual CMP update due in FY 2013. CMP will require major modifications to match new RTP/SCS, new residential and employment projections, add roadways to network, and begin multi-modal level of service analysis</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • CMP Update to be initiated <p><u>ECD:</u> FY 2013-14</p>	STA	STP Planning	X			Planning Robert Macaulay

STA Lead – Programs	21.	<p><u>Implementation of Countywide Bicycle Plan Priority Projects</u></p> <p>Complete and implement priorities of Bike Plan in partnership with BAC and Cities/County. Work with BAC Committee to update priorities list for future funding.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> A. Jepson Parkway Bikeway (next phase) B. Dixon West B Street Undercrossing C. Vacaville-Dixon Bike Route D. Bike Wayfinding Signs Implementation E. Bike Lockers Study <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Dixon West B Street Project fully funded with construction to begin August 2013 • Last phase of Vacaville Dixon Bike project funded by STA as part of OBAG, STA Article 3 and YSAQMD fund cycles • Bike signs and way finding signs – Phase 1 funded • Countywide Bicycle Plan Update - COMPLETED <p><u>ECD:</u> Deliver Phase 1 Wayfinding Signs - FY 2013-14 Complete Phase 2 Wayfinding Signs Plan - FY 2013-14 Update Priorities List FY 2013-14</p>	<p>County/ Fairfield/ Vacaville/ STA</p> <p>STA/Dixon County/STA</p>	<p>TDA Article 3; Bay Area Ridge Trail</p> <p>OBAG</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>\$85,000</p>	<p>Planning Sara Woo</p>
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STA Lead – Programs	22.	<p><u>Countywide Pedestrian Plan and Implementation Plan</u></p> <ul style="list-style-type: none"> • Work with PAC Committee to update priorities list. • Staff to develop work plan to involve committee in review of PDA pedestrian elements <p><u>Status:</u> Dixon West B Street Undercrossing - Staff to work with PAC to include as part of PDA and PCA implementation</p> <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Dixon West B Street Project to start construction August 2013 • Countywide Pedestrian Plan Update - COMPLETED <p><u>ECD:</u> PDA review work plan - FY 2013-14 Update priorities list - FY 2013-14</p>	STA	TDA-ART3 OBAG RM 2 Safe Routes to School	X	X		Planning Sara Woo
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STA Lead – Programs	23.	<p><u>STA Marketing/Public Information Program</u></p> <p>A. Website and Facebook pages B. Events C. Newsletter D. Project Fact Sheets and Public Outreach E. Annual Awards Program F. Legislative Booklets and Lobby Trips G. Legislative Advocacy H. Annual report I. STA website and Facebook pages J. Implemented Adobe Creative Suite platform for publications/presentations K. Published project flyers L. 2013 Annual Awards to be held in Vacaville M. 2013 Annual Awards to be held in Vallejo</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • New web site design and hosting completed 4/11; successfully operated for 2+ year. • STA, SR2S, and SNCI Facebook pages being maintained. • In-house individual project sheets developed on as-need basis. • STA Annual awards hosted every November <p>Milestones:</p> <ul style="list-style-type: none"> • 2012 Awards Program in Dixon • New Facebook Pages for SNCI and SR2S 	STA	TFCA Gas Tax Sponsors	X	X		Planning Jayne Bauer
STA Lead – Programs	24.	<p><u>Clean Air Fund Program and Monitoring</u></p> <p>A. BAAQMD/TFCA B. YSAQMD</p> <p>Board approved Funding Priorities for SNCI, SR2S, Alternative Fuels, and Climate Action Initiatives</p> <p><u>Status:</u> Allocated annually</p>	STA YSAQMD	TFCA Clean Air Funds	X	X	\$290,000 Annually (TFCA) \$244,000 CY2012 (YSAQMD Clean Air)	Planning Sara Woo New Associate Planner

STA Co- Lead Programs	25.	<p><u>Solano Climate Action Program</u> Develop county-wide greenhouse gas emission inventory, GHG emission reduction plans for energy sector, and GHG emission reduction and implementation plans for non energy sectors</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • AECOM under contract to complete SGC-funded work. • PG&E project 95% completed • To Release Draft Caps • Adopt CAPs and countywide implementation strategy <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Countywide Green House Gas Emission Inventory COMPLETED • GHG emission reduction for energy sector COMPLETED • GHG emission reduction and implemented plans for non-energy sectors - COMPLETED <p><u>EDC:</u> Draft CAPs - November 2013 Adopted CAPs and Implementation Strategy – FY 2013-14 Energy CAP completed in 2012; non-energy plans in 2014.</p>	STA	PG&E and SGC grants	X X	 X	PG&E Grant \$285,000 SGC Grant \$275,000	Planning Robert Macaulay
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STA Lead – Programs	26.	<p><u>Solano Countywide Safe Routes to Schools (SR2S) Program</u></p> <ol style="list-style-type: none"> 1. Education 2. Enforcement 3. Encouragement 4. Engineering 5. Evaluation 6. Funding of Program 7. Plan implementation <p><u>Status:</u></p> <ul style="list-style-type: none"> • Incorporate Plan Update findings and new maps • Update and maintain SR2S website and Facebook pages; Coordinate SR2S Community Committees • Continue Educational and Encouragement events like school assemblies, bike rodeos, walk and roll events • Expand SR2S Program to middle school and high school components with cities to implement selected engineering recommendations from plan update • Continue to expand Walking School Bus implementation • Continue to seek additional grant funds to fund elements of SR2S Program <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Over \$2 million in SR2S funding obtained to date • Obtained OBAG funding for SR2S Program (\$1.256M) and SR2S Engineering Projects (\$1.2M) • Obtained federal funding grant for Walking School Bus program • Draft SR2S Plan and priorities in partnership with SR2S Committees • As of May 2013, 20 schools have held 36 events attended by 9,287 children • Implemented start of new Walking School Bus program in January 2013. Four (4) WSB were started in first 4 months • 14 schools participated in International Walk to School Day in October • Coordinated Safe Routes to School Summit May 2013 • 	STA	STP Planning ECMAQ CMAQ TFCA-PM TFCA-Regional YSAQMD BAAQMD TDA FHWA SRTS	X	X	\$1.5 M Encouragement, Education and Enforcement	Transit/SNCI Judy Leaks/Danelle Carey
			306					

		<u>EDC:</u> <ul style="list-style-type: none"> • 2013 SR2S Plan Update by September 2013 • SR2S Engineering Projects completed by 2015 						
STA Lead – Studies	27.	<u>Countywide Transit Coordination</u> STA works with MTC and transit operators to implement countywide and regional transit coordination strategies.	STA/ Dixon/ Fairfield/ Rio Vista/ Solano County/ SolTrans/ Vacaville	STAF	X	X	\$80,000	Transit Liz Niedziela
		<u>Status:</u> <ul style="list-style-type: none"> • Transit Sustainability Study • Countywide Coordination SRTP • Enhance Transit Coordination Strategies • I-80/I-680/I-780/SR12 Transit Corridor Study Update • Provide Transit Consultant Services to the Cities of Rio Vista and Dixon 						
		<u>Milestones :</u> SolTrans Transition - Completed Draft Transit Sustainability Study - Completed Draft local SRTPs - Completed Draft Transit Coordination Plan - Completed		STAF/MTC	X	X	\$190,000	
		<u>ECD:</u> Transit Operator SRTPs - July 2013 Enhance Transit Coordination- August 2013 Transit Corridor Study - September 2013 Transit Consultant Services - 2014		STAF	X	X	\$150,000	

<p>STA Lead – Programs</p>	<p>29.</p>	<p><u>Paratransit Coordination Council and Seniors and People with Disabilities Transportation Advisory Committee</u> STA to staff and provide administrative support to advisories committees that advocate and address transportation needs for seniors, people with disabilities and low-income individual, build community awareness and support, and locate funding sources to meet those needs.</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Comments on Mobility Management Plan • Comments on Taxi Scrip Program • To review Transportation Guide for Seniors and People with Disabilities • Operators TDA Claims Review • FTA 5310 <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • PCC Work plan approved in January 2013 • FTA 5310 FY 2012-13 call for projects and PCC subcommittee scoring of projects completed • PCC TDA claim review for FY 2012-13 completed • Prioritized strategies identified in Solano County Transportation Plan for Seniors and People with Disabilities • Recommended projects for OBAG funding • Recommended Scope of Work for Mobility Management Plan <p><u>ECD:</u> PCC Work plans - 2014 and 2015 FTA 5310 call for projects - 2014 and 2015 Mobility Management Plan - Sept. 2013 Final PCC Brochure 2013 Update Transportation Brochure for Seniors and People with Disabilities Brochure - July 2013</p>	<p>STA</p>	<p>TDA</p>	<p>X</p>	<p>X</p>	<p>\$60,000 \$30,000</p>	<p>Transit Liz Niedziela</p>
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STA Lead – Programs	30.	<p><u>SolanoExpress/Intercity Coordination</u> Coordinate to implement recommended strategies as identified in the Countywide studies and agreements.</p> <ul style="list-style-type: none"> A. Manage Intercity Transit Consortium B. Monitor Route 20, 30, 40, 78, 80, 85, 90 C. Funding Agreement Update D. RM2 Transit Operating Fund Coordination E. Solano Express Intercity Transit Marketing F. Intercity Ridership Study Update G. TDA Matrix - Reconciliation and Cost Sharing H. Development of multi-year funding plan I. Development of Intercity Bus Replacement Plan <p><u>Status:</u></p> <ul style="list-style-type: none"> • Solano Express Intercity Transit Marketing in process • TDA Matrix - Reconciliation and Cost Sharing to be approved June 2013 <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Solano Express Capital Bus Replacement Plan Developed • 2012 Intercity Ridership Survey completed • Intercity Transit Funding agreement updated FY 2012-13. <p><u>EDC:</u> Intercity Ridership Survey- Oct. 2014 Development of Transit Capital Plan and Bus Replacement Plan - 2014 Implement Clipper - 2014</p>	STA	TDA	X	X		Transit Liz Niedziela
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STA Lead – Programs	31.	<p><u>Solano County Mobility Management</u></p> <p>A. Develop Mobility Management Plan B. Implement Mobility Management Programs C. Monitor Programs</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Finalize Mobility Management Plan • Implementation of Countywide In Person Eligibility • Coordinating with transit operators on travel training <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Draft Mobility Management Plan completed • Countywide In Person Eligibility Program (July 2013) <p><u>ECD:</u> Mobility Management Plan - October - 2013 Evaluate In Person Eligibility Program - 2015 Develop Website – FY 2013-14 Implement Travel Training Programs – FY 2013-14 Implement Call Center - 2014 Analysis of CTSA Designation – FY 2013-14</p>	STA/ County/ Transit Operators	JARC/STAF/ OBAG	X	X	\$800,000	Transit/ Sofia Recalde
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STA Lead – Programs	32.	<p><u>Solano Napa Commuter Information (SNCI) Program</u></p> <ul style="list-style-type: none"> A. Employer Outreach Program B. Vanpool Program C. Incentives Program D. Emergency Ride Home (ERH) Program E. Employer Commute Challenge F. Campaigns/Events – Bike to Work Promo G. Coordination with Napa County H. College Coordination <p><u>Status:</u></p> <ul style="list-style-type: none"> • Continue to deliver overall rideshare services to Solano and Napa employers and general public • Continue to start new vanpools (with origin/destinations in Solano and Napa counties) each year • The second Napa Commute Challenge is underway • Help Implement Commute Benefits Program (SB 1339) with employers that have 50+ employees in Solano and Napa counties • Update SR2S’s Marketing Plan and Implementation Plan to increase public awareness of program • Continue to start SCNI Rideshare transit call center, and trip planning <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Implemented 2013 Bike to Work campaign. There were 4 new Energizer Stations bringing the total to 13 stations in Napa and 16 in Solano County due to Bike to Work efforts; 906 cyclists visited Energizer Stations • The sixth Solano Commute Challenge completed with 47 employers and 655 employees participating • 21 new vans were started to/from Solano/Napa counties through April 2013 and SNCI supported 193 vanpools launched the first Napa Commute Challenge with 18 employers and 105 employees participating 	STA	MTC/RRP TFCA ECMAQ	X X X X X X X X	X X X X X X X X	\$500,000	Transit/SNCI Judy Leaks Sorel Klein Paulette Cooper
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STA Monitoring Projects	33.	<u>Capitol Corridor Rail Stations/Service</u> <u>Status:</u> Individual Station Status: A. Fairfield/Vacaville Train Station: First phases Fairfield/Vacaville station fully funded; design underway. Construction anticipated 2013-14. B. Dixon: station building and first phase parking lot completed; Dixon, CCJPB and UPRR working to resolve rail/street issues. funding plan for downtown crossing improvements C. Update Solano Passenger Rail Station Plan; identify ultimate number and locations of rail stations. D. Monitor Vallejo's Rail Service Plan for Mare Island E. Suisun/Fairfield Train Station Upgrade <u>ECD:</u> Updated Solano Passenger Rail Station Plan in 2013-14. Fairfield/Vacaville Station construction scheduled to begin in 2013-14. Suisun/Fairfield Train Station Upgrade to begin FY 2013-14	City of Fairfield	RM2 ADPE-STIP ITIP Local RTIP ECMAQ YSAQMD Clean Air Funds	X	X	\$42 M FF/VV Station (Preliminary estimates for required track access and platform improvements. \$75,000 \$66,050 \$600,000	Planning Robert Macaulay	
			City of Dixon						Janet Adams
			STA	STAF	X	X X		Sara Woo	
			City of Vallejo	STP Planning, Vaca TDA, CCJPA		X		Robert Macaulay	
			City of Suisun City	CMAQ, TDA Article 3, STAF				Jessica McCabe	
			STA/ NCTPA	MTC Rail Program		X X			

STA Monitoring Projects	34.	<p><u>WETA Ferry Support and Operational Funds</u></p> <p>A. Vallejo Station B. Maintenance Facility Phase I & II C. Ferry Service Transition Plan</p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Monitor project schedule and phasing plan for Vallejo Station. • Assist Vallejo in effort to relocate post office to facilitate Phase 2 • Phase I of the Maintenance Facility are funded. • STA is supporting Vallejo’s efforts on WETA Transition Plan and implementation issues. • Support Rt. 200 ferry complementary service and NCTPA VINE’s new Ferry Feeder service. • Bus Transfer Center - COMPLETED • Vallejo Station Phase A - COMPLETED <p><u>Milestone</u> Vallejo Transfer Center – COMPLETED WETA took over operation of Vallejo Ferry July 1, 2012.</p>	Vallejo	RTIP Fed Demo Fed Boat TCRP Fed RM2 RTIP Funding Plan TBD	X	X	\$65M \$10.8M \$0.5M	Projects Janet Adams Jessica McCabe Transit Liz Niedziela
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STA Lead – Programs	35.	<p><u>Countywide Traffic Model and Geographic Information System</u></p> <p>A. Develop 2040 network, land uses and projections consistent with Plan Bay Area</p> <p>B. Maintenance of Model,</p> <p>C. Approve Model User Agreements as submitted</p> <p><u>Milestones:</u> Model up-to-date, ready for modification to account for Plan Bay Area. Truck counts included in model.</p> <p><u>Status:</u> Land use and network consistent with draft 2040 RTP/SCS to be completed in second half of 2013. Traffic counts to support 2013 CMP update to be delayed until Plan Bay Area completed.</p> <p>ECD: Model update for Plan Bay Area consistency FY 2013-14.</p>	STA, NCTPA STA STA	Funded by T-PLUS T-Plus	X X	X X	\$24,000	Planning Robert Macaulay Sara Woo
STA Lead – Programs	36.	<p><u>Abandoned Vehicle Abatement Program</u></p> <p><u>Status:</u> Ongoing – 1,369 vehicles abated in the first 6 months of FY 2012-13.</p>	STA	DMV	X	X	FY 2012-13 \$365,267 countywide distribution	Projects/ Finance Susan Furtado
STA Lead – Planning	37.	<p><u>New or Updated Countywide Master Plans</u></p> <p>Water Transit Plan – new</p> <p>Goods Movement Plan – new</p> <p>Airport surface access plan – new</p>	STA	OBAG STAF	X	X	\$50,000 Unfunded Unfunded	Planning/ Sara Woo Robert Macaulay Sara Woo

STA Lead - Planning	38.	<p><u>Priority Conservation Area Plan</u> <u>Develop a PCA plan to implement the OBAG PCA Pilot Program</u></p> <p><u>Status:</u></p> <ul style="list-style-type: none"> • Funding included in Plan Bay Area • First PCA Project selected by STA Board <p><u>Milestones:</u></p> <ul style="list-style-type: none"> • Create PCA staff and policy steering committees • Develop and adopt PCA Plan <p><u>ECD:</u> Adopt PCA Plan FY 2013-14</p>	STA, Solano County	OBAG PCA	X		\$75,000	Planning: Robert Macaulay, New Associate
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DATE: June 3, 2013
TO: STA Board
FROM: Jayne Bauer, Marketing & Legislative Program Manager
RE: Marketing Plans for SolanoExpress and Solano Napa Commuter Information (SNCI)

Background:

The STA manages and markets a variety of transportation related programs and services. This includes the design and implementation of the marketing objectives for the SolanoExpress Intercity Transit program as well as the Solano Napa Commuter Information (SNCI) program.

SolanoExpress:

With the assistance of Regional Measure 2 (RM2) Marketing funds from MTC, the STA Board authorized the launch of a comprehensive marketing program for the SolanoExpress services. STA staff is working with Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST) to develop and implement this program. The goals of the marketing effort for SolanoExpress intercity transit services in FY 2012-13 are to:

1. Promote SolanoExpress services as positive alternatives to driving alone for commuting and other trip purposes
2. Increase awareness of SolanoExpress services
3. Increase ridership on SolanoExpress routes and the farebox recovery rate

Solano Napa Commuter Information (SNCI):

It has been several years since the SNCI program has evaluated the effectiveness of its marketing and public information efforts. The marketing plans developed by STA staff each year list a number of strategies, plans and products that are employed to promote the services offered by SNCI. In order to ensure the program is reaching its target group with the right messages within the constraints of the program's limited budget resources, the STA Board authorized securing the services of a marketing firm who can evaluate the overall marketing program for SNCI, and develop a marketing strategy and marketing action plan. The marketing goal of the SNCI program is to increase awareness of the program and the number of people in Solano County using alternative forms of transportation such as transit, carpool, vanpool, ferry and bicycle.

Moore Iacafano Goltsman, Inc. (MIG), was awarded a contract in January 2013 to provide marketing services for both SolanoExpress and SNCI. The projects have been moving forward to accomplish the marketing goals and objectives by the end of Fiscal Year 2012-13.

Discussion:

SolanoExpress:

A Scope of Work (Attachment A) outlines the tasks to be completed and products delivered by the consultant with a target timeframe of May 2013. A SolanoExpress Marketing Project Team consisting of Jayne Bauer and Liz Niedziela of STA, Wayne Lewis of FAST, and Philip Kamhi of SolTrans was formed to guide the effort. The Team is coordinating the activities with MIG and has brought updates to Consortium, TAC and STA Board meetings.

A SolanoExpress Marketing Subcommittee of the STA Board was formed to review and approve the Marketing Plan and Design Concepts (Attachment B). A presentation was made to the SolTrans Board on March 21st, to receive their comments.

The Metropolitan Transportation Commission (MTC) collected data for a “Commuter Profile” for several years, but has discontinued this effort. As part of their contract for marketing services for Solano Napa Commuter Information (SNCI), MIG contracted with EMC Research to create and conduct a survey to gather current data. The STA Executive Committee provided input for the creation of survey content, and requested several questions be asked that would target the SolanoExpress service to provide additional data for the creation of the SolanoExpress Marketing Plan.

MIG has prepared the Marketing Plan and design concepts for the campaign that will run from now through the fall of 2013. Staff recommends the STA Board approve the Marketing Plan and design concepts for the SolanoExpress Marketing campaign.

SNCI:

A Scope of Work (Attachment C) briefly outlines the tasks to be completed and products delivered by the consultant with a target timeframe of June 2013. An SNCI Marketing Project Team consisting of Jayne Bauer and Judy Leaks of STA coordinated the activities with MIG and have provided updates to Consortium, TAC and STA Board meetings.

The Marketing Action Plan (Attachment D) is now submitted to the STA Board for approval. The Board will determine the next steps in implementing the final marketing action plan.

Fiscal Impact:

Approved by the Board on September 12, 2012, SolanoExpress Marketing is funded through Regional Measure 2 (RM2) (\$131,600) and State Transit Assistance Fund (STAF) (\$28,400). The SNCI Marketing Plan is funded through a combination of STA General and SNCI Marketing accounts (\$38,000). To implement recommendations from the SNCI Plan, it may necessitate a follow-up action by the Board should additional expenditures be necessary.

Recommendation:

Approve the following:

1. Marketing Plan and Design Concepts for the SolanoExpress Marketing Campaign; and
2. Marketing Strategy and Action Plan for Solano Napa Commuter Information.

Attachments:

- A. SolanoExpress Transit Marketing Scope of Work for FY 2012-13
- B. SolanoExpress Marketing Plan and Design Concepts
- C. Solano Napa Commuter Information (SNCI) Marketing Scope of Work for FY 2012-13
- D. SNCI Marketing Action Plan

Scope of Work

SolanoExpress Transit Marketing Services FY 2012-13

Marketing Objective

The objective of the SolanoExpress Marketing Program is to build upon the past marketing strategies and apply them specifically to promote seven intercity transit services as a system as well as individually:

- SolanoExpress SolTrans Rt. 78
- SolanoExpress SolTrans Rt. 80
- SolanoExpress SolTrans Rt. 85
- SolanoExpress FAST Rt. 20
- SolanoExpress FAST Rt. 30
- SolanoExpress FAST Rt. 40
- SolanoExpress FAST Rt. 90

An approved Marketing Plan will guide the implementation of the SolanoExpress Transit Marketing Campaign for FY 2012-13. In addition to the Plan, the final product will include the design, creation, media placement and printing of various marketing collateral as outlined:

Marketing Plan

Develop a marketing plan to include an ongoing campaign that incorporates a wide range of marketing strategies that will effectively promote, increase awareness and ridership, and implement branding of SolanoExpress services to key audiences:

- Existing core riders
- Existing occasional riders
- General public/non-riders

Marketing Collateral

Create and produce marketing products that may include the following:

- a) Ad placement for print publications/media
- b) Design/scripting/placement of internet ads
- c) Fare Incentive flyers and electronic media ads
- d) Outline of recommended SolanoExpress Website Updates
- e) Bus shelter posters
- f) SolanoExpress Decals for Bus Stop Signs
- g) Bus Stop Sign Schedules Frames
- h) Printed Brochures/Posters/Promotional Collateral
- i) Ads for internal and external bus placement

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JUNE 2013 | DRAFT

SOLANOEXPRESS marketing plan

PREPARED BY:



About SolanoExpress

For well over a decade, Solano County's intercity transit system has provided a valuable service to residents and workers traveling between cities throughout the County and beyond. In 2006, the original SolanoLinks was rebranded to become SolanoExpress. Regional transit service in Solano County has seen enormous improvements during the past few years with expanded and new service on express buses, ferries and several intercity routes.

The passage of time and significant changes in the region's economy and employment have created a perfect opportunity to launch a comprehensive marketing program, aimed at increasing awareness of SolanoExpress, promoting the service as a positive alternative to driving alone, and increasing ridership.

There is a strong potential market for transit in Solano County. A 2011 American Community Survey indicated that only 2.5% of Solano County workers age 16 or over take some form of public transportation (e.g., compared to 8% in Contra Costa County). Nearly 140,000 Solano County residents drive alone to work.

In addition to motivating increased ridership on SolanoExpress by the general public, the marketing and outreach efforts also aim to foster constructive partnerships among the Solano Transportation Authority (STA), SolTrans (Benicia and Vallejo), and FAST (Fairfield) to maintain the healthy relationships that exist among these operators.

Purpose of the Plan

This marketing plan has been developed to provide the strategic focus and creative direction to lead SolanoExpress through the next five years (through 2018). The plan will aid STA staff in the development of successful marketing and outreach efforts to promote the service to a diverse market. It offers a comprehensive framework of strategies and tactics designed to build awareness and increase demand for SolanoExpress service. It identifies key audiences and potential partners, defines message themes, and recommends specific outreach methods to support effective marketing efforts.

This plan serves as a resource for individual campaign implementation plans, based on specific marketing needs, staff capacity and budget.

Market Research

The strategies and tactics in this marketing plan were developed based on countywide research conducted by STA and third parties, including the American Community Survey (2011), Solano and Napa Counties Commute Profile (2010), SolanoExpress intercept surveys (2012), and a countywide phone survey completed in February 2013.

Marketing Goals

The goals of the marketing and outreach efforts are:

- Build general awareness of SolanoExpress among targeted audiences.
- Boost interest in SolanoExpress.
- Increase demand and ridership on SolanoExpress.

Target Audiences

The SolanoExpress marketing strategy targets specific audiences, discussed in greater detail in the pages to follow. The audiences listed represent particular categories of potential riders, each of which would respond to specific messaging and tactics.

- Commuters
- Students (college and university)
- Event-goers and shoppers
- Outpatients and medical center visitors
- Transit-dependent riders

Commuters

Commuters who drive to work alone are the primary audience for SolanoExpress marketing pursuits. The commuter audience can be subdivided by workplace location:

- Solano County residents who work within the County
- Solano County residents who work outside the County
- Residents from other counties who work in Solano County

Students

College and university students are often socially minded, environmentally conscious and either transit-dependent or willing to use alternate forms of transportation. The primary audience includes commuter and part-time students traveling longer distances to reach campus.

Event-goers and Shoppers

Residents and tourists visiting local destinations, amusement parks and shopping centers may find SolanoExpress a compelling alternative to the hassle of driving—and parking.

Outpatients and Medical Center Visitors

Recent ridership surveys indicate that SolanoExpress can provide an important transit option for travel to area clinics and hospitals. This potential audience

includes outpatients, patients going to medical appointments, and friends and relatives visiting patients in hospital.

Transit-dependent Riders

Seniors, people with disabilities and low-income riders who depend on transit to get to work, visit family and access essential goods and services represent an important target market.

Barriers

Common misconceptions, personal preferences and ingrained behaviors can adversely affect ridership on SolanoExpress. While some barriers are based on rational factors (infrequent service, e.g.), others are rooted in a more emotional context and thus are not so easy to overcome through information-oriented messaging. Barriers often fall into these categories:

1. Lack of awareness of SolanoExpress

- I've seen buses but assume they just go around my city

2. Assumption that SolanoExpress does not meet needs

- My commute is unique and requires a car
- Bus routes don't match my route
- I have multiple destinations (work, school, etc.)
- I won't be able to get home in case of an emergency
- I want the freedom to run last-minute errands
- I like the freedom and individuality of my car
- Sometimes I have to work late and there are no buses

3. Negative perception of SolanoExpress

- Buses are never on time
- Buses are smelly, dirty, dangerous, etc.
- People who ride the bus are not like me
- Riding the bus takes too long
- Riding the bus requires too much planning

Motivators

A number of internal STA programs, along with external factors, can help overcome the barriers and serve as powerful motivators toward ridership.

1. Internal Factors

- Emergency Ride Home program addresses the need for flexibility in cases of emergency or late nights
- Transit Trip Planners address the planning, routes and timing issues
- Commuter Choice Tax Benefit adds an incentive that might tip the balance

2. External Factors

- High price of commuting (gas, bridge tolls, parking fees, wear and tear on vehicle)
- Stress of commuting long distances
- Lack of productivity/time wasted in the car
- Difficulty finding parking
- Environment impact (targeted to specific audiences, such as students)

Messaging

Effective messaging emphasizes the benefits of SolanoExpress service in order to overcome barriers and motivate target audiences. Messaging is conveyed through writing, imagery and design.

Message Themes for New Riders

The main benefits used to promote SolanoExpress fall under one of the “Four C’s” listed below:

Cost-Effective

1. SolanoExpress offers an affordable alternative to driving.
2. Commuting can be tax deductible.

Comfortable

1. You can relax, read or get some work done—things you can’t do while driving.
2. SolanoExpress buses provide a comfortable ride with luxury seating.

Convenient

1. SolanoExpress offers multiple routes and schedules to suit your needs.
2. Transit Trip Planners (real people!) can customize a travel plan for you, for free.
3. Buses can often use the speedy HOV lanes.
4. You’ll always be able to get home, even in an emergency—and the County will pay for it.

Community

1. SolanoExpress buses carry people like you who enjoy the benefits of an easier commute.
2. You’ll join a community of riders.
3. You can cut down on your carbon footprint.

Messaging to Current Riders

Developing messages focused on enhancing customer satisfaction and retention of current SolanoExpress riders is an important element of any outreach effort. Messaging directed toward current riders should focus primarily on new and enhanced features and services such as new buses, extended routes and schedules, and website updates. Satisfied riders (both long-term transit riders and newer commuters) can serve as ambassadors for SolanoExpress by posting positive messages on social media, offering testimonials at events, and in other ways.

Incentives

Targeted, seasonal incentive campaigns can generate media coverage and are a good angle for media buys.

Partner Incentive Promotions

Creating partnerships with key destinations and merchants around Solano County to offer giveaways or prizes for sweepstakes can expand the reach of a marketing campaign and attract new riders.

New SolanoExpress Fare Media

Promotional tickets, free ride coupons and other “fare media” can be used on SolanoExpress bus routes as immediate incentives for riders. These incentives would be promoted through other marketing channels and in local media to generate coverage and build trial ridership.

College/University Prepaid Fare Programs

Prepaid fare programs that provide students with discounted service are an effective way to increase student ridership. These incentives should be promoted in college newspapers and through other channels.

Discounted Services for Social Service Agencies

By offering discounted intercity transit service or giving free passes to locations that provide essential community services to families, low-income populations and/or migrant communities (for example), SolanoExpress could increase ridership among commuters and transit-dependent populations.

Promotional Campaigns

A series of contests and promotions can generate buzz. For example, “Try it, It’s Our Treat” with free ridebooks for people who call a Trip Planner, and “See Solano by Bus” with a passport that gets stamped or punched and entered into random drawings.

Marketing Partners

Marketing partners are an important part of a successful campaign. Partners include groups and organizations that have existing relationships with target audiences that SolanoExpress can leverage to expand outreach efforts. Marketing partners include:

- Major Employers
- Colleges and Universities
- Hospitals and Health Care Facilities
- Destinations and Local Business Interests
- Transit Agencies
- Local Governments and Community-Based Organizations

Major Employers

Major employers are essential to ensure that positive messages, critical information and incentives reach current and potential new riders. Some of the major employers listed in the table below may also appear in subsequent tables identifying other potential outreach partners; in this context they appear as channels with the potential to reach a large employee base.

Target Audience:

- *Commuters*

Marketing efforts should target the following:

- Medium and large organizations and enterprises.
- Employers who offer employee transit subsidies, participate in the Bay Area Green Business Program or otherwise boast strong corporate or municipal sustainability goals.
- Employers located within one half mile of a SolanoExpress bus stop.
- Employers in close proximity to linking transit routes (BART, Amtrak, Baylink).

Tactics and strategies to reach major employers include:

- Direct outreach to human resources departments with information and collateral to share with employees.
- Joint sponsorship of corporate or community-focused events.
- Direct outreach to and advertising with business associations.

City	Employer
Fairfield	Home Depot Anheuser-Busch* Guittard Chocolate Co.*
Vallejo	Six Flags Discovery Kingdom Kaiser Foundation Hospital

	Sutter Solano Medical Center Vallejo Sanitation and Flood Control District
Vacaville	Genentech* California Medical Facility* Vaca Valley Hospital* Power Plaza* Kaiser Vacaville*
Benicia	Valero Benicia Refinery Municipal Offices including Fire, Police, City Clerk, Water Billing & Services
Walnut Creek	Target Nordstrom* John Muir Medical Center* Muirlab* Kaiser Permanente*
Pleasant Hill	Contra Costa County Office of Education
Sacramento and Davis	Government offices including the County Municipal Services Agency, Caltrans and the Department of Water Resources

* Requires transit connection

Colleges and Universities

Colleges and universities can help increase awareness of SolanoExpress services among students, professors and staff, many of whom must travel from other cities to get to campus.

Target Audiences:

- *Students*
- *Commuters (faculty, administration and staff)*

Tactics and strategies to reach colleges and universities include:

- Direct outreach to college parking and transportation service divisions
- Direct outreach to admissions departments (i.e., opportunities to share info at student orientations).
- Advertising in student newspapers.
- Direct outreach to relevant student associations and advocacy groups.

City	College or University
Fairfield	Solano Community College
Vallejo	Cal Maritime (CSU)*
Vacaville	Solano Community College Vacaville Center* Blake Austin College*
Pleasant Hill	Diablo Valley College
Sacramento and Davis	UC Davis

	Sacramento City College*
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* Requires transit connection

Hospitals and Health Care Facilities

Bay Area residents must often travel between cities to access health services, and many have limited transportation options. Conducting targeted marketing to staff, patients and visitors of health care facilities has great potential to increase ridership, in part by encouraging partners to ensure that those who depend on transit to access services have the information they need to do so.

Target Audiences:

- *Outpatients and medical center visitors*
- *Commuters (medical center staff)*
- *Transit-dependent riders*

Tactics and strategies to reach hospitals and health care facilities include:

- Direct outreach to hospital and County Health and Social Service communications departments (i.e., coordinated “maps and directions”).
- Direct outreach to consortiums and commissions such as First 5 Solano Children and Families Commission.
- Regular provision of print collateral for distribution.
- Joint sponsorship of active transportation and other campaigns, events, etc.

City	Hospital or Health Care Facility
Fairfield	NorthBay HealthCare* Sutter Fairfield Surgery Center* Kaiser Permanente Fairfield Medical Offices* Solano County Health and Social Services*
Vallejo	La Clínica de la Raza Kaiser Foundation Hospital Sutter Solano Medical Center *
Vacaville	Women, Infants and Children (WIC)* Vaca Valley Hospital* Kaiser Vacaville*
Walnut Creek	Kaiser Foundation Hospital* John Muir Physician Network*
Pleasant Hill	John Muir Health Foundation*
Sacramento and Davis	Mercy General Hospital* UC Davis Medical Center*

* Requires transit connection

Destinations and Local Business Interests

Entertainment and retail destinations are interested in how SolanoExpress' intercity services can increase visitation and strengthen business. Local business networks have a similar interest, with a greater focus on the benefits of intercity mobility for small and local businesses and community and economic vitality overall. These networks can help share information about key SolanoExpress routes and stops and how they can be used to reach commercial and retail destinations.

Target Audiences:

- *Commuters (employees)*
- *Event-goers and shoppers*
- *Transit-dependent riders*

Tactics and strategies to reach destinations and local business interests include:

- Direct outreach to and advertising with Downtown associations and town centers.
- Direct outreach to and advertising with the Vallejo Business Alliance and chambers of commerce.
- Sponsorship of and participation in promotional and community events.

City	Destinations and Local Business Interests
Fairfield	Westfield Solano Mall Target Home Depot Winery Square
Vallejo	Six Flags Discovery Kingdom
Vacaville	Nut Tree* Vacaville Premium Outlets*
Benicia	Solano Square Shopping Center Benicia Waterfront*
Walnut Creek	Downtown Walnut Creek Walnut Creek Convention and Visitors Bureau*
Pleasant Hill	Downtown Pleasant Hill
Sacramento and Davis	Sacramento Airport Sleep Train Arena Sacramento Convention and Visitors Bureau
Suisun City	Waterfront Amtrak

* Requires transit connection

Transit Agencies

SolanoExpress provides key connections to regional transit agencies serving locations throughout the greater Bay Area and Sacramento. These agencies offer opportunities to expand the reach of SolanoExpress to a number of target audiences.

Target Audiences:

- *Commuters*
- *Students*
- *Event-goers and shoppers*
- *Transit-dependent riders*

Tactics and strategies to reach transit agencies include:

- Direct outreach to transit communications departments.
- Joint sponsorship of incentives and other campaigns, events, etc.

Transit agencies with direct links to SolanoExpress include:

- BART
- Amtrak
- SF Bay Ferry
- Local FAST buses
- Local SolTrans buses
- Other regional transit agencies

Local Governments and Community-Based Organizations

Social and community service providers and advocates are important partners in reaching transit-dependent riders, including seniors, students and people with disabilities. Partnership possibilities are diverse and can include local government agencies, non-profit service groups, non-traditional media organizations, and non-profit service groups and agencies.

Target Audiences:

- *Commuters (employees)*
- *Transit-dependent riders*

Tactics and strategies to reach local government service providers and community-based organizations include:

- Direct communications with communications and web departments.
- Regularly occurring (i.e., once yearly) outreach presentations.
- Regularly providing print collateral to direct service providers.
- Sponsorship of and participation in promotional and community events.
- Working collaboratively to develop “how to get here” web content (e.g., maps and directions).

Local Media

Local media can share information and influence perceptions and acceptance of intercity transit services and the SolanoExpress brand. Communications with the media must be factual and newsworthy. Examples include new community partnerships or incentive programs, changes in service, and invitations to events. Building partnerships with non-traditional media will help reach target audiences who are traditionally less responsive to mainstream marketing campaigns.

Target Audiences:

- *Editors*
- *Transportation beat reporters*
- *Environmental beat reporters*

Tactics and strategies to reach media outlets include:

- Press releases and tailored news briefs with compelling data and human-interest stories.
- Purchase of ad spots.
- Direct outreach and ongoing communications.
- PSA campaign (print, radio, TV).

Media outlets that serve the SolanoExpress service area include:

- Daily Republic
- The Reporter
- The Vallejo Times-Herald
- The Benicia Herald
- The Patch (various cities)
- Dixon Tribune
- Contra Costa Times
- La Voz Magazine (Spanish/English bilingual)
- El Mensajero (Spanish/English bilingual, circulated in Contra Costa County)
- Sacramento Bee
- Business Journal (Napa County)
- Napa Valley Register
- UC Davis Aggie
- IndependentVoice.com
- 95.3 KUIC
- Community cable tv stations

Marketing and Outreach Tactics

Mass Media/Awareness Building

The key goal of mass media is to raise awareness of SolanoExpress and to build the SolanoExpress brand. Messaging for mass media should resonate with a wide audience and help sow the seeds for targeted outreach to select audiences (see mass media matrix).

On-Transit

Transit advertising is a visible and effective way to promote SolanoExpress with simple, positive messages. Advertising on local buses as well as on BART and BayLink Ferry allows SolanoExpress to reach riders already predisposed to public transit. Exterior advertising (on bus sides, etc.) reaches a wider audience of non-riders.

Primary media should focus on lines and stations that connect directly with the SolanoExpress network; supplemental advertising can be placed with regional transit operators such as AC Transit, County Connection, LAVTA, Sacramento RT, Yolo and VINE.

In-Station

Similar to on-transit advertising, in-station media reaches a ready-primed audience via station posters, kiosks and other channels in stations and terminals of partner agencies like BART and Baylink. Bus shelter advertising along major corridors will reach non-riders as well.

Out-of-Home

Out-of-home advertising is an effective tactic since it reaches people when they are out and about and transportation is top of mind. This is especially true for methods like pump-top ads at gas stations or bus shelter advertising, both powerful tools because they reach a captive audience that is likely to be highly aware of rising gas prices and receptive to information about transportation alternatives.

Broadcast

When used strategically, broadcast media offers a traditional yet effective tool for promoting SolanoExpress. Radio is particularly effective when run during peak commute hours, sponsoring commute information or weather reports, for example.

Online

Online media such as banner ads, leaderboards and internet radio station breaks can be targeted to specific audiences based on user behavior or host site content. Online advertising has the further benefit of being able to link directly to the

SolanoExpress website, and allows for efficient performance measurement through tracking.

Print

Local newspapers and weekly journals reach a local audience and offer an effective way to provide a greater level of detail about SolanoExpress than can be conveyed on transit advertising or through other channels. In-language papers are an excellent way to reach specific target audiences.

Targeted and Community-Based Marketing Tactics

Targeted efforts to build awareness of and share information about SolanoExpress services are critical to increasing actual ridership numbers. Targeted and community-based marketing should address the specific benefits that SolanoExpress offers for different communities and, by providing the most relevant information that is easy to access and share, can help make riding the bus an easy decision.

Personalized One-on-One Outreach

Conducted as small pilot programs, this brings Transit Trip Planning into the community. It would be conducted on both ends of a commute—in the home and at the work area. For example, a staff member would ride a popular bus route and determine a stop where quite a few people get on the bus; that's a neighborhood where people find benefit in the service. Canvass the neighborhood twice, leaving door hangers promoting the trip planning service, either by phone or a free in-home visit (perhaps find a neighborhood that has a farmer's market or other community-based event and also have a table there). Offer free ride cards and perhaps a random drawing for other prizes to everyone who tries the service. On the other end of the commute, find a stop where quite a few people get off.

Place a bus and a table at a popular destination or event and offer on-the-spot free consultations and free ride cards. Have trip planners available on the bus itself—a good way to highlight the luxury of the ride.

Feature Corridor Campaigns

Targeted campaigns that feature specific SolanoExpress routes along key corridors can help build brand recognition. Focusing first on popular routes or corridors for which a change from other modes of travel is easy, or results in clear time or cost-savings for commuters, is a promising approach.

"Hot-Spot" Marketing

Highly visible advertising in central downtown areas, key employment and retail centers, and on college campuses can help raise general awareness of SolanoExpress service and promote "choice" ridership among commuters, students and shoppers. Westfield Solano Mall, Downtown Walnut Creek, Sacramento/Sacramento Capitol Mall, Solano Community College and UC Davis represent opportunities.

Partner News

Ads and news features in the newspapers or newsletters of partner organizations will build awareness and interest among various target audiences including commuters, students and transit-dependent riders. Relevant partners include companies with locations in close proximity to stops and service corridors, colleges, and local business alliances.

Maps and Directions

Many identified partners provide information to help patrons, visitors and patients arrive to their destination quickly and safely. Collaborating to integrate SolanoExpress service info and data (i.e., link to SolanoExpress site, GIS tools and visitors' maps that include SolanoExpress bus stops, etc.) will help spread the word among a variety of target audiences.

Print Collateral

Providing simple print collateral with transit route, fare and schedule information to on-the-ground health and social service providers and community advocates has the potential to increase ridership among transit-dependent populations. Making print materials available in multiple languages and ensuring cultural relevance is critical.

Community Events

Developing community-based partnerships and local "ambassadors" is an effective way to reach target communities for whom broad-based marketing campaigns may be less influential. Going to community events with a SolanoExpress table increases reach, especially to communities of color and bilingual or non-English speaking groups. Targeted promotional tools and materials should be both web and print-based.

Promotional and Partner Events

Planned or new SolanoExpress facilities, stops and related capital improvements, and changes to services and technologies are all promotional opportunities. Promotional opportunities via having a physical or visible presence at partner events (i.e., tabling or flyers at student orientation, sponsorship of community events, ribbon-cuttings, etc.) should also be explored.

Collaboration with Active Transportation Advocates

Joint sponsorship of an active transportation campaign in partnership with health agencies and bicycle and pedestrian advocacy groups has the potential to increase demand. Partner with health-focused institutions to raise awareness about the health benefits of active transportation and the SolanoExpress brand.

SolanoExpress Web Portal

As the primary source of information about SolanoExpress, the website is the “go-to” destination for both current and potential riders. As such, the website must be easy to navigate to allow users to access information quickly.

The web portal can also serve as a valuable marketing tool—promoting key benefits and services in a prominent way to reinforce main motivators and draw new users.

Rotating Promotional Banners

Dedicated prominent space on the SolanoExpress homepage for rotating content allows the agency to promote specific services, announce new features and publicize incentives. An eye-catching, highly graphical design will draw attention to these important messages.

Cost Calculator

The recent phone survey showed that 40% of current transit riders used alternate modes in order to save money. The website can capitalize on this powerful motivator by integrating a “Cost Calculator” widget on the website, which would allow users to compare the cost of driving (gas, tolls, parking, etc.) with riding SolanoExpress.

Regional Transit Connections

Showing connections between SolanoExpress and other regional transit operators such as BART in a clear way can lessen the anxiety of using SolanoExpress to reach those stations.

FAQ

Adding a dedicated “FAQ” page can make it easy for riders to find answers to common questions about fares, transfers, travel times, parking, etc.

Content for Target Audiences

Specific content on the web can be provided for target audiences. For example, the site can offer up-to-date information about employee incentives, taking SolanoExpress to medical centers, bikes on buses, etc.

Social Media

Social media has transitioned from just a supplemental element in a campaign to an essential element. Users are more and more likely to seek information via online social media sites. In the recent countywide phone survey, 56% of participants have Facebook accounts. Facebook, Twitter, LinkedIn, blogs and YouTube were the top five social media tools used by marketers, in that order, according to the *2012 Social Media Marketing Industry Report*.

Enhanced Content

For public agencies, the challenge of social media is to create compelling content that persuades users to keep on an agency's feed, and to repost to the user's own network. In addition to standard information about fares and schedules, The STA and/or SNCI Facebook page should include a dedicated SolanoExpress tab with enhanced content to make the social media portal more dynamic. Potential ideas for new content include featuring destinations or local events.

Partner Promotions

Another successful strategy of social media is to partner with local businesses, building on their online contacts. These partnerships could be a promotion (sweepstakes or other contest) where partners supply prizes and SolanoExpress promotes the prize (and business) through its Facebook and Twitter accounts. Promotions are often the biggest driver of increased traffic to the SolanoExpress website, and the most likely way to reach non-users through cross promotions and viral marketing.

User-Generated Content

Soliciting user-generated content like photos, stories, videos, etc. can be a cost-effective way of creating "buzz" around SolanoExpress and building an online community. User-generated content can take many forms, from YouTube videos to testimonials. Ideas include short videos posted on YouTube and the SolanoExpress Facebook page, such as interviews conducted on a bus, a "Guess Who I Met on the Bus?" campaign (new business relationships, new personal relationships, new friends), with other users voting on favorites (and perhaps prizes awarded).

Customer Service Portal

It is almost a given that a robust social media presence will serve as a *de facto* customer service portal. Therefore, any social media strategy must include resources to respond quickly to questions or comments posted on the site. Negative comments should not be deleted (unless they violate standards of decency); rather, they should be responded to in a prompt and courteous manner to put SolanoExpress in a positive light and reinforce the perception of a productive and responsive agency.

The Marketing Matrix

The matrix that follows brings together all the plan elements, listed by target audience (page numbers indicate where in the plan the specific element is described).

Marketing Matrix

Target Audience (page 3)	Motivators (page 4)	Key Messages (Messages correspond to numbered messages on page 5 of the plan)	Incentives (page 6)	Outreach Tactics (page 13)	Marketing Partners (page 7)
Commuters Commuters who live and work in Solano County	Internal <ul style="list-style-type: none"> Emergency Ride Home Transit Trip Planner Commuter Choice External <ul style="list-style-type: none"> High price of car commute Wasted time Difficulty finding parking 	<ul style="list-style-type: none"> Cost: messages 1 and 2 Comfort: messages 1 and 2 Convenience: messages 1, 2, 3, 4 Community: messages 1 and 2 	<ul style="list-style-type: none"> New fare media Promotional campaigns 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Print Personalized outreach Social media 	<ul style="list-style-type: none"> Major employers Colleges and Universities Hospitals and Healthcare Facilities Destinations Local Businesses Transit agencies Local Government, CBOs
Commuters who work outside Solano County	Internal <ul style="list-style-type: none"> Emergency Ride Home Transit Trip Planner Commuter Choice External <ul style="list-style-type: none"> High price of car commute Stress Wasted time 	<ul style="list-style-type: none"> Cost: messages 1 and 2 Comfort: messages 1 and 2 Convenience: messages 1, 2, 3 Community: messages 1 and 2 	<ul style="list-style-type: none"> New fare media Promotional campaigns 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Print Personalized outreach Social media 	<ul style="list-style-type: none"> Transit agencies
Commuters who drive into Solano County	Internal <ul style="list-style-type: none"> Transit Trip Planner Commuter Choice External <ul style="list-style-type: none"> High price of car commute Stress Wasted time 	<ul style="list-style-type: none"> Cost: messages 1 and 2 Comfort: messages 1 and 2 Convenience: messages 1, 2, 3, 4 Community: messages 1 and 2 	<ul style="list-style-type: none"> New fare media Promotional campaigns 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Social media 	<ul style="list-style-type: none"> Major employers Colleges and Universities Hospitals and Healthcare Facilities Transit agencies Local Government, CBOs
Students	Internal <ul style="list-style-type: none"> Emergency Ride Home Transit Trip Planner External <ul style="list-style-type: none"> High price of car commute Wasted time Cut your carbon footprint 	<ul style="list-style-type: none"> Cost: message 1 Comfort: messages 1 and 2 Convenience: messages 1, 2, 3 Community: messages 1, 2, 3 	<ul style="list-style-type: none"> College/University Pre-Paid Fares 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Personalized outreach Social media 	<ul style="list-style-type: none"> Colleges and Universities
Outpatients Medical Center Visitors	Internal <ul style="list-style-type: none"> Transit Trip Planner External <ul style="list-style-type: none"> Stress Difficulty finding parking 	<ul style="list-style-type: none"> Cost: message 1 Comfort: message 2 Convenience: messages 1, 2, 3 Community: message 1 	<ul style="list-style-type: none"> Discounted tickets for social service agencies 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Print 	<ul style="list-style-type: none"> Hospitals and Healthcare Facilities Transit agencies
Event-goers Shoppers	Internal <ul style="list-style-type: none"> Transit Trip Planner External <ul style="list-style-type: none"> Stress Difficulty finding parking 	<ul style="list-style-type: none"> Cost: message 1 Comfort: message 2 Convenience: messages 1, 2, 3 Community: 1 	<ul style="list-style-type: none"> New fare media Promotional campaigns 	<ul style="list-style-type: none"> Out-of-Home Broadcast: Radio Online Print 	<ul style="list-style-type: none"> Destinations Local Businesses
Transit-dependent	Internal <ul style="list-style-type: none"> Emergency Ride Home Transit Trip Planner Commuter Choice External <ul style="list-style-type: none"> High price of car commute Difficulty of finding parking 	<ul style="list-style-type: none"> Cost: messages 1 and 2 Comfort: messages 1 and 2 Convenience: messages 1, 2, 3, 4 Community: messages 1 and 2 	<ul style="list-style-type: none"> Discounted tickets for social service agencies 	<ul style="list-style-type: none"> On transit Out-of-Home Personalized outreach 	<ul style="list-style-type: none"> Hospitals and Healthcare Facilities Destinations Local Businesses Transit agencies Local Government, CBOs

SolanoExpress Marketing Implementation: 2013–2014

Marketing Campaigns: 2013								
Campaign	Target Market	Goal	Key Locations	Description	Channels	Promoted Routes	Timing	Media Buy
Why do YOU ride?	Commuters	Build Awareness Increase Ridership	Fairfield Vallejo Vacaville Benicia	Promote SolanoExpress service to commuters on key routes along I80 and 680. Build general awareness of the service and promote benefits (e.g., ability to transfer to BART and SF Bay Ferry). Send direct mail “free ride” voucher to homes within ½ mile of designated stops.	<ul style="list-style-type: none"> SolanoExpress, SolTrans, FAST web pages Radio (KUIC) Targeted online ads Bus wraps Direct mail to homes within ½ mile of target stops 	No specific routes promoted; relevant routes include 40, 78, 80, 85, 90	July 2013	\$40-50K Media Buy
Marketing Campaigns: Fiscal Year 2013-2014								
Six Flags Summer Break	Families Commuters Others	Build Awareness Increase Ridership	Vallejo	During the promotion period, Express receive priority access to rides at Six Flags. Plus, they are entered into a raffle to win 4 season passes. SolanoExpress will staff a table at the park to discuss the service and distribute free ride vouchers and an informational brochure to interested riders. A wrapped bus will also be on-site for people to explore.	<ul style="list-style-type: none"> SolanoExpress, SolTrans web pages On board signage Wrapped bus (85) Staffed table/tent at park In-park media <ul style="list-style-type: none"> Digital billboards Rotating signage Ground decals CC broadcast channels Press release to local media 	85 (to the Park) 40, 78, 80, 90 (at the Park)	Summer 2013	\$25-40K Media Buy
Facebook Sweepstakes	Commuters Others	Increase User Base Build Awareness Increase Ridership	All	Develop a SolanoExpress tab on the SNCI Facebook page; develop new content (2 posts/week) highlighting benefits of the service and feature destinations. Implement a sweepstakes (with donated partner prizes) to increase “likes” on the page and encourage users to share content.	<ul style="list-style-type: none"> SolanoExpress, SolTrans, FAST web pages SNCI and partner Facebook pages 	All	Summer 2013 through 2014; ongoing content through 2015	\$5K Contest set-up; \$2-3K/month content management
UC Davis	UC Davis students	Increase Ridership	Davis	Promote the service to students heading home on break. Offer free ride vouchers as inserts in Davis paper	<ul style="list-style-type: none"> UC Davis Aggie Aggie online 	30	Fall/Winter 2013-2014	\$2-5K Media Buy
Express Connections	Solano residents connecting to BART and SF Bay Ferry	Build Awareness Increase Ridership	Fairfield Vallejo Vacaville Benicia	Promote SolanoExpress as good way to travel to BART and SF Bay Ferry. Offer free transfers to riders on other operators.	<ul style="list-style-type: none"> Web and Facebook Direct mail/leave behinds Intercepts at stations BART station ads 	40, 78, 80, 85, 90	Spring 2014	\$20-30K Media Buy



CREATIVE BRIEF

June, 2013

project requested by	SolanoExpress Commuter Marketing Campaign (Spring/Summer 2013) Jayne Bauer/STA (Tim Carroll/MIG)
deliverable	Marketing campaign promoting SolanoExpress to single-occupancy vehicle commuters.
objectives	Promote SolanoExpress to target audience Build awareness/knowledge of SolanoExpress among Solano County commuters Increase ridership on SolanoExpress
audience	Solano County Commuters Southbound (to SF, etc.) during peak commute hours Connecting to BART/SF Bay Ferry Middle/upper income professionals Solano County residents
key messages	SolanoExpress: Why do YOU ride? Save time and money Avoid high gas prices Avoid daily commute hassles Convenient schedules and routes meet your needs
personality/tone	Clear, practical, uncomplicated, friendly, fun
media channels	Radio: Broadcast spots on KUIC Online: Banner ads, Pandora online radio On-transit: Bus tails, bus wraps Direct mail: Postcard incentive mailed to target area "hotspots" in Benicia, Fairfield, Vacaville, Vallejo
duration	July/August 2013

Campaign Concept

Why do you ride?

"Time and money. It's that simple."

Valerie, Fairfield

Solano Express

Save time. Save money. Save stress.

Scope of Work

Solano Napa Commuter Information Marketing Services FY 2012-13

Marketing Objective

The objective of the SNCI Marketing Program is to increase the number of people in Solano County using alternative forms of transportation such as transit, carpool, vanpool, ferry and bicycle.

Marketing Assessment and Survey

Facilitate a marketing assessment to determine public perception and knowledge of SNCI and its programs and how SNCI and STA can best communicate to the target audience.

1. Review existing marketing plans, research and public outreach efforts
2. Conduct polling and/or surveys to gather new data
3. Identify and contact target groups (employers, commuters, students/parents, high school students, general travelers)

Marketing Strategy

Develop a marketing strategy that will effectively promote SNCI and its programs to the identified target audiences; develop theme for marketing SNCI programs and/or rebrand SNCI.

Marketing Action Plan

Develop an action plan that follows the marketing strategy and addresses the marketing objective to increase the number of people in Solano County using alternative forms of transportation such as transit, carpool, vanpool, ferry and bicycle. Incorporate all nine (9) major elements of the SNCI Work Program into the action plan:

1. Customer Service
2. Employer Program
3. Vanpool Program
4. Incentives Program
5. Solano Emergency Ride Home
6. SNCI Awareness Campaign/ General Marketing
7. California Bike to Work/Bike to School Campaign
8. Annual Solano Commute Challenge
9. Partnerships

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Solano | Napa Commuter Info

marketing strategy & action plan

DRAFT

Overview

The Solano Napa Commuter Information program (SNCI) serves as a “one-stop-shop,” offering informational resources and programs for commuters interested in finding alternatives to single-occupancy vehicles. SNCI’s offerings can be divided into two main categories: 1) Informational resources, and 2) Programs, services and incentives. Examples of the types of items within each category include:

Informational Resources

- SNCI website (overall information)
- Transit Trip Planner
- Transit Connections brochure
- Free Commuter Information Request
- Bikelinks Map
- Bikes on Transit guide
- Solano senior & disabled transportation guide
- Employer tools and information
- Employer consultation

Programs, Services and Incentives

- Vanpool Program
- SolanoExpress
- Solano Commuter Challenge
- Napa Commuter Challenge
- Bucks for Bikes
- Emergency Ride Home
- Employer event planning
- Employer collateral
- RideMatch (Co-branded with 511)
- Bike to Work Day (Co-branded with Bay Area Bike to Work Day)
- Local Operator Promotions (Co-marketed with SolTrans, FAST, etc.)

Highlights of Market Research

In March of 2013, STA conducted a phone survey (through EMC Research) of 400 Solano County commuters to establish commute patterns and gauge awareness of and response to SNCI programs and services.

The results of the survey provided useful data to inform the marketing strategy for SNCI going forward. Key findings include:

- 76% of commuters drive alone.
- 58% of all respondents either use commute alternatives currently or expressed interest in commute alternatives, including 25% of solo drivers.

- Of those commuters expressing a high level of interest in alternate modes, 30% indicated they believed that they had no other choice than driving solo, 23% felt that mass transit did not provide convenient stops, and 13% felt that driving was easiest.
- Only 7% of commuters are currently aware of SNCI.
- After hearing about the program, 42% said they would be likely to use it.
- 62% of respondents said that their employers do NOT offer any incentives for alternate commute modes.

Marketing Goals

Based on the understanding of the dual nature of the SNCI program, as well as the findings from the market research, the marketing strategy should support the following objectives:

- Build awareness of SNCI as an informational resource
- Increase demand for SNCI informational resources
- Increase awareness of SNCI programs, services and incentives
- Increase demand for SNCI programs, services and incentives

Primary Audiences

- **Commuters**
 - Commuters interested in finding alternatives
 - Commuters unaware of alternatives
- **Program Partners**
 - Employers
 - Chambers of Commerce
 - Schools
 - Transit agencies
 - Community Organizations

Message Themes

Based on the limited recognition of SNCI, a key primary message is simply to let people know that a resource exists to provide commuters with useful information about commute alternatives. Key aspects of this messaging would include ease of access, customized commute planning tools, and real-time commute planning tips.

SNCI as an informational resource:

- One-stop-shop
- Comprehensive services
- Customized trip planning
- Live telephone commute planning help

Targeting users who have expressed interest in “making the switch,” messaging associated with SNCI programs (vanpool, carpool, transit, etc.) should focus on key

benefits to the commuter, including saving money, saving gas and reducing stress. Messaging associated with this behavior-change phase should also make the transition feel as painless as possible.

SNCI programs to help commuters make the transition:

- Save money/incentives
- Save gas
- Save time/convenience
- Reduce stress (on car and on you)
- Try it once a week

Marketing Strategy

To build awareness of the program and stimulate interest in its various services, SNCI should plan a phased approach. The initial phases would focus on refreshing the program brand and improving the SNCI’s online presence. The second phase would prioritize employer-based outreach, and the third phase would address general commuter outreach through mass media and targeted community-based marketing.

Phase 1	Program Brand	Year 1
Phase 2	Web Communications	Year 1
Phase 3	Employer Outreach	Year 1 & 2
Phase 4	Commuter Marketing Campaigns	Year 2

Phase 1: Program Brand

Currently, few Solano County residents are aware of SNCI—only 7% of participants in the March 2013 phone survey knew of the program. This exposure provides an opportunity to refresh the brand and stimulate interest from a wider audience. The overall look and feel of the SNCI brand would benefit from a more contemporary color palette, graphics and photography. The enhanced branding would be implemented across all printed collateral and on the redesigned web portal (as described below).

Program Logo

Survey participants were not asked to evaluate the SNCI logo. While the current logo has served the program well for a number of years, it would be wise to consider revising it in keeping with the overall brand evolution. New logo mark concepts could be tested in a focus group context along with potential alternatives to the program name.

Relationship Between Program Brands

As part of the overall brand evolution, SNCI should seek to clarify the relationship between itself and other associated programs and agencies. Specifically, the relationships between SNCI and STA and SolanoExpress, respectively, should be

reconciled. As much as possible, these three programs should seek to maintain a consistent brand.

- **Action Plan for rebranding SNCI**
 - Develop new program logo
 - Develop new program color palette
 - Test new logos with user focus group
 - Draft a Brand Usage Guidelines to establish parameters for integrating the SNCI brand across multiple channels.

Phase 2: Web Communications

Currently, SNCI's two main online channels are the program web portal (www.commuterinfo.net) and its Facebook page (www.facebook.com/511SolanoNapa). Both portals are content rich and offer great potential to reach new commuters. However, both the website and the Facebook page could benefit from a visual redesign and content reorganization to make them more accessible to users and increase their effectiveness as a marketing tool. In addition, SNCI could use additional electronic communications channels to expand its reach to various audiences.

SNCI Website

The SNCI website serves as the main source of information for the program, aggregating all commuter-oriented information in one portal. As expected, there is a high level of Internet connectivity among Solano County residents—93% of survey respondents are online. Of these, 38% use the Internet to access commute information. All of this reinforces the critical role that the SNCI website plays as a marketing tool.

Future marketing and outreach campaigns (both mass media and community-based) will drive potential participants to the SNCI website; therefore, revising the website structure and design should be a main priority, and the redesign should be completed prior to the launch of any broad awareness-building campaigns.

Currently the SNCI website includes many helpful links to services for commuters and employers, including trip planning information, carpools and vanpools, biking and walking resources, information for seniors, etc. However, the existing design and architecture of the site makes it difficult for users to easily access relevant information.

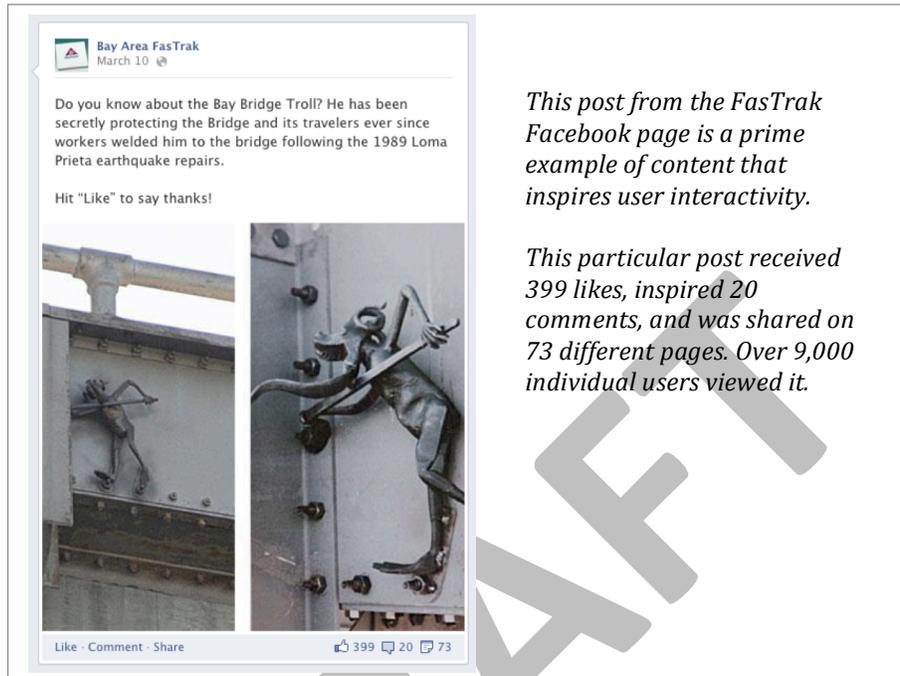
- **Notes on the current SNCI website**
 - The overall color scheme and graphics feel outdated.
 - The welcome screen on the homepage does not make good use of the space to attract or orient users.

- The key program elements along the top navigation bar feel less prominent than the STA, SolanoExpress and other links on the left sidebar.
 - Dropdown menu items on the top navigation do not link to the dedicated secondary page; instead, they link to a brief paragraph within the default page, requiring an additional click by the user.
 - The link to the “Commuter Costs and Emissions Calculator” is dead. Since cost-savings is a primary benefit to alternate modes, this missing link is critical.
 - In general, the relationship between SNCI, SolanoExpress and other programs and services is confusing.
 - Most of the content on secondary pages is too text-heavy.
 - Much of the content (RideMatch, etc.) is provided by third party sites (511, etc.). A few of these links are dead.
- **Action Plan for improving the SNCI website**
 - Refresh the site template with a new color palette, logo and graphics.
 - Revise the homepage to better orient users, including a welcome message that speaks directly to specific user needs and directs them to information they need.
 - Add a larger, rotating promotional banner on the homepage to highlight key incentives and programs, such as the Commute Challenge, etc.
 - Redesign site hierarchy to prioritize consumer-related information. Add prominent “Get started” buttons in the homepage main content area, focused on different user types (commuters; seniors; employers, etc.).
 - Reduce number of clicks a user has to make to get to desired content.
 - Integrate an interactive online trip planner to help users explore transit alternatives.
 - Include a cost calculator to the site to allow comparison between the cost of driving solo vs. other modes.
 - Make the Transit Trip Planner call center number more prominent.
 - Remove “Transit Planning/Projects” from SNCI site (move to STA website)
 - Remove prominent STA link, move to footer.
 - Edit secondary page content to reduce text; redesign to allow for larger images and embedded maps, videos, etc.

SNCI Facebook Page

From a content standpoint, SNCI currently makes good use of its Facebook page. Posts are frequent and varied, including a mix of program-specific content as well as related news and human-interest features.

Current usage of the page is low (as of 5/30 the page has 127 “likes”). Given that 56% of survey respondents have a Facebook account, it would be wise to dedicate more effort into increasing that user base. In addition, posts should encourage greater interactivity and inspire users to repost the content to their own pages in order to take advantage of viral marketing.



This post from the FasTrak Facebook page is a prime example of content that inspires user interactivity.

This particular post received 399 likes, inspired 20 comments, and was shared on 73 different pages. Over 9,000 individual users viewed it.

- **Notes on the current SNCI Facebook page**
 - Header graphic is cluttered—too many overlapping images make the site disorienting.
 - Frequency of posts is strong (The page has a good amount of informative content, but there aren’t many posts designed to engage users on an interactive level.
- **Action Plan for improving the SNCI Facebook page**
 - Redesign the SNCI Facebook page to achieve a more integrated look.
 - Add program-specific tabs dedicated to specific audiences and services (e.g., for Employers, SolanoExpress, etc.).
 - Increase the number of interactive posts designed to engage users and promote reposting.
 - Actively promote the Facebook page on the website (see the Rotating Promo Banner recommendation above) as well as through any dedicated distribution lists.
 - Launch a sweepstakes or similar contest to build “likes” and create an incentive for users to repost content on their own social media networks (i.e., users will receive additional contest entries for every friend who likes the SNCI page).
 - Work with partners to cross-post content and increase reach.

- **Recommendations for Additional Web-based Communications**

In addition to improving the website and Facebook portal, SNCI could explore additional opportunities for enhanced communications using electronic media. Potential tactics include technologies that could let SNCI provide valuable information to users via mobile devices—reaching them where they live, work and play.

 - **Electronic newsletters**

Electronic newsletters have numerous benefits—they let organizations keep customers aware of new products and services, they allow for targeted marketing based on user type and/or location, and they can incorporate a higher level of design and rich media. Numerous third party providers offer services for designing and distributing electronic newsletter via an email distribution list (Constant Contact, etc.). Electronic newsletters are especially effective tools for building and maintaining partnerships with employers.
 - **Twitter feeds**

Twitter is increasingly being used by public agencies to build awareness and inform users of new programs and services. It is a relatively easy channel to maintain, making it a cost-effective tactic for engaging a large audience.
 - **RSS feeds**

Rich Site Summary (RSS) feeds provide a format for delivering regularly changing web content.
 - **SMS and MMS wireless communications**

Short Message Service (SMS) and Multimedia Messaging Service (MMS) are global wireless services that enable the transmission of content between mobile subscribers and external systems such as e-mail, paging and voicemail. SMS only allows for alphanumeric messages; MMS allows for a combination of text, sound, images and video.

Phase 3: Employer Outreach

Employer Survey

In May 2013, SNCI distributed an online survey to 150 major employers in Solano and Napa Counties to assess the current level of employer-sponsored programs and gauge interest in future participation in programs promoting commute alternatives. As of May 30, 2013, 18 employers completed the survey (see below).

Employers Participating in SNCI Online Survey	
Employer Name	Number of F/T Employees
Aldea, Inc.	12
APTECH	137
Cakebread Cellars	70
City of Calistoga	47
City of Napa	345
Colinas Farming Company	n/a
County of Solano	2500
Demptos Napa Cooperage	38
Fairfield-Suisun Unified School District	1300
First Northern Bank	77
Kaiser Permanente (Vacaville)	75
Kaiser Permanente-Vallejo	2600
Napa Wine Train	100
NorthBay Healthcare	1950
The Reporter	51
Sutter Home Winery	300
Syar Industries	100
UTAS	245

Analysis of the preliminary survey results reveals the following:

- Only 1 employer offers incentives for alternate commute modes.
- Perception of SNCI is generally positive.
- Over half of respondents (10/18) promote SNCI-sponsored programs.
- The Commute Challenge and Bike to Work Day were the most popular programs.
- Most employers use employee emails and their website to promote these programs.
- The Commute Challenge was seen as a positive driver to build awareness and motivate employees to try alternatives to single-occupancy vehicles.
- Staff hours, operational issues and budget cuts are the key factors listed as reasons for not participating.
- Suggestions for improving SNCI programs include offering the Commute Challenge year-round and including electric vehicles in the challenge.

Since employers will be a critical part of a successful campaign, any overarching marketing strategy must seek to convert hesitant employers and convince them of the benefits of implementing programs to support commute alternatives, whether they are transit benefits, employer shuttles or vanpools, Bike to Work day promotions, or other promotions and incentives.

Employer Meetings

Between December, 2012 and June, 2013 SNCI staff scheduled 28 meetings or events with interested employers. These outreach activities included one-on-one meetings with individual employers as well as presentations and staffed tables at benefits fairs, etc.

- **Action Plan for enhanced employer outreach**
 - Continue efforts to engage employers through one-on-one meetings and events.
 - Be sure to work with individual employers to offer customized solutions specific to their employee's commute patterns.
 - Develop presentations and collateral materials highlighting the benefits of encouraging alternative transit modes (higher productivity, improved reputation as a green business, etc.).
 - Schedule presentations to groups of businesses at local Chambers of Commerce.
 - Create an online electronic newsletter (monthly or quarterly) to promote programs and incentives, offer advice, highlight successful case studies and keep employers aware of SNCI and engaged in an ongoing way.
 - Increase the incentive amount for the County Commute Challenge.
 - Run the Commute Challenge twice a year.

Phase 4: Commuter Marketing Campaigns

The final phase of the marketing strategy involves direct campaigns targeted to commuters and designed to build awareness of the program and encourage participation.

Building Awareness: Mass Media

During the recent survey 93% of participating commuters were not familiar with SNCI. There is clearly plenty of room to build awareness. However, many SNCI-sponsored programs (Bike to Work Day, etc.) have established a stronger brand identity and implement stand-alone marketing. In order not to dilute those individual program brands, SNCI's initial mass media campaign should focus on SNCI as an informational resource.

Campaigns designed to build awareness of SNCI should be timed so as not to conflict with other campaigns for associated programs or incentives.

Messaging should target commuters who are interested in finding alternatives to single car travel, and should convey the idea that a resource exists to help them make the switch, e.g.:

- *SNCI can help you find a way to beat your commute.*

- *Commuting got you down? Go to commuteinfo.net to find a better way to get to work. Save time and money.*
- *Save time and money—SNCI can make your commute better.*
- *Find a better way to commute at commuteinfo.net*
- *SNCI can find a commute solution that works for YOU.*

Campaigns designed to build awareness should utilize media channels with the broadest reach.

- **Action Plan for Mass Media Campaign**
 - Develop campaign targeting interested commuters
 - Emphasize benefits (convenience, time and cost savings)
 - Emphasize that SNCI offers customized solutions
 - Implement campaign through the following media:
 - Radio
 - Online
 - Out-of-Home
 - Transit

Targeted and Community-Based Marketing

SNCI can identify areas with a higher concentration of commuters and likely participants. These area “hot spots” can be targeted for specific campaigns designed to increase interest in SNCI itself, as well as in associated programs. A few potential community-based marketing tactics are listed below.

- **Direct mail incentives**
SNCI could offer specific incentives to a target group within a neighborhood “hot spot” for items such as gas cards for carpools, free tickets on SolanoExpress, etc. All collateral should prominently display the SNCI brand.
- **Events**
SNCI currently attends numerous regional farmers markets. These events serve to increase awareness of the program; however, they prove less effective at actually converting SOV drivers to alternate modes (people shopping at markets are not necessarily in the right mindset to think about their commutes). An alternate use of resources might be to host a neighborhood event dedicated to learning about commute alternatives. The event could include food and family-friendly activities (jumpy house, spinning prize wheel, etc.) at a local park in a target area.
- **Program Ambassadors**
One of the most convincing outreach methods is for potential customers to hear stories from actual, satisfied participants. SNCI can recruit ambassadors to promote programs such as carpool and vanpools at events and presentations to community and faith-based organizations.

- **Program Partners**

SNCI can partner with CBO's and faith-based organizations to promote programs and increase awareness. SNCI should focus particularly on affinity groups with a shared purpose such as local Sierra Clubs. SNCI can arrange presentations and/or provide brief content for inclusion in member organization websites and newsletters.

DRAFT

DATE: June 3, 2013
TO: STA Board
FROM: Liz Niedziela, STA Transit Program Manager
RE: Water Emergency Transportation Authority (WETA) Update

Background:

Senate Bill (SB) 976 was authored by State Senator Tom Torlakson with leadership from State Senator Don Perata and signed by Governor Schwarzenegger on October 15, 2007. SB 976 replaced the Water Transit Authority (WTA) with a new entity, the San Francisco Bay Area Water Emergency Transportation Authority (WETA) effective January 1, 2008. The intention of the bill was to improve the ability of ferries to respond in the event of an emergency. WETA, as a new agency, has authority and control of all public transportation ferries in the Bay Area region, except those owned and operated by the Golden Gate Bridge and Transit District. All existing contracts and funding are to be transferred from WTA, Vallejo Ferry, and Alameda Ferry to WETA.

State Senator Wiggins and Assemblymember Evans both represent Vallejo in the Legislature. Senator Wiggins introduced SB 1093 to clarify and expand on the planning, management, and operations responsibilities of the water transportation services vested in the WETA, created by SB 976.

Discussion:

WETA took over the operation of Baylink Ferry in 2011 with a new logo and name, San Francisco Bay Ferry. San Francisco Bay Ferry is a regional transportation service of the City of Vallejo, operated with four 34-knot ferries. Departures run to and from San Francisco with departures from three terminals: Vallejo Ferry Terminal, SF Ferry Building and Fisherman's Wharf (Pier 41) in San Francisco. San Francisco Bay Ferry provides ferry service every day of the year except for the following holidays: New Year's Day, Thanksgiving Day and Christmas Day. Ferries depart on time in accordance with a reliable weekday and weekend/holiday schedules. Ferry Capacity is limited to 320 passengers on the INTINTOLI and MARE ISLAND and SOLANO, and 267 on the VALLEJO.

Route 200 San Francisco Bay Ferry

The Route 200 San Francisco Bay Ferry Bus services Vallejo Ferry Terminal and the San Francisco Ferry Building. The Route 200 picks up on the Embarcadero in San Francisco. There is a Route 200 bus stop sign located between the San Francisco Ferry Building and the restaurant located at Pier 1; just north of the Ferry Building along the curb near the pay parking lot entrance. Ride time on the bus is approximately 60 minutes each way.

Nina Rannells, Executive Director of WETA is invited to present to the STA Board an update on WETA.

Recommendation:

Informational.

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DATE: June 3 2013
TO: STA Board
FROM: Liz Niedziela, Transit Program Manager
Nancy Whelan, STA Project Manager
Alan Zahradnik, STA Transit Consultant
RE: Coordinated Short Range Transit Plan Status Update and Coordination Report

Background:

Preparation of the Coordinated Short Range Transit Plan (SRTP) for Solano County and the I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study are being undertaken concurrently by the consulting team led by Arup. Since the start of the project in September 2012, many tasks have been completed and several deliverables have been reviewed by STA and the transit operators. The purpose of this staff report is to provide an update on the status and schedule for completion of the Coordinated SRTP and to introduce the Draft Coordination Report.

Discussion:

The Coordinated Short Range Transit Plan will cover all of the Metropolitan Transportation Commission (MTC) requirements for SRTPs for each of the six transit operators: Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Redit-Ride, Rio Vista Delta Breeze, and the County of Solano. The SRTPs consist of four main sections:

1. Operator Overview
2. Goals, Objectives, Measures and Standards
3. Performance Evaluation
4. Service Plan

The first three sections were provided to the transit operators as separate memos for their review over the past few months. On May 10, 2013, the Draft SRTPs for each operator were distributed for review and comment. Comments are due back to the Arup team by May 28, 2013. Arup will incorporate the comments with a goal of having the SRTPs available for City Council and SolTrans Board consideration by June 10th.

MTC further requested that the Coordinated SRTP address five specific areas of coordination:

1. Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation
2. Separate ADA Contractors, Eligibility and Rules/Joint Contracting/Eligibility Determination of ADA Paratransit; (to be conducted in the Mobility Management Plan, separately from the Coordinated SRTP)
3. Enhanced Transit Coordination of Capital Planning;
4. Enhanced Coordination of Transit Service Planning; and
5. Integrate bus/rail scheduling software to facilitate schedule coordination and customer travel planning. Establish a regional schedule change calendar.

A separate report has been developed by Arup to address these coordination tasks. The draft Coordination Report identifies the current conditions for each of the areas studied, makes findings related to best practices, and recommends adoption of a service change calendar and suggests that several items be included in the Consortium's Annual Work Plan for further study and follow up implementation tasks.

The Coordination Report is scheduled to be provided to the transit operators on May 21, 2013. Comments on the draft Coordination Report are due to STA and the consulting team by June 6, 2013 as shown in the updated schedule for the Coordinated SRTP (Attachment A). Comments from the Consortium will be incorporated into the report and the final report will be considered for approval by the Consortium at its meeting on June 25, 2013 with TAC approval scheduled for June 26, 2013 and presentation to the STA Board in July.

Recommendation:

Informational.

Attachment:

- A. Coordinated SRTP Due Dates and Review Time Frames

**Solano Transportation Authority
Coordinated SRTP
Due Dates and Review Time Frames**

	Coordination Section	SRTP (one for each operator)
Administrative Draft	May 6, 2013	April 26, 2013
STA Staff Review	May 6 - 15	April 26 - May 6
Draft to Transit Operators	May 21, 2013	May 10, 2013
Transit Operator	May 21 - June 6	May 10 - May 28
Consortium Meeting/Action	May 28 - Discussion Item	NA
Arup Team Incorporates Comments	June 6 - June 10	May 28 - June 5
Final Review by STA	June 10 - June 11	June 5 - June 7
Final to Transit Operators	June 12, 2013	June 10, 2013
Consortium Meeting/Action	June 25 - Action Item	NA
Council/Board review and approval¹	Months of July and August = City Council and SolTrans Board Approvals, plus public input as required	Months of June and July = City Council and SolTrans Board Approvals, plus public input as required => June 18 Fairfield City Council => June 18 Rio Vista City Council => June 20 SolTrans Board
STA Board Review and Approval	Approve Coordination Section September 11	Review Draft SRTP June 12
		Approve Final SRTP After City Councils Approve, but not later than September 11

1. Coordination report will be available by June 25 and SRTPs will be available by June 10th. Transit operators will coordinate City Council and Board approvals. All final council/board actions are anticipated by the end of August. Dates identified for SRTP approvals are tentative.

Updated May 20, 2013

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DATE: May 31, 2013
TO: STA Board
FROM: Sofia Recalde, Transit Mobility Coordinator
RE: Mobility Management Plan Update

Background:

Since July 2012, STA has been working with consultants and the Solano Transit Operators to develop a Mobility Management Plan for Solano County. The development of a Mobility Management Plan was identified in the 2011 Solano Transportation Study for Seniors and People with Disabilities as a priority strategy to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. The Solano Mobility Management Plan is gathering information about existing services and programs, exploring potential partnerships, and analyzing how to address mobility needs in Solano County in a cost effective manner.

The Solano Mobility Management Plan proposes to focus on four key elements that were also identified as strategies in the Solano Transportation Study for Seniors and People with Disabilities:

1. Countywide In-Person American Disability Act (ADA) Eligibility and Certification Program
2. Travel Training
3. Older Driver Safety Information
4. One Stop Transportation Call Center

The Mobility Management Plan has been presented and discussed several times at each of the STA committees, including the Solano Seniors and People with Disabilities Transportation Advisory Committee, the Paratransit Coordinating Council (PCC), the Intercity Transit Consortium, Senior Coalition, and the STA Board. The initial presentation was an overview of the study and the four elements with an opportunity to solicit comments. As each of the elements have taken shape, additional presentations have been made to the committees. Each presentation has generated significant discussion and valuable input.

Discussion:

Since the April Consortium meeting, STA has met with the transit operators to discuss elements of the Mobility Management Plan and to discuss their specific needs and priorities in implementing various components of the Plan, specifically the Countywide In-Person ADA Eligibility Program.

Countywide In-Person ADA Eligibility Program Update

The new Countywide In-Person ADA Eligibility program will start July 1, 2013. Starting June 17th, interested ADA applicants and current ADA certified passenger whose eligibility is about to expire can call (707) 541-7184 to start the ADA certification or re-certification process.

STA staff has been working with the transit operators and CARE Evaluators to work out the details of the ADA eligibility program. SolTrans hosted a Countywide meeting to discuss the implementation of the Countywide ADA Eligibility Assessment process. Several issues that were identified and need to be worked out include:

- What will happen to applicants who call between June 17th and July 1st?
 - o CARE Evaluators recommends granting applicants presumptive eligibility until their scheduled assessment appointment.
- Will local and intercity taxi scrip be available to passengers with restricted (temporary, trip by trip, conditional) ADA eligibility?
 - o CARE Evaluators recommends allowing both restricted and unrestricted passengers to purchase taxi scrip.
- Letters to send out to current ADA paratransit passengers whose eligibility is set to expire in the next 6 months.
 - o Letter template will be sent to transit operators for review no later than May 21st.
- Flyers and informational materials
 - o SolTrans is in the process of creating a flyer template to be used by all the transit operators
 - o STA staff is in the process of creating a FAQs about the new Countywide In-Person ADA Eligibility Program
 - o STA staff is in the process of creating a flyer for the Open Houses

Assessment Site Locations:

STA staff, CARE Evaluators, and local transit agency staff visited each of the potential assessment site locations. Assessment sites have been selected in each city. The currently selected assessment sites are:

- Benicia Library
- Dixon Transportation Center
- Fairfield Transportation Center
- Rio Vista Senior Center
- Suisun City Hall
- Vacaville City Hall
- Vallejo Transit Center

Open Houses:

Open Houses will be held at each of the assessment locations June 10th – June 12th (Attachment A). The Open Houses will be an opportunity for the local officials and the public, including potential users and social service and health providers, to see where the in-person assessments will occur and to learn more about the new program. CARE Evaluators, STA, and local transit agency staff will be present to answer any questions. STA staff is in

the process of contacting each of the assessment sites to schedule the Open House dates and times. STA is planning to issue a press release to advertise the Open Houses.

Outreach:

In addition to the open houses, STA and the transit operators are launching a public outreach effort. CARE Evaluators is currently scheduled to attend several outreach events throughout the County. Attachment A also includes the schedule of Community Outreach meetings.

Informational materials and outreach flyers will be posted on buses and distributed by email to relevant stakeholders (senior centers, health and social service providers, etc) to share with their consumers.

Countywide Travel Training

Vacaville City Coach hosted a meeting to discuss Countywide Travel Training on Wednesday, May 29th. STA will issue a draft scope of work for a Countywide Travel Training program based on the discussion with the transit operators and prior discussions with Rio Vista and Dixon about their travel training needs.

Recommendation:

Informational.

Attachment:

- A. Calendar of ADA Eligibility Open Houses and Community Outreach meetings

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JUNE 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
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2	3	4	5	6	7 Senior Coalition (Faifield) noon Benicia Library 4pm	8 Wardlaw Elementary (Vallejo) 9am Kaiser Medical Center (Vallejo) 11am																																																																																																	
9	10 <i>Open House</i> : Suisun City Hall 9:30-11am	11 <i>Open House</i> : Rio Vista Senior Center 10-11:30am	12 Fairfield Senior Center 9am <i>Open House</i> : Fairfield Transportation Center 1:30-3pm	13 Dixon Senior Center 10am McBride Senior Center (Vacaville) noon Ulatis Cultural Center (Vacaville) 2pm	14	15																																																																																																	
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DATE: June 3, 2013
TO: STA Board
FROM: Jessica McCabe, Project Assistant
RE: Draft OneBayArea Grant (OBAG) Funding Agreement

Background:

As the Congestion Management Agency (CMA) for Solano County, the Solano Transportation Authority (STA) coordinates project funding commitments between project sponsors and funding agencies. This coordination includes recommendations for programming, allocating, and obligating federal, state, and regional funds for a variety of transportation projects. These recommendations are based on the current and projected status of projects recommended for funding by the STA.

On May 17, 2012, the Metropolitan Transportation Commission (MTC) released guidelines for the OneBayArea Grant (OBAG) program. OBAG is a new program developed by MTC and the Association of Bay Area Governments (ABAG) for the allocation of the region's federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) funds. OBAG combines funds for local streets and roads maintenance, Transportation for Livable Communities (TLC), regional bicycle network, CMA Planning activities, and other STP and CMAQ eligible transportation activities into one grant proposal. For Solano County, OBAG funding is estimated to be \$18.8 M over 4 years.

Between July 2012 and December 2012, the STA Board programmed \$12.573 M of the available \$18.769 M of STA OBAG funds for the following projects and programs:

1. Local Streets and Roads Projects, \$5.863 M
2. STA Planning, \$3.006 M
3. Dixon West B Street Bicycle Pedestrian Undercrossing, \$2.535 M
4. Vallejo Georgia Street Downtown Streetscaping Projects, \$0.611 M
5. Solano Napa Commuter Information, \$0.533 M
6. STA Priority Development Area (PDA) Investment and Growth Strategy, \$0.025 M (net after backfill)

At the March 13, 2013 Board meeting, the STA Board approved the funding strategy for the remaining \$6.196 M of OBAG funds (Attachment A). Of the \$6.196 M, the STA Board approved for programming, it included \$486,000 of STP for planning. At the May 8, 2014 Board meeting, the STA Board approved for programming the remaining \$5.710 M in OBAG funds for the following projects and programs:

1. STA's SR2S Engineering Projects
2. STA Transit Ambassador Program
3. City of Suisun City's Train Station Improvements
4. City of Vacaville's Allison Drive Sidewalk + Class I to Transit Center
5. City of Vacaville's Ulatis Creek Class I Bike Lane (McClellan to Depot)
6. City of Vallejo's Downtown Streetscape (Maine Street)
7. Solano County's Vaca-Dixon Bicycle Path

These federal funds would be made available to project sponsors by November 2013, should MTC's 2013 Transportation Improvement Program (TIP) development process remain on schedule.

Discussion:

STA Programming Requirements

In preparation and in accordance with STA's project delivery policy (Attachment A), STA requested updated project delivery schedules from project sponsors. These delivery schedules were reviewed and approved by the Solano Project Delivery Working Group (PDWG) and the STA Technical Advisory Committee (TAC) at their April meetings and the STA Board in May.

In addition to approved project delivery schedules, project sponsors will be expected to enter into a funding agreement with the STA prior to OBAG funds being programmed. With these funding agreements, project sponsors will be committing to the delivery schedules provided for their OBAG project. If delivery milestones are not met and funds are not obligated within the timeline committed to, STA will consider reprogramming OBAG funds to unfunded portions of Tier 1 and/or Tier 2 projects, listed in the OBAG funding strategy (Attachment B), that are ready to use those funds in order not to lose these funds to other Counties.

Draft OBAG Funding Agreements

At the April STA TAC meeting, a draft template of the OBAG funding agreement was brought to the committee for review and comment. In order to provide a more specific example of what the funding agreement will commit project sponsors to; STA staff has drafted two OBAG funding agreements - for the City of Vallejo's Downtown Streetscape project and for the City of Vacaville's Ulatis Creek Bike Path project (Attachments C and D). These example agreements demonstrate what can be expected for each capital project recently approved for OBAG funding. Similarly, STA staff intends to draft specific OBAG funding agreements for planning projects that were approved for OBAG funding, and will provide these draft agreements at the June TAC meeting.

At the May 29, 2013 STA TAC meeting, the committee reviewed the sample OBAG funding agreements, and provided specific feedback. The feedback included suggestions to simplify the project schedule to include major project delivery milestones, adding Caltrans and FHWA major deadline dates, and modification to language in Part II, Section B and C, of the agreement. STA staff plans to incorporate feedback from the TAC into each OBAG funding agreement, and then send draft agreements to TAC members for review and approval. Once final versions are agreed upon by the STA and project sponsors, final OBAG funding agreements will be submitted to the STA Board for approval at the July Board meeting.

Fiscal Impact:

No direct impact to the STA's General Fund.

Recommendation:

Informational.

Attachments:

- A. STA Project Delivery Policy, 2-28-2011
- B. Approved OBAG Funding Strategy, 3-13-2013
- C. Draft OBAG funding agreement for City of Vallejo, 5-21-2012
- D. Draft OBAG funding agreement for City of Vacaville, 5-21-2013

STA OBAG Funding Recommendation

2/15/2013

Funding Considered in OBAG Strategy		CMAQ	STP	STAF	TDA	TOTAL
FY 2012-13, 13-14, 14-15, 15-16		5,610	586	182	485	6,377
Sponsor	Tier 1 projects					
STA	SR2S Engineering Projects	1,200				1,200
STA	Transit Ambassador Program	250		32		282
Suisun	Suisun Train Station Improvements	315	100	150	35	600
Rio Vista	Waterfront Promenade				450	450
Vacaville	Allison Dr Sidewalk + Class I to Transit Center	450				450
Vacaville	Ulatis Creek Class I (McClellan to Depot)	500				500
Vallejo	Vallejo StreetScape (Maine St)	1,095				1,095
County	Vaca-Dixon Bicycle Path	1,800				1,800
Various	Planning Grants		486			486
TOTAL		5,610	586	182	485	6,377

Sponsor	Tier 2 projects
Benicia	First Street Pedestrian Improvements
Benicia	Industrial Park Transit Hub
Fairfield	West Texas Gateway Access
Suisun	Lotz Way Improvements
Vacaville	Burton Drive and Helen Power Intersection
Vacaville	Vacaville Mason Street at Depot Street Road Diet
Vallejo	Vallejo StreetScape (Maine St, remaining scope)
TBD	Intercity Service for non-ambulatory riders and mobility programs

Sponsor	Tier 3 projects
Suisun	Railroad Avenue Extension
STA	Key Destination sidewalk/Street inventory

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Solano Transportation Authority Project Delivery Policy 02-28-2011

Overview of STA Project Delivery & Programming

Most project funding does not come directly from the STA itself. Project funding is approved by the STA and then comes from federal, state, or regional funding sources. STA project delivery staff helps local agency project sponsors secure their funding from a variety of funding agencies, which often involves supporting local project managers through complicated federal, state, regional and local funding program procedures.

When met with critical project delays or deadlines, STA staff assists local sponsors through various avenues of recourse, providing a forum between local staff, Metropolitan Transportation Commission (MTC), Caltrans, and other funding or oversight agencies. When project sponsors are unable to secure funds or a project's deliverability is in jeopardy, STA staff develops options, such as funding swaps, delivery options, or reprogramming of funding to protect funding from being lost from Solano County and to maintain equity between STA's member agencies.

Project Delivery Policy Summary

This project delivery policy formalizes the STA's procedures regarding the programming and monitoring of STA funded projects. Other comparable agency project delivery policies focus on strict adherence to increasingly earlier deadlines in an attempt to avoid the next level of government's funding request or project monitoring deadlines. The STA's delivery policies below focus on clear decision points and funding alternatives to implement the funding recommendations taken by the STA Board without earlier deadlines or additional administrative burdens.

Project Delivery Policy Goal:

"To protect transportation funding for Solano County projects from being lost to other agencies due to project sponsors failing to meet project delivery deadlines set by funding partner agencies such as the Metropolitan Transportation Commission (MTC), Caltrans, Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Air Quality Management Districts."

This project delivery policy accomplishes this goal in several ways:

1. Provides overburdened project sponsors with clear consequences for failing to meet MTC, Caltrans, and FHWA deadlines.
2. Provides clear decision points for the STA Board to and the TAC
3. Provides a framework to develop project funding alternatives, such as fund swaps and deferment of fund shares, for project sponsors struggling with delivery deadlines.
4. Structures incentives into funding alternatives for projects sponsors who request to exercise these alternatives earlier in the process rather than later. The farther a project is from a

deadline, the easier it is to create more lucrative funding alternatives. The closer a project sponsor is to failing to meet a deadline, funding alternatives become harder to structure and may result in the complete loss of funds from the struggling project sponsor and the county as a whole.

Other funding alternatives generally require another project sponsor to be able to use the struggling project sponsor's funds for a project that can meet the deadlines attached to the fund source.

Project funding alternatives include:

- *Rescope a project into smaller phases or reprogram funding to another project within the same local agency*
This method is preferable to others as it offers the greatest amount of flexibility to shift funding sources and manage project costs, but can only take place earlier in a project's development and early in the funding programming cycle, usually before the fiscal year in which the funding is programmed.
- *Deferment of funding shares to later years or grant cycles*
This method can preserve equity but will delay the delivery of a project. This can only take place if other projects can spend the deferred funds in earlier years. Reprogramming funds in this nature requires early notice. This is essentially a funding swap without an incentive and can take place as late as October or November of any given fiscal year.
- *Funding swaps on sliding scales from \$0.90/\$1.00 to as low as \$0.50/\$1.00 in high-pressure circumstances*
Funding swaps for federal funds in exchange for local funds can keep a smaller project sponsor's project moving and create an incentive for a larger project sponsor to enter into a swap. The longer a project sponsor waits, the worse the return ratio becomes. This creates incentives for both fund swap parties to enter the swap sooner rather than later. This method can take place as late as February or March of any given fiscal year for STP/CMAQ funded projects.
- *Reprogramming of funding without the possibility of the funding returning to the project sponsor*
This method is the default method of ensuring a project's funding stays within the county or region. It is the standard method cited in MTC's Resolution 3606. If a project sponsor is too close to an Obligation Authority critical deadline, this is often the only option remaining. This method is often used between March and May of any given fiscal year.

Programming Policies for New Projects: Schedule Review & Approval

1. Prior to the STA Board recommending or approving funding for a project, the STA's Project Delivery Department must receive a reasonable project delivery schedule describing development milestones including but not limited to environmental clearance, final design, right-of-way clearance, ready to advertise & award, complete construction, and funding obligation request and receipt dates.
 - 1.1. Applicants who do not provide these details will not be recommended by STA project delivery staff for funding approval by the STA Board.

- 1.2. The STA's Technical Advisory Committee (TAC) and Project Delivery Working Group (PDWG) will review and recommend the approval of "reasonable" project delivery schedules to the STA Board as part of project funding decisions.
 - 1.2.1. Standards for reasonable delivery schedules will be developed and recommended by the STA TAC and PDWG for incorporation into this policy document.
 - 1.2.2. Project sponsors will highlight critical review dates regarding reasonable progress towards completing milestones shown in the schedule (e.g., completed field reviews, drafted environmental & technical studies, receipt of agency permits).

Monitoring Policies: Ongoing Schedule & Development Review

2. Based on approved delivery schedules, STA staff will review project delivery progress relative to adopted schedules with the PDWG during regular meetings.
 - 2.1. Issues raised at the PDWG will be forwarded to the STA TAC and STA Board if critical to the success of the project.
 - 2.2. STA staff will recommend project scope and funding alternatives based on "Project Funding Alternative Development" policy discussed below.

STA Delivery Assistance: Strategy & Communication Services

3. STA Project Delivery staff will support member agency projects when in discussions with partner funding and permitting agencies 1) if projects are on schedule and 2) do not have PDWG or TAC member identified delivery issues.
 - 3.1. Issues identified by STA staff not yet reviewed by PDWG and TAC members will be taken into account at the discretion of the STA Director of Projects.
 - 3.2. STA staff project delivery assistance and support includes but is not limited to:
 - 3.2.1. Developing a project delivery schedule and funding strategy with local project sponsors prior to STA PDWG and TAC member review.
 - 3.2.2. Completing Disadvantaged Business Enterprise (DBE) forms for overburdened and smaller agencies.
 - 3.2.3. Scheduling group project field reviews between Caltrans staff and other project stakeholders.
 - 3.2.4. Coordinating communication between MTC, Caltrans and local agencies during critical project delivery milestones & deadlines, such as MTC's Resolution 3606 federal funding obligation request (Feb 1) and obligation (Apr 30) annual deadlines.
 - 3.2.5. Notify project sponsors of changing funding source procedures and deadlines to keep projects on schedule.
 - 3.2.6. Inform project sponsors through STA PDWG meetings and emails regarding project delivery bulletins and information requests from funding agency partners, such as MTC and Caltrans.
 - 3.2.7. Develop extension requests for delayed but feasible priority projects.

Project Funding Alternative Development

1. Relative to funding source decision timing, STA staff will present current project delivery information (e.g., project delivery updates), funding alternatives and programming recommendations to the STA PDWG and TAC, prior to STA Board approval.

1.1. Federal Aid Projects

1.1.1.MTC's Resolution 3606 governs project delivery deadlines for all federal funding shown in the Transportation Improvement Program (TIP) for the Bay Area's federally funded transportation projects. Relative to its delivery deadlines, STA staff will discuss project delivery progress at STA PDWG and TAC meetings two months prior to reaching MTC Reso. 3606 deadlines. The approximate dates of these progress checks are described below:

- 1.1.1.1. Disadvantaged Business Enterprise (DBE) program approval (May – June)
 - 1.1.1.1.1. Failure may lead to rescoping projects or reprogramming funds to later years.
- 1.1.1.2. Field review scheduled (August – October)
 - 1.1.1.2.1. Failure may lead to rescoping projects or deferring funds, if alternative projects are available.
- 1.1.1.3. Environmental Clearance (October – November)
 - 1.1.1.3.1. Failure may lead to rescoping projects, reprogramming funds to other eligible projects, or project funding swaps at \$0.90 to \$1.00.
- 1.1.1.4. Obligation Requests for any phase (November – January)
 - 1.1.1.4.1. Failure may lead to reprogramming funds to other eligible projects, or project funding swaps at less than \$0.90 to \$1.00.
- 1.1.1.5. Authorization/Obligation/E-76 receipt (February – August)
 - 1.1.1.5.1. Failure may lead to reprogramming funds to other eligible projects, project funding swaps at less than \$0.50 to \$1.00, or becoming ineligible for future federal funds pursuant to MTC Reso. 3606.

1.1.2.All federal funding for local transportation projects, including earmarks and Caltrans grant programs, will be tracked by STA Project Delivery Staff with the assistance of PDWG members.

1.2. State funded projects

1.2.1.State Transportation Improvement Program (STIP) projects may mirror federal deadlines if tied to federal funds. Authorization at the state level comes in the form of an "allocation" of state funds from the California Transportation Commission. STA staff monitors project delivery relative to Caltrans Grant Program deadlines and CTC approvals:

- 1.2.1.1. STIP Programming Review (March - April)
 - 1.2.1.1.1. Failure to provide a project schedule that cannot meet a January (Federalized) or April (State-only) allocation request during the prior calendar year between March and April may result in rescoping the project, funding swaps or the reprogramming of funding to other eligible projects.
- 1.2.1.2. State allocation funding requests (November – April)
 - 1.2.1.2.1. Failure to provide a project schedule that meets a January (Federalized) or April (State-only) allocation request will be subject to a funding swap at less than \$0.90 to \$1.00.

1.2.1.2.2. Failure to request an allocation of STIP funding during the fiscal year when funds are programmed will result in a five-year funding delay for the return of these funds to Solano County. STA staff will only recommend the reprogramming of these funds within the next STIP programming period if the project is a priority STA project.

1.3. Regional funding (Bridge Tolls, Air Quality Management District, other regional grants)

1.3.1. These funding sources have quarterly and semi-annual reporting requirements as well as final report performance measure documentation.

1.3.1.1. Failure to provide timely reports may result in becoming ineligible for future funding for a period of one funding cycle, or the reprogramming of funding, if flexibility is available.

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**ONE BAY AREA GRANT (“OBAG”) FUNDING AGREEMENT
BETWEEN
THE SOLANO TRANSPORTATION AUTHORITY
AND
THE CITY OF VALLEJO
FOR THE VALLEJO DOWNTOWN STREETScape PROJECT**

THIS ONE BAY AREA GRANT (OBAG) FUNDING AGREEMENT (“Agreement”) is entered into as of _____, 2013 between the SOLANO TRANSPORTATION AUTHORITY (“STA”), a joint powers authority organized under Government Code section 6500 et seq. consisting of the County of Solano and the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo, and the City of Vallejo ("City"), a municipal corporation. Unless identified, the public agencies may be commonly referred to individually as “Party” or collectively as "Parties”.

RECITALS

WHEREAS, STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency (CMA) for Solano; and

WHEREAS, STA, as the CMA for the Solano area, partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4 and is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities; and

WHEREAS, MTC has established the One Bay Area Grant (OBAG) funding program to integrate the Bay Area region’s federal transportation program with California’s climate law (Senate Bill 375, Steinberg, 2008) and the Sustainability Communities Strategy; and

WHEREAS, MTC has authorized CMAs to program OBAG funds to projects that meet the eligibility requirements of any one of the following six transportation categories: 1) Local Streets and Roads Preservation, 2) Bicycle and Pedestrian Improvements, 3) Transportation for Livable Communities, 4) Safe Routes to Schools, 5) Priority Conservation Areas, and 6) CMA Planning Activities; and

WHEREAS, in order to qualify for OBAG funds, a jurisdiction must have adopted a Complete Streets Policy Resolution or have adopted a general plan that complies with the California Complete Streets Act of 2008 as well have a general plan housing element adopted and certified by the State Department of Housing and Community Development for 2007-14 RHNA prior to January 31, 2013; and

WHEREAS, MTC has established the Project Selection Policies (“Policies”) to govern the use of OBAG funds; and

WHEREAS, STA has issued a Call for Projects in accordance with the Policies and has determined that the City of Vallejo meets the requirements for OBAG Funds.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement, the Parties agree:

Part I **Description of Project**

As part of the Vallejo Downtown Streetscape Project, the Downtown Streetscape – Maine Street Project consists of streetscape improvements on Maine Street between Santa Clara Street and Sacramento Street. Improvements incorporate pedestrian enhancements including traffic calming, restriping, diagonal on-street parking, improved signs, decorative lighting, brick pavers, street furniture, and art.

Part II **Respective Roles and Responsibilities**

A. City’s Role and Responsibilities.

City agrees to deliver the Project as proposed in its submission to STA’s Call for Projects, dated August 22, 2012. City also agrees to meet the requirements of MTC Resolution No. 3606 which governs project delivery deadlines for all federal funding shown in the Transportation Improvement Program (TIP) for the Bay Area’s federally funded transportation projects.

B. STA’s Role and Responsibilities.

STA agrees to provide:

1. Process and approve OBAG funding requests, as appropriate.
2. Assistance with programming and submittal of project Transportation Improvement Program (TIP) listings to MTC.
3. Review project design and monitor implementation of project to ensure it is consistent with OBAG guidelines.

C. Anticipated Schedule.

Time is of the essence with regard to this Project. Due to project funding requirements, the Parties agree to the following schedule:

Actions/Milestones	Date	Duration in Months	Deadlines
STA Board Approval	6/13/2013	0	
OBAG Planning	6/13/2013	0	

Requirements Met			
TIP Programming	8/1/2013	2	
Request PE Authorization	8/13/2013	0	
Receive PE Authorization	9/13/2013	0	
Field Review	10/13/2013	2	
Federal Environmental Type		CE	CE
Technical Reports to Caltrans		0	Complete
Environmental Circulation/Permits		0	Complete
Environmental Adopted	12/15/2008	0	CE Approved 12/15/2008
Request PS&E Authorization	12/13/2013	2	
Receive PS&E Authorization	1/13/2014	1	
Final Design	7/13/2014	6	
Request ROW Authorization	8/13/2014	1	
Receive ROW Authorization	9/14/2014	1	
Need ROW Acquisition		NO	
Need Utilities Relocation		NO	
ROW Certification	10/13/2014	1	
Request CON Authorization	11/13/2014	1	
Receive CON Authorization	1/13/2015	2	
Advertise Date	1/13/2015	0	
Contract Award Date	3/13/2015	2	
Project Completion	10/13/2015	7	
Project Closeout	12/13/2015	2	

As outlined in STA's project delivery policies, failure to adhere to this project delivery schedule may result in rescoping the project, funding swaps or reprogramming of funding to other eligible projects

D. Mutual Responsibilities.

1. Parties agree to abide by MTC Resolution No. 4035, incorporated into this Agreement as Exhibit A by this reference, and its implementing instructions, as provided by MTC during the term of this Project.
2. The Parties agree to communicate information in a timely format and provide direction as needed so as to not impact the Project Schedule. To the extent that any Party is not

performing its duties under this Agreement in such a manner as to impact either the schedule and/or Project funding, the Parties agree to meet and confer to resolve any dispute.

Part III **Funding**

STA has programmed OBAG Funds in the amount of \$1,095,000 in FY 2014-15 for this Project.

Part IV **General Terms and Conditions**

A. Term of Agreement

This Agreement shall remain in effect through the filing of the Notice of Completion on the Project or the completion of the reimbursement by City, whichever is later, unless it is terminated or amended earlier as stipulated in this Agreement. This Agreement may also be terminated due to Project funding shortfalls or other unforeseen event(s), as mutually agreed to by the Parties. In the event of loss of funding, the Parties agree to work collaboratively to redirect the Project funds or other OBAG projects eligible for such funding.

B. Indemnification

1. STA to indemnify City

STA agrees to indemnify, defend, protect, hold harmless, and release City, its elected bodies, agents, officers and employees (collectively referred to in this paragraph as 'City'), from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of STA. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

At its sole discretion, City may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve STA of any obligation imposed by this Section. City shall notify STA within thirty (30) days of any claim, action or proceeding and cooperate fully in the defense. Notwithstanding the foregoing, City's failure to notify STA within said thirty (30) day time limit shall not relieve STA of any obligation imposed by this Section unless STA has been actually prejudiced by such delay.

2. City to indemnify STA

City agrees to indemnify, defend, protect, hold harmless, and release the STA, its elected bodies, agents, officers and employees (collectively referred to in this paragraph as 'STA') from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of City. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

At its sole discretion, STA may participate at its own expense in the defense of any such claim, action or proceeding, but such participation shall not relieve City of any obligation imposed by this Section. STA shall notify City within thirty (30) days of any claim, action or proceeding and cooperate fully in the defense. Notwithstanding the foregoing, STA's failure to notify City within said thirty (30) day time limit shall not relieve City of any obligation imposed by this Section unless City has been actually prejudiced by such delay.

3. Each Party to defend itself for concurrent claims

STA agrees to defend itself, and City agrees to defend itself, from any claim, action or proceeding arising out of the negligent act or omission or willful misconduct of STA and City in the performance of this Agreement. In such cases, STA and City agree to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in subparagraph 5 below.

4. Joint Defense

Notwithstanding subparagraph 3 above, in cases where STA and City agree in writing to a joint defense, STA and City may appoint joint defense counsel to defend the claim, action or proceeding arising out of the negligent act or omission or willful misconduct of City and STA in the performance of this Agreement. Joint defense counsel shall be selected by mutual agreement of STA and City. STA and City agree to share the costs of such joint defense and any agreed settlement in equal amounts, except as provided in subparagraph 5 below. STA and City further agree that neither Party may bind the other to a settlement agreement without the written consent of both STA and City.

5. Reimbursement and/or Reallocation

Where a trial verdict or arbitration award allocates or determines the comparative fault of the Parties, STA and City may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments and awards, consistent with such comparative fault.

C. Insurance

1. Each Party agrees to maintain its status as a legally self-insured public entity for general, auto and professional liability insurance coverage with limits of no less than \$1,000,000 per occurrence and no less than twenty-five million dollars (\$25,000,000) aggregate. Each Party's insurance will be considered primary for all claims arising out of acts of that Party. Each Party agrees to endorse the other Party, its officials, employees and agents, using standard ISO endorsement No. CG2010 or its equivalent for general liability coverage. Each Party also agrees to require all consultant, contractors and subcontractors engaged to work on this Project to name the other Party as an additional insured as well.

2. Each Party will maintain Workers' Compensation as required by law for all its employees with limits not less than \$1,000,000 per occurrence. Neither Party's insurance shall be called upon to satisfy any claim for workers' compensation filed by an employee of the other Party. Each Party will provide the other with a Waiver of Subrogation endorsement for Workers Compensation. Each Party also agrees to require all consultants, contractors and subcontractors engaged to work on this Project to carry the same Workers Compensation insurance limits and endorsements.

3. Each Party will require all consultants, contractors, and subcontractors engaged to work on this Project to carry insurance in levels commensurate with the exposure of the respective work provided by the consultant, contractor or subcontractor.

D. No Waiver

The waiver by any Party of any breach or violation of any requirement of this Agreement shall not be deemed a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

E. Assignability

No Party to this Agreement shall assign or transfer any interest nor performing any duties or obligations, without the prior written consent of the other Parties, and any attempt by a Party to so assign or transfer this Agreement or any rights, duties or obligations arising shall be void and of no effect.

F. Governing Law and Venue

The construction and interpretation of this Agreement and the rights and duties of the Parties shall be governed by the laws of California with venue residing in Solano County.

G. Force Majeure

No Party shall be liable or deemed in default for any delay or failure in performance under this Agreement or for any interruption of services, directly or indirectly, from acts of god, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of the Party.

H. Notices

All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that a Party desires to give to the other Parties shall be addressed to the other Parties at the addresses set forth below. A Party may change its address by notifying the other Parties of the change of address. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

SOLANO TRANSPORTATION
AUTHORITY
Janet Adams, Director of Projects
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

CITY OF VALLEJO
David Kleinschmidt, Director of Public Works
City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590

I. Subcontracts

Within the funds allocated by the Parties under this Agreement, any Party may be authorized to contract for any and all of the tasks necessary to undertake the projects or studies contemplated by this Agreement. Agencies must follow federal procedures in selecting consultants.

J. Prior Agreements and Amendments

This Agreement represents the entire agreement of the Parties regarding the matter described, and no representation, warranties, inducements or oral agreements have been made by the Parties except as expressly set forth in this Agreement. This Agreement may only be modified by a written amendment duly executed by the Parties.

K. Severability

If any provision or portion of this Agreement is found by any court of competent jurisdiction to be unenforceable or invalid such provision shall be severable and shall not impair the enforceability of any other provision of this Agreement.

L. Compliance with all Laws

The Parties shall observe and comply with all federal, state and local laws, ordinances, and codes including those of the Federal Highway Administration (FHWA) and Federal Transit Authority (FTA).

M. Non-Discrimination Clause

1. During performing this Agreement, the Parties and their subcontractors shall deny no benefits or privileges to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. The Parties shall comply with Title VI of the Civil Rights Act of 1964, the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated under it (Title 2, California Code of Regulations, section 7285.0, et seq.), Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement the foregoing, as such statutes and regulations may be amended from time to time.

N. Access to Records and Retention

All Parties, acting through their duly authorized representative, and any federal or state grantor agency providing all or part of the funding associated with this Agreement, the State Controller, the Comptroller General of the United States, and the duly authorized representatives of the Parties, shall have access to any books, documents, papers and records of any Party directly pertinent to the matter of this Agreement to make audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, the Parties shall maintain all required records for three years after final payment for any work associated with this Agreement, or after all pending matters are closed, whichever is later.

This Agreement was executed by the Parties on the day and year first written above.

SOLANO TRANSPORTATION AUTHORITY

By: _____
Daryl K. Halls, Executive Director

By: _____
STA Legal Counsel

CITY OF VALLEJO

By: _____
Daniel Keen, City Manager

By: _____
City Attorney

Draft

**ONE BAY AREA GRANT (“OBAG”) FUNDING AGREEMENT
BETWEEN
THE SOLANO TRANSPORTATION AUTHORITY
AND
THE CITY OF VACAVILLE
FOR THE ALLISON PRIORITY DEVELOPMENT AREA (PDA)
BIKE/PEDESTRIAN IMPROVEMENTS PROJECT**

THIS ONE BAY AREA GRANT (OBAG) FUNDING AGREEMENT (“Agreement”) is entered into as of _____, 2013 between the SOLANO TRANSPORTATION AUTHORITY (“STA”), a joint powers authority organized under Government Code section 6500 et seq. consisting of the County of Solano and the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville and Vallejo, and the City of Vacaville ("City"), a municipal corporation. Unless identified, the public agencies may be commonly referred to individually as “Party” or collectively as "Parties”.

RECITALS

WHEREAS, STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency (CMA) for Solano; and

WHEREAS, STA, as the CMA for the Solano area, partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4 and is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities; and

WHEREAS, MTC has established the One Bay Area Grant (OBAG) funding program to integrate the Bay Area region’s federal transportation program with California’s climate law (Senate Bill 375, Steinberg, 2008) and the Sustainability Communities Strategy; and

WHEREAS, MTC has authorized CMAs to program OBAG funds to projects that meet the eligibility requirements of any one of the following six transportation categories: 1) Local Streets and Roads Preservation, 2) Bicycle and Pedestrian Improvements, 3) Transportation for Livable Communities, 4) Safe Routes to Schools, 5) Priority Conservation Areas, and 6) CMA Planning Activities; and

WHEREAS, in order to qualify for OBAG funds, a jurisdiction must have adopted a Complete Streets Policy Resolution or have adopted a general plan that complies with the California Complete Streets Act of 2008 as well have a general plan housing element adopted and certified by the State Department of Housing and Community Development for 2007-14 RHNA prior to January 31, 2013; and

WHEREAS, MTC has established the Project Selection Policies (“Policies”) to govern the use of OBAG funds; and

WHEREAS, STA has issued a Call for Projects in accordance with the Policies and has determined that THE City of Vacaville meets the requirements for OBAG Funds.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement, the Parties agree:

Part I
Description of Project

This project consists of bike and pedestrian improvements within or serving the Allison Priority Development Area at three locations: 1) Allison Drive Sidewalk (East Side) - construct a 7-foot wide sidewalk and 20-foot wide landscape buffer along the east side of Allison Drive from the Vacaville Transportation Center Entrance (across from Travis Way) to Nut Tree Parkway. Also install a marquee sign at the corner of Nut Tree Parkway and Allison Drive. 2) Allison Drive Bike Path (West Side) - construct a 10-foot wide Class 1 bike path on the west side of Allison Drive between Ulatis Creek and Ulatis Drive.

Part II
Respective Roles and Responsibilities

A. City’s Role and Responsibilities.

City agrees to deliver the Project as proposed in its submission to STA’s Call for Projects, dated August 22, 2012. City also agrees to meet the requirements of MTC Resolution No. 3606 which governs project delivery deadlines for all federal funding shown in the Transportation Improvement Program (TIP) for the Bay Area’s federally funded transportation projects.

B. STA’s Role and Responsibilities.

STA agrees to provide:

1. Process and approve OBAG funding requests, as appropriate.
2. Assistance with programming and submittal of project Transportation Improvement Program (TIP) listings to MTC.
3. Review project design and monitor implement of project to ensure it is consistent with OBAG guidelines.

C. Anticipated Schedule.

Time is of the essence with regard to this Project. Due to project funding requirements, the Parties agree to the following schedule:

Actions/Milestones	Date	Duration in Months	Deadlines
STA Board Approval	3/13/2013	0	Complete

O BAG Planning Requirements Met	9/13/2013	6	
TIP Programming	11/13/2013	2	
Request PE Authorization	12/1/2013	0	
Receive PE Authorization	1/1/2014	1	
Field Review	3/1/2014	1	
Federal Environmental Type		CE	CE
Technical Reports to Caltrans	6/1/2014	3	
Environmental Circulation/Permits	8/1/2014	2	
Environmental Adopted	10/1/2014	2	
Request PS&E Authorization	10/1/2014	0	
Receive PS&E Authorization	11/1/2014	1	
Final Design	5/1/2015	6	
Request ROW Authorization	2/1/2015	0	Deadline for E-76
Receive ROW Authorization	3/1/2015	1	
Need ROW Acquisition		Yes	
Need Utilities Relocation		No	
ROW Certification	1/1/2016	10	Deadline for E-76
Request CON Authorization	2/1/2016	1	
Receive CON Authorization	4/1/2016	2	
Advertise Date	4/15/2016	1	
Contract Award Date	6/1/2016	1.5	
Project Completion	10/1/2016	4	
Project Closeout	1/1/2017	3	

As outlined in STA's project delivery policies, failure to adhere to this project delivery schedule may result in rescoping the project, funding swaps or reprogramming of funding to other eligible projects

D. Mutual Responsibilities.

1. Parties agree to abide by MTC Resolution No. 4035, incorporated into this Agreement as Exhibit A by this reference, and its implementing instructions, as provided by MTC during the term of this Project.
2. The Parties agree to communicate information in a timely format and provide direction as needed so as to not impact the Project Schedule. To the extent that any Party is not performing its duties under this Agreement in such a manner as to impact either the

schedule and/or Project funding, the Parties agree to meet and confer to resolve any dispute.

Part III **Funding**

STA has programmed OBAG Funds in the amount of \$450,000 in FY 2015-16 for this Project.

Part IV **General Terms and Conditions**

A. Term of Agreement

This Agreement shall remain in effect through the filing of the Notice of Completion on the Project or the completion of the reimbursement by City, whichever is later, unless it is terminated or amended earlier as stipulated in this Agreement. This Agreement may also be terminated due to Project funding shortfalls or other unforeseen event(s), as mutually agreed to by the Parties. In the event of loss of funding, the Parties agree to work collaboratively to redirect the Project funds or other OBAG projects eligible for such funding.

B. Indemnification

1. STA to indemnify City

STA agrees to indemnify, defend, protect, hold harmless, and release City, its elected bodies, agents, officers and employees (collectively referred to in this paragraph as 'City'), from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of STA. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

At its sole discretion, City may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve STA of any obligation imposed by this Section. City shall notify STA within thirty (30) days of any claim, action or proceeding and cooperate fully in the defense. Notwithstanding the foregoing, City's failure to notify STA within said thirty (30) day time limit shall not relieve STA of any obligation imposed by this Section unless STA has been actually prejudiced by such delay.

2. City to indemnify STA

City agrees to indemnify, defend, protect, hold harmless, and release the STA, its elected bodies, agents, officers and employees (collectively referred to in this paragraph as 'STA') from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of City. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

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3. Each Party to defend itself for concurrent claims

STA agrees to defend itself, and City agrees to defend itself, from any claim, action or proceeding arising out of the negligent act or omission or willful misconduct of STA and City in the performance of this Agreement. In such cases, STA and City agree to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in subparagraph 5 below.

4. Joint Defense

Notwithstanding subparagraph 3 above, in cases where STA and City agree in writing to a joint defense, STA and City may appoint joint defense counsel to defend the claim, action or proceeding arising out of the negligent act or omission or willful misconduct of City and STA in the performance of this Agreement. Joint defense counsel shall be selected by mutual agreement of STA and City. STA and City agree to share the costs of such joint defense and any agreed settlement in equal amounts, except as provided in subparagraph 5 below. STA and City further agree that neither Party may bind the other to a settlement agreement without the written consent of both STA and City.

5. Reimbursement and/or Reallocation

Where a trial verdict or arbitration award allocates or determines the comparative fault of the Parties, STA and City may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments and awards, consistent with such comparative fault.

C. Insurance

1. Each Party agrees to maintain its status as a legally self-insured public entity for general, auto and professional liability insurance coverage with limits of no less than \$1,000,000 per occurrence and no less than twenty-five million dollars (\$25,000,000) aggregate. Each Party's insurance will be considered primary for all claims arising out of acts of that Party. Each Party agrees to endorse the other Party, its officials, employees and agents, using standard ISO endorsement No. CG2010 or its equivalent for general liability coverage. Each Party also agrees to require all consultant, contractors and subcontractors engaged to work on this Project to name the other Party as an additional insured as well.

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SOLANO TRANSPORTATION
AUTHORITY
Janet Adams, Director of Projects
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

CITY OF VACAVILLE
Shawn Cunningham, Director of Public Works
City of Vacaville
650 Merchant Street
Vacaville, CA 95688

I. Subcontracts

Within the funds allocated by the Parties under this Agreement, any Party may be authorized to contract for any and all of the tasks necessary to undertake the projects or studies contemplated by this Agreement. Agencies must follow federal procedures in selecting consultants.

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This Agreement represents the entire agreement of the Parties regarding the matter described, and no representation, warranties, inducements or oral agreements have been made by the Parties except as expressly set forth in this Agreement. This Agreement may only be modified by a written amendment duly executed by the Parties.

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1. During performing this Agreement, the Parties and their subcontractors shall deny no benefits or privileges to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex or sexual orientation. Each Party shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

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All Parties, acting through their duly authorized representative, and any federal or state grantor agency providing all or part of the funding associated with this Agreement, the State Controller, the Comptroller General of the United States, and the duly authorized representatives of the Parties, shall have access to any books, documents, papers and records of any Party directly pertinent to the matter of this Agreement to make audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, the Parties shall maintain all required records for three years after final payment for any work associated with this Agreement, or after all pending matters are closed, whichever is later.

This Agreement was executed by the Parties on the day and year first written above.

SOLANO TRANSPORTATION AUTHORITY

By: _____
Daryl K. Halls, Executive Director

By: _____
STA Legal Counsel

CITY OF VACAVILLE

By: _____
Laura Kuhn, City Manager

By: _____
City Attorney

Draft



DATE: June 3, 2013
TO: STA Board
FROM: Jayne Bauer, Marketing and Legislative Program Manager
RE: Legislative Update

Background:

Each year, STA staff monitors state and federal legislation that pertains directly to transportation and related issues. On March 13, 2013, the STA Board approved its amended 2013 Legislative Priorities and Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2013. Monthly legislative updates have been provided by STA's State and Federal lobbyists for your information (Attachments A and B). A Legislative Bill Matrix listing state bills of interest is available at <http://www.sta.ca.gov/Content/10051/LegislativeAdvocacy.html>. A Federal Funding Matrix is included as Attachment C.

Discussion:

Staff is working with STA's federal lobbyist, Susan Lent of Akin Gump, to coordinate meetings June 17-20th in Washington DC with Solano County's federal legislative representatives and with key federal agency staff. The strategy will focus on the following as they align with STA's Federal legislative priorities (Attachment E):

1. Monitor the Department of Transportation's Implementation of Moving Ahead for Progress in the 21st Century (MAP-21) and Comment on Proposed Regulations and Policies
2. Identify and Advocate for Grant Opportunities
3. Reauthorization of MAP-21
4. Support of Solano County TIGER 2013 project priority.

Meetings are being scheduled with the following:

Senator Dianne Feinstein
Senator Barbara Boxer
Congressman John Garamendi
Congressman Mike Thompson
Majority Staff, House Committee on Transportation and Infrastructure
Minority Staff, House Committee on Transportation and Infrastructure
Majority Staff, Senate Committee on Environment and Public Works (Highway program issues)
Majority Staff, Senate Committee on Banking, Housing and Urban Affairs (Transit issues)
Federal Transit Administrator, Federal Transit Administration (P3 projects)

TIGER 2013 Grant Funding

U.S. DOT announced the availability of \$474 million for the TIGER 2013 program, with applications due to U.S. DOT on June 3, 2013. For non-rural areas, grant requests must be between \$10 and \$200 million, and \$1 to \$10 million for rural areas.

STA staff and Susan Lent worked closely with the City of Fairfield to coordinate the application and all the required letters of support for the Fairfield/Vacaville Intermodal Station project, which was submitted on June 1st for a \$9M rural area set-aside. A decision is expected as soon as late August according to staff from DOT that reviews all of the TIGER applications.

Fiscal Impact:

None.

Recommendation:

Informational.

Attachments:

- A. Shaw/Yoder/Antwih State Legislative Update
- B. Akin Gump Federal Legislative Update
- C. Federal Funding Matrix



SHAW/YODER/ANTWIH, *inc.*

LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

May 29, 2013

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Partner
Shaw / Yoder / Antwih, Inc.

RE: **STATE LEGISLATIVE UPDATE – May 2013**

Since our last report, legislative deadlines have required all bills with a fiscal implication to pass out of their respective Appropriations Committee, or they will be designated a “two-year” bill. And, as of this writing, the House of Origin deadline looms, meaning all bills must pass out of their respective House before Friday, May 31, or similarly risk becoming two-year bills, which cannot be taken up again until January of 2014.

Thus, there is a rush right now to move thousands of bills; by early next week we will obtain a much clearer picture of which bills are truly viable as 2013 measures, and which have taken a back seat.

In the meantime, the other major recent development was the release of the Governor’s “May Revision” to the state budget for 2013-14 which he originally unveiled in January. We briefed your staff on key elements of the proposal, although none are very substantive from a transportation perspective.

Finally, we’ve been working to address your key legislative priorities. These items and activities are discussed in more detail below.

May Revision to 2013-14 State Budget: Minimal Transportation Impact

On May 14 Governor Brown released his May Revise spending plan for the 2013-14 state budget, with lower-than-anticipated projections of increased state revenue. The Governor projected that revenue in the current fiscal year will be nearly \$2.8 billion higher than originally projected but that revenue in the next fiscal year will be roughly \$1.8 billion lower than projected earlier this year. In the weeks leading up to the budget revision, speculation mounted that the Governor would build a rosier projection into his May Revise proposal, and take advantage of \$4.5 billion that rolled into state coffers unexpectedly this spring.

However, the Governor justified his more conservative projections by predicting that economic growth will be slower than previously thought because of federal spending cuts and a higher payroll tax on workers. The Governor also assumes that the spring revenue spike was partly due

to wealthy taxpayers taking more income in 2012 in anticipation of federal tax changes. That means the state potentially would receive lower tax revenues in 2013-14 than Brown previously expected.

The May Revise reports that approximately 13 percent of annual state transportation revenue will continue to be dedicated to offsetting debt service costs, which are expected to grow to over \$1 billion in 2013-14.

The May Revise does not contain substantial new changes for or threats to transportation programs. Following are the key transportation elements:

- Reduces Caltrans capital outlay support staffing by \$36.3 million (including a reduction of 184 Caltrans positions in engineering, design, and construction oversight) to reflect reduced workload from the wind-down of Proposition 1B and the American Recovery and Reinvestment Act funds for transportation projections.
- Expands the Caltrans zero-based budgeting effort to equipment and stormwater programs.
- Increases \$18.6 million for AMTRAK operating expenses to reflect the federal requirement that short distance service become entirely state supported.

Cap and Trade Funding

The May Revise proposal does suggest a \$500 million loan to the General Fund from allowance revenues generated under the Air Resources Board's Cap and Trade system, funds that were otherwise expected to be invested in such programs as clean local transit and other transportation and land-use projects and services. The Governor's January budget identified \$500 million for General Fund relief, but did not specify that this would be a loan.

The Governor contends that loaning these proceeds will not interfere with the objectives of the three-year investment plan or AB 32 because it is short-term and the monies will be repaid with interest when necessary to meet the needs of the Fund. However, it is unclear when the loan will be repaid. Legislative budget subcommittees are considering adding loan repayment terms, as well as some allocation of funds for actual investment in the budget year.

The May Revise proposes to delay any additional appropriations of Cap and Trade funding until the January 2014-15 budget.

In the meantime, the Department of Finance and Air Resources Board released a separate document providing the final Cap and Trade Investment Plan for FY 2013-14 through 2015-16, as required by law. Similar to an earlier draft plan released in April, the Plan prioritizes Sustainable Communities & Clean Transportation, including:

- Sustainable Communities Strategies Implementation, such as: rail modernization and system integration (including high-speed rail); public transit with connectivity to rail; expanded transit and ridership programs; infrastructure; livable communities; transit-oriented development; and, active transportation programs.
- Development and implementation of plans for Sustainable Communities Strategies (e.g., local sustainable communities strategies, and general and specific plans to implement an SCS).

- Low-carbon freight equipment and zero-emission passenger transportation; plus necessary fueling/charging infrastructure.

The full investment plan can be found here –

http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/final_investment_plan.pdf

While the combined impact of these two Administration proposals is probably “hurry up and wait” – relative to Cap and Trade funding for transportation programs in the budget year – a coalition of local and regional governments, transportation planning and transit agencies, AQMDs, environmental groups and others continues working towards setting up a policy structure to support eventual appropriations that make sense for local transportation programs.

Bills of Interest

1. **AB 453 (Mullin)** would have authorized a transportation planning agency that is designated as a metropolitan planning organization to impose a transactions and use tax at a rate of no more than 0.5% for purposes of funding certain aspects of a sustainable communities program. The funds would have been dispersed amongst these various programs, such as affordable housing and parks & open space, with little to no input from local boards like yours.

The STA board Opposed the bill, which failed legislative deadlines. The bill is thus dead for the year.

2. **AB 574 (Lowenthal)** creates the Sustainable Communities Infrastructure Program, a structure to allow regional and local control over expenditure of Cap and Trade allowance revenues from the fuels sector on local, clean transportation and land-use programs. As described above, the Governor proposed no appropriations for Cap and Trade programs in the budget year; thus, this and other measures that would set up various Cap and Trade expenditure programs have been made two-year bills.

The STA board determined to Support this effort.

3. **AB 935 (Frazier)** expands the membership of the WETA board of directors from five to seven members to include two additional appointments, one by the Senate Committee on Rules, and one by the Speaker of the Assembly. Current law requires that all of the appointed members are residents of a Bay Area county, with three appointments made by the Governor, and one each by the Senate and Assembly.

As originally introduced, the bill would have required that two of the three gubernatorial appointments be residents from Contra Costa County and San Mateo County. We lobbied the author to accept amendments that add Solano County, and make the Solano Transportation Authority the entity for submitting three names from Solano County to the Governor; the bill now requires that the Governor select each of his appointees from a list of three nominees submitted by the transportation authority in each of the three respective counties.

The STA board has now adopted a full Support position on the bill, modifying its earlier Support if Amended position. The bill has passed the Assembly and awaits its first policy hearing in the Senate.

In the meantime, we understand the bill faces concerns from other Bay Area counties, as well as concerns in the Governor's Office. We are working with these parties to address all concerns in the Senate, and to ensure that Solano County retains a seat on the WETA board.

4. **SB 791 (Wyland)** would require the legislature to approve, by a two-thirds vote, any adjustments to the motor vehicle fuel tax (excise tax). If enacted, this bill would have gutted a key provision of the "Gas Tax Swap."

Per the Board's direction, we lobbied in opposition to the bill. The bill was not even heard in its first policy committee, and given the outpouring of opposition from a variety of local government and transportation interests, it was made a two-year bill.

5. **SCA 4 (Liu) & SCA 8 (Corbett)** are constitutional amendments that would lower local vote thresholds for tax measures that support transportation programs.

The STA board Supports these bills. Neither has moved since our last report to you, and we expect no substantive progress on the issue this year.

M E M O R A N D U M

May 29, 2013

To: Solano Transportation Authority
From: Akin Gump Strauss Hauer & Feld LLP
Re: May Report

During the month of May we assisted STA staff with developing a strategy for pursuing a TIGER grant for the Fairfield/Vacaville Intermodal Station, planning for D.C. meetings in June, identifying federal grant opportunities and advising on developments in Congress and at the Department of Transportation that are of interest to STA.

Fiscal Year 2014 Appropriations

The House Appropriations Committee began work on the fiscal year 2014 appropriations bills in May. The Committee approved the homeland security and military construction bills before the Memorial Day Recess. The Senate Appropriations Committee is expected to mark-up those bills in June with floor consideration anticipated later this summer. The timing on the transportation appropriations bills is not clear. The House Appropriations Committee is likely to consider defense and agricultural spending in June and then consider other bills. The most controversial bills, such as Health and Human Services-Education and Financial Services, are unlikely to move out of Committee. The Senate is likely to follow a similar agenda and bring up the least controversial bills first to reduce the possibility of political riders being added on the Senate floor.

Because of the wide discrepancy between the Senate Budget Resolution (which proposes \$1.058 trillion in spending and does not address sequestration) and the House Budget Resolution (which proposes \$967 billion in spending and would make significant reductions in federal spending), it appears unlikely that most of the spending bills will be enacted, and more likely that the federal government again will be funded by continuing resolution.

Secretary of Transportation

The Senate Commerce Committee held a hearing on the nomination of Charlotte Mayor Anthony Foxx for Transportation Secretary on May 22. During the hearing, Foxx assured the Committee that he is experienced with moving transportation projects forward in times of economic constraint. He noted that during his term as mayor, Charlotte's tax revenue dropped by \$200 million and that he did not propose a tax increase to cover the shortfall. He endorsed continued federal spending for transportation infrastructure, including the TIGER grant program and creation of an infrastructure bank. Foxx stated that he supports public-private partnerships and

alternative finance, but that private investment cannot address all of the need for infrastructure spending and he urged Congress to work toward a longer-term reauthorization of the surface transportation bill. Foxx's nomination has not been met with any significant opposition, so a vote on the nomination can be expected after Congress returns from the Memorial Day recess.

Permitting

On May 17, President Barack Obama issued an executive memorandum instructing federal regulators to develop a plan for streamline permitting for federally-funded infrastructure projects within 120 days. The memo established a steering committee that will include representatives from Office of Management and Budget's Office of Information and Regulatory Affairs, and the Council on Environmental Quality, which will work in collaboration with DOT, and other departments and agencies, to draft a plan for determining how to expedite the review of federal projects, including as roadways, bridges, railroads, and transit. The memo states that the federal government should review permitting of infrastructure projects to reduce aggregate timelines for major infrastructure projects by half and also improve outcomes for communities and the environment by institutionalizing these best-management practices.

Congressional Public Transportation Caucus

On May 23, Representatives Daniel Lipinski (D-IL), a member of the House Transportation and Infrastructure Committee, and Michael Grimm (R-NY) announced the organization of a new Congressional Public Transportation Caucus. The Caucus is expected to provide a forum for members of Congress to engage in constructive dialogue on the challenges and needs of mass transit agencies as increasing ridership and decreasing funding are putting unprecedented pressure on public transportation systems. The co-chairs will circulate a letter following the recess, asking members to join.

Legislation Introduced

On May 22, Rep. John Delaney (D-MD) introduced legislation to provide \$50 billion in finance that could be leveraged to \$750 billion for infrastructure projects. Under *The Partnership to Build America Act* (H.R. 2084), a fund will be capitalized by the sale of 50-year bonds that would pay a one percent interest rate. U.S. corporations will be permitted to repatriate a certain dollar amount, determined by auction, in overseas earnings tax-free for every \$1 they invest in the bonds. The fund will then provide loans or loan guarantees to states and municipalities to finance transportation, energy, communications, water, and education infrastructure projects. The bill was referred to the House Transportation and Infrastructure Committee with subsequent referral to the House Ways and Means Committee. It has 16 bipartisan cosponsors, including

one member of the House T&I Committee, Randy Davies (R-IL). Responding to questions from reporters, House T&I Committee Chairman Bill Shuster stated that he is “looking at the bill.”

Sen. Rand Paul (R-KY) also introduced a bill (S. 911) to use repatriated capital taxed at a rate of 5 percent, rather than 35 percent, to fund infrastructure projects. Revenue from the Emergency Transportation Safety Fund would be used to rebuild infrastructure projects selected by the Secretary of Transportation under criteria established under the bill. The criteria would include: 1) whether the project is part of the interstate highway system; 2) whether the project is a road or bridge closed for safety reasons; 3) the impact of the project on interstate commerce; 4) the volume of traffic affected by the project; and 5) the overall value of the project or entity. The bill was referred to the Senate Committee on Finance. There are no cosponsors.

On May 23, Rep. Ken Calvert (R-CA) introduced legislation (*The Reducing Environmental Barriers to Unified Infrastructure and Land Development (REBUILD) Act*, H.R. 2094) which would allow states to enter into a memorandum of understanding with a federal agency, including DOT, to assume the NEPA review responsibility of that agency for a particular project. Under the REBUILD Act, states would still be required to uphold the same NEPA standards or greater. By assuming these responsibilities, states could integrate NEPA compliance into their own approval process, which would streamline construction timelines and eliminate redundant federal reviews. The streamlined process is based on a pilot program created in SAFETEA-LU (23 USC 327) that allowed a limited number of states to take on the task of ensuring NEPA compliance for highway projects. For those pilot projects, the length of time to complete a project review was reduced by an average of 17 months.

The Safe Highways and Infrastructure Preservation Act (S. 880/H.R.1906) was introduced on May 7 by Sen. Frank Lautenberg (D-NJ) and Rep. Jim McGovern (D-MA). The bills would extend the existing federal truck size and weight limits that apply on the Interstate Highway System (approximately 44,000 miles) to the entire National Highway System (about 220,000 miles). Trucks would be limited to 80,000 pounds and maximum length of 53 feet for tractor-trailer trucks operating on the entire NHS. The bill will also expand the current prohibition of triple-tractor trailer operations on interstates to apply to the broader NHS. Additional restrictions on truck size and weight were rejected during consideration of MAP-21.

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Fund Source	Application Contact	Eligibility	Amount Available	Deadlines	Program Description	Proposed Submittal	Staff Contact
TIGER V Discretionary Grant*	Department of Transportation Office of Secretary - Howard Hill (202-366-0301) TIGERGrants@dot.gov	State, local government authorities, transit agencies, MPOs, others	\$473 million	06/03/13	Projects that are eligible for TIGER Discretionary Grants include, but are not limited to: (1) Highway or bridge projects eligible under title 23, United States Code; (2) public transportation projects eligible under chapter 53 of title 49, United States Code; (3) freight rail transportation projects; and (4) passenger rail projects; and (5) marine port infrastructure investments. The FY 2013 Appropriations Act specifies that TIGER Discretionary Grants may be not less than \$10 million (except in rural areas) and not greater than \$200 million. No more than 25% awarded to a single State. Minimum of \$120 million awarded in rural areas. Funds can be used for up to 80% of project costs; priority given to projects for which Federal funding is required to complete an overall financing package and projects can increase their competitiveness by demonstrating significant non-Federal contributions. Only available for obligation through September 30, 2014. Projects compete on the merits of the medium to long-term impacts of the projects themselves (not just job creation).	\$9M Fairfield/Vacaville Intermodal Station STA co-sponsor with Vacaville and CCJPA <i>(applied for \$12M in TIGER III and IV – not awarded)</i>	Steve Hartwig
National Clean Diesel Funding Assistance Program (DERA)	Environmental Protection Agency	U.S. regional, state, local or tribal agencies/consortia or port authorities with jurisdiction over transportation or air quality; School districts, municipalities, metropolitan planning organizations (MPOs), cities and counties	\$9 million	06/25/13	Funds awarded under this program cannot be used to fund emissions reductions mandated under Federal law. Equipment used for testing emissions or for fueling infrastructure is not eligible for funding. Buses, medium or heavy duty trucks, marine engines and locomotives may qualify for funding. Non-road engines or vehicles used in construction, cargo handling (including at a port or airport), agriculture, mining or energy production (including stationary generators and pumps) also qualify. Grant funds may be used for clean diesel projects that use: <ul style="list-style-type: none"> • Retrofit technologies that are verified or certified by either EPA or CARB • Idle-reduction technologies that are EPA verified • Aerodynamic technologies and low rolling resistance tires that are EPA verified • Early replacement and repower with certified engine configurations (incremental costs only) 		

Fund Source	Application Contact	Eligibility	Amount Available	Deadlines	Program Description	Proposed Submittal	Staff Contact
Building Blocks for Sustainable Communities	EPA - Kevin Nelson(nelson.kevin@epa.gov, 202-566-2835).	Local, county, or tribal government	N/A	Requests for Letters of Interest expected Fall 2013	This technical assistance will help selected local and/or tribal governments to implement development approaches that protect the environment, improve public health, create jobs, expand economic opportunity, and improve overall quality of life. The purpose of delivering these tools is to stimulate a discussion about growth and development, strengthen local capacity to implement sustainable communities approaches, and provide ideas on how to change local policies and procedures to make communities more economically and environmentally sustainable. Assistance will be provided through presentations, meetings with community stakeholders, and/or activities that strive to relay to participants the impacts of the community's development policies. Communities select from 10 tools: (1) Walking Audits Tool; (2) Parking Audits; (3) Sustainable Design and Development; (4) Smart Growth Zoning Codes for Small Cities and Rural Areas; (5) Green Building Toolkit; (6) Using Smart Growth to Produce Fiscal and Economic Health; (7) Complete Streets; (8) Preferred Growth Areas; (9) Creating a Green Streets Strategy; and (10) Linking Water Quality and Land Use.		
Economic Development Assistance Programs - Public Works and Economic Development Facilities Program	Department of Commerce Economic Development Administration	District Organizations; Indian Tribe or a consortiums; State, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; consortiums of or institutions of higher education; or public or private non-profit organizations or associations	FY2013: \$111 million (30 percent for cycle 1; 70 percent for cycles 2, 3 and 4)	December 13, 2012 for funding cycle 2 of FY 2013; March 13, 2013 for funding cycle 3 of FY 2013; June 13, 2013 for funding cycle 4 of FY 2013 ; and September 13, 2013 for funding cycle 1 of FY 2014	Supports the construction or rehabilitation of essential public infrastructure and facilities to help communities and regions leverage their resources and strengths to create new and better jobs, drive innovation, become centers of competition in the global economy, and ensure resilient economies. Applicants are responsible for demonstrating to EDA the nature and level of economic distress in the region impacted by the proposed project. Applicants are also responsible for defining the region that the project will assist and must provide supporting statistics and other information, as appropriate. To be eligible under this FFO, a project must be located in a region that, on the date EDA receives the application for investment assistance, meets one (or more) of the following economic distress criteria: (i) an unemployment rate that is, for the most recent 24-month period for which data are available, at least one percentage point greater than the national average unemployment rate; (ii) per capita income that is, for the most recent period for which data are available, 80 percent or less of the national average per capita income; or (iii) a "Special Need."		

Fund Source	Application Contact	Eligibility	Amount Available	Deadlines	Program Description	Proposed Submittal	Staff Contact
Innovative Transit Workforce Development Program	Betty Jackson, FTA Office of Research and Innovation (202) 366-1730 Betty.Jackson@dot.gov	Public transit agencies; state departments of transportation (DOTs) providing public transportation services; and Indian tribes, non-profit institutions and institutions of higher education or a consortium of eligible applicants.	\$5 million Authorized under MAP-21	TBD	Funding will be provided to transit agencies and other entities with innovative solutions to pressing workforce development issues. Proposals should target one or more the following areas in the lifecycle of the transit workforce: (1) Pre-employment training/preparation; (2) Recruitment and hiring; (3) Incumbent worker training and retention; and (4) Succession planning/phased retirement. Proposal minimum \$100,000 and maximum \$1,000,000.		
Ferry Boat Discretionary (FBD) Program		Vehicular Ferries, serving public roads, not on the Interstate system or Passenger Ferries on a fixed route transit ferry eligible under 49 USC 53 that serve as an alternative to an eligible highway route	\$30 million authorized under MAP-21	TBD	This is a new transit discretionary grant program authorized under MAP-21. \$30 million per year is set-aside from the Urban formula program totals to support passenger ferries. Funding will be awarded on a competitive selection basis.		
Smart Growth Implementation Assistance (SGIA) Program	EPA – Abby Hall (hall.abby@epa.gov, 202-566-2086)	Open to state, local, regional, and tribal governments (and non-profits that have partnered with a governmental entity)	\$75,000 per recipient in contractor support	03/01/2013	The program provides technical assistance to help communities grow in ways that improve the local economy, the environment, and people's health. The program aims to help applicants develop solutions to local challenges, such as managing stormwater, increasing transit-oriented development, and adapting to climate change, and to share those solutions with other communities. EPA sought applications in the following four categories: 1) Community Resilience to Disasters and Climate Change; 2) Redevelopment for Job Creation; 3) Manufactured and Modular Homes in Sustainable Neighborhood Design ; and 4) Medical and Social Service Facilities Siting.		

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DATE: June 3, 2013
 TO: STA Board
 FROM: Sara Woo, Associate Planner
 RE: Summary of Other Funding Opportunities

Discussion:

Below is a list of funding opportunities that will be available to STA member agencies during the next few months, broken up by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE (approximately)	APPLICATION DEADLINE
Regional¹			
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately \$20 million	Due On First-Come, First Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately \$10 million	Due On First-Come, First-Served Basis
3.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to \$5,000 rebate per light-duty vehicle	Due On First-Come, First-Served Basis
4.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)	Approximately \$10,000 to \$45,000 per qualified request	Due On First-Come, First-Served Basis
State			
5.	N/A		
Federal			
6.	N/A		

*New funding opportunity

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

- A. Detailed Funding Opportunities Summary

¹ Local includes programs administered by the Solano Transportation Authority and regionally in the San Francisco Bay Area and greater Sacramento.

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The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction.

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Local Grants¹						
Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Anthony Fournier Bay Area Air Quality Management District (415) 749-4961 afournier@baaqmd.gov	Ongoing. Application Due On First-Come, First Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$20 million	Carl Moyer Memorial Air Quality Standards Attainment Program provides incentive grants for cleaner-than-required engines, equipment, and other sources of pollution providing early or extra emission reductions.	\$12M Fairfield/Vacaville Intermodal Train Station STA co-sponsor STA staff contact: Janet Adams	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx
Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 gbailey@airquality.org	Ongoing. Application Due On First-Come, First-Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. \$10 million , maximum per project is \$4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	N/A	Eligible Projects: install particulate traps, replace older heavy-duty engines with newer and cleaner engines and add a particulate trap, purchase new vehicles or equipment, replace heavy-duty equipment with electric equipment, install electric idling-reduction equipment http://www.airquality.org/mobile/moyererp/index.shtml
Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*	Meri Miles ARB (916) 322-6370 mmiles@arb.ca.gov	Application Due On First-Come, First-Served Basis	Up to \$5,000 rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	N/A	Eligible Projects: Purchase or lease of zero-emission and plug-in hybrid light-duty vehicles http://www.arb.ca.gov/mspr/og/aqip/cvrp.htm
Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*	To learn more about how to request a voucher, contact: info@californiahvip.org	Application Due On First-Come, First-Served Basis	Approx. \$10,000 to \$45,000 per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	N/A	Eligible Projects: Purchase of low-emission hybrid trucks and buses http://www.californiahvip.org/

*New Funding Opportunity

**STA staff, Sara Woo, can be contacted directly at (707) 399-3214 or swoo@sta-snci.com for assistance with finding more information about any of the funding opportunities listed in this report

¹ Local includes opportunities and programs administered by the Solano Transportation Authority and/or regionally in the San Francisco Bay Area and greater Sacramento

State Grants						
N/A						
Federal Grants						
N/A						



DATE: June 3, 2013
TO: STA Board
FROM: Johanna Masiolat, Clerk of the Board
RE: STA Board and Advisory Meeting Schedule for Calendar Year 2013

Discussion:

Attached is the STA Board and Advisory meeting schedule for Calendar Year 2013.

Fiscal Impact:

None.

Recommendation:

Informational.

Attachment:

- A. STA Board and Advisory Meeting Schedule for Calendar Year 2013



**STA BOARD AND ADVISORY
COMMITTEE MEETING SCHEDULE
CALENDAR YEAR 2013**
(Last Updated: April 2013)

SUMMARY:	
STA Board:	Meets 2 nd Wednesday of Every Month
Consortium/TAC:	Meets <i>Last</i> Wednesday of Every Month
BAC:	Meets 1 st Thursday of every <i>Odd</i> Month
PAC:	Meets 3 rd Thursday of every <i>Even</i> Month
PCC:	Meets 3 rd Thursday of every <i>Odd</i> Month
SR2S-AC	Meets Quarterly (Begins Feb.) on the 3 rd Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Wed., May 8	4:00 p.m.	Regional Transportation Impact Fee	Suisun City Hall	Confirmed
Wed., May 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., May 15	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Thurs., May 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., May 2	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., May 29	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., June 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., June 20	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., June 26	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., July 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 18	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., July 4	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
July 31 (No Meeting)	SUMMER RECESS	Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
August 14 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Wed., August 14	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Thurs., August 15	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., August 28	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., September 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., September 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., September 5	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., September 25	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., October 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., October 17	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Thurs., October 25	12 Noon	Solano Sr. & People w/ Disabilities	Solano County Events Center	Confirmed
Wed., October 30	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., November 14	6:00 p.m.	STA's 15 th Annual Awards	TBD - Vacaville	Confirmed
Thurs., November 21	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., November 7	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., November 20	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
Wed., November 27	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., December 19	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., December 25	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Tentative
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative