Solano Transportation Authority
. . . working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 ♦ Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com ♦ Website: sta.ca.gov

INTERCITY TRANSIT CONSORTIUM
AGENDA

1:30 p.m., Tuesday, April 29, 2014
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

ITEM	STAFF PERSON
1. CALL TO ORDER	Judy Leaks, Chair,
2. APPROVAL OF AGENDA	
3. OPPORTUNITY FOR PUBLIC COMMENT (1:30 –1:35 p.m.)	
4. REPORTS FROM STA STAFF AND OTHER AGENCIES (1:35 –1:40 p.m.)	
• **Mobility Management – Website Status**	Jayne Bauer
5. CONSENT CALENDAR Recommendation: Approve the following consent items in one motion. (1:40 –1:45 p.m.)	
A. Minutes of the Consortium Meeting of March 25, 2014 Recommendation: Approve the Consortium Meeting Minutes of March 25, 2014. **Pg. 5**	Johanna Masiclat

CONSORTIUM MEMBERS

Janet Koster	Wayne Lewis	John Harris	Mona Babauta	Brian McLean	Matt Tuggle	Judy Leaks	Liz Niedziela
(Vice Chair)						**(Chair)**	
Dixon Readi-Ride	**Fairfield and Suisun Transit (FAST)**	**Rio Vista Delta Breeze**	**Solano County Transit (SolTrans)**	**Vacaville City Coach**	**County of Solano**	**SNCI**	**STA**

The complete Consortium packet is available on STA's website: www.sta.ca.gov

B. **City of Fairfield's SolanoExpress Schedules Funding Request** — Liz Niedziela, Wayne Lewis, FAST

Recommendation:
Forward a recommendation to the STA Board to approve the following:

1. $5,661 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for revising FAST Solano Express schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to $5,661 for the FAST Solano Express schedules.

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C. **Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - May 2014** — Liz Niedziela

Recommendation:
Forward a recommendation to the STA TAC and STA Board to approve the FY 2013-14 Solano TDA Matrix – May 2014 for County of Solano as shown in Attachment B.

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6. ACTION FINANCIAL

A. **Contract Amendment - Public Private Partnership (P3) Feasibility Study – KPMG, Inc.** — Robert Guerrero

Recommendation:
Forward a recommendation to the STA TAC and STA Board to approve the STA Public Private Partnership (P3) Feasibility Report.
(1:45 – 1:50 p.m.)

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7. ACTION NON-FINANCIAL

A. **Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation** — Elizabeth Richards

Recommendation:
Recommend forwarding the attached summary of comments from the Consortium regarding STA seeking designation as a CTSA by MTC for Mobility Management as shown on Attachments F and G.
(1:50 – 2:00 p.m.)

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8. INFORMATIONAL ITEMS – DISCUSSION ITEMS

A. **Regional Transportation Impact Fee: Consortium Discussion of Transit Centers Priorities** — Robert Guerrero

(2:00 – 2:35 p.m.)

Pg. 109

B. **Clipper Implementation Update** — Wayne Lewis, FAST
(2:35 – 2:45 p.m.)
Pg. 113

NO DISCUSSION ITEMS

C. **Intercity Transit Funding Working Group FY 2014-15** — Nancy Whelan
Pg. 115

D. **Intercity Paratransit Service Assessment Update** — Nancy Whelan
Pg. 119

E. **Mobility Management Program Update - In-Person ADA Eligibility** — Tiffany Gephardt
Pg. 121

F. **Mobility Management Call Center Update** — Debbie McQuilkin
Pg. 129

G. **Local Transportation Development Act (TDA) and Members Contributions for Fiscal Year (FY) 2014-15** — Susan Furtado
Pg. 131

9. **TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES** — Group

10. **FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS** — Group

<u>May</u>

A. Review of Intercity Ridership Survey Results
B. Transit Corridor Study Service Option and Capital Priorities
C. Intercity Capital Bus Replacement Plan
D. STA's Overall Work Plan FY 2014-15 and FY 2015-16
E. CTSA Designation
F. Mobility Management – Travel Training Update
G. Intercity Funding Agreement for FY 2014-15
H. Draft Transit Element - CTP

<u>June</u>

A. Adoption of Transit Element - CTP
B. Review and Discussion of SolanoExpress Marketing Plan for FY 2014-15
C. Mobility Management Update
D. Intercity Capital Bus Replacement Plan

11. ADJOURNMENT

The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **1:30 p.m. on Tuesday, May 27, 2014.**

INTERCITY TRANSIT CONSORTIUM
Meeting Minutes of March 25, 2014

1. CALL TO ORDER

Judy Leaks called the regular meeting of the SolanoExpress Intercity Transit Consortium to order at approximately 1:30 p.m. in the Solano Transportation Authority Conference Room.

Members Present:	Janet Koster	Dixon Readi-Ride
	Wayne Lewis	Fairfield and Suisun Transit
	John Harris	Rio Vista Delta Breeze
	Elizabeth Romero	SolTrans
	Brian McLean	Vacaville City Coach
	Judy Leaks, Chair	SNCI
	Mona Babauta	SolTrans
	Liz Niedziela	STA
	Matt Tuggle	County of Solano
Members Absent:	None.	
Also Present:	Daryl Halls	STA
	Robert Guerrero	STA
	Anthony Adams	STA
	Sofia Recalde	STA
	Andrew Hart	STA
	Johanna Masiclat	STA
Others Present:	***(In Alphabetical Order by Last Name)***	
	David Berman	SolTrans
	Father Robert Fuentes	Faith in Action
	Nathan Newell	County of Solano
	Elizabeth Richards	STA Project Manager
	Elizabeth Romero	SolTrans
	Nancy Whelan	STA Project Manager

2. APPROVAL OF THE AGENDA

On a motion by Janet Koster, and a second by Brian McLean, the SolanoExpress Intercity Transit Consortium approved the agenda.

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. **REPORTS FROM CALTRANS, MTC, AND STA STAFF**
None presented.

5. **CONSENT CALENDAR**
On a motion by Wayne Lewis, and a second by Matt Tuggle, the SolanoExpress Intercity Transit Consortium approved Consent Calendar Item A and B. (8 Ayes)

A. Minutes of the Consortium Meeting of February 25, 2014
Recommendation:
Approve the Consortium Meeting Minutes of February 25, 2014.

B. SolanoExpress Intercity Transit Consortium 2014 Work Plan
Recommendation:
Forward a recommendation to the STA TAC and STA Board to approve the SolanoExpress Intercity Transit Consortium 2014 Work Plan as shown on Attachment A.

6. **ACTION FINANCIAL ITEMS**

A. None.

7. **ACTION NON-FINANCIAL ITEMS**

A. Draft Solano County Mobility Management Plan
Elizabeth Richards reviewed the draft Solano County Mobility Management Plan and the comments that were received to clarify and correct various areas of the Plan.

Recommendation:
Forward a recommendation to the STA TAC and STA Board to adopt the Solano County Mobility Management Plan as shown in Attachment A.

On a motion by Brian McLean, and a second by Matt Tuggle, the SolanoExpress Intercity Transit Consortium approved the recommendation. (8 Ayes)

B. Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation
Elizabeth Richards noted that the transit operators emphasized that the funding of a CTSA should protect existing transit funding dedicated to transit service and that there was an interest in a CTSA structure that was inclusive of transit operators in terms of decision-making. At the request of the Consortium at their last meeting, examples of other organizational structures of CTSAs were also provided as a handout. Elizabeth Richards summarized and the updated comments received since the last Consortium meeting in February.

Mona Babauta and Brian McLean asked what the process is and the vision for establishing a CTSA? In response, Daryl Halls explained that CTSAs identified and established an entity to get resources which is the biggest advantage. He noted that there has been a high interest from MTC to reestablish CTSA because of the value they are seeing in Mobility Management and it is likely that MTC will want to fund these types of program in the future. He added that similar discussions are taking place in Contra Costa and Santa Clara counties. He stated that getting everyone (transit operators, non-profits, and

Health and Social Services) involved to come up with the process that everyone is comfortable with is the goal, and STA's priority is to get more funding resources in Solano County.

Recommendation:
Review and forward a summary of Consortium comments regarding CTSA designation to the STA TAC and STA Board as shown in Attachment E.

On a motion by Brian McLean, and a second by Mona Babauta, the SolanoExpress Intercity Transit Consortium voted to table this item until a future meeting to be scheduled at 12 Noon on Tuesday, April 29th.

8. INFORMATIONAL ITEMS – DISCUSSION ITEMS

A. Transit Corridor Summary of Comments from STA Board Workshop

Nancy Whelan distributed and reported on the summary of STA Board comments from the March 12, 2014 workshop. She outlined the vision and goal setting, ridership and use, service design, and next steps. After discussion, a deadline to allow additional time to review and provide comments on the proposed Vision Statement was set for April 2, 2014.

B. Regional Transportation Impact Fee: Consortium Discussion of Transit Centers Priorities

Robert Guerrero reviewed the revenue projected for the Express Bus Transit Centers and he noted that the transit centers Working Group had a modest increase as a result of local agency input. He noted the new revenue project estimate for this Working Group now totals $498,171. He added that STA staff intends to work with the Transit Centers Working Group, as well as the Consortium, to finalize their project recommendation in April with a goal to have a list of projects in priority order from all seven Working Groups by the end of April for TAC discussion in May followed by STA Board consideration in June.

C. History of State Transit Assistance Funds (STAF) – Allocations

Liz Niedziela noted that although the STA has not been a direct operator of transit service, the agency has been involved with transit funding, planning and coordination since the mid-1990s when oversight of Solano Paratransit Service by STA was requested by the County of Solano. She also noted that in order to stabilize that service, STA began its often replicated task of developing a funding agreement among transit operators to sustain this important service. Over the years, STAF funds have been increasingly used to be proactive in funding processes to stabilize intercity fixed-route and paratransit services and avoid service disruptions as well as to proactively prepare for the future. With multiple smaller operators and no one specific countywide transit operator, MTC has relied upon the STA to coordinate and work with local transit operators to distribute regional, State, and Federal transit funds consistent with the funding source policies and Solano County's transit priorities identified in the Solano Countywide Transportation Plan. This has been a longstanding successful process for the distribution of Small Operators/Northern Counties and Regional Paratransit State Transit Assistance Funds among various priorities, programs, projects and transit services.

D. Mobility Management Program Update

1. **ADA In Person Eligibility**
2. **Call Center/Website**
3. **Travel Training Programs**

Anthony Adams provided an update to the Mobility Management Program items listed above.

E. Intercity Paratransit/Taxi Program Assessment Update

Nancy Whelan provided an update to STA's assessment to the Intercity Paratransit/Taxi Program. She noted that the purpose of the assessment is to full understand how rider currently use the program, explore if there are efficiencies that can be built into the program and/or explore if there are alternative service delivery models that may provide the service more efficiently and cost-effectively while also providing wheelchair-accessibility.

F. Clipper Implementation Update

Wayne Lewis indicated that an update will be provided at the next Consortium meeting in April.

9. TRANSIT CONSORTIUM OPERATOR UPDATES AND COORDINATION ISSUES

10. FUTURE INTERCITY TRANSIT CONSORTIUM AGENDA ITEMS

11. ADJOURNMENT

The meeting was adjourned at 3:45 p.m. The next regular meeting of the SolanoExpress Intercity Transit Consortium is scheduled at **1:30 p.m. on Tuesday, April 29, 2014.**

DATE: April 21, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Liz Niedziela, Transit Program Manager
RE: City of Fairfield's SolanoExpress Schedules Funding Request

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Background:
The Transportation Development Act (TDA) of 1971 established two sources of funds that provide support for public transportation services statewide – the Local Transportation Fund (LTF) and the Public Transportation Account (PTA). Solano County receives TDA funds through the LTF and State Transit Assistance Funds (STAF) through the PTA. State law specifies that STAF be used to provide financial assistance for public transportation, including funding for transit planning, operations and capital acquisition projects.

STAF funds had been used for a wide range of activities, including providing funds for countywide transit studies, transit marketing activities and ridership surveys, matching funds for intercity buses, and STA transit planning and coordination activities.

In recent years, STAF funds have been set aside to be used for the local match for the replacement of Solano Express buses. In future years, STA has committed to dedicating $600,000 per year towards the Solano Express Capital Replacement Plan. In addition, STA has committed to being the lead funding agency for the implementation of the new Mobility Management Program. STAF funding is recommended for the implementation of the new Mobility Management Program new ADA Eligibility Program and the start-up of the Travel Training Program.

Discussion:
On April 11, 2014, STA received a letter from the City of Fairfield requesting $5,661 to fund the Fairfield and Suisun Transit (FAST) Solano Express Intercity Route Schedules (Attachment A). The STA Board and the Fairfield City Council recently approved fare adjustments to Route 30 and Route 40 so new schedules are needed with updated fare information. In addition, this would be a good time to revise and update all the FAST Solano Express schedules for consistency.

Fiscal Impact:
The cost of this proposal is $5,661 to be funded by with State Transit Assistance Funds (STAF) out of Fiscal Year 2013-14 SolanoExpress Marketing Budget.

Recommendation:
Forward a recommendation to the STA Board to approve the following:
1. $5,661 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for revising FAST Solano Express schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to $5,661 for the FAST Solano Express schedules.

Attachment:
A. FF Letter to STA re. Request for Solano Express Funding

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HEART OF SOLANO COUNTY
FAIRFIELD
CALIFORNIA

CITY OF FAIRFIELD

Founded 1856 | Incorporated December 12, 1903

FAIRFIELD TRANSPORTATION CENTER
2000 CADENASSO DRIVE
FAIRFIELD, CA 94533

707.434.3800
FAX: 707.426.3298

RECEIVED
APR 11 2014
SOLANO TRANSPORTATION AUTHORITY

Department of Public Works

April 8, 2014

Daryl K. Halls, Executive Director
Solano Transportation Authority
One Harbor Center
Suisun City, CA 94585

RE: Request for Funding for Solano Express Schedules

Dear Mr. Halls:

The City of Fairfield respectfully requests Solano Transportation Authority authorize funding for revamping the Solano Express schedules. The schedules must be updated to include the Route 30 and Route 40 fare changes which were approved by City Council on March 18th.

The City of Fairfield obtained a quote from Page Design, the design firm that currently provides all of FAST's marketing materials including the local route schedules, for this project in the amount of $5,661. Please review the attached quote for a breakdown of charges.

Thank you in advance for your consideration of this request. Should you have any questions or need additional information, please contact me at (707) 434-3804 or via e-mail wlewis@fairfield.ca.gov.

Sincerely,

Wayne A. Lewis
Assistant Public works Director/Transportation

c: Elizabeth Niedziela, Solano Transportation Authority
Lori Tagorda, City of Fairfield

PageDESIGN

February 18, 2014

Lynette Syme
Fairfield Transportation Center
2000 Cadenasso Drive
Fairfield, CA 94533

Re: Design and Printing of Four Solano Express Route Brochures

Dear Lynette:

Per your request, I have put together an estimate for our time to design and create art for four Solano Express route brochures, including Routes 20,30,40 and 90. Each of these brochures will be four panels and will follow a similar design format. They will include the schedule and fare tables, as well as informational copy in both English and Spanish.

Page Design Charges

Design and mockup of ideas for four-panel Solano Express brochure format – 14 hours	$1,344
Apply selected design to creation of print ready art on Route 20 brochure – 6 hours	576
Apply selected design to creation of print ready art on Route 30 brochure – 6 hours	576
Apply selected design to creation of print ready art on Route 40 brochure – 6 hours	576
Apply selected design to creation of print ready art on Route 90 brochure – 6 hours	576
Spanish translation	140
Materials, including possible stock photo purchase	134
Print supervision – 3 hours	288
Total Page Design Charges	$4,210

Printing

10,000 each of four, four-panel brochures printed in full color on 80lb. book weight paper. Unfolded size is 16" x 9" and folded size is 4" x 9" (40,000 total brochures)	$5,661

Please look this over and get back to me with your questions or approval to proceed.

Sincerely,

Paul Page

1900 29th street | sacramento, ca 95816 | 916.457.0108 PHONE | 916.457.4630 FAX | www.pagedesigngroup.com

Agenda Item 5.C
April 29, 2014

DATE:	April 21, 2014
TO:	SolanoExpress Intercity Transit Consortium
FROM:	Liz Niedziela, Transit Program Manager
RE:	Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix – May 2014

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).

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 partners. 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.

Discussion:

The STA Board last approved the TDA Matrix in July 2013. The July 2013 TDA matrix included claims from STA and for all transit operators except for Solano County. Solano County recently submitted its FY 2013-2014 TDA Claim Letter to STA (Attachment A). This claim will complete the FY 2013-14 TDA Matrix covering all Solano County transit operators.

County of Solano

The County of Solano is claiming $563,000 in TDA funds for FY 2013-14. TDA funds in the amount of $358,000 will be used for operating programs such as Faith in Action, Intercity Taxi Scrip and Transit Coordination and $205,000 will be claimed against transit operators' TDA for the Intercity Paratransit Services.

Fiscal Impact:

No impact to STA budget. With the STA Board approval of the May FY 2013-14 TDA matrix, it provides the guidance needed by MTC to process the TDA claim submitted by Solano County the transit operators and STA.

Recommendation:

Forward a recommendation to the STA TAC and STA Board to approve the FY 2013-14 Solano TDA Matrix – May 2014 for County of Solano as shown in Attachment B.

Attachments:

A. Solano County Letter of Request dated April 17, 2014
B. FY 2013-14 Solano TDA Matrix – May 2014

SOLANO COUNTY
Department of Resource Management
Public Works Engineering
675 Texas Street, Suite 5500
Fairfield, CA 94533
www.solanocounty.com

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

Bill Emlen, Director
Clifford K. Covey, Assistant Director

April 17, 2014

Solano Transportation Authority
Attn: Liz Niedziela
One Harbor Center, Suite 130
Suisun City, CA 94585

Re: FY 2013-2014 TDA Article 8 Claim

Dear Ms. Niedziela:

Attached is a summary of Solano County's TDA Article 8 application for FY 13-14. The amount of the claim was determined, using the August 2013 TDA Matrix, as follows:

Description		Amount
TDA estimate from MTC		$669,987
Plus projected carryover		$593,802
Total Solano County funds available		$1,263,789
Less Solano County funds authorized to be claimed by others (FY 13-14)		
Fairfield – Suisun Transit	Routes 20, 30, 40 and 90	($102,185)
SolTrans	Route 78, 80 and 85	($39,996)
Solano Transportation Authority	Transit Capital Swap	($72,000)
Solano Transportation Authority	STA Planning	($21,237)
Total Solano County funds authorized to be claimed:		($235,418)

Funds claimed by Solano County from Other Agencies	
Intercity Paratransit Services (by Joint MOU)	
Dixon	**$5,000**
Fairfield	**$40,000**
Rio Vista	**$5,000**
Vacaville	**$70,000**
SolTrans	**$85,000**
	$205,000

Funds claimed by Solano County from Other Agencies	
Transit Coordination	**($171,000)**
Paratransit Service – Faith In Action	**($40,000)**
Paratransit Service – Intercity Taxi Scrip Service	**<u>($147,000)</u>**
	($358,000)
Total funds claimed by Solano County	**$563,000**
Unclaimed balance	$670,371

Please do not approve any claims against Solano County funds that exceed the amounts shown.

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

Sincerely,

Matt Tuggle
Engineering Manager

R:\PWENG\Funding\TDA Article 8\FY 13-14\Claim cover letter FY 13-14 Rev1.doc

FY2013-14 TDA Matrix DRAFT-May 2014

4/18/2014 (REVISED)

FY 2013-14

AGENCY	TDA Est from MTC, 2/27/13 (1)	Projected Carryover 2/27/13 (1)	Available for Allocation 2/27/13 (1)	FY2012-13 Allocations after 1/31/13	Paratransit: ADA Subsidized Taxi Phase I (2)	Paratransit: Paratransit (3)	Local Transit Including Intercity Rebates from SolTrans: Dixon Readi-Ride	Local Transit: FAST	Local Transit: Rio Vista Delta Breeze (4)	Local Transit: Vacaville City Coach	Local Transit: SolTrans
Dixon	651,873	349,084	**1,000,957**		5,000		417,549				
Fairfield	3,793,108	325,239	**4,118,347**		40,000	1,295,145		1,875,339			
Rio Vista	264,500	293,658	**558,158**		5,000				155,000		
Suisun City	997,599	78,475	**1,076,074**		0	234,787		620,569			
Vacaville	3,283,683	3,253,422	**6,537,105**		70,000	658,507				639,919	
Vallejo/Benicia (SolTrans)	5,093,431	594,200	**5,687,631**	594,200	85,000	887,375	1,114	112,547		27,540	2,724,130
Solano County	669,987	593,802	**1,263,789**			358,000					
Total	**14,754,181**	**5,487,880**	**20,242,061**	**594,200**	**205,000**	**3,433,814**	**418,663**	**2,608,455**	**155,000**	**667,459**	**2,724,130**

AGENCY	Intercity: FAST Rt 20	FAST Rt 30	FAST Rt 40	SolTrans Rt. 78	SolTrans Rt. 80	SolTrans Rt 85	FAST Rt. 90	FAST Intercity Subtotal (5)	SolTrans Intercity Subtotal (5), (6)	STA Planning (7)	Other Programs and Swaps (8)	Transit Capital (9)	Total	Balance
Dixon	$ 2,204	$ 28,016	$ 9,093	$ 3,109	$ (3,476)	$ (748)	$ 9,698	$ 49,011		$ 20,631			$ 492,191	508,766
Fairfield	$ 66,317	$ 35,610	$ 112,907	$ 17,102	$ (38,958)	$ (78,200)	$ 263,182	$ 478,015		$ 117,301		262,547	$ 4,068,347	50,000
Rio Vista	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0		$ 8,318		45,000	$ 213,318	344,840
Suisun City	$ 12,066	$ 5,182	$ 37,414	$ 3,398	$ (10,629)	$ (5,260)	$ 84,484	$ 139,146		$ 31,572	$ 50,000		$ 1,076,074	0
Vacaville	$ 122,810	$ 57,340	$ 108,049	$ 15,550	$ (26,206)	$ (16,884)	$ 90,421	$ 378,620		$ 104,091		1,149,452	$ 3,000,589	3,536,516
Vallejo/Benicia (SolTrans)	$ 26,090	$ 29,711	$ 31,484	$ 281,159	$ (333,029)	$ (143,627)	$ 36,702	$ 123,987	$ (195,497)	$ 160,734		956,000	$ 5,477,130	210,501
Solano County	$ 18,932	$ 19,292	$ 24,566	$ 30,849	$ 5,503	$ 3,644	$ 39,395	$ 102,185	$ 39,996	$ 21,237	$ 72,000		$ 593,418	670,371
Total	$ 248,419	$175,150	$ 323,512	$ 351,167	$ (406,795)	$ (241,074)	523,881	$1,270,963	$ (155,501)	$ 463,884	$ 122,000	$ 2,412,999	$ 14,921,066	5,320,995

NOTES:
Background colors on Rt. Headings denote operator of intercity route
Background colors denote which jurisdiction is claiming funds

(1) MTC February 27, 2013 Fund Estimate; Reso 4086; columns I, H, J
(2) Claimed by Solano County per Joint Intercity Taxi MOU May 3, 2013
(3) Vacaville Paratransit includes the Intercity Taxi Scrip Program
(4) Includes flex routes, paratransit, local subsidized taxi
(5) Consistent with FY2013-14 Intercity Transit Funding Agreement and FY2011-12 Reconciliation
(6) Per the Intercity Transit Funding Agreement, SolTrans will rebate TDA funds to most participants. The rebates will be claimed by the particpants and are identified by the background color in the cells under Local Transit.
(7) Claimed by STA from all agencies per formula
(8) To be claimed by STA for other programs and funding swaps: $50,000 for the Suisun Amtrak O&M and $72,000 for funding swap with Solano County
(9) Transit Capital purchases include bus purchases, maintenance facilities, etc.

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DATE: April 22, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Robert Guerrero, Project Manager
RE: Contract Amendment - Public Private Partnership (P3) Feasibility Study – KPMG, Inc.

Background:
The STA selected KPMG to assist in developing a Public Private Partnership (P3) Feasibility Study. Since August 2012, a total of ten (10) transit sites were evaluated as part of the P3 Feasibility study. The intent of the feasibility study was to explore traditional P3s, but also look at more global opportunities associated with transit facilities to identify opportunities to attract private investment to partner with local project sponsors and transit operators.

P3's can help accomplish the following objectives:

- Make possible major infrastructure investments that might not otherwise receive financing.
- Accelerate projects into construction compared with traditional delivery methods.
- Transfer Prudent Risk to the Private Sector
- Capture Private Sector Innovation
- Promote Life Cycle Efficiencies/Performance
- Create Competitive Tension to Drive Value
- Leverage existing funding
- Spur economic growth

Discussion:
STA staff and KPMG have completed the draft P3 Feasibility Study and is recommending the document for Board approval at this time (see Attachment A). The draft P3 Feasibility Study Report includes three elements:

1. P3 Suitability and Screening Assessment
2. Market Sounding Report
3. Implementation Strategy

All three elements have been brought to the Transit Consortium and STA Technical Advisory Committee separately over the last year for input before being finalized.

Key findings from the P3 Suitability and Screening Assessment:

1. Traditional P3 delivery models are not fully supported at the STA transit centers
2. Benefits from different delivery options and private sector participation are available
3. Additional revenues and cost savings are feasible in the near term
4. Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually

In terms of Direct Market Feedback, the P3 Feasibility Study noted that the market expressed the greatest interest in O&M and sponsorship/naming rights.   Parking fees and solar photovoltaic (PV) systems are also feasible at certain transit centers. Advertising was also an option at locations with direct exposure to high average daily traffic. Lastly, Transit Oriented Development wasn't considered as a near term opportunity, however, incentives from public agencies may accelerate TOD opportunities.

The Implementation Strategy highlights opportunities and next steps to consider for the following P3 components:

- Solar PV
- O&M
- Naming rights
- Advertising
- Parking

If approved, STA staff will continue to work with local agencies to implement P3. Soltrans and the City of Benicia has expressed interest in implementing P3 components as part of the Curtola Park and Ride Transit Center and Benicia Intermodal Project, respectively.

Fiscal Impact:
No impact to the STA Budget at this time. The P3 Feasibility Study was funded by the STA's State Transit Assistance Fund (STAF).

Recommendation:
Forward a recommendation to the STA TAC and STA Board to approve the STA Public Private Partnership (P3) Feasibility Report.

Attachments:

A. Draft Public Private Partnership (P3) Feasibility Study

DRAFT – Subject to the STA's Review and Comments

ATTACHMENT A

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Public-Private Partnership (P3) Feasibility Study Report

Solano Transportation Authority

April 4, 2014

KPMG

Contents

P3 Feasibility Study Report

Feasibility Study Objectives and Approach

In order to explore Public-Private Partnership (P3) opportunities at ten (10) of its transit centers, the Solano Transportation Authority (STA) engaged KPMG Corporate Finance LLC (KPMG) as its advisors to perform a P3 Feasibility Study.

P3 Feasibility Study Objectives

The objectives of the P3 Feasibility Study are to explore opportunities that:

1. Accelerate the delivery of transit centers;
2. Fund the operations and maintenance of existing and future facilities;
3. Reduce project capital and on-going costs;
4. Improve service delivery for its constituents;
5. Overcome funding constraints; and
6. Develop alternative or innovative revenue sources to offset project costs.

Approach

To address these objectives, KPMG's approach included an initial assessment of transit center revenue generating and cost savings opportunities based on site visits, data collection and meetings with STA staff and its municipalities. KPMG further explored these opportunities with the STA through an informal market sounding which involved interviews with ten private sector firms. Based on these results, KPMG and the STA reported the identified opportunities to the STA board, member municipalities and developed an implementation strategy.

Transit Centers and Opportunities

Initial Transit Centers and Opportunity Identification

Ten transit centers from six municipalities in Solano County were included in this feasibility study:

1. Dixon Multimodal Transportation Center (Dixon, CA)
2. Curtola Parkway & Lemon Street Transit Center (Vallejo, CA)
3. Vallejo Transit Center (Vallejo, CA)
4. Suisun Train Station (Suisun, CA)
5. Benicia Transit Center (Benicia, CA)
6. Vacaville Transportation Center (Vacaville, CA)
7. East Monte Vista Transit Center (Vacaville, CA)
8. Fairfield Transportation Center (Fairfield, CA)
9. Fairfield/Vacaville Train Station (Fairfield, CA)
10. Fairfield Red Top Park & Ride Lot (Fairfield, CA)

Several potential transit center opportunities were identified and evaluated during the initial suitability and screening assessment:

- **Parking Fees** – parking fees that may help the municipalities generate additional revenue, offset operating costs, and/or fund capital projects.
- **Advertising and Sponsorship** – advertising (e.g. Billboards or similar media displays) and sponsorship (e.g. Naming Rights or "Official provider of") revenues that may generate additional revenues to offset operating costs and/or fund capital projects.
- **Operations and Maintenance (O&M)** – private operations and maintenance of transit center(s) that may create efficiencies, cost savings or improved service to users.
- **Transit-Oriented Development (TOD)** – transit-oriented development that may generate revenues for the city(ies) or help to achieve development policies and goals.
- **Solar Photovoltaic (PV) Facilities** – solar PV facilities that may help to offset energy costs at the transit centers.
- **Capital Projects** – public-private partnership delivery and procurement options for capital projects that may lead to cost savings for capital, lifecycle, or O&M aspects of the project.

P3 Feasibility Study Overview

An assessment of the revenue generating and cost savings potential of each opportunity was conducted during several stages of this study. At the completion of each stage, a report deliverable was prepared for the STA's review and approval.

- **Suitability and Screening Assessment** – KPMG conducted an initial screening assessment of opportunities at the transit based on site visits to the ten transit centers, interviews and discussions with municipality and the STA's staff, and analysis of transit center data provided by the municipalities and the STA. KPMG also analyzed commercial options and risk transfer mechanisms available for each opportunity, which were later market sounded with the private sector. The report entitled Initial Public-Private Partnership (P3) Suitability and Screening Assessment Report and dated November 19, 2013 is included as Appendix I of this Feasibility Report.
- **Market Sounding** – KPMG, with participation of the STA, facilitated an informal market sounding with private sector firms to assess the commercially feasibility, private sector interest, delivery options, and risk transfer arrangements of the identified opportunities. The report is based on informal interviews with ten private sector firms, analysis of transit center data provided by the municipalities and the STA, and meetings with the municipalities and the STA's staff. The report entitled Public-Private Partnership (P3) Feasibility Study Market Sounding Report and dated November 14, 2013 is included as Appendix II of this Feasibility Report.
- **Implementation Strategy** – KPMG and the STA reported the results of the screening assessment and market sounding to City Managers and the STA Board of Directors to gauge the interest in pursuing the opportunities. KPMG developed an initial implementation strategy focused on the next steps for pre-procurement, procurement, and award. The report entitled Public-Private Partnership (P3) Implementation Strategy and dated January 31, 2014 is included as Appendix III of this Feasibility Report.

This report highlights key findings and observations from each stage of the study.

Suitability and Screening Report – Key Observations and Findings

Key Opportunities Across the STA's Transit Center Portfolio	✓	✓	✓		✓		
	Parking Fees	Advertising and Sponsorship	Operation & Maintenance	TOD	Solar PV Facilities	Capital Projects	Overall Review
Summary of Opportunities Low / Medium / High	1 of 10 6 of 10 3 of 10	1 of 10 5 of 10 4 of 10	1of 10 6 of 10 3 of 10	3 of 10 7 of 10 N/A	N/A 4 of 10 6 of 10	8 of 10 2 of 10 N/A	1 of 10 6 of 10 3 of 10
Timeliness of Opportunity*	•N/T	•N/T	•N/T to L/T	•N/T to L/T	•N/T	•N/T to L/T	
All 10 Transit Centers							MEDIUM

*Near Term (N/T)= 1 - 3 years, Long Term (L/T)= 3 - 7 years

LOW opportunity potential

MEDIUM opportunity potential, several uncertainties to consider

HIGH opportunity potential

P3 Suitability and Screening Assessment - Key Findings and Observations

- **Traditional P3 delivery models are not fully supported at the STA transit centers** - Market characteristics of P3 project delivery generally include: 1) a $50-100M capital cost threshold; 2) significant operations and maintenance and lifecycle risk; and/or 3) significant revenue opportunities.
- **Benefits from different delivery options and private sector participation are available -** aggregating opportunities across several of the transit centers may generate additional revenues, or reduce costs.
- **Additional revenues and cost savings are feasible in the near term** - **Four opportunities** may help STA-member cities reduce costs and increase revenues: **O&M** and **Solar PV** can reduce costs and **Parking Fees** and **Advertising/Sponsorship** can create additional revenues.
- **Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually.**

Market Sounding Report – Key Observations and Findings

Direct Market Feedback:

- The **market has expressed its greatest interest in O&M and naming rights/sponsorship**; parking fees and solar PV are also opportunities that may be feasible at certain transit centers.
- **Advertising may be feasible with direct exposure to high average daily traffic (ADT)**, but market conditions may not attract significant private investment across the transit center portfolio.
- Market participants don't consider TOD as a near-term opportunity but incentives from public agencies (e.g. density, land assemblage, entitlements) may accelerate TOD opportunities.

	Parking Fees	Advertising	Naming Rights/ Sponsorship	Operation & Maintenance	TOD	Solar PV Facilities
# of Market Sounding Participants	2	1	1	3	2	2
Overall Interest	◐	◐	●	●	◐	◐
Roles & Responsibilities	Daily management/ operator	Installation, O&M	Contract structuring / negotiations	Daily O&M – manage and improve assets	Buy land, construction process	Installation, O&M
Commercial Feasibility – Bundling	✓ YES	✓ YES	✓ NO	✓ YES	✓ TBD	✓ TBD

Implementation Strategy – Next Steps

Phase 2 – Implementation Approach

- The suitability assessment and market screening point to various **revenue generating and cost savings opportunities at several of the transit centers within Solano County.**
- **Soltrans, Benicia and Fairfield** have expressed their interests to **pursue and implement opportunities** identified at their centers (e.g. parking fees, advertising, O&M); the likely next steps include:
  - Develop policy and program guidelines
  - Establish technical and performance standards for the opportunities
  - Conduct in-depth market sounding to identify commercial structures with best value to the public agencies
  - Execute a procurement process and draft procurement documentation
- Coordinate with municipalities and agencies to **pursue bundled procurement opportunities**
- Explore identified **opportunities for implementation at other transit centers**

Implementation Strategy – Stages for Implementation

Stage 1: Pre-procurement → Stage 2: Procurement & Award → Stage 3: Implementation

Stage 1: Pre-procurement	*Stage 2: Procurement & Award*	*Stage 3: Project Implementation*
Prepare for procurement of identified opportunities with participating public agencies. **Key steps include:** ▪ Prioritize projects for implementation ▪ Coordinate between cities and agencies when required for bundled procurement ▪ Dedicate project teams from cities and agencies ▪ Develop program policies ▪ Conduct a focused market sounding ▪ Identify commercial structures with best value for transit centers ▪ Develop commercial, financial and technical standards ▪ Prepare procurement documents and evaluation process	Execute a procurement process and selection of preferred bidder(s). **Key steps include:** ▪ Release request for qualifications / proposals to the public ▪ Conduct procurement and evaluate proposals ▪ Negotiate and award contract(s)	Provide oversight over project implementation and performance. **Key steps include:** ▪ Oversee and manage performance of private sector partner ▪ Perform public sector obligations under the agreement

Implementation Strategy – Timeline and Overview of Marketplace Opportunities

	Challenges to Implementation	Procurement Structure	Approximate Aggregate Timeline to Realize Benefits (months)	Approximate Annual Value by Opportunity*	Marketplace Opportunities
Solar PV	Low	Individual	6 – 12	▪ $100K to $150K	▪ There is a potential to offset annual electricity costs up to 85% for FTC and VTC and realize cost savings of up to $127,500 (annual electricity costs total $150K). ▪ Investors are interested in providing financing for solar PVs that can reduce costs by a minimum of 10 – 20% ($15K - $30K).
O&M	High	Bundled	9 – 18	▪ $85K to $510K	▪ Cities may realize substantial O&M cost savings ranging from 5 – 30% across multiple centers. Cost savings range from $85K - $510K (annual operating costs for all centers total $1.7M).
Naming Rights	Low	Individual	15 – 23	▪ $700K to $900K	▪ Cities have a potential long-term opportunity to earn additional revenue ranging from $700K - $900K (total of $1M in revenue less 10% – 20% commission).
Advertising	Medium	Bundled	9 – 18	▪ TBD	▪ Cities may realize a wide range of additional revenues, however, site visits (by outdoor advertising firms) will ultimately determine revenue potential.
Parking	Medium	Bundled	9 – 18	▪ $450K to $950K	▪ There is a potential to generate parking fee revenue across multiple centers – existing parking (approximately $450K), planned parking (over $500K) – based on $20 - $30 monthly fees for parking at all centers with parking spaces. Actual revenues will be determined by a pilot study.
			Total	▪ **$1.3M to $2.5M**	

* The private sector's interest levels in the transit center projects and the value of the opportunities still needs to be tested and validated by private sector market participants.

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Appendix I:

P3 Suitability and Screening Assessment

Dated November 19, 2013

(original submission July 12, 2013)

Contents

P3 Suitability and Screening Assessment – Overview

P3 Suitability and Screening Assessment – Analysis and Next Steps

Overview and Objectives

In order to explore Public-Private Partnership (P3) opportunities at ten (10) of its transit centers, the Solano Transportation Authority (STA) has engaged KPMG Corporate Finance LLC (KPMG) as its advisors to perform a P3 Feasibility Study. As a part of this overall study, KPMG is assisting the STA with this initial suitability and screening assessment report that evaluates delivery options, potential revenue and cost saving opportunities at the ten transit centers.

STA Objectives

The STA wishes to evaluate the potential for P3 agreements and innovative delivery to help enhance its transit centers across the county. The STA has identified several overall objectives for this study:

- Accelerate the delivery of transit centers;
- Fund the operations and maintenance of existing and future facilities;
- Reduce project capital and on-going costs;
- Improve service delivery for its constituents;
- Overcome funding constraints; and
- Develop alternative or innovative revenue sources to offset project costs.

This screening report relies upon these objectives and other STA criteria to assess the suitability and feasibility of several transit center opportunities. The goals of this initial suitability and screening assessment report are to:

- Identify opportunities and delivery options for further analysis;
- Provide preliminary screening analysis of project scenarios, scopes and delivery options; and
- Identify potential issues and challenges that STA may face in further pursuing these opportunities.

The analysis presented within this report is based on site visits to the ten transit centers, interviews and discussions with municipality and the STA's staff, and analysis of transit center data provided by the municipalities and the STA.

Overview of Transit Centers and Opportunities

Transit Centers and Initial Opportunity Identification

Ten transit centers from six municipalities in Solano County are included in this study:

1. Dixon Multimodal Transportation Center (Dixon, CA)
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Several potential transit center opportunities were identified and evaluated during the initial suitability and screening assessment:

- **Parking Fees** – parking fees that may help the municipalities generate additional revenue, offset operating costs, and/or fund capital projects.
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- **Transit-Oriented Development (TOD)** – transit-oriented development that may generate revenues for the city(ies) or help to achieve development policies and goals.
- **Solar Photovoltaic (PV) Facilities** – solar PV facilities that may help to offset energy costs at the transit centers.
- **Capital Projects** – public-private partnership delivery and procurement options for capital projects that may lead to cost savings for capital, lifecycle, or O&M aspects of the project.

Key Findings and Observations

Traditional P3 delivery models are not fully supported at the STA transit centers	P3 project delivery models generally share the responsibility of the project's design, build (construction), operations, maintenance, and financing between the public and private sector entities, and deliver projects in innovative, non-traditional ways. Market characteristics of P3 project delivery generally includes: 1) a $50-100M capital cost threshold for major infrastructure projects; 2) projects including significant operations and maintenance (O&M) with lifecycle risk; and/or 3) significant revenue opportunities from sources such as tolling or parking. The current STA transit center operations and the future capital project values do not fully align with P3 delivery options. Projects that are more typically suited for P3 delivery options are large or complex capital projects, such as the STA's freeway expansions, managed lanes projects, or larger scale facility development projects.
Benefits from different delivery options and private sector participation are available	Currently, the transit centers services follow traditional public sector delivery methods. However, there are several delivery options available that could leverage private sector participation. Innovative techniques such as aggregating opportunities across several of the ten (10) transit centers present market opportunities to enhance service delivery to constituents, generate additional revenues, or reduce costs.
Additional revenues and cost savings are feasible in the near term	Based on the results of our initial assessment of market opportunities across the ten (10) transit centers, four opportunities may help the STA meet its objectives to reduce costs or increase revenues in the near term. Cost Savings – 1) Operations and Maintenance; 2) Solar Energy; and Additional Revenues – 3) Parking Fees; 4) Advertising / Sponsorship
Existing barriers must be addressed and overcome	An initial screening analysis, which evaluated the feasibility of the transit center opportunities and delivery options based on financial, implementation, acceptability, operational/interface, and timing/phasing criteria indicates that: ▪ There are barriers to private sector delivery including general readiness for procurement and contracting, perceived public policy constraints and relatively small individual projects. These barriers must be addressed in order for the STA to achieve several of its objectives.
Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually	If the STA and its member municipalities pursue private delivery options and achieve market benchmarks, the transit center opportunities could generate revenues and lower costs by some $500,000 or more annually. The private sector's interest levels in the transit center projects and the value of the opportunities still needs to be tested and validated by private sector market participants.

P3 Suitability and Screening Assessment – Analysis and Next Steps

Overview of Potential Delivery Options and Risk Transfer Characteristics

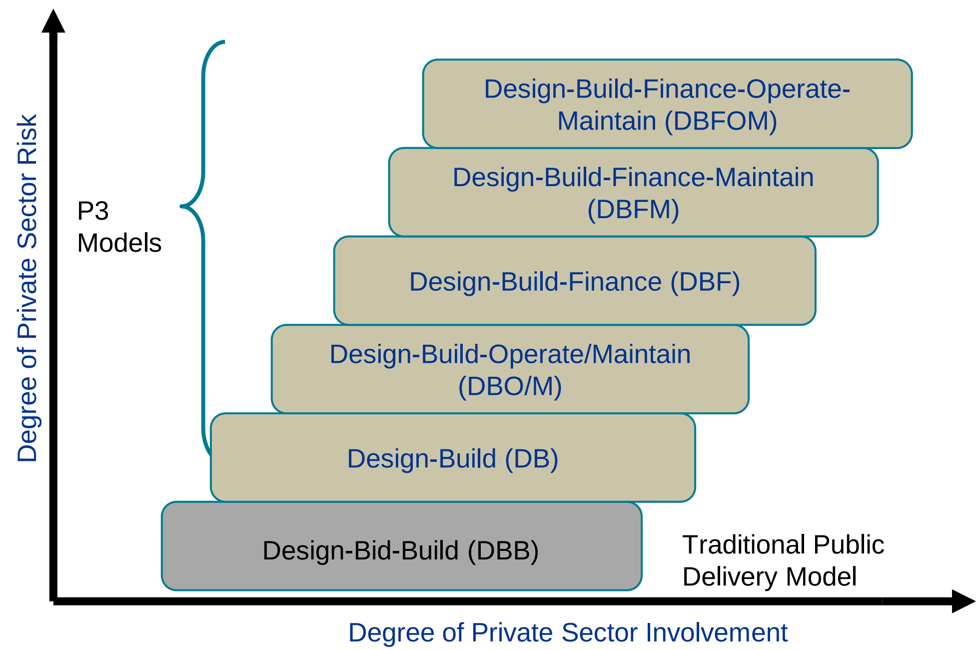
P3 and other delivery options that involve private sector participation have been identified and considered at the STA transit centers. As an overview:

- P3 models may share the responsibility of the project's design, build (construction), operations, maintenance, and financing to levels that are commercially acceptable to both the public and private sector entities.
- In addition, delivery options that involve private sector participation can also share the responsibility of providing public services with the private sector.
- These options could deliver innovative ways to accelerate project delivery, find new revenue opportunities or improve efficiencies.

Project delivery options differ based on a project's attributes (e.g. design, construction, operations) and the level of responsibility and risk that can be transferred to the private sector. As noted in the graphical example to the right:

- Private sector responsibility and risk transfer are directly related.

Example - P3 Delivery Models for Capital Projects and Level of Risk Transfer



To explore which delivery options might be suitable for the STA's transit centers, key risks associated with the specific transit center opportunities were identified along with various project delivery options.

DRAFT – Subject to the STA's Review and Comments

Key Risks Associated with the Transit Center Opportunities

A series of key risks specific to the STA's transit center opportunities have been noted below.

Solar Photovoltaic (PV)	
Design/Construction Risk	Risk that the design is incorrect and does not produce the expected electricity, or is sized incorrectly and does not meet the energy demands of the transit center.
Operations and Maintenance Risk	Risk the facility does not perform to expected levels due to operational proficiency and maintenance, which decreases energy output levels..
Solar Energy Risk	Risk that the solar energy does not meet forecasts, which may lead to less electricity generated than expected.
Price Risk	Risk that the price of electricity supplied from the regional utility falls below the price from the solar PV facility.
Parking Fees	
Competition Risk	Risk that users will find alternative parking and reduce the demand of the parking facility.
Demand Risk	Risk that the demand at the parking facility is less than forecasted or changes due to the implementation of parking fees.
Operations and Maintenance Risk	Risk that parking facility is not operated and maintained as expected, which could impact costs or revenues.
Operations and Maintenance (O&M)	
Cost Overrun Risk	Risk that transit center operations, maintenance or lifecycle costs are greater than expected, which increases financial burdens for the city(ies).
Quality of Service Risk	Risk that certain aspects of operations and maintenance are deferred, which leads to a lower quality of service at the transit center.
Advertising and Sponsorship	
Demand Risk	Risk that the demand for advertising and sponsorship at the transit centers does not meet forecasts.
Price Risk	Risk that the price for advertising and sponsorship at the transit centers is not as great as expected.
Transit-Oriented Development (TOD)	
Demand Risk	Risk that the demand for TOD at the transit centers does not warrant development or investment.
Capital Projects	
Design Risk	Risk that the design for the transit center does not meet the needs.
Cost Overrun Risk	Risk that the capital project costs are greater than planned or budgeted.
Construction Delay Risk	Risk that the construction for the project is delayed, the project cannot deliver services in a timely manner or increases its construction costs.

Overview of Potential Delivery Options and Risk Transfer Levels for the STA Transit Center Opportunities

For the STA's transit center opportunities a series of delivery options, with varying levels of risk transfer to the private sector, may be available in the marketplace.

Level of Risk Transfer Associated with Various Delivery Options			
Opportunity	**High**	**Medium**	**Low**
Parking Fees	Concession	Operating Contract	Equipment Purchase
Advertising and Sponsorship	Lease	Minimum Revenue Guarantee and Revenue Share	*Not Evaluated*
Operations and Maintenance	Fixed Price	Cost Plus Award	Cost Plus
TOD	Land Lease	Developer Fee Sharing Arrangement	*Not Evaluated*
Solar PV	Power Purchase Agreement (PPA)	Lease	Equipment Purchase
Capital Projects	Design-Build-Finance (DBF) and Design-Build-Finance- Operate-Maintain (DBFOM)	Design-Build (DB)	Design-Bid-Build (DBB)

- P3 project delivery or private sector participation can create value to the public agency.
- By transferring appropriate risks in a manner that allows the private sector partner to mitigate such risks through its efficiencies and innovation, these types of delivery options can generate revenues and reduce public agency costs.

A detailed description of each delivery option and its associated risk transfer profile is presented in Appendix 1 to this report.

Findings – Preliminary Delivery Options for Screening Analysis

Potential delivery options and risk transfer opportunities for consideration at the STA's Transit Centers

Several of the potential delivery options appear to: 1) satisfy the STA's objectives; 2) have market precedents and are commercially acceptable; 3) generate market interest; and 4) help mitigate the key risks of implementing the opportunities. Based on our preliminary assessment, the following delivery options appear most suitable to implement the various opportunities at the STA transit centers.

- **Parking Fees:**
  - **Operating Contract** – the municipality would transfer O&M risk to the private operator in return for a negotiated payment. The municipality would retain demand risk.
  - **Concession** – the municipality would transfer both O&M and demand risk by allowing the operator to collect the parking revenues as generated. The municipality would receive a fixed payment in return. Concessions may only be feasible for transit centers with proven demand for parking.
- **Advertising and Sponsorship:**
  - **Minimum Revenue Guarantee and Revenue Sharing** – this delivery model shares the demand risk for advertising space between the municipality and the advertising placement agency. The private agency would guarantee a minimum amount of advertising revenue to the municipality and would share revenues that exceed negotiated thresholds. Sponsorship revenues are generally priced on a revenue sharing basis whereby the private party receives a negotiated commission on sponsorship revenues they secure for the municipality.
  - **Lease** – a lease transfers all of the demand risk to the private sector party. The advertising placement agency would pay a fixed fee to the municipality in return for all the revenues generated on the advertising space.
- **Operations and Maintenance:**
  - **Cost Plus Award** – this delivery option would transfer the responsibility and risk of the operations and maintenance to the private sector. This option also provides an incentive for the operator to reduce costs of operating the center, which could be shared between the municipality and the operator.
  - **Fixed Price** – this delivery option transfers the risk of cost overruns to the private sector because the municipality would pay a fixed fee for the operations and maintenance of the center.
- **Solar PV Facilities:**
  - **Lease** – a lease with an operating contract transfers O&M risks to the private partner, which will reduce the burden on municipality staff for operations. This delivery option does not transfer production or price risk.
  - **PPA** – a PPA is similar to a lease, but transfers both O&M and production risks as the municipality only pays for the electricity that is produced by the facility. The municipality maintains the price risk because the price is fixed in the contract.

Revenues, Cost Savings and Capital Projects

Key Opportunities Across Transit Centers	**Based on the screening analysis, four opportunities have the greatest potential across transit centers:** ■ **Parking Fees** – transit centers that have high utilization may be able to implement parking fees to generate revenues to fund O&M costs and potentially lifecycle and expansion costs. Parking fees can be implemented in a short-time frame. ■ **Advertising and Sponsorship** – advertising and sponsorship present relevant opportunities due to the high level of traffic on the I-80 and I-680 corridors and the traffic volumes at the transit centers. If the transit centers are aggregated for a single contract, the value of the opportunities may increase. ■ **Operation and Maintenance** – a few transit centers have high O&M costs (over $250,000 annually) and may present opportunities individually. O&M service providers may be interested in providing operating and maintenance services for each center and lowering costs by using innovative cost saving management strategies. Bundling the O&M of the transit centers may present a greater opportunity for cost savings. The seven transit centers that are currently in operation have aggregate O&M costs of greater than $1.7 million annually. ■ **Solar PV Facilities** – Solano County has solar energy potential to help offset most or all of energy costs at the transit centers. This opportunity can be implemented in a short-time frame and many of the risks can be transferred to the private sector.
Unlikely Opportunities	**The remaining transit center opportunities do not have characteristics that warrant P3 delivery models, nor do they materially satisfy the STA's objectives of reducing costs or generating alternative revenues.** ■ **Transit-Oriented Development** – the general demand characteristics in the areas around the transit stations do not warrant transit-oriented development in the very near term. However, demand for transit-oriented development may exist at several transit centers in the medium to long-term. ■ **Capital Projects** – most of the planned capital projects at the ten transit centers are not sufficiently large for a P3 project delivery option. FHWA indicates a $100M capital cost threshold for major infrastructure projects with P3 project delivery due in part to the costs of implementation (e.g. legal entity, financing), and while we have seen some successful projects below this threshold, they often involve more significant O&M and/or third party revenue opportunities.

Assessment of Transit Center Opportunities

Although the ten transit centers vary significantly in their characteristics (e.g. location, size, volumes), the key opportunities identified are applicable to the majority of the transit centers.

Key Opportunities Across the STA's Transit Center Portfolio	✓	✓	✓	✓	✓		
	Parking Fees	Advertising and Sponsorship	Operation & Maintenance	TOD	Solar PV Facilities	Capital Projects	Overall Review
Transit Centers							
Dixon Multimodal Transportation Center	○	○	○	○	◐	○	LOW
Curtola Pkwy & Lemon St. Transit Ctr.	●	◐	●	○	●	○	HIGH
Vallejo Transit Center	●	●	●	◐	●	◐	HIGH
Suisun Train Station	◐	●	◐	◑	●	○	MEDIUM
Benicia Transit Center	◐	●	◐	○	●	○	MEDIUM
Vacaville Transportation Center	◐	◐	◐	◐	◐	○	MEDIUM
East Monte Vista Transit Center	◐	◐	◐	○	◐	○	MEDIUM
Fairfield Transportation Center	●	●	●	◑	●	○	HIGH
Fairfield/Vacaville Train Station	◐	◐	◐	◑	◐	◐	MEDIUM
Fairfield Red Top Park & Ride Lot	◐	◐	◐	◐	●	○	MEDIUM
Summary of Opportunities Low ○	1 of 10	1 of 10	1of 10	4 of 10	N/A	8 of 10	1 of 10 ○
Medium ◐	6 of 10	5 of 10	6 of 10	2 of 10	4 of 10	2 of 10	6 of 10 ◐
Medium/High ◑	N/A	N/A	N/A	4 of 10	N/A	N/A	
High ●	3 of 10	4 of 10	3 of 10	N/A	6 of 10	N/A	3 of 10 ●
Timeliness of Opportunity*	•N/T	•N/T	•N/T to L/T	•N/T to L/T	•N/T	•N/T to L/T	
All 10 Transit Centers	◐	●	◐	◑	●	○	MEDIUM

○ **LOW** opportunity potential

◐ **MEDIUM** opportunity potential, several uncertainties to consider

● **HIGH** opportunity potential

*Near Term (N/T)= 1 - 3 years, Long Term (L/T)= 3 - 7 years

Summary of Key Opportunities

	Key Opportunity Characteristics	Potential for Cost Savings and Additional Revenues
Parking Fees	• Parking fees offers an opportunity for additional revenues to be generated for the municipality. • The greatest opportunities in the short-term are ***Vallejo Transit Center, Fairfield Transportation Center***, and the ***Curtola-Lemon Parkway Park-n-Ride***. These centers have high demand for parking and limited competition from other parking lots in the area. • Together these stations currently have **1,875 spaces**, which will be near capacity, and have plans to add an additional **2,180 more spaces** in the near future.	• Charging patrons $20 - $30 monthly parking fees for the existing space 1,875-space capacity could generate approximately **$450,000** in parking revenues a year. Fees from planned parking capacity could generate approximately **$523,200** in revenues per year. Demand factors, revenue sharing and operating costs, which are unknown, would impact parking revenues. • ***Benicia Transit Center*** could present an opportunity if the City of Benicia decides to widen implementation of parking fees across its park-n-rides. • Aggregating parking fee opportunities may enhance the attractiveness of the contract to the private sector, which may increase value to the public agencies.
Advertising and Sponsorship	• The seven transit centers currently in operation have **over 2 million riders per year**, which would be attractive for advertisers. • Larger centers, such as ***Vallejo Transit Center***, ***Fairfield Transportation Center***, ***Curtola-Lemon Park-n-Ride***, could attract advertising agencies on an individual basis. However, bundling a number of centers could present a greater opportunity for the municipalities. Bus wrapping is another opportunity for the municipalities could take advantage.	• Billboards are an opportunity for transit centers with direct access to major freeways, such as I-80, I-680, and SR-12. • ***Fairfield Transportation Center***, ***Red Top Park-n-Ride***, ***Suisun Train Station***, ***Benicia Transit Center*** have average daily traffic **(ADT) ranging from 35,000 to 175,000 per day**. However, discussions with municipality staff have indicated resistance to certain forms of advertising.
O&M	• Seven transit centers currently in operation spend approximately **$1.7 million annually** for operations and maintenance. • ***Vallejo Transit Center*** and ***Fairfield Transportation Center*** have the highest O&M costs of the centers currently in operations. • ***Vallejo Transit Center***, ***Curtola-Lemon Park-n-Ride***, and ***Fairfield Transportation Center*** have planned expansion and may also benefit from O&M contracts.	• Potential areas of cost savings include security, energy, and maintenance of the transit centers. • Saving **5%-10%** on O&M costs, which is within a savings range typically quoted by private sector market participants, could reduce the $1.7 million annual expenditures by approximately **$85,000 to $170,000.**
Solar PV Facilities	• Transit centers, ***Vallejo Transit Center*** and ***Fairfield Transportation Center*** have significant energy costs and can benefit from solar PV. • Together, these two station spend over **$150,000** annually on electricity costs. • Vacaville Transportation Center currently takes advantage of a solar energy installation that produces all of its electricity at the transit center, which offsets all of its electricity costs.	• Solar PV facilities would also benefit planned station or expansions as it would offset the energy costs in the near and long term. • The typical payback period for solar PV facilities are **5 to 7 years**. Planning for solar PV facilities at new centers or expansions would also lower the cost of installation. • After the payback period, solar PV facility could offset up to approximately **$150,000** of the energy costs at just two transit centers (Vallejo, FTC).

Screening Criteria

Based on the objectives set out by the STA, screening criteria were developed in conjunction with municipality and the STA's staff. These criteria were used to inform the suitability of the various opportunities across the ten transit centers and to help identify potential issues and barriers. The screening criteria are separated into five components as noted in the table below.

	Category	Screening Criteria
1	***Acceptability*** Addresses the acceptability and alignment with STA's long-term vision, sources of funding or financing, project schedule, public policy	▪ Alignment with STA timeframes, costs and public/stakeholder goals ▪ Advancement of STA's and member municipalities' energy efficiency/green initiatives ▪ Does not unreasonably increase financial burden to users
2	***Operational/Interface*** Considers O&M interface and commercial issues such as performance-based measures, party responsibility, O&M contracts, capital replacement, multi-use of system, regulation and enforcement	▪ Improvement of service delivery quality or service delivery performance measures (e.g. on-time performance, customer responses, interruption of service, staffing needs) ▪ Reduction of cost overrun risk ▪ Enhance quality of asset over lifecycle
3	***Implementation*** Considers whether the opportunity faces any legal, technical, or policy constraints	▪ Alignment with local, state, and federal zoning laws, regulations and restrictions (e.g. land entitlements, billboard dimension rules) ▪ STA's legal authority and permission to enter and administer service ▪ STA's required legal and policy framework to ensure the opportunity can be implemented ▪ Appropriate staff, infrastructure, and equipment to implement the opportunity ▪ Private sector technical expertise
4	***Timing/Phasing*** Considers STA's phasing strategies, and prioritization of projects	▪ Time frame for implementation (near term: 1 – 3 years, long term: 3 – 7 years) ▪ Acceleration of planned delivery timeframe of the project (ex. planned construction reduced due to private sector participation)
5	***Financial*** Considers whether the opportunity allows STA to access additional upfront capital, provide revenues to offset costs, or generate cost savings/reductions	▪ Generation of alternative revenues ▪ Monetization of revenues for upfront funding ▪ Upfront funding for capital costs ▪ Reduction of operating or capital costs

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Summary of Suitability Assessment

Considering the delivery options and the screening assessment, the opportunities that appear most suitable are parking fees, advertising and sponsorship, operations and maintenance, and solar PV facilities.

Both parking fees and advertising and sponsorship present opportunities to generate additional revenue for the municipalities and to help to offset operating costs. O&M and solar PV facilities offer ways to help municipalities reduce operating costs at the transit centers.

	Acceptability	Operational/ Interface	Implementation	Timing/Phasing	Financial	Overall Review
Transit Centers						
Dixon Multimodal Transportation Center	◐	○	◐	○	○	LOW
Curtola Pkwy & Lemon St. Transit Ctr.	●	●	◐	●	●	HIGH
Vallejo Transit Center	●	●	◐	●	●	HIGH
Suisun Train Station	◐	●	◐	◐	◐	MEDIUM
Benicia Transit Center	●	●	◐	◐	◐	MEDIUM
Vacaville Transportation Center	◐	●	●	◐	◐	MEDIUM
East Monte Vista Transit Center	◐	◐	●	◐	◐	MEDIUM
Fairfield Transportation Center	◐	●	◐	●	●	HIGH
Fairfield/Vacaville Train Station	●	●	◐	○	◐	MEDIUM
Fairfield Red Top Park & Ride Lot	◐	●	◐	◐	◐	MEDIUM
Summary of Opportunities Low ○ Medium ◐ High ●	N/A 6 of 10 4 of 10	1 of 10 1 of 10 8 of 10	N/A 8 of 10 2 of 10	2 of 10 5 of 10 3 of 10	1 of 10 6 of 10 3 of 10	1 of 10 ○ 6 of 10 ◐ 3 of 10 ●
All 10 Transit Centers	●	●	◐	◐	◐	MEDIUM

○ **LOW** likelihood of satisfying criteria

◐ **MEDIUM** likelihood of satisfying criteria, several uncertainties to consider

● **HIGH** likelihood of satisfying criteria

Findings – Preliminary Screening Analysis

Key Barriers to Realizing Opportunities	The screening analysis has identified several barriers that may prevent or delay realizing the opportunities:
	■ **Acceptability** – discussions with municipality staff have indicated that certain opportunities might not be acceptable to the municipalities, such as advertising, billboards, and naming rights. While these opportunities could generate alternative revenues, the municipalities and STA will need to decide whether these opportunities fall within their policies before such revenues could be realized. ■ **Implementation** – the transit centers are in varying stages of completion on relevant studies that would provide the information required to attract private sector participation. For example, Curtola-Lemon Park-n-Ride, Vallejo Transit Center, and Fairfield Transportation Center have not yet completed parking studies. These types of studies would typically be required by private sector partners to assess the value of the opportunity. Until the studies are completed, this is a barrier that limits the marketability of the opportunity. ■ **Timing/Phasing** – the transit centers differ in stages of completion, ranging from planning to fully operational. Implementing the opportunities at each of the transit centers will present different challenges based on the stage of completion, which will impact the timing of any benefits associated with the relevant opportunities. ■ **Financial** – the value of the opportunities is largely dependent on underlying demand. Several transit centers don't appear to generate demand volumes that would attract a private sector partner or justify an investment on a standalone basis. As such, some of the transit centers may not directly participate in benefits associated with private sector delivery opportunities.

Next Steps Following Screening

Next Steps	
Next Steps	■ **Supplement Suitability and Screening Report with Market Sounding** –this report analyzes the transit centers to determine if the opportunities are feasible from a commercial perspective. It also screens the opportunities based on the objectives and criteria of the STA. These initial results need to be market sounded and tested with private sector market participants to: ■ Determine if the market is interested in pursuing these opportunities; and ■ Verify what type of delivery options and risk transfer arrangements are feasible in the marketplace. ■ **Analyze Revenues, Funding, and Financing** – the next step is to quantify the potential cost savings and additional revenue that could be generated from these opportunities. ■ Market sounding will contribute to informing the revenue and financing analysis; and ■ Evaluate funding and financing options for the opportunities in coordination with the STA's staff.

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Summary of Delivery Options

The delivery options presented in this section are based on KPMG's experience in the market, which is informed by precedent project delivery options that have been accepted by both public and private sector participants. These delivery options will need to be tested through the market sounding to determine if they are appropriate for the specific opportunities at the STA's transit centers.

	Delivery Option	Risk Transfer
Solar PV	**Equipment Purchase** The municipality would purchase the solar PV facility from a provider and be responsible for operating and maintaining the facility.	**LOW** ■ Provider would be responsible for any deficiencies during the warranty period. ■ City would be responsible for operations and maintenance and would take the risk on the amount of power produced.
	Lease The municipality would pay little or no money upfront and pay a fixed cost for the solar PV facility over time. The provider would operate and maintain the facility. Duration of the leases typically run between 10 to 20 years. The municipality would pay a fixed cost no matter how much power the facility produces.	**MEDIUM** ■ This delivery options transfers both construction and O&M risk to the private sector. ■ The municipality pays a fixed costs no matter how much the facility produces, and takes the production risk.
	PPA This is similar to a lease, but the municipality would pay for all the power that is produced by the solar PV facility at a pre-determined rate.	**HIGH** ■ This delivery options transfers both construction and O&M risk to the private sector. The municipality will only pay for the power that is produced at a fixed price.
Parking Fees	**Equipment Purchase** The municipality would either purchase the equipment to implement parking fees and the municipality or transit operator would be responsible for operating the systems and collecting the parking revenue.	**LOW** ■ Provider would be responsible for any deficiencies during the warranty period. ■ City would be responsible for operations and maintenance and would take both performance and revenue risk.
	Operating Contract The municipality would contract with a parking operator to implement parking fees, who would be responsible for operations. The municipality would pay the operator a fixed price and collect the parking revenue.	**LOW** ■ This delivery options transfers operations and performance risk for operations. ■ The municipality pays a fixed costs to the operator and takes the revenue risk.
	Parking Concession The municipality would let a concession to a private operator, who would pay the municipality either through a lease or an upfront payment in return for the right to collect the parking revenue. The private operator would be responsible for the operations. Certain provisions could be included to provide a guarantee revenue for the operator or for the municipality to share if parking revenues are higher than expected.	**HIGH** ■ This options transfers much of the risk to the private sector, including operations, performance, and revenue risk. The municipality would be paid a fixed fee for the concession. ■ There is a potential for sharing the revenue risk by providing a minimum and maximum to the parking revenue received by the operator.

Summary of Delivery Options (cont'd)

	Delivery Option	Risk Transfer
Advertising and Sponsorship	**Minimum Revenue Guarantee and Revenue Share** The municipality would contract out advertising opportunities to an advertising placement agency that would be responsible for investment in the advertising structures and placing advertisements. The advertising agency would pay the municipality a minimum fee and also share the advertising revenues above some negotiated threshold.	**MEDIUM** ▪ The advertising placement agency would be responsible for placing advertisements as permissible by local ordinance. ▪ The municipality would bear some demand risk depending the balance between the minimum revenue guarantee and the revenue sharing.
	Lease The municipality would receive a fixed payment to lease their land for private company advertising purposes. The private company would be responsible for investment in the advertising structures, placing advertisements, and collecting all of the revenues.	**HIGH** ▪ The advertising placement agency would be responsible for placing advertisements as permissible by local ordinance. ▪ The municipality would receive a fixed payment in return for granting an advertising agency the exclusive right to collect all revenue from advertisements.
Operations and Maintenance	**Cost Plus** The municipality would contract with a private operator that would be reimbursed for their costs to operate and maintain the station plus a management fee. The operator would be responsible for operating and maintaining the station to standards agreed upon with the municipality.	**LOW** ▪ The private operator is responsible for meeting standards agreed upon with the municipality. ▪ The municipality retains the majority of the risks (including cost overruns) and the private operator is not incentivized to reduce operating costs.
	Cost Plus Award Fee The municipality would contract with a private operator that would be reimbursed for their costs to operate and maintain the station plus a bonus of certain performance criteria are met. Performance criteria could include reduction of crime or reduction in energy usage at the station.	**MEDIUM (or LOW – MEDIUM)** ▪ The private operator is responsible for meeting standards agreed upon with the municipality. ▪ The municipality retains the majority of the risks (including cost overruns), but incentivizes the private operator to reduce costs or improve performance.
	Fixed Price The municipality would contract with a private operator that would be paid a fixed fee that is independent from the cost incurred by the operator. The operator would be responsible for operating and maintaining the station to standards agreed upon with the municipality.	**HIGH** ▪ This delivery option transfers the majority of the risk to the private operator as the price is fixed. ▪ This option is suitable in a competitive bidding environment and provides the municipality with price certainty.

VII. Appendix 1

Summary of Delivery Options (cont'd)

	Delivery Option	Risk Transfer
Capital Projects	**Design-Bid-Build (DBB)** Design-bid-build is traditional procurement method for public sector agencies. The public sector agency designs (or contracts out the design) of a facility, which is then bid out to contractors for construction.	**LOW** ▪ The municipality would retain the majority of the risks associated with the capital projects by separately contracting out the design and construction of the project. ▪ The municipality would also retain responsibility and associated risk for operations and maintenance.
Capital Projects	**Design-Build (DB)** Design-build allows the contract to design and construct the proposed facility based on preliminary design specifications issued by the public agency. This procurement method allows for potential cost-savings through innovative design by the construction firm and through a competitive bid on price.	**MEDIUM** ▪ This delivery option allows for slightly more risk transfer as the contractor would both design and construct the project for a fixed price. The risk of cost overruns and schedule delays are transferred for the private sector partner.
Capital Projects	**Design-Build-Finance (DBF)** This delivery option adds private financing to the design-build option. The private sector contractor would secure private financing for a portion or all of the project costs. The introduction of private finance would further incentivize the private sector.	**HIGH** ▪ The introduction of financing transfers additional risk and also provides greater incentive to the private sector. Financing puts private money at risk, which generally enhances oversight for the project to be delivered on-time and at cost.
Capital Projects	**Design-Build-Finance-Operate-Maintain (DBFOM)** This delivery option is a long-term model for delivering infrastructure by transferring a majority of the risks and responsibility to the private sector. The private sector is not only responsible for the design and construction of the project, but also for operating and maintaining the project to specified standards.	**HIGH** ▪ Two primary payment structures for DBFOM: user fees and availability payments. This delivery option transfers the responsibility of designing, financing, constructing, operating, and maintaining the project to the private sector. The associated risks are also transferred. Due to the complexity of these structures, the term for these projects are usually long-term (20-50 years).
Transit Oriented Development	**Developer Fees Sharing Arrangement** This delivery option is helps to encourage TOD through cost sharing arrangements between the municipality and private developer. It is common for developers to pay fees to fund improvements to infrastructure that would benefit the planned development. A sharing arrangement would reduce the cost to the developer and therefore could encourage investment.	**MEDIUM** ▪ The municipality would retain the majority of the risks because the development would still depend on the interest and willingness of the developer.
Transit Oriented Development	**Land Lease** This delivery option shifts additional risk to the private developer. The municipality and private developer would enter into a lease agreement in which the developer would pay the municipality a fee in return for the use of the land for development.	**HIGH** ▪ This delivery option affords risk transfer as the developer is taking the risk of lease payments for the land from the municipality over a long-term (e.g. 40-60 years). The municipality would receive payments on a regular basis and the developer would develop the land.

TOD Preliminary Assessment

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TOD Opportunities - Preliminary Suitability Summary

As part of this suitability and screening assessment, high-level market indicators for potential TOD opportunities were analyzed. Factors that affect TOD investor interest include whether:

1) replacement costs are less than acquisition costs, which indicates a case to develop property over purchasing existing property;

2) current market rental rates are greater than break-even rental rates, which indicates there may be sufficient investor return.

This analysis also considered additional factors based on information provided by the STA and its municipalities that could influence an investor's interest in TOD. Such factors included phasing and timing, current market activity, the municipalities' development plans, current and forecasted demographics within the vicinity of the transit centers, and zoning designations.

Preliminary Suitability Results

After weighing these factors, a high-level assessment was made:

- ***Four*** transit centers have *low* opportunity potential for TOD opportunities.
- ***Five*** transit centers have *medium* to *medium-high* opportunity potential for medium to long-term (3 – 7 years) TOD.

The five centers warrant further analysis into whether TOD opportunities are available. To better gauge the suitability as well as the private sector's interest in these TOD opportunities, this initial screening should be supplemented with further due diligence (ex., projected demand, barriers to entry, number of permits and units under construction).

Transit Center	Location	Preliminary Screening	
Dixon Multimodal Transportation Center Benicia Transit Center East Monte Vista Transit Center Curtola Pkwy & Lemon St. Transit Ctr.	Dixon, CA Benicia, CA Vacaville, CA Vallejo, CA		
Vallejo Transit Center Suisun Train Station Fairfield Transportation Center Red Top Park and Ride Vacaville Transportation Center	Vallejo, CA Suisun City, CA Fairfield, CA Fairfield, CA Vacaville, CA		

LOW opportunity potential

MEDIUM opportunity potential, several uncertainties to consider

HIGH opportunity potential

TOD Preliminary Assessment (cont'd)

TOD Opportunities - Preliminary Suitability Summary

Vallejo	Acquisition Costs ($/sq ft)	Replacement Costs ($/sq ft)	Break-Even Rent ($/sq ft)	Current Rents (Costar) ($/sq ft)	TOD Suitability Assessment
Retail	$127.44	$142.47	$11.14	$14.33	

Preliminary Analysis: Preliminary data suggests that investors may not be interested in TOD opportunities near Vallejo Transit Center at this time because acquisition costs are less than replacement costs and market rental rates are not much higher than break-even rental rates. However, this information is based on data for the area at large, includes averages, and is not location-adjusted. The center's close proximity to the waterfront and highways I-80 and I-780 may be appealing to some developers.

Suisun City	Acquisition Costs ($/sq ft)	Replacement Costs ($/sq ft)	Break-Even Rent ($/sq ft)	Current Rents (Costar) ($/sq ft)	TOD Suitability Assessment
Retail	$138.97	$129.33	$10.12	$21.68	
Office	$165.99	$144.80	$20.69	$26.00	

Preliminary Analysis: Preliminary data suggests that investors may be interested in TOD opportunities near Suisun Train Station because acquisition costs exceed replacement costs (particularly for office development) and current rents exceed break-even rental rates.

Fairfield	Acquisition Costs ($/sq ft)	Replacement Costs ($/sq ft)	Break-Even Rent ($/sq ft)	Current Rents (Costar) ($/sq ft)	TOD Suitability Assessment
Retail	$252.65	$129.33	$10.12	$17.43	
Office	$139.58	$144.62	$20.67	$20.75	

Preliminary Analysis: Retail acquisition costs exceed replacement costs and current rental rates exceed break-even rental rates. This appears to support retail development near Fairfield Transportation Center and Fairfield Vacaville Train Station. Office development opportunities will likely not appeal to many TOD developers because acquisition costs are lower than replacement costs and break-even rental rates and current rental rates are about equal.

Vacaville	Acquisition Costs ($/sq ft)	Replacement Costs ($/sq ft)	Break-Even Rent ($/sq ft)	Current Rents (Costar) ($/sq ft)	TOD Suitability Assessment
Retail	$196.37	$113.99	$8.92	$14.92	
Office	$215.84	$145.53	$20.79	$21.02	

Preliminary Analysis: Retail and office acquisition costs exceed replacement costs and current rental rates exceed break-even rental rates. This appears to support office and retail development (more favorable for retail) near Vacaville Transportation Center.

Note: Recent sales data includes real estate owned transactions, typically reflecting discounts to market pricing, analysis is preliminary and subject to change with further research.

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cutting through complexity

Appendix II:

Market Sounding Report

Dated November 14, 2013

Contents

P3 Feasibility Study - Market Sounding Report

Market Sounding Results and Next Steps

Overview and Objectives

The Solano Transportation Authority (STA) engaged KPMG Corporate Finance LLC (KPMG) as advisors to conduct a Public-Private Partnership (P3) Feasibility Study at ten (10) of its transit centers in Solano County. Part of this initiative includes an informal market sounding which gives insight on marketplace views regarding contract lengths and terms, risk transfer and incentives that encourage investment.

In July 2013, KPMG submitted an initial assessment of transit center revenue generating and cost savings opportunities based on site visits, collected data and meetings with STA executives. Based on the initial assessment, the STA requested that KPMG proceed with a series of informal market sounding interviews with private sector firms. KPMG interviewed ten private sector firms to further explore the identified revenue and cost saving opportunities.

Market Sounding Objectives

The objectives for this exercise are to gather direct market feedback at the ten transit centers regarding:

- Potential commercial structures;
- Alternative revenues;
- O&M savings or service enhancements;
- Improve service delivery for its constituents; and
- Other innovative concepts.

This report supplements KPMG's initial screening assessment with direct feedback from private firms with relevant industry expertise. The goals of this market sounding report are to understand current information about the market's:

- Preferred structures and risk transfer appetite;
- Perception of potential implementation challenges; and
- Overall interest in the STA's projects.

The analysis presented within this report is based on interviews with ten private sector firms, analysis of transit center data provided by the municipalities and the STA, and meetings with the municipalities and the STA's staff. Marketplace viewpoints, where presented in this report, reflect direct feedback from various market participants and may not reflect KPMG's viewpoints.

Transit Centers and Identified Opportunities

Transit Centers and Initial Opportunity Identification

Ten transit centers from five municipalities in Solano County are included in this study:

1. Dixon Multimodal Transportation Center (Dixon, CA)
2. Curtola Parkway & Lemon Street Transit Center (Vallejo, CA)
3. Vallejo Transit Center (Vallejo, CA)
4. Suisun Train Station (Suisun, CA)
5. Benicia Transit Center (Benicia, CA)
6. Vacaville Transportation Center (Vacaville, CA)
7. East Monte Vista Transit Center(Vacaville, CA)
8. Fairfield Transportation Center (Fairfield, CA)
9. Fairfield/Vacaville Train Station (Fairfield, CA)
10. Fairfield Red Top Park & Ride Lot (Fairfield, CA)

Several potential transit center opportunities were identified and evaluated during the initial suitability and screening assessment and for the market sounding:

- **Parking Fees** – parking fees that may help the municipalities generate additional revenue, offset operating costs, and/or fund capital projects.
- **Advertising and Sponsorship** – advertising (e.g.. Billboards or similar media displays) and sponsorship (e.g.. Naming Rights or "Official provider of") revenues that may generate additional revenues to offset operating costs and/or fund capital projects.
- **Operations and Maintenance (O&M)** – private operations and maintenance of transit center(s) that may create efficiencies, cost savings or improved service to users.
- **Transit-Oriented Development (TOD)** – transit-oriented development that may generate revenues for the city(ies) or help to achieve development policies and goals.
- **Solar Photovoltaic (PV) Facilities** – solar PV facilities that may help to offset energy costs at the transit centers.
- **Capital Projects** – public-private partnership delivery and procurement options for capital projects that may lead to cost savings for capital, lifecycle, or O&M aspects of the project.

Key Findings and Observations

Initial P3 Suitability and Screening Assessment – Key Findings	▪ Traditional P3 delivery models are not fully supported at the STA transit centers. ▪ Benefits from different delivery options and private sector participation are available. ▪ Additional revenues and cost savings are feasible in the near term - four opportunities: O&M, Solar PV, Parking Fees and Advertising/Sponsorship. ▪ Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually.
High Interest: **O&M & Naming Rights**	Market sounding participants expressed their highest interest levels in O&M and Sponsorship (Naming Rights) opportunities. **O&M** – participants are interested in bundling centers into a portfolio to effectively generate cost savings. ▪ One contract with a single public agency counterparty is preferred with a term ranging from 3 – 10 years. ▪ O&M costs savings estimates range from 5 – 30%. ▪ Contract provisions could guarantee pricing and private sector risk sharing in performance and fees. **Naming Rights/Sponsorship** – Direct feedback indicates there is interest in naming rights and sponsorship deals that can generate revenues. ▪ Fairfield Transportation Center is the most attractive center due to its impression value (e.g.. visibility and exposure). ▪ Contracts should be separate to maintain individual value associated with each center and range from 10 – 25 years. ▪ Sponsorship agreements with exclusivity contract terms (ex. car dealerships, beverage, ATM and banking services) are a possibility.
Medium Interest: **Parking & Solar PV Facilities**	Market Participants are interested in Parking Fees and Solar PV Facility opportunities, but there are some potential barriers to realizing these opportunities. **Parking Fees** – the market is interested in parking opportunities but suggested that the STA test the public's willingness to pay parking fees and develop a track record of public acceptance. ▪ Fairfield Transportation Center, Vallejo Transit Center, and Curtola-Lemon Park and Ride are attractive centers due to parking demand – new and expanded parking inventory at the centers may also prove attractive in the future. ▪ The STA or its municipalities should properly prepare the public for new policies on parking fees, possibly tested through pilot programs. **Solar PV Facilities** – this is an immediate opportunity at centers with large enough electrical usage levels. ▪ Fairfield Transportation Center and Vallejo Transit Center are the most attractive centers; other centers under design, such as Benicia Transit Center and Curtola-Lemon Park and Ride may also create potential opportunities. ▪ Annual electricity costs at certain transit centers may be reduced by over 80% from PV installations.

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Key Findings and Observations (cont'd)

Potential Interest: **Advertising & TOD**	**Outdoor Advertising** – market participant feedback indicates national advertising firms are generally not interested in transit advertising opportunities at the stations. However, there is interest in exploring potential opportunities for static or digital billboards with good visibility from highways and high-traffic corridors. **TOD** – at the moment, the market is not demonstrating interest in TOD opportunities due in part to market demand levels and Solano County's low population density. The STA's member municipalities will likely need to offer incentives to attract developers to accelerate developer's interests in TOD demand and their development timelines.

Market Sounding Results and Next Steps

DRAFT – Subject to the STA's Review and Comments

Overview of Market Sounding

P3 Suitability and Screening Assessment - Key Findings and Observation

- **Traditional P3 delivery models are not fully supported at the STA transit centers** - Market characteristics of P3 project delivery generally include: 1) a $50 – 100M capital cost threshold; 2) significant operations and maintenance and lifecycle risk; and/or 3) significant revenue opportunities.
- **Benefits from different delivery options and private sector participation are available -** aggregating opportunities across several of the transit centers may generate additional revenues, or reduce costs.
- **Additional revenues and cost savings are feasible in the near term** - **Four opportunities** may help STA-member cities reduce costs and increase revenues: **O&M** and **Solar PV** can reduce costs and **Parking Fees** and **Advertising/Sponsorship** can create additional revenues.
- **Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually.**

Market Sounding

To gauge the interest levels of the private sector in the transit center revenue and cost saving opportunities, KPMG conducted, and the STA participated in, market sounding interviews with relevant private sector firms. The market sounding participants represent a cross-section of disciplines that were agreed to by the STA and KPMG.

	Parking Fees	Advertising	Naming Rights/ Sponsorship	Operation & Maintenance	TOD	Solar PV Facilities
# of Market Sounding Participants	**2**	**2**	**1**	**3**	**2**	**2**
Market Sounding Participants	ABM Parking Services SP PLUS	JCDecaux LAMAR	Superlative	Johnson Controls ABM Parking Services SP PLUS	AvalonBay Communities, Inc. B&L Properties	SolarCity Sun Light & Power

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IV. Key Market Feedback Summary

O&M

Transit Centers with Potential	▪ ***High degree of market interest*** for bundling O&M station contracts due to near-term opportunity potential and ability to maximize cost savings through economies of scale. Individual transit center O&M opportunities are not highly attractive or as broadly marketable as a bundled package of centers.
Feedback	▪ ***Responsibilities*** could include daily management of maintenance and operations (ex., janitorial, security, engineering) with the goal of enhancing level of service delivery by managing resources and improving assets with use of new technology (ex., software and equipment). ▪ ***Potential contract structures*** could include fixed price, cost plus, or best efforts, and will likely require an output specification and service level requirements; private party could post performance bonds to guarantee performance; 3 – 10 year contract term with 2 – 3 year renewal options. ▪ ***Equipment financing*** throughout the term of the contract is available, if needed. ▪ ***Bundling*** O&M contracts are a preferred arrangement to maximize cost savings; private services could bring cost savings ranging from 5 – 30% driven by efficiencies from labor and long-term upkeep; several vendors could package their parking and O&M services, which should enhance the competitiveness of the bids.
Potential Barriers	▪ ***Labor Policy*** – labor policies and standards need to be explored, for example, non-union contracts costs can be 45% lower than union contracts. ▪ ***Historical Data*** – condition of assets and historical operating costs need to be examined to establish realistic savings base lines. ▪ ***Performance Standards*** – performance standards need to be developed and clearly articulated to potential contractors (e.g., output specification, SLAs).
Additional Considerations	▪ ***Procurement*** – service providers prefer a qualification driven process that includes a proposal response and pricing that is based on site visits, historical data and output specification. A single-stage RFP with minimum qualifications is preferred. Procurement is likely a 3 – 6 month process.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Labor Contracts and Policies

- Disclose existing labor contracts and policies to address potential labor issues with private contracting (ex. prevailing wages).

Access to Historical Data

- Ensure that respondents can assess condition of assets at the centers with site visits and have access to historical cost information in virtual data rooms (ex. lifecycle costs, deferred maintenance, operating expenses, employee salaries, equipment inventory, revenue history).

Performance Standards

- Before procurement, cities will need to establish clear service and performance standards for private contractors to achieve.

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IV. Key Market Feedback Summary

Naming Rights/Sponsorship

Transit Centers with Potential	▪ ***High degree of market interest*** in stations with the highest impression values (visibility), passenger and traffic volumes, such as: ▪ **Fairfield Transportation Center, Vallejo Transportation Center, Benicia Transit Center and Suisun Train Station.**
Feedback	▪ ***Responsibilities*** could include valuation and management of a sponsorship sales program, negotiations and contracting between cities and sponsors. ▪ ***Potential Contract Structures*** could include a naming rights/sponsorship contract with terms with a minimum of 10 – 25 years. ▪ ***Impression value*** for each transit center is different due to unique characteristics associated with each station (ex. visibility from highway, multi-modal capabilities, demographics and activity near center, number of patrons passing through center). Bundling centers into a single contract likely decreases the impression value of each center. ▪ ***Sponsorship*** deals with exclusivity provisions for industries such as car dealerships, banks, and food and beverage companies can generate revenues for the transit center or even potentially an entire city.
Potential Barriers	▪ ***Demographics*** – passenger volumes, activity, and TOD in the vicinity of each center is an important pricing factor that drives contract value, and that type of detailed data will need to be assembled. ▪ ***Timing/Phasing*** to deliver a naming rights contract is generally takes 12 - 18 months due to corporate budget cycles, procurement, negotiations and approval through public agencies.
Additional Considerations	▪ ***Contract Value*** – sponsors pay higher values to naming rights contracts with their name positioned first (e.g., Sponsor Name Transit Center). Transit related naming rights have generated $200,000 to $1,000,000 per year. ▪ ***Procurement*** – a single-stage procurement process (RFP) for a naming rights/sponsorship sales firm is preferred (60 – 90 days procurement). ▪ ***Commissions*** from precedent naming rights sale have ranged from 10% - 30% depending upon services and demand for the rights sale.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Demographics Study

- To understand each station's potential impression value, studies on the demographic trends and activity may need to be conducted to supplement data available today.

Public Agency Timing

- To deliver one or more naming rights or sponsorship contracts within 12 to 18 months requires top level public agency acceptance and commitments throughout the process.

Parking Fees

Transit Centers with Potential	■ ***Medium degree of market interest*** in stations with the strongest demand for parking: ■ **Fairfield Transportation Center** ■ **Vallejo Transit Center** ■ **Curtola Parkway & Lemon St. Transit Center**
Feedback	■ ***Responsibilities*** could include parking equipment and operations management to support agency's goals for service levels and revenues. ■ ***Potential contract structures*** could include lease arrangements, cost plus, management fee with reimbursable expenses, or potentially minimum revenue guarantee that can be monetized; structures will depend upon parking policies, services, revenue demand and public acceptance. ■ ***Equipment financing*** could include parking equipment may be financed with long enough contract term (5 – 10 years). ■ ***Bundling*** contracts for managing and operating parking is the preferred arrangement for the private sector. Private sector participants want to compete for parking operations and revenue contracts within several of the STA stations; several vendors can package their parking and O&M services which should enhance the competitiveness of the bids.
Potential Barriers	■ ***Uncertain Public Response*** – market participants suggest developing the public's acceptance for parking fees policies and demonstrating reliable revenue baselines through a pilot stage of parking contract; without a track record for parking fees, private firms are hesitant to bear revenue risks, which would limit revenue monetization or P3 opportunities.
Additional Considerations	■ ***Nearby Development*** –TOD and developments in the vicinity drive parking demand; as cities plan to expand their transit centers and develop areas near transit center, parking inventory and revenue demand may become a source for additional financing.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Parking Fee Policy

- Parking policy and revenue studies will need to be completed either by the agency or private parking providers.
- The STA municipalities will need to make decisions on parking fee policies and pricing regimes (e.g.., cap fees to 80% of current commuting costs, maximum fee escalation) before procurement.

Effective Public Outreach

- Cities should plan to inform the public about parking fee well in advance of effecting a policy (ex. open town hall meetings, social media, public comment, press releases).

Pilot Program

- Cities should plan conduct pilot programs to assess public's acceptance new parking fees and to test the effects of technology (ex. license plate recognitions, timed enforcement, credit card meter) on revenue generation and enforcement.

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IV. Key Market Feedback Summary

Solar PV Facilities

Transit Centers with Potential	▪ ***Medium degree of market interest*** shown in these centers due to their relatively large electricity load: ▪ **Fairfield Transportation Center** ▪ **Vallejo Transit Center**
Feedback	▪ ***Responsibilities*** could include the design, installation, operation and maintenance, and financing of PV panels. ▪ ***Potential contract structures*** could include long-term lease agreements for the PV facility with 95%-100% performance guarantee; 10 – 20 year power purchase agreement (PPA) with 5 year extensions; and purchase of the PV facility with optional O&M contracts with 95 – 100% performance guarantee. ▪ ***Annual Cost Savings*** can potentially reach up to 80% of electricity costs. ▪ ***Financing is available*** from a relatively large and developed financing marketplace. Investors use a benchmark for opportunities that can reduce costs by 10 - 20% or by 1₵/kwh over current costs.
Potential Barriers	▪ ***High Credit Requirements –*** many financiers prefer to provide financing to entities with investment-grade credit ratings. ▪ ***Load Size*** – PV facilities are sized on daily load or energy demand. Private firms prefer large projects, with installed capacity of approximately 500kw, but have a minimum capacity of 50kw. Most of the STA's centers do not meet the minimum capacity. ▪ ***Technical Issues*** – each center was constructed differently and technicalities regarding a center's structure, architectural design, and tie-in to the grid may present technical issues.
Additional Considerations	▪ ***Design*** – the design phase is the best time to procure and integrate site needs.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Creditworthiness

- Cities with identified transit centers will need bankable credit to secure financing.
- Alternative commercial structures may be developed if credit ratings are an issue.

Load Aggregation

- Several of the centers have a small electricity load, Pilot structures aggregating all centers to offset energy costs for a city have been developed in northern California – this is a new concept that could be explored.

Site Access

- During procurement, the STA should provide detailed utility cost data and hold site visits for solar PV vendors to conduct thorough inspections of each center.

TOD

Transit Centers with Potential	■ ***Medium to high degree of market interest*** for centers located in areas with high passenger volumes, high growth projections, walkable communities, opportunities for high density developments with incentives including: ■ **Fairfield Transportation Center** ■ **Vallejo Transit Center** ■ **Fairfield/Vacaville Train Station**
Feedback	■ ***Responsibilities*** could include construction process and management (ex. environmental permitting, developer fees, entitlements), land acquisition,, strategic land use planning, and limited construction cost financing. ■ ***Potential Contract Structures*** – long-term partnerships such as a low cost/no cost ground lease with other developer incentives for mixed-use or residential structures. ■ ***Long-Term Interest*** – TOD opportunities will likely may be realized in the near term due to low demand for higher density, which would make mixed-use or residential financially viable. ■ ***Low Density Communities*** could be developed (ex. instead of 500 units/acre, 200 units/acre) to suit market needs, such as local demographics, zoning rules, and demand. However, high density is preferred for TOD (18 – 20K people/acre).
Potential Barriers	■ ***Lack of Incentives*** – limited developer incentives, expensive developer fees ($3 – 5K/unit) in areas near transit centers, low density, zoning restrictions, and parking requirements deter developers from developing in TOD areas. ■ ***Plans for Financing*** – TOD often requires public financing or funding to make a project viable. Currently, sources for TOD funding have not been identified, which can burden the development and financing process.
Additional Considerations	■ ***Simple Partnership Structure*** – straightforward partnerships with a public agency are preferred by the private sector because it is easier to manage and lead to simpler development and negotiating process.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Developer Incentives

- The STA's member municipalities should attract developers by giving incentives to develop near higher density areas - lower developer fees for areas near transit centers, tax breaks (ex. property, employment), well-developed land assembly process.

Source Funding in Advance

- Cities should begin to develop creative TOD master financing plans that withstand the volatility of market conditions and identify proper returns on private investment.

City Investment

- Private developers prefer areas in which the municipality demonstrates commitment in revitalizing, such as development of parks, parking, etc.
- Investments in the area to change the image could attract more market interest

Advertising

Transit Centers with Potential	▪ ***Low level of market interest*** for outdoor advertising at the transit centers, however a ***medium level of interest*** in opportunities with visibility from freeways or high-traffic corridors: ▪ **Redtop Park and Ride** ▪ **Curtola-Lemon Park and Ride Hub** ▪ **Suisun/Fairfield Train Station** ▪ **Fairfield Transportation Center**
Feedback	▪ ***Responsibilities*** of the private firm could include the design, installation, operation and maintenance, finding advertisers, and potential financing of digital billboards ▪ ***Potential Contractual Structures*** could include up to 30-year contracts with flat percentage of revenues or flat fees (e.g., lease) for digital billboards. City may also negotiate advertising space for its own use (e.g., promote city activities, emergency broadcast, etc.). ▪ ***City-Owned Land*** – a long-term lease of city land to the private firm is preferred because cities can address regulations more effectively than a private firm. ▪ ***Local Advertising Agencies*** – Solano County's designated market area may be too small for national firms to consider transit advertising displays at the transit centers. However, local advertising agencies could better serve transit advertising displays with local advertisers.
Potential Barriers	▪ ***Applicable Zoning Policies*** – state, local, and federal highway zoning rules and land use restrictions need to be identified as they may restrict billboards. For example, the section of I-80 by the Fairfield Transportation Center has been designated a landscape freeway and billboards may not be allowed. Additionally, although there is advertising demand along I-680, existing billboards would likely preclude the installation of additional static or digital display billboards at Benicia Transit Center.
Additional Considerations	▪ ***Local Partners*** – local Solano County vendors (ex. healthcare services, grocery stores, car dealerships) may be effective marketing partners due to their knowledge of Solano's unique characteristics.

HIGH-LEVEL SUMMARY OF ACTIONS TO ADDRESS POTENTIAL BARRIERS

Confirm Zoning Restrictions

- The STA and member municipalities will need to gather data points (ex. mileposts measuring distance of centers from highways, assessor parcel numbers), zoning policies, local ordinances and regulations to inform outdoor advertising firm's on each center's revenue potential.

Steps Towards Procurement Readiness

Next Steps	
	■ ***Bundling*** – municipalities will need to coordinate to realize opportunities. Several of the opportunities are better valued in one aggregated procurement package (i.e., O&M, advertising, parking fees) due to economies of scale. Private sector participants also prefer to have one point of contact, one agreement, and one legal entity with which to foster a long term relationship. ■ ***Policy Considerations*** – municipalities will need to implement policies around parking fees, outdoor billboard advertising, TOD, and labor for O&M before procurement of opportunities are initiated. Private sector will expect these to be properly addressed before entering into contractual arrangements. ■ ***Creditworthiness*** – private financing will often require a creditworthy counterparty. Commercial structures can be developed to attract financing and also create the best value (e.g.., reduced financing costs) to the city. ■ ***Risk Sharing*** – municipalities will need to determine the appropriate level of risk sharing. Sharing risks can create value for the city by holding the private sector accountable to performance, but may increase costs if the private sector does not feel it can manage the risk. ■ ***Procurement Organization*** – cities will need to prepare for the procurement process, such as provide historical data, technical specifications, and setting performance standards. Procurement preparation will help to enhance market interest and thus, enhance competition.

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Appendix III:

Implementation Strategy

Dated January 31, 2014

Contents

Overview and Objectives

The Solano Transportation Authority (STA) engaged KPMG Corporate Finance LLC (KPMG) to conduct a Public-Private Partnership (P3) Feasibility Study to assess opportunities at ten (10) transit centers in Solano County. As part of this study, KPMG submitted an initial assessment of revenue generating and cost savings opportunities based on site visits, data collection and meetings with the STA and its municipalities.

Based on this initial assessment, the STA requested that KPMG proceed with a series of informal market soundings with private sector firms. KPMG and the STA's team members held informal discussions with ten private sector firms to further explore potential revenue and cost saving opportunities.

As a result of the market sounding, the STA agreed to pursue market feasible opportunities at several transit centers. Accordingly, KPMG is assisting the STA and its member municipalities with its initial procurement planning which includes the development of an implementation strategy.

Implementation Strategy Objectives

The objectives of this implementation strategy are to:

- Provide the STA with a procurement roadmap and schedule;
- Assist the STA and its municipalities to prioritize the delivery of projects; and
- Address potential implementation challenges.

This report supplements the initial screening assessment and market sounding with a pre-procurement approach and implementation strategy to pursue market feasible projects.

Overview of Initial Transit Centers and Opportunities

Initial Transit Centers and Opportunity Identification

Initially, ten transit centers from five municipalities in Solano County were included in this study:

1. Dixon Multimodal Transportation Center (Dixon, CA)
2. Curtola Parkway & Lemon St. Transit Center (Curtola-Lemon Park & Ride) (Vallejo, CA)
3. Vallejo Transit Center (VTC) (Vallejo, CA)
4. Suisun Train Station (Suisun, CA)
5. Benicia Transit Center (Benicia, CA)
6. Vacaville Transportation Center (Vacaville, CA)
7. East Monte Vista Transit Center (Vacaville, CA)
8. Fairfield Transportation Center (FTC) (Fairfield, CA)
9. Fairfield/Vacaville Train Station (Fairfield, CA)
10. Fairfield Red Top Park & Ride Lot (Red Top) (Fairfield, CA)

Several potential transit center opportunities were identified and evaluated during the initial suitability and screening assessment:

- **Parking Fees** – parking fees that may help the municipalities generate additional revenue, offset operating costs, and/or fund capital projects.
- **Advertising and Sponsorship** – advertising (e.g. Billboards or similar media displays) and sponsorship (e.g. Naming Rights or "Official provider of") revenues that may generate additional revenues to offset operating costs and/or fund capital projects.
- **Operations and Maintenance (O&M)** – private operations and maintenance of transit center(s) that may create efficiencies, cost savings or improved service to users.
- **Transit-Oriented Development (TOD)** – transit-oriented development that may generate revenues for the city(ies) or help to achieve development policies and goals.
- **Solar Photovoltaic (PV) Facilities** – solar PV facilities that may help to offset energy costs at the transit centers.
- **Capital Projects** – public-private partnership delivery and procurement options for capital projects that may lead to cost savings for capital, lifecycle, or O&M aspects of the project.

Screened Opportunities for Implementation

P3 Suitability and Screening Assessment and Market Sounding Results

- Traditional P3 delivery models are not fully supported at the STA transit centers.
- Benefits from different delivery options and private sector participation are available.
  - Five additional revenues and cost savings were initially identified to be feasible in the near term – **O&M, Solar PV, Parking Fees, Advertising/Sponsorship,** and **TOD**.
  - The market sounding indicated greatest interest in **O&M** and **Naming Rights/Sponsorship**; the market also indicated that **Parking Fees** and **Solar PV** may also be feasible at certain transit centers.
- Private sector delivery options could improve transit center revenues or reduce costs by $500,000 or more annually.
- Advertising may be feasible with direct exposure to high average daily traffic, but market conditions may not attract significant private investment across the transit center portfolio.
- Market participants did not consider TOD to be a near-term opportunity but incentives from public agencies may accelerate TOD opportunities.

Based on the market sounding, the initial screening, and market sounding results, the following ***four*** potential opportunities at ***six*** centers were considered for implementation.

Transit Centers	Feasible Opportunities for Implementation
Curtola Parkway & Lemon St. Transit Center (Vallejo, CA)	▪ *Parking Fees, O&M, Solar PV, Advertising/Sponsorship*
Vallejo Transit Center (Vallejo, CA)	▪ *Parking Fees, O&M, Solar PV*
Suisun Train Station (Suisun, CA)	▪ *Advertising/Sponsorship*
Benicia Transit Center (Benicia, CA)	▪ *Parking Fees, O&M, Solar PV*
Fairfield Transportation Center (Fairfield, CA)	▪ *Parking Fees, O&M, Solar PV, Advertising/Sponsorship*
Fairfield Red Top Park & Ride Lot (Fairfield, CA)	▪ *Advertising/Sponsorship*

Implementation Strategy – Stages for Implementation

Stage 1: Pre-procurement → Stage 2: Procurement & Award → Stage 3: Implementation

Stage 1: Pre-procurement	***Stage 2: Procurement & Award***	***Stage 3: Project Implementation***
Prepare for procurement of identified opportunities with participating public agencies. **Key steps include:** ▪ Prioritize projects for implementation ▪ Coordinate between cities and agencies when required for bundled procurement ▪ Dedicate project teams from cities and agencies ▪ Develop program policies ▪ Conduct a focused market sounding ▪ Identify commercial structures with best value for transit centers ▪ Develop commercial, financial and technical standards ▪ Prepare procurement documents and evaluation process	Execute a procurement process and selection of preferred bidder(s). **Key steps include:** ▪ Release request for qualifications / proposals to the public ▪ Conduct procurement and evaluate proposals ▪ Negotiate and award contract(s)	Provide oversight over project implementation and performance. **Key steps include:** ▪ Oversee and manage performance of private sector partner ▪ Perform public sector obligations under the agreement

Implementation Strategy – Timeline

	Approximate Timeline (months)			
	Stage 1: Pre-Procurement	Stage 2: Procurement & Award	Stage 3: Implementation	Approximate Aggregate Timeline to Realize Benefits (months)
Solar PV	3 – 6	2 – 4	1 – 2	6 – 12
O&M	6 – 12	2 – 4	1 – 2	9 – 18
Naming Rights	1 – 2	2 – 3	12 – 18	15 – 23
Advertising	3 – 6	3 – 6	3 – 6	9 – 18
Parking	6 – 12	2 – 4	1 – 2	9 – 18

Implementation Strategy – Timeline and Overview of Marketplace Opportunities

	Challenges to Implementation	Procurement Structure	Approximate Aggregate Timeline to Realize Benefits (months)	Approximate Annual Value by Opportunity*	Marketplace Opportunities
Solar PV	Low	Individual	6 – 12	▪ $100K to $150K	▪ There is a potential to offset annual electricity costs up to 85% for FTC and VTC and realize cost savings of up to $127,500 (annual electricity costs total $150K). ▪ Investors are interested in providing financing for solar PVs that can reduce costs by a minimum of 10 – 20% ($15K - $30K).
O&M	High	Bundled	9 – 18	▪ $85K to $510K	▪ Cities may realize substantial O&M cost savings ranging from 5 – 30% across multiple centers. Cost savings range from $85K - $510K (annual operating costs for all centers total $1.7M).
Naming Rights	Low	Individual	15 – 23	▪ $700K to $900K	▪ Cities have a potential long-term opportunity to earn additional revenue ranging from $700K - $900K (total of $1M in revenue less 10% – 20% commission).
Advertising	Medium	Bundled	9 – 18	▪ TBD	▪ Cities may realize a wide range of additional revenues, however, site visits (by outdoor advertising firms) will ultimately determine revenue potential.
Parking	Medium	Bundled	9 – 18	▪ $450K to $950K	▪ There is a potential to generate parking fee revenue across multiple centers – existing parking (approximately $450K), planned parking (over $500K) – based on $20 - $30 monthly fees for parking at all centers with parking spaces. Actual revenues will be determined by a pilot study.
			Total	▪ **$1.3M to $2.5M**	

* The private sector's interest levels in the transit center projects and the value of the opportunities still needs to be tested and validated by private sector market participants.

Implementation Strategy – Analysis and Next Steps

III. Implementation Strategy

Solar PV Facilities

STA Solar PV Objectives	■ The STA would like to use solar PVs to reduce operational and maintenance and offset electricity costs.
Applicable Transit Centers	■ ***Fairfield Transportation Center, Vallejo Transit Center, Benicia Transit Center, Curtola Parkway & Lemon St. Transit Center***
Stage 1 Pre-Procurement Next Steps	■ ***Identify Appropriate Commercial Structure:*** ■ Solar PV has a low cost to procure and can be procured at each individual center in the near-term. However, cities may also benefit from bundled and coordinated efforts due to economies of scale. ■ Cities should examine new structures that may allow bundling centers with smaller power demands (Marin County example). Cities may also consider joining existing bundled structures in neighboring counties (ex., Silicon Valley Collaborative Renewable Energy Procurement Project). ■ The scope of work for the solar provider could include design, installation, operations, maintenance, and financing. ■ Potential commercial structures include:10 – 20 year power purchase agreement with five year extensions, long-term lease agreements with 95 – 100% performance guarantee, and purchase of a PV facility with optional O&M contracts with 95 – 100% performance guarantee. ■ A creditworthy public agency counterparty is required to secure financing for a PPA or lease. ■ ***Assess Technical Feasibility:*** ■ Solar providers may provide free technical evaluations of possible design and installation issues for existing transit centers before or during the procurement. ■ Transit centers in design and conceptual phases (i.e., Curtola-Lemon Park & Ride, Benicia Transit Center) have an opportunity to procure and incorporate solar PV into site designs. ■ This could allow for more amenities at centers (e.g., digital billboards) because ongoing electricity costs could be offset by solar PV facilities. ■ ***Conduct Data Collection for Procurement Preparation:*** ■ Each city should create a central location for data (ex., virtual data room) that includes detailed data on utility costs and architectural design for each center. Cities should also plan to host site visits to allow vendors to conduct detailed inspections. ■ Centralizing relevant data and site visits during procurement allows solar PV vendors to have ready access to information about each center and develop accurate installation cost estimates.

Solar PV Facilities (con'td)

Stage 1 Pre-Procurement Next Steps	■ ***Establish Procurement and Evaluation Process:*** ■ Cities should decide the process (single or multi-stage) of the procurement process and develop a realistic timeline. Cities should plan for a 3 – 6 months procurement process. ■ Establishing clear evaluation criteria that reflects the city objectives to select the preferred bidder. Cities may consider best value or low bid evaluation process. ■ ***Prepare Procurement Documents:*** ■ Procurement goals and deliverables will need to be described in the procurement documents to ensure that the procurement process is effective and results-oriented. ■ Based on the selected commercial structure, cities should coordinate with legal counsel to draft agreements that will be the basis for the contract. ■ Key issues addressed in the procurement documents may include roles and responsibilities, such as grid connection, architectural design, warranty, and operations and maintenance.

Sponsorship/Naming Rights

STA Sponsorship Objectives

- The STA would like to generate additional revenue with naming rights or sponsorship agreements.

Applicable Transit Centers

- ***Fairfield Transportation Center, Vallejo Transportation Center, Benicia Transit Center, Suisun Train Station***

Stage 1 Pre-Procurement Next Steps

- ***Develop Sponsorship/Naming Rights Policies:***
  - Cities will need to consider the types of sponsors that would be appropriate for the local community. Potential local sponsors could include health agencies, car dealerships, banks and food and beverage companies.
    - Working closely with legal counsel on potential agreement terms early on will help to ensure city interests are supported. Counsel will guide cities on such issues as exclusivity rights, compensation, indemnification, intellectual property, and sponsor obligations.
  - Cities should be considerate of public acceptance due to the long-term commitment of naming rights or sponsorship agreements.
- ***Determine Appropriate Deal Structure:***
  - The results of the market sounding indicated that the transit centers should be procured individually. Sponsorship and naming rights deals have low barriers to procurement.
  - This opportunity incorporates two contracts:
    - The first contract could be executed between the cities and a sponsorship/naming rights firm after a competitive bidding process. The selected firm will receive a commission based on their value for assisting the cities in valuation and management of a sponsorship sales program, negotiations and sourcing sponsors.
    - The second contract could be a commercial arrangement for sponsorship/naming rights which the firm will help to structure between the cities and a sponsor. These arrangements are generally long-term and include terms with a minimum of 10 – 25 years.
- ***Establish Procurement and Evaluation Process:***
  - Results of the market sounding indicated a single-stage, 1 – 2 month procurement process to secure a naming rights placement firm is preferable. Qualifications and price will be key considerations in determining the preferred bidder.

Sponsorship/Naming Rights (cont'd)

Stage 1 Pre-Procurement Next Steps

- ***Prepare Procurement Documents:***
  - Key terms and conditions related to the contract with the sponsor need to be drafted. For instance, roles and responsibilities should be contemplated early and clearly expressed in the contract with the sponsorship/naming rights firm as well as with the sponsor.
- ***Incorporate Technical Amenities Into Design***
  - Cities with transit centers in the design, conceptual, and expansion phases (Curtola-Lemon Park & Ride, Benicia Transit Center, FTC) may integrate naming rights and sponsorship amenities into site designs.
    - The selected firm can work with cities to evaluate the appropriate technical support that should be incorporated (ex., lighting, retail and office space, electricity outlets for kiosks).

Advertising

STA Advertising Objectives

- The STA would like to generate additional revenue through outdoor advertising.

Applicable Transit Centers

- ***Redtop Park and Ride, Curtola Parkway & Lemon St. Transit Center, Suisun Train Station***

Stage 1 Pre-Procurement Next Steps

- ***Determine Advertising Policies:***
  - Each city should assess its existing advertising policies and ordinances to determine potential companies and products for billboard displays.
    - Cities may identify local marketing partners, such as, car dealerships, healthcare services and grocery stores.
- ***Decide Best Commercial Structure:***
  - Cities may consider bundling the sites to create the greatest market interest and competition.
  - Commercial arrangements may include up to 30-year contracts with a flat percentage of revenues or flat fees paid to the cities for digital billboards.
    - A long-term fixed-payment lease of city land to a private firm is a preferred option which allows cities to quickly amend regulations to align with their needs.
    - Financing of the installation of a billboard is available for long-term contracts.
  - Additionally, cities may negotiate advertising space to market its own initiatives (e.g., promote city activities, emergency broadcast, etc.).
- ***Collect Additional Data:***
  - A detailed analysis of zoning policies and land use restrictions for each center (mileposts, distance of centers from highways, and assessor parcel numbers) should be performed before procurement. This may allow responders to be better informed about potential revenue opportunities as bids are developed.
- ***Establish Procurement and Evaluation Process:***
  - A procurement process and schedule should be developed (single or multi-stage). A 3 – 6 month procurement phase may allow responders enough time to analyze data, visit sites, and submit bids.
    - Cities will need to establish an evaluation process that considers costs, potential financing and scope of work. Cities may consider a best value or low bid award process.

Parking Fees

STA Parking Objectives	■ The STA would like to generate additional revenues through parking fees .
Applicable Transit Centers	■ ***Fairfield Transportation Center, Vallejo Transit Center, Curtola Parkway & Lemon St. Transit Center***
Stage 1 Pre-Procurement Next Steps	■ ***Determine Parking Fee Policies:*** ■ Cities should decide whether to charge parking fees and structure their parking fee policies. ■ Organizing public outreach before new parking fee policies become effective will likely encourage public acceptance. Detailed public outreach plans may include open town hall meetings, social media, public comment, or press releases. ■ ***Decide Best Commercial Structure:*** ■ Parking fee opportunities should be aggregated and have medium barriers to procure. Based on the market sounding, cities may consider coordinating to create a single entity to counterparty with a private parking operator. ■ The first stage in implementing parking fees is likely a pilot program to test the public's acceptance of new parking fees and assess how technology may influence revenue generation. Cities should coordinate to select a parking provider that will conduct a pilot program. ■ Delivery options, in the medium and long-term, include lease arrangements, minimum revenue guarantee that can be monetized, cost plus award fees, and management fee with reimbursable expenses. Parking fee opportunities may be packaged with O&M service opportunities. ■ Cities should consider allowing a private operator to design and implement an innovative pilot program based on their expertise. ■ The selected parking provider can help cities develop pricing regimes (e.g., capped to 80% of current commuting costs, maximum fee escalation). It can also conduct a parking demand study and identify technology needs for the pilot program such as license plate recognition, timed enforcement, and credit card meters.

Parking Fees (cont'd)

Stage 1 Pre-Procurement Next Steps	
	■ ***Establish Procurement and Evaluation Process:*** ■ Cities should develop a thorough procurement timeline and decide the most appropriate structure (single or multiple phases) for the procurement process. Procurement may take 6 – 12 months. ■ Selection criteria (ex., pricing, experience, financing options, scope of work) should be distinctly described in the procurement documents. Cities will need to assess whether a best value, low-bid or fixed-price award process is preferred. ■ ***Plan for the Long-term:*** ■ As the pilot program establishes a potential revenue baseline, the selected parking operator may share in risks and enter longer-term commercial arrangements. Some examples include, long-term concessions, minimum revenue guarantees that can be monetized, and revenue sharing mechanisms. ■ Cities may also need to coordinate with city planning departments. TOD in the vicinity of centers drive parking demand and over time, parking fees may extend to different areas in each city.

O&M

STA O&M Objectives	■ The STA would like to enhance O&M service delivery for its constituents and reduce operational and maintenance costs.
Applicable Transit Centers	■ ***Fairfield Transportation Center, Vallejo Transit Center, Suisun Train Station, Curtola Parkway and Lemon St. Transit Center***
Stage 1 Pre-Procurement Next Steps	■ ***Decide Best Commercial Structure:*** ■ Results of the market sounding indicate that individual centers are not attractive to the private sector and cities would need to bundle centers for an O&M services procurement. Cities that wish to participate will need to coordinate to aggregate their policies and requirements. ■ Parking fee opportunities at some of the centers should be included to enhance the marketability of the O&M opportunity. ■ Potential structures include fixed price, cost plus award fee, and cost plus/best efforts. The O&M provider may post performance bonds to guarantee performance. Contracts generally may have a duration of 3 -10 years with 2 -3 year renewal options. ■ An O&M provider would be responsible for operating and maintaining the center to performance specifications agreed to by the city and the provider. ■ ***Data Collection and Procurement Preparation:*** ■ Historical cost data for each center needs to be collected, organized, and provided to the bidders during procurement to be used as the basis for their bids. Cities should also be prepared to host site visits to allow responders to fully assess site and equipment conditions. ■ Cities will need to develop, usually with the assistance of technical experts, performance specifications of the transit centers that the ultimate selected bidder will need to meet. ■ ***Establish Procurement and Evaluation Process:*** ■ Cities should decide the structure and timeline of the procurement process. The market indicated that a single-stage procurement based on qualifications is preferred. Procurement is likely to be a 6 – 12 month process. ■ Establishing clear bid evaluation process is important to ensure that the bidder selected best meets the individual city's objectives. The evaluation process may range from best value to low bid based on price, qualifications, and innovation. ■ ***Prepare Procurement Documents:*** ■ The cities, with technical, financial, and legal assistance, should prepare template contracts for the procurement. Key terms of the contract may need to be market sounded with the private sector to understand which terms will be acceptable.

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Agenda Item 7.A
April 29, 2014

DATE: April 18, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM : Elizabeth Richards, Mobility Management Project Manager
RE: Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation

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Background:
The development of a Mobility Management Plan was identified in the 2011 Solano Transportation Study for Seniors and People with Disabilities as a strategy to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. On April 9, 2014, the Solano Transportation Authority's Board of Directors unanimously adopted the Solano County Mobility Management Plan. The Plan identifies existing services and programs, explore potential partnerships, and analyzes how to address mobility needs in Solano County in a cost effective manner.

The Solano Mobility Management Plan identifies four key elements to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. These four elements are:

- One Stop Transportation Call Center
- Travel Training
- Countywide In-Person ADA Eligibility and Certification Process
- Older Driver Safety Information.

Three components of the Plan have been approved for implementation by the STA Board: ADA In-Person Eligibility Process, Travel Training and a Call Center. The ADA In-Person Eligibility Process was initiated July 2013. As Travel Training complements that process, that program has been moving forward as well. A consultant has been secured and has begun work on the website. The STA Board also approved a Mobility Management Call Center to be implemented by expanding the STA's Solano Napa Commuter Information (SNCI) program's call center. The Mobility Management Call Center would also be responsible for keeping the Mobility Management website updated as well as the Mature Driver Program Information.

The Solano County Mobility Management Plan presents how the four key programs could be implemented. In addition, various organizational options were discussed on where Mobility Management programs could be housed. Non-profits, transit operators, cities/counties and other public agencies could take one or more of these functions, either at the community level or on a countywide basis.

History of and what is a Consolidated Transportation Service Agencies (CTSA)
In 1979, the State of California passed AB120, sometimes known as the Social Services Transportation Improvement Act, which allowed county or regional transportation planning agencies to designate one or more organizations within their areas as Consolidated Transportation Services Agencies (CTSAs). CTSAs are intended to promote the coordination of social service transportation for the benefit of human service clients including the elderly, people with disabilities and people with low income. An effective CTSA functions as a proactive facilitator of transportation coordination among multiple agencies creating solutions to travel needs. This could be done by directly providing services or through cooperative agreements to coordinate and/or share funding, procurement, training, services, capital assets, facilities and other functions.

In the Bay Area, the Metropolitan Transportation Commission (MTC) is the agency responsible for designating county CTSAs. In the 1990s, MTC became more focused on American with Disabilities Act (ADA) required paratransit service and they deferred designating CTSAs within the region to focus on the implementation of paratransit service. In recent years, MTC has become increasingly interested in mobility management and the establishment of CTSAs to coordinate services at the County level. In their recently updated Coordinated Public Transit-Human Service Transportation Plan ("Coordinated Plan"), MTC elaborates on why Mobility Management and CTSAs are coming to the forefront. The Coordinated Plans points out that the need to improve coordination between human service and public transportation providers has been well documented over the past ten years at the federal and state level. MTC's Plan describes mobility management as a strategic, cost-effective approach to connecting people needing transportation to available transportation resources within a community. Its focus is the person, the individual with specific needs, rather than a particular transportation mode.

To strengthen mobility management in the Bay Area, the Coordinated Plan identifies three major points:

- Identifying and designating Consolidated Transportation Service Agencies (CTSAs) to facilitate subregional mobility management and transportation coordination efforts.
- Providing information and manage demand across a family of transportation services.
- Promoting coordinated advocacy with human service agencies to identify resources to sustain ongoing coordination activities.

MTC also incorporated seven regional priority strategies from the 2011 Transit Sustainability Project ADA Paratransit Study. The strategies include Travel Training and promotion to seniors, enhanced ADA paratransit certification process such as in-person eligibility and subregional mobility managers such as CTSAs. See Attachment A for the complete list.

The Federal Transit Administration (FTA) has recognized Mobility Management by issuing guidance stating what eligible Mobility Management activities may include (Attachment B). In California, Caltrans developed a Draft Strategic Implementation Plan of their Mobility Action Plan that recommended a stronger role for CTSAs as local or regional coordinating bodies as well as, indicating a preference in certain statewide funding processes for CTSAs.

In May 2013, MTC approved Resolution 4097 (Attachment C) extending CTSA designation of the only CTSA in the Bay Area (the non-profit Outreach in Santa Clara county) for another four years. Resolution 4097 also outlined MTC's process for designating CTSAs. The six steps and how agencies are evaluated are shown on Attachment D. One of the steps is "MTC staff evaluates candidates for consistency with mobility management activities as outlined in the Coordinated Public Transit-Human Services Transportation Plan.

Discussion:
The draft Solano Mobility Management Plan outlines several options for designating a CTSA for Solano. These include:

1. Establishing a new non-profit or separate joint powers agency for this specific purpose.
2. Designating an existing agency such as a countywide transit operator or the county Congestion Management Agency to serve as the CTSA.

The recent mobility management planning and program efforts of the STA are consistent with MTC's Coordinated Public Transit Human Service Transportation Plan.

This includes the following:

1. Countywide in-person eligibility ADA assessment process was funded and began implementation July 2013.
2. The STA Board approved an RFP for a Travel Training program and selected a consultant. STA will also be working with local non-profits to expand and complement their existing Travel Training programs so that they complement Travel Training countywide and duplication of services is avoided.
3. In October 2013, the STA Board also approved the implementation of a Mobility Management Call Center as an expansion of the STA's Solano Napa Commuter Information (SNCI) program. The Call Center will also be responsible for maintaining the Mobility Management website. A RFP to create a Mobility Management website was approved by the STA Board and a consultant has been selected.

Other priority projects that would benefit seniors, people with disabilities and/or low-income are outlined in the STA's Solano Senior and People with Disabilities Transportation Study and the five Community Based Transportation Plans completed in Solano County.

MTC staff has been monitoring Solano's development of the Mobility Management Plan and has been supportive with the progress made and the direction it is taking. The STA was invited to present Solano County's process and progress on mobility management at a region-wide mobility management summit sponsored by MTC last fiscal year.

CTSA Designation is typically granted for a finite period at which point it needs to be evaluated. In essence, this creates a pilot period for CTSA designation and the end of which an evaluation could occur to determine if CTSA designation should be continued.

At the November Consortium meeting, Solano's transit operators discussed the idea of a CTSA being designated in Solano County. Members of the Consortium expressed that if a CTSA is formed, or designated, that it should bring value to the county and to the operators. With the right mix of services, a CTSA could provide more personalized services to individuals who have mobility challenges that are difficult for transit operators to serve thus improving mobility for clients while freeing up transit resources to be reallocated more cost-effectively. Transit operators emphasized that the funding of a CTSA should protect existing transit funding. There was an interest in a CTSA structure that was inclusive of transit operators in terms of decision-making. The Consortium requested that examples of CTSAs be brought back to Consortium for discussion.

The draft Mobility Management Plan included a discussion and examples of various organizational structures for a CTSA. CTSAs can be designated upon stand-alone (non-profit or public) organizations, new or existing organizations, or multiple organizations. Staff has supplemented the information in the Plan and the combined information is shown on Attachment E. This was presented at the February 2014 Consortium meeting.

At the March 2014 Consortium meeting, CTSA designation in Solano County was discussed for a second time. The initial comments on the March Consortium meeting comments are presented on Attachments F and G. There was general consensus that the concepts of CTSA could be beneficial for Solano County, but more time was requested to review and evaluate details of a proposed CTSA for Solano County. The Consortium members requested STA staff provide a draft proposal outlining a CTSA's potential goals, operations, and representation for review and a more in-depth discussion prior to the next Consortium meeting. The meeting is scheduled for the morning of the April Consortium meeting.

STA staff is planning to discuss CTSA designation at the May STA Board meeting. The Consortium's comments as presented in this report will be presented to the STA Board. The action for this agenda item is to confirm that the comments are accurately presented on Attachments F and G.

Fiscal Impact:
Designation as a CTSA is anticipated to open up future funding opportunities as mobility management is becoming a higher priority regionally, statewide, and nationally.

Recommendation:
Recommend forwarding the attached summary of comments from the Consortium regarding STA seeking designation as a CTSA by MTC for Mobility Management as shown on Attachments F and G.

Attachments:

A. MTC Transit Sustainability Project ADA Paratransit Study Recommendations
B. FTA View of Mobility Management
C. MTC Resolution 4097
D. MTC Process for Designating CTSAs
E. CTSAs Summary
F. Summary of initial comments
G. Summary of March Consortium comments

MTC Transit Sustainability Project
ADA Paratransit Study Recommendations
(incorporated into Coordinated Plan)

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1. Consider fixed-route travel training and promotion to seniors
2. Consider charging premium fares for trips that exceed ADA requirements.
3. Consider enhanced ADA paratransit certification process which may include in-person interviews and evaluation of applicant's functional mobility to confirm rider eligibility.
4. Implement conditional eligibility for paratransit users who are able to use fixed-route service for some trips.
5. Create one or more sub-regional mobility managers (e.g.CTSAs) to better coordinate resources and service to customers.
6. Improve fixed-route transit to provide features that accommodate more trips that are currently taken on paratransit.
7. Implement Plan Bay Area programs that improve access and mobility options for ADA-eligible transit riders.

ATTACHMENT B

FTA View
of
Mobility Management

According to guidance issue by FTA, eligible mobility management activities may include:

- The promotion, enhancement, and facilitation of access to transportation services including the integration and coordination of services for individuals with disabilities, older adults, and low income individuals.
- Support for short term management activities to plan and implement coordinated services;
- The support of State and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- The development and operation of one-stop transportation call centers to coordinate transportation information on all travel modes and to manage transportation program eligibility requirements and arrangements for customers among supporting programs;
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems;
- Testing and implementing technology that could account for individual client activity on a vehicle supported with multiple fund sources.

Metropolitan Transportation Commission
Programming and Allocations Committee

May 8, 2013 **Item Number 2d**

Resolution No. 4097

Subject: Renewal of Consolidated Transportation Service Agency (CTSA) Designation for Outreach & Escort, Inc. in Santa Clara County

Background: In 1979, the California Legislature enacted AB 120, the Social Service Transportation Improvement Act. The Social Service Transportation Improvement Act of 1979 (AB 120) mandated improvements to social services transportation, and led to the creation and designation of Consolidated Transportation Service Agencies (CTSAs).

Currently, CTSAs are a mechanism for promoting the concept of mobility management. By law, CTSAs in the San Francisco Bay Area are designated by MTC to identify and consolidate all funding sources and maximize the services of public and private transportation providers within their geographic area. Benefits of CTSA designations for non-profits in particular include the ability to purchase using state contracts, and reduced DMV fees.

In January 2013, MTC received a request from Outreach and Escort, Inc. (Outreach) for CTSA re-designation. Outreach is a private, non-profit organization that has a long history of providing human service transportation services and coordination in Santa Clara County. Outreach was designated as a CTSA for Santa Clara County in 2011. The current designation expires on June 30, 2013.

Consistent with the Coordinated Public Transit—Human Services Transportation Plan Update for the San Francisco Bay Area (MTC Resolution No. 4085), MTC notified the County Board of Supervisors, Santa Clara PCC, and Santa Clara Valley Transportation Agency (VTA) of Outreach's request. VTA responded with a letter of support; no other responses were received as of this mailing. Outreach has provided materials to support their request, including a description of their services and coordination activities.

Over the past two years Outreach has successfully demonstrated countywide consolidation and coordination activities that involve multiple stakeholders aimed at improving mobility and transportation outcomes for Santa Clara's transportation-disadvantaged populations.

Staff recommends extending CTSA status to Outreach until June 30, 2017 with the understanding that Outreach will be precluded from receiving either Transportation Development Act or State Transit Assistance funding except as awarded via competitive process through MTC's Lifeline Transportation Program. A four-year long designation will provide Outreach with planning and procurement advantages and is in line with the Coordinated Plan's expected update cycle.

Issues: None.

Recommendation: Refer MTC Resolution No. 4097 to the Commission for approval.

Attachments: VTA Support Letter
MTC Resolution No. 4097

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SANTA CLARA **Valley Transportation Authority**

February 22, 2013

RECEIVED
FEB 27 2013
MTC

Mr. Steve Heminger, Executive Director
Metropolitan Transportation Commission
101 Eighth Street, 3rd Floor
Oakland, CA 94607-4700

RE: Support for Designation of Outreach and Escort, Inc. as a Consolidated Transportation Service Agency

Dear Mr. Heminger:

The Santa Clara Valley Transportation Authority (VTA) has received a request from Outreach and Escort, Inc. (OUTREACH) to support its' re-designation as a Consolidated Transportation Service Agency (CTSA).

OUTREACH held CTSA designation between 1982 and 1995 and then in 2011 OUTREACH again received designation for a two-year period that expires June 2013. Given their extensive efforts in providing transportation programs for seniors and persons with disabilities, we support a re-designation on an ongoing basis similar to that provided to other non-profit agencies in the state.

OUTREACH has been VTA's paratransit services broker since 1993. During this time, they have provided high quality, cost effective paratransit with exemplary customer service, broad community support and a commitment to pursuing non-VTA funds to support the program. The CTSA designation enables OUTREACH as a non-profit to reduce DMV fees and procure using the State contract, which in turn helps sustain a cost effective paratransit program.

VTA's ongoing support is conditioned on MTC's stipulation that OUTREACH will be precluded from receiving either Transportation Development Act or State Transit Assistance funding except as awarded via competitive process through MTC's Lifeline Transportation Program. This is an important issue as these funds are used by VTA to support our ADA mandated paratransit services. Further, if new grant fund programs are developed in the future, we request that MTC review and determine their applicability for CTSA use.

Please call Jim Unites, Deputy Director, Service and Operations Planning, at (408) 321-7032 if you require any additional information.

Sincerely,

Michael T. Burns

Michael T. Burns
General Manager

c: VTA Board of Directors
VTA Committee for Transit Accessibility
Katie Heatley, President/CEO, OUTREACH
Michael Hursh, Chief Operating Officer
John Ristow, Chief CMA Officer
Marcella Rensi, Programming & Grants Manager
Jim Unites, Deputy Director, Service and Operations Planning

Date: May 22, 2013
W.I.: 1311
Referred By: PAC

<u>ABSTRACT</u>

Resolution No. 4097

This resolution adopts Consolidated Transportation Service Agency (CTSA) Designations for the San Francisco Bay Area.

The following attachments are provided with this resolution:

Attachment A — Consolidated Transportation Service Agency (CTSA) Designation Process for the San Francisco Bay Area

Attachment B — Designations of Consolidated Transportation Service Agencies (CTSAs) within the San Francisco Bay Area

Further discussion of this action is included in the Programming and Allocations Summary sheet dated May 8, 2013.

Date: May 22, 2013
W.I.: 1311
Referred By: PAC

Re: Consolidated Transportation Service Agency (CTSA) Designation for the San Francisco Bay Area

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 4097

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

WHEREAS, the California Legislature enacted the Social Service Transportation Improvement Act (Chapter 1120, Statutes of 1979) (hereafter referred to as AB 120) with the intent to improve transportation service required by social service recipients; and

WHEREAS, AB 120 requires that each transportation planning agency shall prepare, adopt and submit to the Secretary of the Business, Transportation and Housing Agency an Action Plan for coordination of social service transportation services in their respective geographic area (Government Code Section 15975); and

WHEREAS, the Action Plan must include the designation of one or more Consolidated Transportation Service Agency(ies) within the geographic area of jurisdiction of the transportation planning agency (Government Code Section 15975(a)); and

WHEREAS, the Metropolitan Transportation Commission adopted the MTC Regional Action Plan for the coordination of Social Service Transportation (MTC Resolution 1076, Revised); and

WHEREAS, the Coordinated Public Transit—Human Services Transportation Plan Update (MTC Resolution No. 4085) includes the steps for designating Consolidated Transportation Service Agencies within the San Francisco Bay Area; now, therefore, be it

RESOLVED, that MTC designates the agency(ies) listed on Exhibit B, which is incorporated herein as though set forth at length, as Consolidated Transportation Service Agency(ies); and be it further

RESOLVED, that the Executive Director may forward this resolution to the California Department of Transportation (Caltrans), and such agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

____

Amy Rein Worth, Chair

The above resolution was entered into by the
Metropolitan Transportation Commission
at a regular meeting of the Commission held
in Oakland, California on May 22, 2013.

Date: May 22, 2013
W.I.: 1311
Referred By: PAC

Attachment A
Resolution No. 4097
Page 1 of 1

Consolidated Transportation Service Agency (CTSA) Designation Process for the San Francisco Bay Area

MTC's process and conditions for designating CTSAs are set forth in the Coordinated Public Transit—Human Services Transportation Plan Update for the San Francisco Bay Area, MTC Resolution 4085. The process is as follows:

1. Applicant makes request.
2. MTC notifies the County Board of Supervisors, the PCCs, and transit operators of its intent to designate a CTSA in the County.
3. MTC staff evaluates candidates for consistency with mobility management activities as outlined in the Coordinated Public Transit-Human Services Transportation Plan.
4. MTC's Programming and Allocations Committee reviews and recommends CTSA designation.
5. Commission adopts CTSA designation.
6. MTC notifies CTSA, transit operators, State of California and PCC of CTSA designation.

Under this process, MTC's evaluation of CTSA candidates take into account various factors, including but not limited to:

- Past CTSA designations and performance; relevance of activities to current coordination objectives.
- Scale of geography covered by designation request.
- Extent to which the applicant was identified as the result of a county or subregionally based process involving multiple stakeholders aimed at improving mobility and transportation coordination for transportation-disadvantaged populations.
- The applicant's existing and potential capacity for carrying out mobility management functions described in this chapter as well as other requirements of CTSAs as defined by statute.
- Institutional relationships and support, both financial and in-kind, including evidence of coordination efforts with other public and private transportation and human services providers.

Date: May 22, 2013
W.I.: 1311
Referred By: PAC

Attachment B
Resolution No. 4097
Page 1 of 1

Designations of Consolidated Transportation Service Agencies (CTSAs) within the San Francisco Bay Area

Date of Designation	**Period of Designation**	**Name of Agency**	**Geographic Area**
5/22/2013	7/1/2013 – 6/30/2017	Outreach & Escort, Inc.[1]	Santa Clara County

[1] This designation was approved for a four-year period ending June 20, 2017. This designation limits claimant eligibility under California Public Utilities Code Section 99275 and California Code of Regulations (CCR) 6681 and 6731.1 to allow Outreach & Escort, Inc. to only claim STA funds programmed as part of MTC's Lifeline program. Access to Transportation Development Act (TDA) funds and other STA funds is not permitted. Other benefits available to CTSAs are granted through this designation.

MTC's Process for Designating CTSAs
(Reso 1076 revised and Reso. 4097)

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1. Applicant makes request.
2. MTC notifies the County Board of Supervisors, the PCCs, and transit operators of its intent to designate a CTSA in the County.
3. MTC staff evaluates candidates for constancy with mobility management activities as outline in the Coordinated Public Transit-Human Services Transportation Plan.
4. MTC's Programming and Allocations Committee reviews and recommends CTSA designation.
5. Commission adopts CTSA designation.
6. MTC notifies CTSA, transit operators, State of California and PCC of CTSA designation.

MTC's evaluation of CTSA candidates takes into account various factors, including but not limited to:

- Past CTSA designations and performance
- Scale of geography covered by designation request
- Extent to which the applicant was identified as the result of a county or subregionally based process involving multiple stakeholders
- Applicant's existing and potential capacity for carrying out mobility management functions
- Institutional relationships and support, both financial and in-kind, including evidence of coordination efforts with other public and private transportation and human services providers.

<u>Consolidated Transportation Services Agencies (CTSA)</u>

Examples

A CTSA provides the structure to operate mobility management programs. Currently there is only one designated CTSA in the Bay Area and that is Outreach in Santa Clara County. As discussed in the draft Mobility Management Plan, there are several service delivery structure options for a CTSA. Examples of each of the different structures are presented below with a brief summary of their services and funding sources.

- Public Agency
    - City/County government
    - Transit agency
    - JPA
- Nonprofit
    - Single purpose
    - Multi-purpose

<u>Public Agency CTSAs</u>

City/County models –

<u>Glenn County</u> – Operates fixed-route, paratransit, and volunteer medical transport services.

<u>City/County of Honolulu</u> – Designated in 2009, services include community fixed route shuttle for low-income population housed in a cluster of homeless shelters, ADA paratransit scheduling analysis, application for JARC and New Freedom funds.

Transit Agency –

<u>Monterey-Salinas Transit (MST)</u> – Besides operating fixed-route and ADA paratransit, MST offers taxi vouchers for short trips, senior shuttles, travel training, MST Navigators (volunteers for travel training, senior shuttles and

administration and outreach tasks). In partnership with 211 for Monterey County provides transportation information call center.

El Dorado County Transit Authority – Operates fixed-route, dial-a-ride, commuter buses, and non-emergency medical transportation to Sacramento medical centers.

Mendocino Transit Authority – Operates fixed-route, dial-a-ride and farmworkers van program in rural county.

JPA –

Western Placer County CTSA: Placer County Transportation Planning Agency (PCTPA) – Services include a Transit Ambassador Program and central call center contracted to the City of Roseville. Through partnership with non-profit Seniors First offer a Non-Emergency Medical Transportation "Health Express" and MyRides Program volunteer transportation service. Another program is the Retired Dial-A-Ride Vehicle Program to assist non-profits who transport seniors and people with disabilities. Funding from New Freedom, TDA, Seniors First (medical providers) and in-kind.

Riverside County Transportation Commission (RCTC) - Through its Specialized Transportation Program, RCTC funds multiple public and non-profit specialized services to improve mobility for seniors and people with disabilities. Non-profits range from Senior Centers, Medical Center, Inland AIDs project, Boys & Girls Clubs, CASA, and others. RCTC operates TRIP (Transportation Reimbursement and Information Project) volunteer driver program, Travel Training, TAP bus pass distribution program, and Mobility Guide. Funding sources include City general funds, CDBG, HSS, United Way, HUD, local sales tax Measure A funds, and others.

Orange County Transportation Agency (OCTA) – In 1991 when Orange County Transportation Agency and transit district merged, OCTA took on the CTSA function as well. Operates fixed-route, ADA paratransit, travel training, and in partnership with non-profits and 29 cities fund local community transportation services for seniors.

Non-profit CTSAs

Single Purpose:

Outreach (Santa Clara County) – Operates paratransit brokerage facilitating 1 million trips annually using over 250 vehicles; senior transportation (including paratransit, taxi subsidies and public transit passes; programs for eligible CalWORKS recipients (guaranteed ride, Jump Start, Give Kids a Lift!); Call Center 365 days/yr; vehicle donation program. Utilizes 34 different funding sources including JARC, STAF, New Freedom, 5310, HUD, HHS, Tobacco Revenue Settlement, City General Fund, County Measure A, local foundations and corporations, car donations.

Paratransit Inc. (Sacramento) – Since 1981 Paratransit Inc. has been the CTSA the Sacramento area. Services include Travel Training, Vehicle Maintenance, and Partnership Program. Through its Partnership Program Paratransit Inc. works with over a dozen agencies in Sacramento County to empower these social service agencies to provide transportation services to their clients.

VTrans (Valley Transportation Services) (San Bernadino County) – Established in 2010 and designated as a CTSA by San Bernadino Association of Governments (SANDAG). VTrans will operate some programs while others will be provided through partner agencies. VTrans will provide Mobility Training. VTrans funds transportation for people with disabilities provided by Pomona Valley Workshop (PVW); Volunteer Mileage Reimbursement Program by non-profit Community Senior Services; transportation for severely disabled older adults by Loma Linda Day Health Care Systems; NEMT for AIDS and HIV positive individuals by Central City Lutheran Mission and others. Funding is primarily from local sales tax Measure I and other sources include New Freedom and JARC.

Access Services (Los Angeles) – Established in 1994, Board comprised of city/county elected officials, transit operators, Commission on Disabilities and others provides oversight to this agency that was established primarily to manage ADA paratransit in Los Angeles County. Service delivered via vans, mini-buses, taxis and jitneys.

Multi-purpose:

Ride-One (San Luis Obispo) – United Cerebral Policy (UCP) was designated a CTSA in 1987 and provided services to people with developmental disabilities. In the 1990's, it expanded its services, partnering with more social service agencies and adopting the name Ride-On. It soon began providing additional services as a Transportation Management Association (TMA). Services include door-to-door Senior Shuttle, Veteran's Express Shuttle, Mobility Coordinator, transportation for people with developmental disabilities, hospital and medical transportation, private rides for individuals, social service agency support (vehicle procurement, driver training, preventative maintenance program, communications, drug testing programs and CHP inspections), employee and employer rideshare programs, Kid Shuttle, and others. Funding comes from multiple sources including New Freedom, MediCal and TDA, fundraising and donations.

ATTACHMENT F

At the February Consortium meeting, additional time for review and comment by the Consortium was given. At this time, the information is being re-presented along with new comments received and summarized below.

- If a CTSA is formed or designated, that it must bring value to the county and to the operators.
- It is important that funding of a CTSA not impact operator TDA and diminish an operator's ability to provide fixed route, ADA paratransit and General public dial-a-ride service.
- With the uncertainty of future federal funding for mobility management programs, there should a more comprehensive discussion of funding.
- Supports one lead CTSA agency in Solano and STA could serve that purpose, however governance for the CTSA should be more clearly defined.
- Why is there an immediate concern to set up a CTSA with no clear benefit as the STA already facilitates various agencies to coordinate services.
- If social services are brought to the table, should be cautious about transportation funds being used to subsidize social services. Funding from new partners should help pay for services.
- Agree that discussions between social services and transportation providers should be encouraged so that specific areas and opportunities can be identified to work together and share best practices; STA is in a good position to facilitate these discussions.
- One of the reasons STA has been able to facilitate implementation of innovative programs and commendable transit services is that it has been perceived as relatively neutral as it was not a transit operator itself. The more operational responsibilities STA takes on, the more difficult it will be for it to be the "impartial facilitator".
- If there comes a time when there are specific reasons a CTSA should be established in Solano County, it seems there would be an advantage to having it be a non-profit entity that could compete in different areas for resources and contributions.
- A non-profit CTSA with a primary focus on social services transportation issues could be an excellent partner for STA and the local jurisdictions to work with to identify synergies and opportunities.
- If a transportation sales tax is ever passed in Solano County the CTSA could be one of the recipients if that is one of the features that polling indicates the population will vote for.
- Language in the Mobility Management Plan that suggested without a CTSA mobility management programs will not be implemented despite there being existing programs in some jurisdictions.

In response to the last comment, the Plan was modified to acknowledge existing programs such as Travel Training being offered by Vacaville City Coach and non-profit organizations.

The other comments raise valid points worth further analysis and discussion particularly as they do not represent a consensus. Recommendations 8.2 and 8.3 in the Mobility Management Plan addressing structural models provide the opportunity for this.

> Recommendation 8.2: STA to conduct a further analysis and evaluate mobility management structural models for implementation in Solano County. The evaluation will involve STA staff, county transit agencies, and human services organizations.
>
> Recommendation 8.3: STA to function as mobility management center until an evaluation to determine a structural model is completed.

Attachment G

March 2014 Consortium
CTSA Discussion Summary

<u>Operator Attendees:</u>

SolTrans – M. Babauta
FAST – W. Lewis
City Coach – B. McLean
Dixon Readi-Ride – J. Koster
Rio Vista Delta Breeze – J. Harris
County of Solano – M. Tuggle

<u>Others in attendance and participating in discussion:</u>

FIA – R. Fuentes

- Solano County should stay ahead of CTSA formation curve in the Bay Area including Contra Costa which is getting close to forming a CTSA. Be ready by setting up the pipeline for likely new resources for the county. (DKH)
- Concern with the non-profit model is that there will be more players competing for the same small funding pot. Unclear what the benefits to seniors and people with disabilities will by the designation of a CTSA. (RF)
- CTSA would have value if it takes the most burdensome trips off transit (JH)
- There need to be clear roles of a CTSA versus transit operators thru Consortium structure, role, board representation. See how it would work in Solano. (BMcL)
- SolTrans supports CTSA concept. It would be good to go to one resource to free up paratransit. (MB)

<u>Direction:</u>

- Monitoring of a CTSA would be important to make sure it is doing what it is set up to do.
- Transit operators want to be involved with decision-making process.
- Set up a special meeting before the next Consortium meeting to develop outline of CTSA key elements such as
    - Goals
    - Operations
    - Representation
    - Prior to meeting, the group would like options to react to
    - Include SSPWDTAC in the discussion

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DATE: April 22, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Robert Guerrero, Project Manager
RE: Regional Transportation Impact Fee: Consortium Discussion of Transit Centers Priorities

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Background:
On December 3rd, The County Board of Supervisors unanimously approved the Public Facility Fee (PFF) Update with $1,500 per dwelling unit equivalent allocated toward the STA's RTIF. The County began collecting the RTIF on February 3rd. A total of 5% of the total RTIF revenue was decided by the STA Board to be dedicated towards transit projects under Package 6- Express Bus Transit Centers and Train Stations. The transit project category is one of seven project categories.

Each project category has a dedicated working group to assist in selecting projects within their category. The Express Bus Transit Centers and Train Stations Working Group met on January 28th to discuss early steps to begin implementing the STA's RTIF program. The primary meeting discussion topics included:

1. Estimated RTIF revenue
2. RTIF Project prioritization
3. Policies for shifting and/or loaning of funds between working groups
4. RTIF implementation schedule

The Express Bus Transit Centers and Train Stations Working Group requested STA request the SolanoExpress Intercity Transit Consortium develop a recommendation for priority projects for this RTIF category. STA staff presented an information item on this topic at the January 28th Consortium Meeting. The STA staff suggested the Safe Routes to Transit Plan completed in 2012 with specific capital and safety projects for each of the regional transit facilities be considered. FAST staff suggested focusing all the RTIF investment in the Fairfield Transportation Center given the shortfall identified by the City of Fairfield for planned improvements.

Discussion:
As reported at the last Consortium meeting (March 25th), the revenue projected for Express Bus Transit Centers and Train Stations Working Group is $498,171 over the 5 years of the RTIF.

As requested, a project selection format was provided to the Consortium members as an example to help guide the project selection discussion (see Attachment A). Members are encouraged to utilize the format for any additional RTIF project recommendations and provide it at the upcoming Consortium meeting. STA staff will then facilitate a discussion with the Consortium members to select a project.

Two RTIF projects were originally discussed, as noted in the Background section of this report. A third potential candidate for RTIF funding is the Fairfield/Vacaville Train Station which has an identified funding shortfall for the Train Station component of the project. STA staff is recommending the Working Group also consider the Train Station for RTIF because the project can be delivered within the 2 year timeframe. In addition, the project has been a priority transportation project for the STA and its member agencies for several years and has a funding shortfall. The attached RTIF project selection format will be updated to include the Fairfield/Vacaville Train Station Project at the upcoming Consortium meeting.

Fiscal Impact:
No impact to the STA Budget at this time.

Recommendation:
Informational.

Attachment:

A. RTIF Project Selection Format Guide

Regional Transportation Impact Fee (RTIF)

Working Group 6- Express Bust Transit Centers and Train Stations
Deliverable Project in the next 5 years

		Project Description		Countywide significance of the project?		Status of the Project						
Agency	Approved RTIF Transit Facility	Project Title	Project Scope/Description	Description of how the project became a city or county priority. Was it included in a city or STA Comprehensive Transprotation Plan or Safe Routes to Transit Plan? Was there a planning process or community involvement in determining the need for the project? If so, when was it considered?	Why should the project be considered a priority project for RTIF Funding?	Concept/Environmentally Cleared/Designed	Project Cost	RTIF Request	Local Match Committed	What other outside funding sources has the agency obtained, tried to obtain or plan to apply for the project completion?	Is the project included in your agency's Capital Improveme nt Plan?	Estimated Date of Completion
Soltrans or City of Benicia	Benicia Industrial Park Multi-modal Transit Center											
City of Dixon	Dixon Multimodal Transportation Center											
City of Fairfield	Fairfield Transportation Center	FTC Expansion - Design/Build Solicitation Package	Complete Preliminary Design for 1200 space parking structure and Prepare Design Build Package for 600 space parking structure	Solano Express Ridership and Vanpool Participation restricted by lack of adequate parking at the FTC. With Design Build Package would have good cost and scope for shovel ready project when funding secured. The project was identified in the STA's Comprehensive Transportation Plan.	The Design Build Package can be completed within one year to tee up a priority project for additional funding. City of Fairfield could cash flow the project with TDA and be repaid as RTIF fees come in.	600 space structure cleared NEPA and CEQA. CEQA and NEPA for 1200 structure expected by end of 2014.	$750,000	$500,000	$250,000 TDA	N/A	Yes	31-Mar-15
City of Fairfield	Fairfield/Vacaville Train Station											
City of Suisun City	Suisun City Train Station improvements	Safe Routes to Transit Project- Lotz Way Class I shared use path (north side)	Top priority project identified in the STA's SR2T plan for the Suisun City Train Station. Project would construct a Class I bike/ped facility that would directly connect the train station to the recently completed Safe Routes to School Class I Project at Marina Blvd.	The project is included in the STA's Comprehensive Transportation Plan, Safe Routes to Transit Plan, and Countywide Bicycle and Pedestrian Plans.	Lotz Way was a top priority project for the SR2T plan and supports the county's regional train station improvements. It also closes an exhisting bicycle and pedestrian gap on the south side of SR 12 between Main Street and Marina Blvd in Downtown Suisun City.	TBD	TBD	TBD	TBD	TBD	TBD	TBD
City of Vacaville	Vacaville Transportation Center											
Soltrans or City of Vallejo	Vallejo Station or Curtola Park and Ride, next phase											
Solano County	360 Project Area Transit Center											

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Agenda Item 8.B
April 29, 2014

DATE: April 21, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Wayne Lewis, Fairfield and Suisun Transit
RE: Discussion of Clipper Implementation in Solano County

Background/Discussion:
Wayne Lewis of Fairfield and Suisun Transit has requested for the implementation of Clipper in Solano County be placed on the agenda for discussion by the Consortium.

Recommendation:
Informational.

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Agenda Item 8.C
April 29, 2014

Date: April 18, 2014
To: SolanoExpress Intercity Transit Consortium
From: Liz Niedziela, Transit Program Manager
RE: Intercity Transit Funding Working Group FY 2014-15

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.

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. The FY 2014-15 TDA Matrix will be submitted to the STA Board for approval June 12, 2014.

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 2012-13 audited amounts will be reconciled to the estimated amounts for FY 2012-13. The reconciliation amounts and the estimated amounts for FY 2014-15 are merged to determine the cost per funding partners. The reconciliation and funding shares are reviewed by the Intercity Transit Finance Working Group (ITFWG) prior to being finalized and inserted into the TDA matrix.

Discussion:

The Intercity Funding Agreement reconciliation and calculation of funding shares is underway. Results are expected to be available the week of May 5th. A summary of the schedule is provided below.

Activity	Date/Schedule
SolTrans and FAST provide FY 2012-13 actuals and FY 2014-15 projections in CAMs	Week of April 14, 2014
STA reconciles and calculates estimated cost/funding shares	April 17 – May 1, 2014
Reconciliation and FY 2014-15 funding shares sent to ITFWG	No later than May 5, 2014
ITFWG meeting (as needed)	No later than the week of May 12, 2014
Intercity funding shares and TDA matrix finalized for Consortium review	May 20, 2014
Consortium review and recommendation to STA Board	May 27, 2014
STA Board considers approval of FY 2014-15 TDA matrix	June 12, 2014

Fiscal Impact:
The STA is a recipient of TDA funds from each jurisdiction for the purpose of countywide transit planning. With the STA Board approval of the June FY 2014-15 TDA matrix, it provides the guidance needed by MTC to process the TDA claim submitted by the transit operators, Solano County and STA.

Recommendation:
Informational.

Attachment:

A. FY 2014-15 TDA Fund Estimate for Solano County

FY2014-15 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
SOLANO COUNTY

Attachment A
Res No. 4133
Page 9 of 16
2/26/2014

FY2013-14 TDA Revenue Estimate			**FY2014-15 TDA Estimate**		
FY2013-14 Generation Estimate Adjustment			***FY2014-15 County Auditor's Generation Estimate***		
1. Original County Auditor Estimate (Feb, 13)	15,682,592		13. County Auditor Estimate		15,512,708
2. Revised Estimate (Feb, 14)	15,512,708		***FY2014-15 Planning and Administration Charges***		
3. Revenue Adjustment (Lines 2-1)		(169,884)	14. MTC Administration (0.5% of Line 13)	77,564	
FY2013-14 Planning and Administration Charges Adjustment			15. County Administration (0.5% of Line 13)	77,564	
4. MTC Administration (0.5% of Line 3)	(849)		16. MTC Planning (3.0% of Line 13)	465,381	
5. County Administration (0.5% of Line 3)	(849)		17. Total Charges (Lines 14+15+16)		620,509
6. MTC Planning (3.0% of Line 3)	(5,097)		18. TDA Generations Less Charges (Lines 13-17)		14,892,199
7. Total Charges (Lines 4+5+6)		(6,795)	***FY2014-15 TDA Apportionment By Article***		
8. Adjusted Generations Less Charges (Lines 3-7)		(163,089)	19. Article 3.0 (2.0% of Line 18)	297,844	
FY2013-14 TDA Adjustment By Article			20. Funds Remaining (Lines 18-19)		14,594,355
9. Article 3 Adjustment (2.0% of line 8)	(3,262)		21. Article 4.5 (5.0% of Line 20)	0	
10. Funds Remaining (Lines 8-9)		(159,827)	22. TDA Article 4 (Lines 20-21)		14,594,355
11. Article 4.5 Adjustment (5.0% of Line 10)	0				
12. Article 4 Adjustment (Lines 10-11)		(159,827)			

TDA APPORTIONMENT BY JURISDICTION

Column	*A*	*B*	*C=Sum(A:B)*	*D*	*E*	*F*	*G*	*H=Sum(C:G)*	*I*	*J=Sum(H:I)*
	6/30/2013	**FY2012-13**	**6/30/2013**	**FY2012-14**	**FY2013-14**	**FY2013-14**	**FY2013-14**	**41,820**	**FY2014-15**	**FY 2014-15**
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	657,685	4,632	662,317	(356,000)	0	301,106	(3,262)	604,161	297,844	902,005
Article 4.5										
SUBTOTAL	**657,685**	**4,632**	**662,317**	**(356,000)**	**0**	**301,106**	**(3,262)**	**604,161**	**297,844**	**902,005**
Article 4/8										
Dixon	365,312	1,701	367,013	(487,191)	0	651,873	(7,062)	524,633	643,546	1,168,179
Fairfield	492,666	13,145	505,811	(5,137,473)	2,378,311	3,793,108	(41,089)	1,498,668	3,774,523	5,273,191
Rio Vista	329,130	1,801	330,930	(243,292)	0	264,500	(2,865)	349,274	265,072	614,346
Solano County	595,067	3,155	598,222	(235,418)	0	669,987	(7,258)	1,025,533	660,883	1,686,416
Suisun City	80,356	994	81,350	(1,076,074)	0	997,599	(10,807)	(7,932)	984,871	976,939
Vacaville	4,875,441	32,553	4,907,993	(4,623,477)	0	3,283,683	(35,571)	3,532,629	3,232,799	6,765,428
Vallejo/Benicia[4]	336,860	1,989	338,849	(5,283,854)	0	5,093,432	(55,175)	93,251	5,032,663	5,125,914
SUBTOTAL[5]	**7,074,831**	**55,337**	**7,130,168**	**(17,086,778)**	**2,378,311**	**14,754,183**	**(159,827)**	**7,016,056**	**14,594,355**	**21,610,411**
GRAND TOTAL	**$7,732,517**	**$59,968**	**$7,792,485**	**($17,442,778)**	**$2,378,311**	**$15,055,289**	**($163,089)**	**$7,620,217**	**$14,892,199**	**$22,512,416**

1. Balance as of 6/30/13 is from MTC FY2012-13 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 6/30/13, and FY2013-14 allocations as of 1/31/14.
3. Where applicable by local agreement, contributions from each jurisdiction will be made to support the Intercity Transit Funding Agreement.
4. Beginning in FY2012-13, the Benicia apportionment area is combined with Vallejo, and available for SolTrans to claim.

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Agenda Item 8.D
April 29, 2014

DATE: April 17, 2014
TO: Intercity Transit Consortium
FROM: Nancy Whelan, Transit Consultant
RE: Intercity Paratransit Service Assessment Update

Background:

On July 12, 2013, Solano County, the local transit agencies, and STA entered into a Memorandum of Understanding (MOU) developed by Solano County to fund a new Countywide taxi-based intercity paratransit service. The proposed new service is intended to provide trips from city to city, to both ambulatory and non-ambulatory ADA-eligible riders and has been deemed an ADA Plus service. Solano County is currently the lead agency, coordinating on behalf of the transit operators, in preparing to solicit proposals from contractors to provide Countywide taxi-based intercity paratransit service. Solano County took over from the City of Vacaville the management of the current Intercity Taxi Script Service for Ambulatory ADA Eligible Riders.

The potential for this service to grow in the future prompted Solano County to consider whether Solano County and its Department of Resource Management - Engineering Division is the best agency for managing delivery of this expanded service. With the authorization of the County Board of Supervisors, on December 16, 2013, Solano County Director of Resource Management requested that STA explore the feasibility of oversight and long term operation of the Countywide intercity paratransit service. In response to this request, in mid-January 2014, the STA Board authorized Nelson\Nygaard to develop and evaluate intercity paratransit service delivery models and Nancy Whelan Consulting (NWC) to prepare a financial analysis of the options. This information is designed to help inform STA staff and the Board as part of responding to the County's request to STA to consider managing the Countywide Intercity Paratransit Service.

Discussion:

The purpose of STA's assessment is to fully understand how riders currently use the program, explore if there are efficiencies that can be built into the program, and/or explore if there are alternative service delivery models that may provide the service more efficiently and cost-effectively, while also providing wheelchair-accessibility.

To date the consultants have completed the following tasks:

- meeting with key stakeholders,
- reviewing and evaluating current travel practices (data analysis),
- developing conceptual service delivery models and identifying the pros and cons of each, and
- preparing financial scenarios.

The data analysis was presented to the Consortium at its meeting on March 25, 2014. The results of the assessment including the analysis of current travel practices on the intercity taxi scrip program, the review of service delivery models, and the financial analysis will be provided in a memo under separate cover in preparation for the meeting with the Consortium on April 29, 2014.

Three alternative service delivery concepts were examined:

1. Modified version of the Intercity Taxi Scrip program
2. A paratransit brokerage model
3. Service using a dedicated fleet of vehicles.

The advantages and disadvantages of each option are presented in the memo.

Financial scenarios for the three options as well as financial analysis for continuation of the existing Intercity Taxi Scrip program and an analysis of the planned paratransit brokerage model assumed in the MOU developed by the County were prepared. The analysis focuses on the financial feasibility and sustainability of the intercity paratransit program. Not surprisingly, the findings indicate that the projected financial sustainability of the program is highly sensitive to changes in key variables such as number of trips and cost per trip. The scenario inputs and results are summarized in the memo.

Recommendation:

Informational.

Attachment:

A. Analysis of Service Delivery Options for Solano Intercity Paratransit Service
   (To be provided under separate cover.)

DATE: April 29, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Mobility Management Program Update - In-Person ADA Eligibility

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Background:

The Solano County Mobility Management Program is a culmination of public input provided at two mobility summits held in 2009 and the 2011 Solano Transportation Study for Seniors and People with Disabilities. STA has been working with consultants, the Solano Transit Operators, the Paratransit Coordinating Council (PCC), and the Senior and People with Disabilities Transportation Advisory Committee since July 2012 to develop a Mobility Management Plan for Solano County. Mobility Management was identified as a priority strategy to address the transportation needs of seniors, people with disabilities, low income and transit dependent individuals in the 2011 Solano Transportation Study for Seniors and People with Disabilities. On April 9, 2014, the STA Board unanimously adopted the Solano County Mobility Management Plan.

The Solano Mobility Management Plan focuses 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 Countywide In-Person American Disability Act (ADA) Eligibility program launched July 1, 2013 as a two-year pilot program. CARE Evaluators was retained to provide In-Person Eligibility Assessments for Solano County.

Discussion:

Countywide In-Person ADA Eligibility Program Update

The month of March was the 9th month of the contract between STA and CARE Evaluators. This update summarizes the activities of CARE Evaluators in the third quarter of the program.

Between January and March there were 401 scheduled appointments, with 269 assessments completed (67%). Overall, the performance outcomes of the program have improved or been consistent with the first six months of the contract. On average, the time between an applicant call to schedule an in-person assessment and the date of their assessment was approximately six (6) days; this is a slight increase in wait time from January when the average was five (5) days. The average duration between an applicant's assessment and receipt of the eligibility determination letter is eleven (11) days. There were no violations of the 21 day ADA assessment letter policy during the third quarter. Usage of complementary paratransit service has increased consistently between January and March to 69% of scheduled appointments, peaking in March.

There were a total of 14 ADA Comment Cards received by the STA between January and March. Of those who completed comment cards, thirteen (13) of fourteen (14) clients were highly satisfied and one (1) was satisfied with the assessment process and service. STA staff has produced a more in-depth third quarter summary report. (Attachment A).

Recommendation:
Informational.

Attachments:

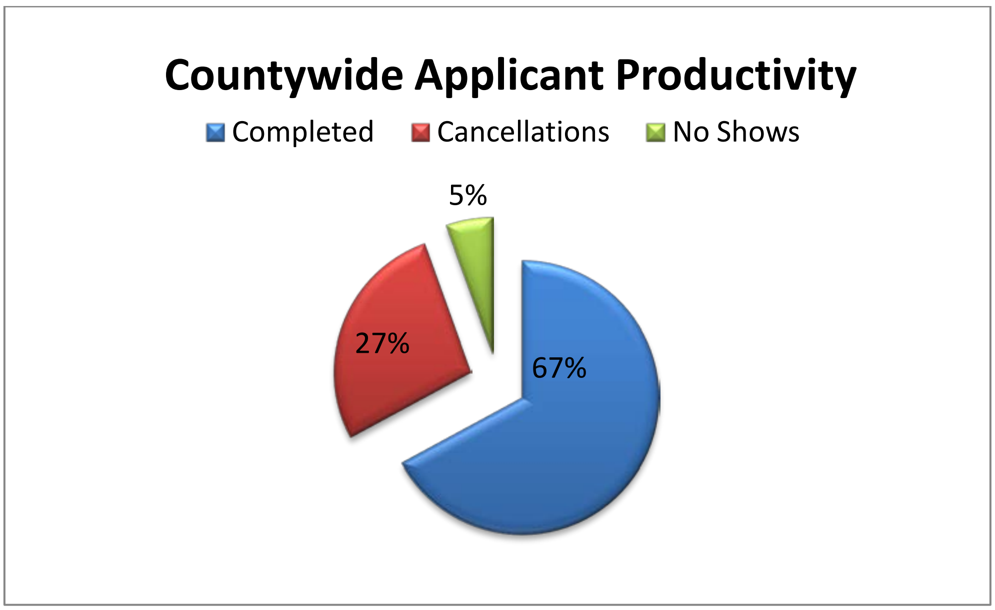
A. Countywide ADA In-Person Eligibility – Third Quarter Progress Report

Countywide In-Person ADA Eligibility Program
Third Quarter Progress Report

Applicant Volume by Month: From January 1, 2014 to March 31, 2014, CARE Evaluators scheduled 401 interviews and conducted 269 evaluations in Solano County. Of the 401 scheduled appointments, 269 (67%) of the applicants appeared for their in-person assessment, 22 (5%) were a no show, and 110 (24%) were cancellations. The incompletion rate for the third quarter remains consistent with the first six months of the program.

Applicant Volume and Productivity by Location

	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Completed	**269**	8	109	3	92	58
Cancellations	**110**	2	39	0	41	26
No-Shows	**22**	0	8	0	10	2
Incompletion Rate	***33%***	*22%*	*28%*	*0%*	*32%*	*33%*



New versus re-certification: From January 1, 2014 to March 31, 2014, of the 269 applicants assessed, 239 (89%) were new applicants and 30 (11%) were applicants seeking recertification. This trend was consistent across each month of the quarter and represents a 13% increase in the proportion of new applicants as compared to the first six months of the program (76%).

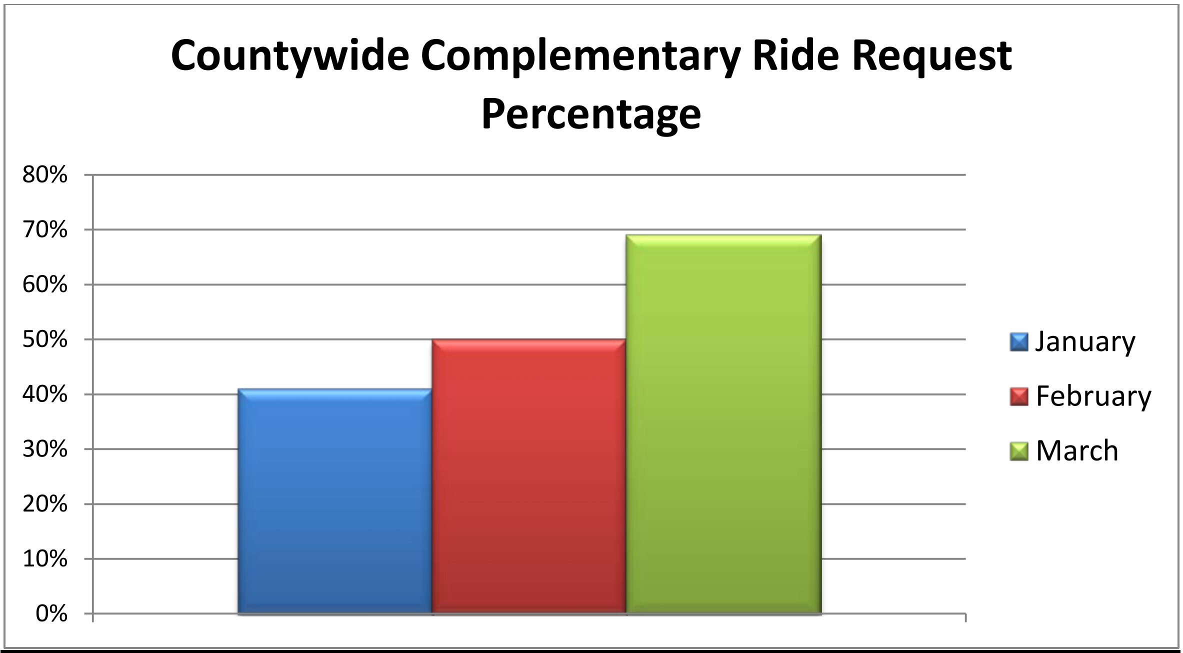
Countywide Eligibility Results by Application Type						
NEW		Percentage		RECERTIFICATION		Percentage
Unrestricted	201	74%		Unrestricted	23	77%
Conditional	20	7%		Conditional	2	7%
Trip-by-trip	15	6%		Trip-by-trip	1	3%
Temporary	18	8%		Temporary	0	0%
Denied	15	5%		Denied	4	13%
TOTAL	239	89%		**TOTAL**	30	11%

Eigibility determinations: Of the 269 assessments that took place from January to March, 201 (75%) were given unrestricted eligibility, 15 (6%) were denied, 15 (6%) were given trip-by-trip eligibility, 20 (7%) were given conditional eligibility, and 18 (7%) were given temporary eligibility. These figures are consistent with the first six months of the program.

Eligibility Results by Service Area						
	Countywide	**Dixon Readi-Ride**	**FAST**	**Rio Vista Delta Breeze**	**SolTrans**	**Vacaville City Coach**
Unrestricted	**201**	**6**	**82**	**2**	**67**	**45**
Conditional	**20**	**3**	**11**	**0**	**7**	**0**
Trip-by-trip	**15**	**0**	**7**	**0**	**3**	**5**
Temporary	**18**	**0**	**1**	**0**	**11**	**6**
Denied	**15**	**0**	**8**	**1**	**4**	**2**
TOTAL	**269**	**9**	**109**	**3**	**92**	**58**

Impact on paratransit: As part of the new countywide in-person assessment program, applicants are provided a complimentary trip on paratransit for the applicant and the applicant's Personal Care Attendant (PCA) upon request. In the third quarter of the program, 53% of all scheduled assessments requested a paratransit trip to the assessment site. There has been a monthly increase in the percentage of applicants requesting a paratransit ride each month between January and March.

Transportation to and from In-Person Assessment						
	Countywide	**Dixon Readi-Ride**	**FAST**	**Rio Vista Delta Breeze**	**SolTrans**	**Vacaville City Coach**
Own Transportation	**119**	**4**	**44**	**3**	**39**	**29**
Complementary Paratransit	**177**	**5**	**74**	**0**	**64**	**34**
Paratransit %	**65%**	**56%**	**68%**	**0%**	**70%**	**59%**



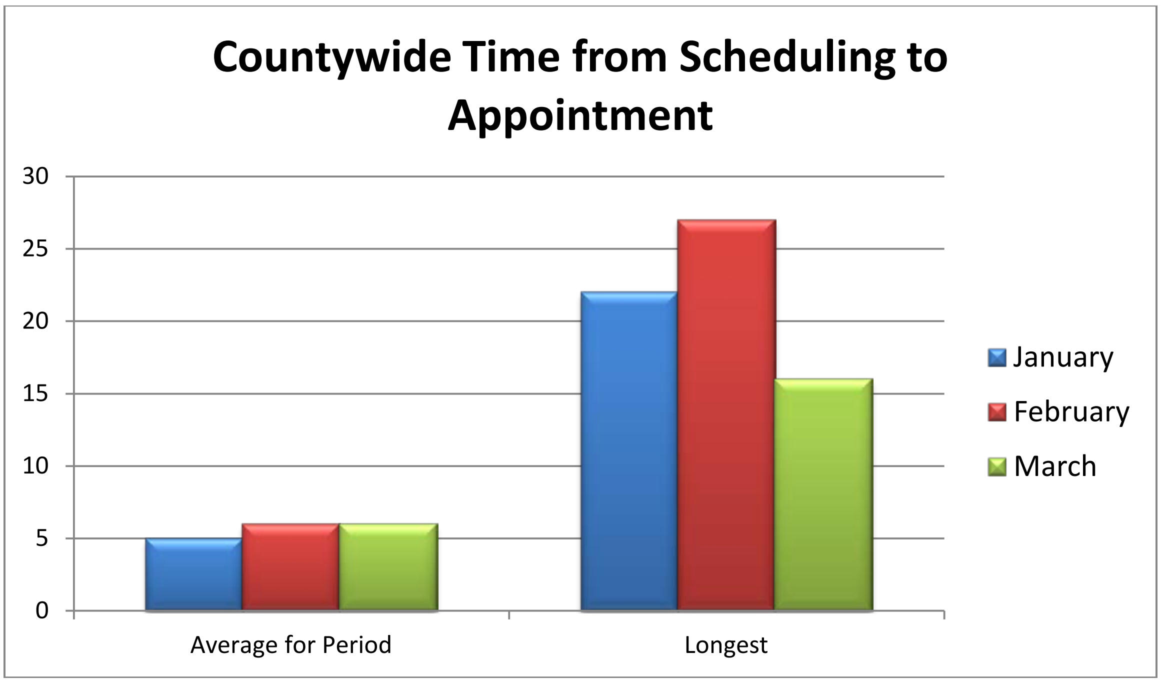
<u>Type of Disability</u>: Many of the applicants who completed the in-person assessment possessed more than one type of disability. The most common type of disability reported was a physical disability (52%), followed by cognitive and visual disabilities (22%), and audio disability (5%).

Disability Type Countywide and by Service Area						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Physical	257	3	103	2	88	55
Cognitive	108	2	49	2	32	24
Visual	108	0	36	1	38	33
Audio	24	0	9	0	10	5

<u>Time to scheduled assessment:</u> On average, the time between an applicant call to schedule an in-person assessment and the date of their assessment for third quarter of the program was approximately 6 days. The longest amount of time a client had to wait for an appointment was 27 calendar days. This wait was extended due to the client rescheduling their appointment. If a client does not cancel an appointment and only reschedules, the "time from scheduling to appointment" does not reset. STA is working with CARE to produce a more accurate report that takes rescheduling into account when counting the number of days from scheduling to appointment. The goal is for clients to receive an appointment within 2 weeks (10 business days) of their phone call. There were 26 incidents where the time between scheduling to assessment exceeded 10 business days, however on average, delays beyond 10 business days are marginal, such as 11 or 12 days.

Time (Days) from Scheduling to Appointment						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period*	6	6	6	14**	5	6
Longest*	27	13	27	14	18	13
Number Over 10 Business Days	26	0	15	0	9	2

*The average and longest duration between scheduling and evaluation are represented in calendar days
**Due to an emergency with an evaluator 3 applicants were rescheduled



__Time to receipt of eligibility determination letter__: On average, the time between the applicant's assessment and the receipt of the eligibility determination letter in the third quarter of the program was 11 days. This has decreased from 16 days in the first 6 months of the program. The longest waiting period was 20 days as compared to 34 in the first 6 months of the program. There is a requirement that all ADA determination letter must be mailed out to clients within 21 days of their evaluation. CARE Evaluators had no violations of this requirement this quarter.

Time (Days) from Evaluation to Letter						
	Countywide	Dixon Readi-Ride	FAST	Rio Vista Delta Breeze	SolTrans	Vacaville City Coach
Average for Period	11	9	13	0	11	10
Longest	20	16	20	7	15	16
# of Clients Past 21 Days	0	0	0	0	0	0

Comment Card Summary: There were a total of 12 ADA Comment Cards received by the STA between January and March . Below is a summary of the scores provided by clients and the number each transit operator received. Of those who provided feedback, most clients are very satisfied with the service they receive.

November Comment Card Summary		
Very Satisfied	13	(Vacaville City Coach 5, FAST 4, SolTrans 3, Not Specified 1)
Satisfied	1	(FAST 1)
Neutral	0	.
Dissatisfied	0	
Very Dissatisfied	0	
Total Received	14	

Total Number of SolTrans Reminder Cards Mailed out intheThird Quarter: There were a total of seventy-eight (78) reminder cards mailed out between January and March.

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DATE: April 18, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Debbie McQuilkin, Customer Service Coordinator
RE: Mobility Management Call Center Update

Background:
In October 2013, the STA Board authorized the Mobility Management Call Center be established through an expansion of the Solano Napa Commuter Information (SNCI) program call center as a pilot program for three years. SNCI's Call Center expansion into the One-Stop Mobility Management Call Center has progressed with the call center now moved into the new office location across the hall from STA. One-full time customer service staff and two additional part-time staff have been hired to implement this customer program.

Discussion:
The SNCI program will evolve into the One-Stop Call Center by expanding the services provided. The rideshare program will remain, providing transportation options to commuters, but will expand to provide transportation options to seniors, people with disabilities, and low income residents. Additionally, the call center will process applications for the Regional Transit Card (RTC), and sell of FasTrak and BikeLink locker cards.

Currently, these services have been provided in person at the Suisun Fairfield Train Station by City of Rio Vista staff. Rio Vista has notified the City of Suisun that they will be vacating the station and will no longer provide this service effective May 1, 2014.

STA is planning to handle the expanded responsibility of processing the RTC and Senior Clipper Cards and the sales of FasTrak and BikeLinks locker cards at the STA's offices until a longer arrangement can be negotiated by Suisun City for the Train Depot.

Regional Transit Connection (RTC) Clipper Card
The Regional Transit Connection (RTC) Clipper Card is available to qualified persons with disabilities under 65 years of age. It may be used as proof of eligibility to receive 50% off discount fares on fixed-route, rail and ferry systems throughout the San Francisco Bay Area. The cost of the card is $3.00 and expires after 5 years. The RTC Clipper Card must be applied for in person.

Senior Clipper Card
Any senior 65 or older, may receive a Senior Clipper Card. The Senior Clipper Card offers the same features and discounts (50% off) as the RTC card, but is free and does not expire. Applications can be submitted by mail, email or fax. Cards can also be obtained immediately in-person at a Clipper Customer Service Center. The Senior Clipper Card is currently being used for ID purposes only. When Clipper services are implemented in Solano County, seniors will be able to add value to these cards. Clipper is expected to be implemented on local transit vehicles and Solano Express in November 2014.

FasTrak/BikeLink

FasTrak and BikeLink services will be provided at the Call Center also.
FasTrak toll tags are mounted on your vehicle's windshield. As your vehicle enters the toll lane, the toll tag is read by the antennae and your FasTrak account is charged the proper amount.

FasTrak Toll Tags will be available to purchase at the Call Center. When you purchase a FasTrak for $20, you will receive $5 in free tolls ($25).

The BikeLink Card acts as both a debit device and access key for bicycle storage lockers located at the Suisun Train Depot. It is smart, never expires and is faster to use than a mechanical bike lock or locker.

Recommendation:

Informational.

DATE: April 15, 2014
TO: SolanoExpress Intercity Transit Consortium
FROM: Susan Furtado, Accounting & Administrative Services Manager
RE: Local Transportation Development Act (TDA) and Members Contributions for Fiscal Year (FY) 2014-15

Background

In January 2004, the Solano Transportation Authority (STA) Board unanimously adopted a policy to index the annual local Transportation Development Act (TDA) to provide 2.7% of the total TDA available to the county and 2.1% for Members Contribution based on the prior calendar year gas tax revenues received by all the agencies in Solano County.

The TDA contribution is based on the Metropolitan Transportation Commission (MTC)'s annual TDA fund estimate for each local jurisdiction. STA annually claims these funds on behalf of the Member Agencies for transit operation and planning expenses.

The Members Contribution received from all the agencies in Solano County is calculated based on the gas tax revenues. Although based on gas tax revenues, each member agency provides a contribution to STA through any eligible fund source, including gas tax. The Member Agencies are invoiced for these contributions at the beginning of the fiscal year.

Both contributions are estimates; revisions are made as actual data is made available and adjustments are made in the subsequent fiscal year. These two revenue sources provide the core funding for STA's operations. These operations include administrative staff services and office space cost, and a percentage of strategic planning and project development not covered by other planning grants and project revenues.

Discussion:

In March 2005, a memo was issued to record the methodology to calculate the annual Transportation Development Act (TDA) and Member Contributions, previously known as Gas Tax contribution as a result of the indexing policy approval. This methodology has been used and followed since the approval of the policy for the annual billing of the TDA and Members Contribution to member agencies.

Attachment A is the FY 2014-15 Local TDA Funds and Contributions from Member Agencies. The TDA contribution to STA for FY 2014-15 has reduced by $66,298 from the prior year using the MTC's annual TDA funding estimates issued February 26, 2014. STA's TDA claim for FY 2014-15 is calculated based on the adopted indexing policy (Attachment B) and on MTC's FY 2014-15 Fund Estimate (Attachment D).

The Members Contribution is increased by $87,270. The Members Contributions estimates for FY 2014-15 are based on actual Gas Tax Revenues received by each agency in Solano County for the calendar year 2013 (Attachment C). TDA Funds and Contribution from Member Agencies vary depending on the actual amounts on MTC's TDA Apportionment and Gas Tax Revenues received by the agencies. Adjustments to these estimates are reflected in the subsequent year.

Fiscal Impact

FY 2014-15 Local TDA Funds is $397,586 and the Members Contributions is $255,950. In aggregate, the total TDA and members' contribution from the member agencies for the FY 2014-15 is increased by $20,972 due to the increase in the 2013 Gas Tax revenue received by Member Agencies.

Recommendation:

Informational.

Attachments:

A. FY 2014-15 Local TDA Funds and Contributions from Member Agencies.
B. Computations for TDA and Members Contributions for FY 2014-15
C. Calendar Year 2013 Gas Tax Revenues for Solano County Agencies
D. MTC FY 2014-15 Fund Estimate TDA Funds Solano County (February 26, 2014)

Solano Transportation Authority
...working for you!

ATTACHMENT A

FY 2014-15 Local Transportation Development Act (TDA) and Contributions from Member Agencies

TDA Contributions

AGENCY	FY 2014-15 TDA	FY 2013-14 Adjustment	FY 2014-15 Total TDA to STA	FY 2013-14 TDA to STA	% Change
Benicia	26,158	(293)	**25,865**	30,348	**-14.8%**
Dixon	17,765	(199)	**17,566**	20,631	**-14.9%**
Fairfield	103,372	(1,157)	**102,215**	117,301	**-12.9%**
Rio Vista	7,208	(81)	**7,127**	8,318	**-14.3%**
Suisun City	27,187	(305)	**26,882**	31,572	**-14.9%**
Vacaville	89,489	(1,002)	**88,487**	104,091	**-15.0%**
Vallejo	112,651	(1,261)	**111,390**	130,386	**-14.6%**
Solano County	18,259	(205)	**18,054**	21,237	**-15.0%**
TOTAL	**$402,089**	**($4,503)**	**$397,586**	**$463,884**	**-14.3%**

Members Contributions

AGENCY	FY 2014-15 Members Contribution	FY 2013-14 Adjustment	FY 2014-15 Total Members Contribution Claim	FY 2013-14 Members Contribution	% Change
Benicia	15,867	784	**16,651**	11,035	**50.9%**
Dixon	10,776	532	**11,308**	7,502	**50.7%**
Fairfield	62,703	3,099	**65,802**	42,654	**54.3%**
Rio Vista	4,372	216	**4,588**	3,024	**51.7%**
Suisun City	16,491	815	**17,306**	11,480	**50.7%**
Vacaville	54,282	2,683	**56,965**	37,850	**50.5%**
Vallejo	68,331	3,377	**71,708**	47,413	**51.2%**
Solano County	11,075	547	**11,622**	7,722	**50.5%**
TOTAL	**243,897**	**12,053**	**255,950**	**168,680**	**51.7%**

Total Contributions from Member Agencies

AGENCY	TDA	Member Contribution	FY 2014-15 TOTAL	FY 2013-14 TOTAL	% Change
Benicia	**25,865**	**16,651**	**42,516**	41,385	**2.7%**
Dixon	**17,566**	**11,308**	**28,874**	28,133	**2.6%**
Fairfield	**102,215**	**65,802**	**168,017**	159,955	**5.0%**
Rio Vista	**7,127**	**4,588**	**11,716**	11,339	**3.3%**
Suisun City	**26,882**	**17,306**	**44,188**	43,052	**2.6%**
Vacaville	**88,487**	**56,965**	**145,451**	141,941	**2.5%**
Vallejo	**111,390**	**71,708**	**183,098**	177,799	**3.0%**
Solano County	**18,054**	**11,622**	**29,676**	28,959	**2.5%**
TOTAL	**397,586**	**255,950**	**653,534**	**632,562**	**3.3%**

Solano Transportation Authority

Computations for TDA and Members Contributions for FY 2014-15

Local Transportation Development Act (TDA) Funds

TDA	Total TDA to County		$15,381,489	**TDA**	Total TDA to County		$15,214,863	
FY 2013-14	STA Operations (2.7%)		$415,300	**FY 2013-14**	STA Operations (2.7%)		$410,801	
February 2013 Estimate	Agency TDA	Percent	FY 13-14 Claim	TDA Adjustment	Total TDA	Percent	Revised FY 2013-14	FY 2013-14 Adjustment
Benicia	959,839	0.065	27,018	(10,398)	949,441	0.065	26,725	(293)
Dixon	651,873	0.044	18,349	(7,062)	644,811	0.044	18,150	(199)
Fairfield	3,793,108	0.257	106,768	(41,089)	3,752,019	0.257	105,612	(1,157)
Rio Vista	264,500	0.018	7,445	(2,865)	261,635	0.018	7,364	(81)
Suisun City	997,599	0.068	28,080	(10,807)	986,792	0.068	27,776	(305)
Vacaville	3,283,683	0.223	92,429	(35,571)	3,248,112	0.223	91,428	(1,002)
Vallejo	4,133,592	0.280	116,352	(44,777)	4,088,815	0.280	115,092	(1,261)
Solano County	669,987	0.045	18,859	(7,258)	662,729	0.045	18,654	(205)
TDA	$ 14,754,181	1.000	$415,300	($159,827)	$14,594,354	1.000	410,801	($4,503)

TDA	Total TDA to County		$14,892,199		
FY 2014-15	STA Operations (2.7%)		$402,089		
February 2014 Estimate					
			FY 2014-15 Estimate	FY 2013-14 Adjustment	Total TDA Funds FY 2014-15
Benicia	947,510	0.065	26,158	(293)	25,865
Dixon	643,546	0.044	17,765	(199)	17,566
Fairfield	3,774,523	0.257	103,372	(1,157)	102,215
Rio Vista	265,072	0.018	7,208	(81)	7,127
Suisun City	984,871	0.068	27,187	(305)	26,882
Vacaville	3,232,799	0.223	89,489	(1,002)	88,487
Vallejo/Benicia	4,085,151	0.280	112,651	(1,261)	111,390
Solano County	660,883	0.045	18,259	(205)	18,054
Estimated FY 2014-15	14,594,355	1.000	$402,089	($4,503)	397,586

Members Contribution

Contribution:	Total Gas Tax to County	$11,040,029	**Contribution:**	Total Gas Tax to County			$11,614,124
FY 2013-14	STA Operations (2.1%)	$231,841	**FY 2014-15**	STA Operations (2.1%)			$243,897
Estimate based on Calendar Year 2012		FY 13-14 Claim	**Estimate based on Calendar Year 2013**				FY 13-14 Adjustment
Benicia	0.065	$15,082	Benicia		0.065	$15,867	$784
Dixon	0.044	10,243	Dixon		0.044	10,776	532
Fairfield	0.257	59,603	Fairfield		0.257	62,703	3,099
Rio Vista	0.018	4,156	Rio Vista		0.018	4,372	216
Suisun City	0.068	15,676	Suisun City		0.068	16,491	815
Vacaville	0.223	51,598	Vacaville		0.223	54,282	2,683
Vallejo	0.280	64,953	Vallejo		0.280	68,331	3,377
Solano County	0.045	10,528	Solano County		0.045	11,075	547
	1.000	$231,841			1.000	$243,897	$12,053

Contribution:	Total Gas Tax to County		$11,614,124	
FY 2014-15	STA Operations (2.1%)		$243,897	
Estimate based on Calendar Year 2013			FY 2013-14 Adjustment	Total Members Contribution FY 2014-15
Benicia	0.065	$15,867	$784	$16,651
Dixon	0.044	10,776	532	11,308
Fairfield	0.257	62,703	3,099	65,802
Rio Vista	0.018	4,372	216	4,588
Suisun City	0.068	16,491	815	17,306
Vacaville	0.223	54,282	2,683	56,965
Vallejo	0.280	68,331	3,377	71,708
Solano County	0.045	11,075	547	11,622
	1.000	**$243,897**	**$12,053**	**$255,950**

ATTACHMENT C

FY2014-15 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
SOLANO COUNTY

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FY2013-14 TDA Revenue Estimate		
FY2013-14 Generation Estimate Adjustment		
1. Original County Auditor Estimate (Feb, 13)	15,682,592	
2. Revised Estimate (Feb, 14)	15,512,708	
3. Revenue Adjustment (Lines 2-1)		(169,884)
FY2013-14 Planning and Administration Charges Adjustment		
4. MTC Administration (0.5% of Line 3)	(849)	
5. County Administration (0.5% of Line 3)	(849)	
6. MTC Planning (3.0% of Line 3)	(5,097)	
7. Total Charges (Lines 4+5+6)		(6,795)
8. Adjusted Generations Less Charges (Lines 3-7)		(163,089)
FY2013-14 TDA Adjustment By Article		
9. Article 3 Adjustment (2.0% of line 8)	(3,262)	
10. Funds Remaining (Lines 8-9)		(159,827)
11. Article 4.5 Adjustment (5.0% of Line 10)	0	
12. Article 4 Adjustment (Lines 10-11)		(159,827)

FY2014-15 TDA Estimate		
FY2014-15 County Auditor's Generation Estimate		
13. County Auditor Estimate		15,512,708
FY2014-15 Planning and Administration Charges		
14. MTC Administration (0.5% of Line 13)	77,564	
15. County Administration (0.5% of Line 13)	77,564	
16. MTC Planning (3.0% of Line 13)	465,381	
17. Total Charges (Lines 14+15+16)		620,509
18. TDA Generations Less Charges (Lines 13-17)		14,892,199
FY2014-15 TDA Apportionment By Article		
19. Article 3.0 (2.0% of Line 18)	297,844	
20. Funds Remaining (Lines 18-19)		14,594,355
21. Article 4.5 (5.0% of Line 20)	0	
22. TDA Article 4 (Lines 20-21)		14,594,355

TDA APPORTIONMENT BY JURISDICTION

Column	*A*	*B*	*C=Sum(A:B)*	*D*	*E*	*F*	*G*	*H=Sum(C:G)*	*I*	*J=Sum(H:I)*
	6/30/2013	**FY2012-13**	**6/30/2013**	**FY2012-14**	**FY2013-14**	**FY2013-14**	**FY2013-14**	**41,820**	**FY2014-15**	**FY 2014-15**
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	657,685	4,632	662,317	(356,000)	0	301,106	(3,262)	604,161	297,844	902,005
Article 4.5										
SUBTOTAL	**657,685**	**4,632**	**662,317**	**(356,000)**	**0**	**301,106**	**(3,262)**	**604,161**	**297,844**	**902,005**
Article 4/8										
Dixon	365,312	1,701	367,013	(487,191)	0	651,873	(7,062)	524,633	643,546	1,168,179
Fairfield	492,666	13,145	505,811	(5,137,473)	2,378,311	3,793,108	(41,089)	1,498,668	3,774,523	5,273,191
Rio Vista	329,130	1,801	330,930	(243,292)	0	264,500	(2,865)	349,274	265,072	614,346
Solano County	595,067	3,155	598,222	(235,418)	0	669,987	(7,258)	1,025,533	660,883	1,686,416
Suisun City	80,356	994	81,350	(1,076,074)	0	997,599	(10,807)	(7,932)	984,871	976,939
Vacaville	4,875,441	32,553	4,907,993	(4,623,477)	0	3,283,683	(35,571)	3,532,629	3,232,799	6,765,428
Vallejo/Benicia[4]	336,860	1,989	338,849	(5,283,854)	0	5,093,432	(55,175)	93,251	5,032,663	5,125,914
SUBTOTAL[5]	**7,074,831**	**55,337**	**7,130,168**	**(17,086,778)**	**2,378,311**	**14,754,183**	**(159,827)**	**7,016,056**	**14,594,355**	**21,610,411**
GRAND TOTAL	**$7,732,517**	**$59,968**	**$7,792,485**	**($17,442,778)**	**$2,378,311**	**$15,055,289**	**($163,089)**	**$7,620,217**	**$14,892,199**	**$22,512,416**

1. Balance as of 6/30/13 is from MTC FY2012-13 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 6/30/13, and FY2013-14 allocations as of 1/31/14.
3. Where applicable by local agreement, contributions from each jurisdiction will be made to support the Intercity Transit Funding Agreement.
4. Beginning in FY2012-13, the Benicia apportionment area is combined with Vallejo, and available for SolTrans to claim.

ATTACHMENT D

Gas Tax Revenues for Solano County Agencies

January to December 2013

Allocation:	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total
Solano County	**$288,509.06**	**$570,095.14**	**$383,123.56**	**$441,103.69**	**$605,240.54**	**$464,695.90**	**$396,434.32**	**$474,233.92**	**$513,676.73**	**$402,961.40**	**$459,621.85**	**$458,182.08**	**$5,457,878.19**
City:													
Benicia	19,740.58	44,590.71	30,316.99	34,506.43	47,015.21	36,262.47	37,289.89	37,289.89	39,952.93	31,528.48	35,888.80	35,798.95	430,181.33
Dixon	13,094.71	29,405.76	20,036.82	22,786.66	30,997.14	23,939.29	24,675.41	24,675.41	26,381.34	20,847.53	23,711.72	23,652.70	284,204.49
Fairfield	73,912.24	168,365.92	114,112.45	130,036.21	177,581.26	136,710.82	127,810.42	127,810.42	152,785.70	120,328.74	137,127.78	136,781.64	1,603,363.60
Rio Vista	6,132.07	13,497.05	9,266.66	10,508.30	14,215.60	11,028.75	11,555.01	11,555.01	12,122.52	9,625.71	10,918.00	10,891.38	131,316.06
Suisun City	20,343.81	45,969.01	31,250.09	35,570.19	48,469.13	37,381.01	38,253.35	38,253.35	41,186.58	32,499.37	36,995.69	36,903.05	443,074.63
Vacaville	67,406.16	153,500.36	104,048.53	118,562.97	161,900.12	124,646.86	114,919.21	114,919.21	137,432.60	108,245.75	123,352.28	123,041.01	1,451,975.06
Vallejo	84,022.54	191,466.68	129,751.62	147,865.40	201,949.41	155,457.98	143,958.19	143,958.19	171,414.37	134,989.68	153,842.37	153,453.90	1,812,130.33
City SubTotal	**$284,652.11**	**$646,795.49**	**$438,783.16**	**$499,836.16**	**$682,127.87**	**$525,427.18**	**$498,461.48**	**$498,461.48**	**$581,276.04**	**$458,065.26**	**$521,836.64**	**$520,522.63**	**$6,156,245.50**
Total County & City	**$573,161.17**	**$1,216,890.63**	**$821,906.72**	**$940,939.85**	**$1,287,368.41**	**$990,123.08**	**$894,895.80**	**$972,695.40**	**$1,094,952.77**	**$861,026.66**	**$981,458.49**	**$978,704.71**	**$11,614,123.69**
FY 2012	$830,978.91	$931,318.13	$855,060.42	$890,239.91	$988,857.60	$864,813.02	$966,096.05	$1,001,221.32	$762,287.20	$1,223,179.36	$949,806.54	$776,170.57	$11,040,029.03
Change	($257,817.74)	$285,572.50	($33,153.70)	$50,699.94	$298,510.81	$125,310.06	($71,200.25)	($28,525.92)	$332,665.57	($362,152.70)	$31,651.95	$202,534.14	**$574,094.66**
% Change	**-31%**	**31%**	**-4%**	**6%**	**30.2%**	**14%**	**-7%**	**-3%**	**44%**	**-30%**	**3%**	**26%**	**5%**