Solano Transportation Authority

MEETING AGENDA

5:00 p.m., Closed Session
6:00 p.m., Regular Meeting
Wednesday, June 11, 2014
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

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

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

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

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

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

ITEM	BOARD/STAFF PERSON
1. CLOSED SESSION (5:00 – 6:00 p.m.) • **PERSONNEL MATTERS (Gov't Code §549547):** Public Employee Performance Evaluation: Executive Director	Chair Davis
2. CALL TO ORDER/PLEDGE OF ALLEGIANCE (6:00 – 6:05 p.m.)	Chair Davis
3. CONFIRM QUORUM/ STATEMENT OF CONFLICT An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.	Chair Davis

STA BOARD MEMBERS

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

STA BOARD ALTERNATES

Jesus Malgapo	Alan Schwartzman	Dane Besneatte	Rick Vaccaro	Constance Boulware	Mike Hudson	Dilenna Harris	Erin Hannigan

The complete STA Board Meeting Packet is available on STA's Website at www.sta.ca.gov
(Note: STA Board Meetings are held at Suisun City Hall, 6:00 p.m. on the 2nd Wednesday of every month
(except August (Board Summer Recess) and November (17th Annual Awards Ceremony.)

4. APPROVAL OF AGENDA

5. OPPORTUNITY FOR PUBLIC COMMENT
(6:10 – 6:15 p.m.)

6. EXECUTIVE DIRECTOR'S REPORT – Pg. 7 — Daryl K. Halls
(6:15 – 6:20 p.m.)

7. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) — MTC Commissioner Jim Spering
(6:20 – 6:25 p.m.)

8. REPORT FROM STA/PRESENTATIONS
(6:25 – 6:30 p.m.)

A. Directors Reports

1. **Planning** — Robert Macaulay
2. **Projects** — Janet Adams
3. **Transit/Rideshare** — Tiffany Gephart

9. CONSENT CALENDAR
Recommendation:
Approve the following consent items in one motion.
(Note: Items under consent calendar may be removed for separate discussion.)
(6:30 - 6:35 p.m.)

A. Minutes of the STA Board Meeting of May 14, 2014 — Johanna Masiclat
Recommendation:
Approve STA Board Meeting Minutes of May 14, 2014.
Pg. 13

B. Draft Minutes of the TAC Meeting of April 30, 2014 — Johanna Masiclat
Recommendation:
Approve Draft TAC Meeting Minutes of April 30, 2014.
Pg. 23

C. Fiscal Year (FY) 2013-14 Third Quarter Budget Report — Susan Furtado
Recommendation:
Receive and file.
Pg. 31

D. STA's Fiscal Year (FY) 2013-14 Proposed Final Budget Revision — Susan Furtado
Recommendation:
Adopt the STA's FY 2013-14 Proposed Final Budget Revision as shown in Attachment A.
Pg. 35

E. City of Fairfield's SolanoExpress Signage and Schedules Funding Request — Liz Niedziela, Wayne Lewis, FAST

Recommendation:
Approve the following:

1. $6,533 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for FAST SolanoExpress signage and schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to $6,533 for the FAST SolanoExpress signage and schedules.

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F. Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014 – Fairfield and Suisun Transit (FAST), Solano County Transit (SolTrans), Solano Transportation Authority (STA) and City of Vacaville — Liz Niedziela

Recommendation:
Approve the following:

1. Approve the FY 2014-15 Solano TDA Matrix – June 2014 as shown in Attachment B for Fairfield and Suisun Transit, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
2. Approve STA Resolution No. 2014-17 authorizing the filing of a claim with MTC for the allocation of $447,586 TDA funds for FY 2014-15.

Pg. 47

G. STA Project Delivery Policy Update — Anthony Adams

Recommendation:
Adopt the STA Project Delivery Policy as shown in Attachment A.

Pg. 53

H. Paratransit Coordinating Council (PCC) Membership Status and Appointments — Tiffany Gephart

Recommendation:
Appoint the following PCC Committee Members for a three (3) year term:

1. Ernest Rogers, Transit User;
2. Emily Flynn, Social Service Provider; and
3. Kenneth Grover, Transit User

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I. Transportation Development Act (TDA) Article 3 – Rio Vista Waterfront Promenade Project — Sofia Recalde

Recommendation:
Approve the following:

1. City of Rio Vista's Resolution No. 2014-025 for FY 2014-15 TDA Article 3 for the Waterfront Promenade Project as specified in Attachment A; and

2. STA Resolution No. 2014-18 approving the submittal of the Countywide Coordinated Claim to the Metropolitan Transportation Commission for the allocation of FY 2014-15 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Solano County.

Pg. 71

J. Dixon West B Street Pedestrian Undercrossing Construction – Contract Amendment — Janet Adams

Recommendation:
Authorize the Executive Director to execute a contract amendment with HDR for an amount not-to-exceed $25,000 for a total authorized level of $360,000 to complete design support services during construction.
Pg. 81

10. ACTION FINANCIAL ITEMS

A. Public Private Partnership (P3) Feasibility Study: SolTrans Implementation — Robert Guerrero

Recommendation:
Approve the following:

1. Programming of $100,000 of FY 2014-15 STAF funds for the P3 Implementation Scope of Work as match funding for $25,000 to be provided by SolTrans;
2. Authorize the STA Executive Director to enter into a funding agreement with Soltrans to implement P3 options for the Curtola/Lemon St. Transit Center; and
3. Authorize the STA Executive Director to amend KPMG's existing contract to assist in implementing P3 options as outlined in the Attachment A for an amount not to exceed $125,000.

(6:35 – 6:40 p.m.)
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11. ACTION NON FINANCIAL ITEMS

A. Legislative Update — Jayne Bauer

Recommendation:
Approve the following positions:

1. *Watch* - Senate Bill (SB) 1077 (DeSaulnier) - To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax; and
2. *Support* - Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

(6:40 – 6:45 p.m.)
Pg. 93

B. STA's Title VI Program - Title VI of the Civil Rights Act of 1964 — Elizabeth Niedziela/ Tina Spencer, Nancy Whelan Consulting

Recommendation:

Approve the following:

1. Adopt the STA's 2014 Title VI Program; and
2. Authorize the Executive Director to submit the Title VI Program to Caltrans.

(6:45 – 6:50 p.m.)

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C. Mobility Management – Consolidated Transportation Service Agency (CTSA) — Daryl Halls/ Elizabeth Richards

Recommendation:

Approve the following:

1. The STA request CTSA designation from MTC for Solano County as prescribed in Attachment H; and
2. Authorize the Executive Director to establish a CTSA Advisory Committee as outlined in Attachment H.

(6:50 – 7:05 p.m.)

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D. Intercity Paratransit Assessment Update and Recommendation — Daryl Halls/ Nancy Whelan, Nancy Whelan Consulting

Recommendation:

Approve the following:

1. The STA to accept the County of Solano's request to manage the Intercity Paratransit Service;
2. Authorize the Executive Director to recruit for a project manager to transfer the service from the County and manage the service on behalf of STA; and
3. Authorize the Executive Director to work with the Solano County Department of Resource Management to transfer management of the Intercity Taxi Scrip Program.

(7:05 - 7:15 p.m.)

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12. INFORMATIONAL ITEMS – DISCUSSION

A. STA's Overall Work Plan – FY 2014-15 and FY 2015-16 — Daryl Halls

(7:15 – 7:20 p.m.)

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NO DISCUSSION

B. Regional Transportation Impact Fee (RTIF) Update — Robert Guerrero

Pg. 281

C. Project Delivery Update — Anthony Adams

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D. Mobility Management Travel Training Update — Tiffany Gephart

Pg. 289

E. Solano County Transit Facilities Update Janet Adams
Pg. 291

F. Mobility Management Call Center Update Debbie McQuilkin
Pg. 293

G. 2014 Bike to Work Day Campaign Wrap-up Paulette Cooper
Pg. 295

H. Summary of Funding Opportunities Andrew Hart
Pg. 297

I. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014 Johanna Masiclat
Pg. 301

13. BOARD MEMBERS COMMENTS

14. ADJOURNMENT

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, July 9, 2014**, Suisun Council Chambers.

Solano Transportation Authority

MEMORANDUM

DATE: June 3, 2014
TO: STA Board
FROM: Daryl K. Halls
RE: Executive Director's Report – June 2014

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

State Cap and Trade Program Focal Point of State Budget Discussions

Statewide discussions continue surrounding the first year expenditure of State Cap and Trade revenues. In follow up to the Governor's proposal in January, both Senate President Pro Tem Steinberg and the Assembly Democratic leadership have introduced alternative expenditure proposals. The two proposals originating from the State Legislature have a stronger emphasis on dedicating cap and trade funds to transit. A key policy debate continues to circle around the role of the Strategic Growth Council and/or Metropolitan Planning Organizations (MPOs)/Regional Transportation Planning Agencies (RTPAs) in allocating Cap and Trade funds aimed at addressing SB 375 goals for Greenhouse Gas reductions targets as outlined in various Regional Transportation Plans (RTPs) and Sustainable Communities Strategies (SCSs) adopted by the MPOs/RTPAs recently. A resolution has not come about, but is anticipated as soon as this month. I have continued to participate in this discussions as a participant at the California Association of Council of Governments (CALCOG) Director's meetings, the Legislative Committee for the California Transit Association (CTA), and as the Moderator for the Bay Area Congestion Management Agencies Directors Association. STA continues to support the CTA's efforts to obtain Cap and Trade funds for transit and to have Sustainability Funds programmed at the regional level to increase the opportunity for local governments to obtain resources to continue to work towards obtaining regional GHG reductions as outlined in the Bay Area's recently adopted RTP/SCS.

CTC Awards $11 Million in Proposition 1B TCIF Funds for Fairfield/Vacaville Train Station

On May 21st, the California Transportation Commission (CTC) unanimously voted to add the Fairfield-Vacaville Train Station to the list of eligible projects to receive Proposition 1B -Trade Corridor Investment Fund (TCIF) funds and programmed $11 million in TCIF savings from other Northern California trade corridor projects to the train station project. Previously, the STA obtained support from the Metropolitan Transportation Commission (MTC) to reprogram bridge toll program funds to the project from two other Solano County projects and the City of Vacaville agreed to advance some of its local transit development act (TDA) funds to help finance the balance of the first

phase of the project. This has resulted in a fully funded first phase of the project which can now go out to bid later this year once the STA enters into funding agreements with both Fairfield and Vacaville later this month.

Cordelia Truck Scales Project Named State Safety Project of the Year

On May 22nd, the California Transportation Foundation named the I-80 Eastbound Cordelia Truck Scales as the State Safety Project of the Year at their annual awards program held in Sacramento. Awards were given to the project's various partner agencies including STA, California Department of Transportation (Caltrans), California Highway Patrol, and the Metropolitan Transportation Commission (MTC).

STA and Caltrans Commemorate Start for Phase 1 Construction of I-80/I-680/SR 12 Interchange Project

On June 2nd, the STA joined with Caltrans, Federal Highway Administration (FHWA), the California Transportation Commission (CTC), MTC, the City of Fairfield and the County of Solano in commemorating the start of construction for Phase 1 of the I-80/I-680/SR12 Interchange. Guest speakers included Congressman John Garamendi, State Senator Lois Wolk, State Assembly Member Jim Frazier, CTC Commissioner James Madaffer, MTC Commissioner and County Supervisor Jim Spering, Caltrans Director Malcolm Dougherty, and FHWA representative Jermaine Hannon. Also attending were STA Board Chair Osby Davis, Board Members Jack Batchelor, Steve Hardy and Elizabeth Patterson, and County Supervisors Erin Hannigan and Linda Seifert. Construction for this $65 million project is scheduled to begin this month and be open to traffic at the end of 2016.

Ferry Maintenance Facility Breaks Ground on Mare Island

On May 15th, I joined with Board Chair Osby Davis, Board Members Steve Hardy and Jim Spering, and former STA Board Chair and recently reappointed Water Emergency Transportation Authority (WETA) Board Member, Anthony Intintoli, in commemorating the start of construction for the new North Bay Operations and Maintenance Facility on Mare Island in the City of Vallejo. STA is one of the funding partners with the City of Vallejo, MTC and WETA. WETA is managing this $28.5 million construction project that when completed will feature a 48,000 gallon diesel fuel storage facility. This new facility will also provide for limited ferry service to Mare Island.

STA Board Decision Regarding CTSA Designation by MTC *

In April, the STA Board adopted the first Mobility Management Plan for Solano County which includes a list of four specific mobility management programs to be implemented by the STA in partnership with local transit operators, non-profits, and the Solano County Department of Health and Social Services. The Plan also included a discussion of Consolidated Transportation Services Agency (CTSA) designation options and the merits for STA seeking CTSA designation from the Metropolitan Transportation Commission (MTC). A CTSA designation by MTC will enhance Solano County's future opportunities to seek and obtain federal, state and regional mobility management funds and to continue to facilitate the funding, implementation and coordination of mobility programs and services that specifically address the mobility needs of seniors, people with disabilities,

and low income residents. STA staff has developed a specific proposal outlining the purpose, structure and role of the recommended CTSA. The topic of CTSAs has been presented and discussed with the Senior and People with Disabilities Advisory Committee, the Paratransit Coordinating Council (PCC), Solano Express Transit Consortium, and the STA TAC. A summary of these discussions is included with the staff report included with this agenda. On June 2nd, the STA Board's Executive Committee met and recommended that the STA Board approve authorizing the STA to request the Metropolitan Transportation Commission (MTC) designate the STA as the CTSA for Solano County.

Management of Intercity Paratransit Service *

In December 2013, the County of Solano's Department of Resource Management, on behalf of the Solano County Board of Supervisors, requested the STA consider assuming the task of managing intercity paratransit services, including management of the intercity taxi scrip program which provides service for ambulatory riders, and taking the lead on the issuance of new Request for Proposal (RFP) for intercity paratransit services to provide services for both ambulatory and non-ambulatory riders. At the STA Board meeting in May, staff and consultants presented their analysis of the current intercity taxi scrip program, the draft intercity paratransit RFP, potential intercity paratransit service options, and a financial assessment of these service options. This information was developed to provide STA staff with the necessary data to provide a recommendation and for the STA Board to provide policy direction in response to the County of Solano's request. This item was discussed at the May meetings of the Solano Express Transit Consortium and the STA TAC and a summary is included with the staff report provided with this agenda. On June 2nd, the STA Board's Executive Committee recommended the STA Board respond affirmatively to the County of Solano's request for the STA to take responsibility for managing Intercity Paratransit Service/Intercity Taxi Scrip Service and to authorize the Executive Director to work with the County's Chief Executive Office and Resource Management Agency staff to work on a transition of this responsibility from the County to STA.

STA and SolTrans Propose to Partner to Implement Public Private Partnership (P3) Components as Part of Curtola Park and Ride Lot Expansion *

Last month, the STA Board approved the P3 Feasibility Study which assessed ten transit centers located in Solano County as potential P3 candidates. One of these transit centers highlighted as a good candidate for a number of P3 components is the Curtola Park and Ride Expansion Project. This project is being managed by the new transit joint powers authority (JPA), Solano County Transit (SolTrans), and the project has already designed some of these components into the design of the project. This includes paid parking, solar panels, operations and maintenance, advertizing, and concessions. The SolTrans Board and staff are interested in implementing these P3 components in parallel to the completion of the construction of the project and has requested assistance from the STA and its consultant, KPMG. This effort will both benefit this project and will likely have some application to both the Benicia Intermodal Project that is also approaching construction and future improvements to the Fairfield Transportation Center.

Adoption of Title VI Program *

As a recipient of federal transit funds, the STA is required to adopt a Title VI- Civil Rights - Program for the agency to ensure there is no discrimination based on race, color or national origin. A presentation on the Title VI Program will be provided at the meeting.

Overall Work Program for FY 2014-15 and 2015-16 *

Each year, the STA updates it Overall Work Program (OWP) which covers the plans, projects and programs to be undertaken by the STA over the next two years. The STA's OWP is then used to guide the development of the STA's budget. The current OWP has been updated to reflect the status of each work item. This OWP includes seven plans, 11 projects and 21 programs and is presented as an information item in June with adoption scheduled for July. This draft OWP has been distributed to the Solano Express Transit Consortium, STA TAC, and Solano City Manager's group for their review.

STA Staff Update

Nancy Abruzzo, one of STA's Administrative Assistants, announced she will be retiring from the STA at the end of June to spend more time with her grandchildren. She worked both in the STA's Solano Napa Commuter Information Program and as part of the STA's administration support group. We would to thank her for many years of service.

Attachment:

A. STA Acronyms List of Transportation Terms (Updated June 2014)

STA ACRONYMS LIST OF TRANSPORTATION TERMS

Last Updated: June 2014

A

ABAG	Association of Bay Area Governments
ATP	Active Transportation Program
ACTC	Alameda County Transportation Commission
ADA	American Disabilities Act
AVA	Abandoned Vehicle Abatement
APDE	Advanced Project Development Element (STIP)
AQMD	Air Quality Management District
ARRA	American Recovery and Reinvestment Act

B

BAAQMD	Bay Area Air Quality Management District
BABC	Bay Area Bicycle Coalition
BAC	Bicycle Advisory Committee
BART	Bay Area Rapid Transit
BATA	Bay Area Toll Authority
BCDC	Bay Conservation & Development Commission
BT&H	Business, Transportation & Housing Agency

C

CAF	Clean Air Funds
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CCCC (4'Cs)	City County Coordinating Council
CCCTA (3CTA)	Central Contra Costa Transit Authority
CCJPA	Capitol Corridor Joint Powers Authority
CCTA	Contra Costa Transportation Authority
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CIP	Capital Improvement Program
CMA	Congestion Management Agency
CMIA	Corridor Mobility Improvement Account
CMAQ	Congestion Mitigation & Air Quality Program
CMP	Congestion Management Plan
CNG	Compressed Natural Gas
CTC	California Transportation Commission

D

DBE	Disadvantaged Business Enterprise
DOT	Department of Transportation

E

ECMAQ	Eastern Solano Congestion Mitigation Air Quality Program
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
EV	Electric Vehicle

F

FAST	Fairfield and Suisun Transit
FEIR	Final Environmental Impact Report
FHWA	Federal Highway Administration
FPI	Freeway Performance Initiative
FTA	Federal Transit Administration

G

GHG	Greenhouse Gas
GIS	Geographic Information System

H

HIP	Housing Incentive Program
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle

I

ISTEA	Intermodal Surface Transportation Efficiency Act
ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation System

J

JARC	Jobs Access Reverse Commute Program
JPA	Joint Powers Agreement

L

LATIP	Local Area Transportation Improvement Program
LEV	Low Emission Vehicle
LIFT	Low Income Flexible Transportation Program
LOS	Level of Service
LS&R	Local Streets & Roads

M

MAP-21	Moving Ahead for Progress in the 21st Century
MIS	Major Investment Study
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System

N

NCTPA	Napa County Transportation & Planning Agency
NEPA	National Environmental Policy Act
NHS	National Highway System
NOP	Notice of Preparation

O

OBAG	One Bay Area Grant
OTS	Office of Traffic Safety

P

PAC	Pedestrian Advisory Committee
PCC	Paratransit Coordinating Council
PCRP	Planning & Congestion Relief Program
PCA	Priority Conservation Study
PDS	Project Development Support
PDA	Priority Development Area
PDT	Project Delivery Team
PDWG	Project Delivery Working Group
PMP	Pavement Management Program
PMS	Pavement Management System
PNR	Park & Ride
PPM	Planning, Programming & Monitoring
PPP (P3)	Public Private Partnership
PS&E	Plans, Specifications & Estimate
PSR	Project Study Report
PTA	Public Transportation Account
PTAC	Partnership Technical Advisory Committee (MTC)

R

RABA	Revenue Alignment Budget Authority
RBWG	Regional Bicycle Working Group
RFP	Request for Proposal
RFQ	Request for Qualification
RM 2	Regional Measure 2 (Bridge Toll)
RPC	Regional Pedestrian Committee
RRP	Regional Rideshare Program
RTEP	Regional Transit Expansion Policy
RTIF	Regional Transportation Impact Fee
RTP	Regional Transportation Plan
RTIP	Regional Transportation Improvement Program
RTPA	Regional Transportation Planning Agency

ZEV	Zero Emission Vehicle

S

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

T

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

U, V, W, Y, & Z

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

SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
May 14, 2014

1. CALL TO ORDER

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

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

MEMBERS ABSENT: None.

STAFF PRESENT:	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Janet Adams	Deputy Exec. Director/Dir. of Projects
	Robert Macaulay	Director of Planning
	Johanna Masiclat	Clerk of the Board/Office Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Jayne Bauer	Marketing & Legislative Program Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager – SNCI & SR2S
	Robert Guerrero	Project Manager
	Sarah Fitzgerald	Program Services Administrator – SR2S
	Anthony Adams	Assistant Project Manager
	Tiffany Gephart	Transit Mobility Coordinator
	Paulette Cooper	Commute Consultant
	Betsy Beavers	SR2S Program Coordinator
	Gilda Butler	Customer Service Representative

ALSO PRESENT: (In alphabetical order by last name.)

Amanda Dum	City of Suisun City
Alan Glenn	HDR Engineering, Inc.

George Gwynn	Member of the Public
George Hicks	City of Fairfield
Dan Kasperson	City of Suisun City
Wayne Lewis	City of Fairfield – FAST
Brian McLean	City of Vacaville – City Coach
Nathan Newell	County of Solano
James Oliver	Recipient, Bicycle Commuter of the Year
Elizabeth Richards	STA Project Manager
Tracy Rideout	City of Fairfield
Mike Roberts	City of Benicia
Richard Weiner	Nelson-Nygaard
Nancy Whelan	STA Project Manager
Jennifer Yeaman	MTC

2. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

3. APPROVAL OF AGENDA

On a motion by Board Member Batchelor, and a second by Board Member Spering, the STA Board approved the agenda to include the following amendments:

1. Item 8.G, Jepson Parkway Project Update and Funding Agreement Approval Attachment A (**Revised**), Restated Funding Agreement between STA and City of Vacaville for the Design and Construction of the Jepson Parkway Project including portions of Vanden Road and Leisure Town Road (A portion of Segments 7 to Segment 13); and
2. Item 10.A, RON Hearing to Acquire Property by Eminent Domain for the Jepson Parkway Project (**Revised Staff Report**)

4. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

5. EXECUTIVE DIRECTOR'S REPORT

- State Cap and Trade Program Discussions Continue with Steinberg Proposal
- Bike to School and Bike to Work Days Kick-Off Start of May
- STA Priorities for New State and Regional Active Transportation Program Funds
- Revised Fairfield Vacaville Train Station Funding Plan
- Rights of Necessity Hearings for Jepson Parkway Project
- STA Board Discussion of CTSA Designation by MTC
- Management of Intercity Paratransit Service
- STA Staff

6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

MTC Commissioner Jim Spering reported on MTC's legislative meetings recently held in Sacramento.

7. REPORT FROM STA

A. Directors Report

1. Planning

2. Projects

3. Transit/Rideshare

Board Member Hardy left the dais at this time.

8. CONSENT CALENDAR

On a motion by Board Member Spering, and a second by Vice Chair Patterson, the STA Board unanimously approved Consent Calendar Items A through M with the exception of Item 8.G. Restated Jepson Parkway Funding Agreement between the STA and the City Vacaville as shown in Attachment A (Revised), which was pulled for discussion. (7 Ayes, 1 Absent (Board Member Hardy stepped out of the meeting.)

A. Minutes of the STA Board Meeting of April 9, 2014

Recommendation:
Approve STA Board Meeting Minutes of April 9, 2014.

B. Minutes of the TAC Meeting of April 30, 2014

Recommendation:
Approve TAC Meeting Minutes of April 30, 2014.

C. City of Fairfield's SolanoExpress Schedules Funding Request

Recommendation:
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.

D. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - May 2014

Recommendation:
Approve the following the FY 2013-14 Solano TDA Matrix – May 2014 for County of Solano as shown in Attachment B.

E. Transportation Development Act (TDA) Article 3 – Dixon West B Street Undercrossing Project

Recommendation:
Approve FY 2013-14 TDA Article 3 STA Resolution No. 2014-04 as specified in Attachment A.

F. Jepson Parkway Concept Plan

Recommendation:
Approve the updated Jepson Parkway Concept Plan.

G. Jepson Parkway Project Update and Funding Agreement Approval

Janet Adams reviewed the cost summary of the 50/50 shared agreement between the Cities of Fairfield (Phase 1) and Vacaville (Phase 2) and the STA (per the STA's 50/50 policy) for the Jepson Parkway Project. She explained that the last issue that the revision resolved was that staff (City of Vacaville and STA) has agreed to a seven year payback vs. five or six. She commented that this was needed for the City because they are now building more of a project than originally envisioned when we first talked about a five year payback. She cited that overall the construction allocation amount of STIP for Vacaville grew substantially from $17.45M to $19M.

Recommendation:
Authorize the Executive Director to execute the Restated Jepson Parkway Funding Agreement between the STA and the City Vacaville as shown in ***Attachment A (Revised)***.

On a motion of Harry Price, and a second by Vice Chair Patterson, the STA Board unanimously approved the recommendation as amended show above in ***bold italics***. (7 Ayes, 1 Absent (Board Member Hardy left the dais during the vote.)

H. Resolution Authorizing the Executive Director to Assign or Convey Easements to Other Parties

Recommendation:
Approve STA Resolution No. 2014-16 authorizing the Executive Director to transfer, assign or convey easements to other parties on behalf of the Solano Transportation Authority.

I. Solano County Priority Development Area Investment and Growth Strategy - 1 Year Update

Recommendation:
Approve the STA PDA Investment and Growth Strategy – 1 Year Update memo as shown in Attachment A.

J. Transit Project Management Contract Amendments - Rio Vista Delta Breeze

Recommendation:
Authorize the Executive Director to execute contract amendments for Transit Project Management Services with the following:

1. The City of Rio Vista for an amount not-to-exceed $22,190 to provide transit and operation services for the City of Rio Vista;

2. John Harris Consulting for an amount not-to-exceed $14,000 to provide transit and operation services for the City of Rio Vista; and

3. Authorize the STA to provide up to $12,000 in STAF funds to match Rio Vista's proposed funding of $11,000 for the continuation of this contract.

K. Priority Conservation Area (PCA) Stakeholder Committee Change

Recommendation:
Approve the following:

1. Deletion of the San Francisco Bay Trail representative, per their request, to the PCA Stakeholder Committee; and
2. Addition of a Bicycle Advisory Committee (BAC) representative and an additional Agricultural Product Grower representative to the PCA Stakeholder Committee.

L. Solano Bicycle Advisory Committee (BAC) Member Appointment

Recommendation:
Appoint Derek Nelson representing City of Rio Vista to the BAC for a three-year term.

M. Rio Vista State Transit Assistance Funds (STAF) Project Reallocation

Recommendation:
Approve the following:

1. Reallocate $17,000 of STAF funds to the City of Rio Vista for transit capital projects included in Attachments A and B; and
2. Authorize the Executive Director to enter into an agreement with The City of Rio Vista in the amount not-to-exceed $17,000.

Board Member Hardy returned to the dais at this time.

9. ACTION – FINANCIAL ITEMS

A. Fairfield/Vacaville Intermodal Station Project – Funding Agreement

George Hicks noted that STA helped the City of Fairfield obtain support from the Metropolitan Transportation Commission (MTC) to transfer bridge toll funds from two other Solano County projects and STA and obtained the support of the Northern California Trade Coalition to recommend the project as a recipient of Proposition 1B Trade Corridor Investment Fund (TCIF) saving which are scheduled to be voted on by the California Transportation Commission (CTC) on May 21st. He noted that staff is recommending the STA Board authorize the Executive Committee to enter into an agreement with the City of Fairfield and Vacaville to finalize the remaining $5 million needed to fully fund the first construction phase of the project. This consists of both Vacaville and STA loaning transit funds currently reserved for future SolanoExpress bus replacement to Fairfield to fund the construction of the Intermodal Station Project in the near-term with Fairfield to pay back the funds to purchase the express buses with either future local or regional impact fee funds.

Public Comments:
None presented.

Board Comments:
None presented.

Recommendation:
Approve the following:

1. Fairfield/Vacaville Intermodal Station Project funding plan as shown in Attachment B;
2. Approve dedicating $1.26 million in Proposition 1B Transit Capital funds be loaned from SolanoExpress Bus Replacement to fund the Fairfield/Vacaville Train Station project; and
3. Authorize the Executive Director to execute a Funding Agreement with the cities of Fairfield and Vacaville for the Fairfield/Vacaville Train Station project.

On a motion by Board Member Spering, and a second by Board Member Sanchez, the STA Board unanimously approved the recommendation. (8 Ayes)

10. ACTION NON-FINANCIAL ITEMS

A. Conduct Public Hearings and Adopt Resolutions of Necessity to Acquire Property by Eminent Domain, if necessary, for the Jepson Parkway Project

Janet Adams explained that the STA is leading the right of way process for the next two segments of the Jepson Parkway project, and STA's consultants have been working with property owners that own property located within the identified project limits for this important 12 mile, multi-modal corridor. She commented that progress has been made with the vast majority of property owners and several amicable settlement agreements have been entered into by STA and the property owners. She noted that due to timely use of funds requirements on the funds being used to fund the right of way phase of the project, STA and the cities of Fairfield and Vacaville need to proceed with the right of way process and has notified the remaining affected property owners of the Rights of Necessity (RON) hearings.

At this time, Janet Adams explained the public hearing process and the proposed condemnation actions. She continued by stating that the affected property owners have been notified of the content, time and place of the public hearing as required by law. She added that the compensation for the property is not an issue that should be considered at today's hearing. She concluded by stating that despite proceeding with condemnation, staff will continue their efforts to try to reach amicable agreement with all of the property owners. All property acquired for the project will be transferred to the respective City having jurisdiction.

Public Comments:
George Gwynn commented on the STA's inefficient process to acquire property by eminent domain.

Board Comments:
Chair Davis commented that STA's process to acquire property by eminent domain is a more efficient process because the action is taken by one body with representation from each city, versus having to take multiple action from multiple bodies, which is a more efficient process and better use of public money and time. Board Member Spering concurred.

Vice Chair Patterson expressed her support for the project.

Recommendation:
Conduct a separate public hearing and adopt a separate Resolution of Necessity to acquire by eminent domain, if necessary, each of the following properties needed for Phases 1 and 2 of the Jepson Parkway Project as specified in ***Attachment A1 (REVISED)***.

At this time, Chair Davis opened the public hearing.

Resolution of Necessity No. 2014-10 - ECJ Norcal Investments, Inc. (2 Parcels)

> **Open Public Hearing: 6:45 p.m.**
> ***No member of the public came forward at this time.***
> **Closed Public Hearing: 6:46 p.m.**

On a motion by Board Member Richardson, and a second by Board Member Spering, the STA Board unanimously approved Resolution of Necessity No. 2014-10 - ECJ Norcal Investments, Inc. (2 Parcels). (8 Ayes)

Resolution of Necessity No. 2014-12 - Bay Ventures

> **Open Public Hearing: 6:46 p.m.**
> ***No member of the public came forward at this time.***
> **Closed Public Hearing: 6:47 p.m.**

On a motion by Board Member Batchelor, and a second by Board Member Price, the STA Board unanimously approved the Resolution of Necessity No. 2014-12 - Bay Ventures. (8 Ayes)

Resolution of Necessity No. 2014-13 - Curtis and Patricia Williams/Mellie Williams

Open Public Hearing: 6:47 p.m.
No member of the public came forward at this time.
Closed Public Hearing: 6:48 p.m.

On a motion by Board Member Batchelor, and a second by Board Member Richardson, the STA Board unanimously approved the Resolution of Necessity No. 2014-13 - Curtis and Patricia Williams/Mellie Williams. (8 Ayes)

Resolution of Necessity No. 2014-12 - Robert and Cynthia Sue Ardave

Open Public Hearing: 6:48 p.m.
No matters were presented.
Closed Public Hearing: 6:49 p.m.

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the STA Board unanimously approved the Resolution of Necessity No. 2014-12 - Robert and Cynthia Sue Ardave. (8 Ayes)

B. Legislative Update

Jayne Bauer introduced and requested support for the following bills:

1. Senate Bill SB 1151, which aims to increase safety for school students in two important ways:
    a) by improving driver behavior in school zones with higher penalties for speed limit violations, and
    b) by dedicating the additional revenue generated by those higher penalties to school-based safety improvements through the Active Transportation Program. SB 1151 aligns with STA's Legislative Platform IX Safety #4: *Support legislation to further fund Safe Routes to School and Safe Routes to Transit programs in Solano County*. The bill is co-sponsored by the Central California Regional Obesity Prevention Program, the Safe Routes to School National Partnership, and Transform. Staff recommends support of SB 1151;
2. Assembly Bill (AB) 2728 (Perea) prohibiting the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund;
3. Senate Bill (SB) 1418 (DeSaulnier) prohibiting the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund;
4. Senate Bill (SB) 1077 (DeSaulnier) to develop a pilot program implementing a mileage-based fee (MBF) in California to replace the state's existing fuel excise tax.

Public Comments:
None presented.

Board Comments:
Based on input, the STA Board requested staff to provide more information on Senate Bill (SB) 1077 and recommended to table Recommendation# 4, Senate Bill (SB) 1077 (DeSaulnier) - To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax until the next meeting in June.

Recommendation:
Support the following:

1. Senate Bill (SB) 1151 (Canella) - Increasing safety for school students;
2. Assembly Bill (AB) 2728 (Perea) - Prohibiting the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund;
3. Senate Bill (SB) 1418 (DeSaulnier) - Prohibiting the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund;
4. (TABLED) Senate Bill (SB) 1077 (DeSaulnier) - To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax.

On a motion by Board Member Spering, and a second by Board Member Price, the STA Board unanimously approved the recommendation with the exception to table Recommendation# 4 until the next meeting in June. (8 Ayes)

C. Approval of Public Private Partnership (P3) Feasibility Study of Solano County Transit Centers

Robert Guerrero summarized the review process of the P3 Feasibility Study Report over the last year. He commented that all three elements have been brought to the Consortium and the STA Technical Advisory Committee. He noted that if approved by the Board, STA staff will continue to work with project sponsors to implement P3 components of various transit centers. He added that SolTrans and the City of Benicia have expressed interest in implementing P3 components as part of the Curtola Park and Ride Transit Center and Benicia Intermodal Project.

Public Comments:
None presented.

Board Comments:
None presented.

Recommendation:
Approve the STA Public Private Partnership (P3) Feasibility Report of Solano County Transit Centers.

On a motion by Board Member Price, and a second by Board Member Sanchez, the STA Board unanimously approved the recommendation. (8 Ayes)

D. Active Transportation Program (ATP) Priority Projects – Support by STA

Robert Macaulay provided an overview of the ATP Priority Projects. He stated that the new State Active Transportation Program (ATP) is scheduled to solicit grant applicants and Solano County 's local jurisdictions have prepared several applications for submittal this month. He stated that STA staff is recommending the STA Board to consider five projects identified as priorities in recently adopted plans: (1) Solano County Suisun Valley Farm to Market Project, (2) Solano County Vacaville-Dixon Bike Route, (3) Safe Routes to School, (4) Suisun City Driftwood Drive and (5) Vallejo's Downtown Pedestrian Enhancement Project. He stated that STA staff has received a request for letters of support for an ATP application.

Public Comments:
None presented.

Board Comments:
None presented.

Recommendation:
Authorize the Executive Director to sign letters of support for Active Transportation Program grant funding for the following projects:

1. Solano County Suisun Valley Farm to Market
2. Solano County Vacaville-Dixon Bike Route
3. STA Safe Routes to School
4. Suisun City Driftwood Drive
5. Vallejo Downtown Pedestrian Enhancements

On a motion by Board Member Richardson, and a second by Board Member Price, the STA Board unanimously approved the recommendation. (8 Ayes)

INFORMATIONAL –DISCUSSION

A. Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation and Summary of Comments from SolanoExpress Intercity Transit Consortium Members

Elizabeth Richards provided an overview of the comments received by the SolanoExpress Intercity Transit Consortium Members regarding the Consolidated Transportation Services Agency (CTSA) Designation with regard to the Mobility Management Plan. She stated that there was also discussion on CTSA options and the merits to enhance Solano County's future opportunities to seek and obtain federal, state and regional mobility management funds. She concluded by stating that being designated a CTSA by MTC would enhance STA's ability to continue to obtain funding, and facilitate the implementation and coordination of mobility programs and services that specifically address the mobility needs of seniors, people with disabilities, and low income residents throughout Solano County.

B. Discussion of Solano County Request for STA to Manage Intercity Paratransit Services

Richard Weiner, Nelson Nygaard, and Nancy Whelan, Nancy Whelan Consulting, provided an overview of Solano County's Request for STA to Manage Intercity Paratransit Services.

Richard Weiner outlined the current intercity taxi scrip program managed by the County of Solano and explained the purpose of the paratransit assessment. He reviewed the intercity taxi travel patterns, intercity taxi summary statistics, trip fares, and time of travel and frequency. He outlined three service options and provided the advantage and disadvantages as follows:

Service Option #1: Modified Taxi Scrip Program
Service Option #2: Brokerage Model
Service Option #3: Dedicated Fleet

Nancy Whelan provided an overview of the financial analysis section of the assessment. She reviewed the funding overview, parameters, key financial assumptions, a summary of "best and worst case" financial outcomes, and next step process. She noted that staff recommends a phased approach to implementing changes to the ADA-plus program as suggested in the paratransit assessment. She also noted that the second phase will focus on a longer term implementation of the paratransit brokerage model as outlined in the assessment. She added that the primary near term implementation step will be for STA to engage a project manager for advancing the development of the implementation plan.

At this time, Brian McLean of City of Vacaville was asked to comment on the intercity paratransit assessment at the STA Board meeting on May 14, 2014. He indicated that he would be willing to develop an implementation plan working with Matt Tuggle from the County. Chair Davis asked how long would this take? Mr. McLean indicated 60 days.

Chair Davis stated the STA Board was the appropriate entity to provide policy oversight for the intercity paratransit service. Vice Chair Patterson concurred with his comment. The STA Board noted their next step would be to determine whether to accept the County of Solano's request to manage the intercity paratransit service.

NO DISCUSSION

C. Regional Transportation Impact Fee (RTIF) Update

D. Bike to Work Day- Bike Commuter of the Year for Solano County

E. Mobility Management Program - In-Person ADA Eligibility Update

F. Mobility Management Call Center Update

G. Local Transportation Development Act (TDA) and Members Contributions for Fiscal Year (FY) 2014-15

H. Fiscal Year (FY) 2013-14 Abandoned Vehicle Abatement (AVA) Program Second Quarter Report

I. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014

12. BOARD MEMBER COMMENTS
None.

13. ADJOURNMENT
The meeting was adjourned at 8:10 p.m.

Attested by:

JMasiclat / May 20, 2014

Johanna Masiclat **Date**
Clerk of the Board

TECHNICAL ADVISORY COMMITTEE
Minutes for the meeting of
May 28, 2014

1. CALL TO ORDER

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

TAC Members Present:	Mike Roberts	City of Benicia
	Joe Leach	City of Dixon
	George Hicks	City of Fairfield
	Dave Melilli	City of Rio Vista
	Dan Kasperson	City of Suisun City
	Steve Hartwig	City of Vacaville
	Jill Mercurio	City of Vallejo
	Matt Tuggle	Solano County

STA Staff Present:	***(In Alphabetical Order by Last Name)***	
	Anthony Adams	STA
	Daryl Halls	STA
	Andrew Hart	STA
	Tiffany Gephart	STA
	Robert Guerrero	STA
	Johanna Masiclat	STA
	Liz Niedziela	STA
	Elizabeth Richards	Consultant
	Nancy Whelan	Consultant

Others Present:	***(In Alphabetical Order by Last Name)***	
	Nick Burton	Solano County
	Adam Noelting	MTC

2. APPROVAL OF THE AGENDA

On a motion by Joe Leach, and a second by Matt Tuggle, the STA TAC approved the agenda to include an amendment to Item 5.C, Revised Staff Report - Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014.

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. REPORTS FROM CALTRANS, MTC AND STA STAFF

Adam Noelting, MTC, announced that MTC is hosting a workshop next Tuesday to share information and receive input from stakeholders and planners regarding MTC's guidelines for Countywide Transportation Plans. The workshop will be held on Tuesday, June 3, 2014, at 9:30 a.m. in the MetroCenter Auditorium.

5. CONSENT CALENDAR

On a motion by Joe Leach, and a second by Matt Tuggle, the STA TAC approved Consent Calendar Items A through C as amended. (8 Ayes) with an amendment adding TDA Claims for Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST) to Item 5.C, Revised Staff Report - Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014 as shown below in ***bold italics***. Mike Roberts requested Item D, STA Project Delivery Policy Update, be pulled for discussion.

A. Minutes of the TAC Meeting of April 30, 2014

Recommendation:
Approve TAC Meeting Minutes of April 30, 2014.

B. City of Fairfield's Solano Express Signage and Schedules Funding Request

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

1. $6,533 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for FAST SolanoExpress signage and schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to $6,533 for the FAST SolanoExpress signage and schedules.

C. AMENDED/REVISED - Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014

Recommendation:
Forward a recommendation to the STA Board to approve the FY 2014-15 Solano TDA Matrix – June 2014 as shown in Attachment A for City of Vacaville, Solano Transportation Authority, ***Solano County Transit (SolTrans) and Fairfield and Suisun Transit (FAST).***

D. STA Project Delivery Policy Update

Mike Roberts asked for more information about STA's Project Delivery Policy.

Anthony Adams presented the item and noted that STA staff is currently developing an online Project Master List, which will include relevant project delivery milestones, and information pertinent for project delivery. The goal is to have a centralized spreadsheet that will provide a repository for important project delivery information. He added that the online Project Master List will be the primary database that will inform the online Interactive Project Mapping Tool. This online mapping tool will provide relevant information to the public and decision makers for all projects, funded or associated with STA, within Solano County. He concluded by stating that this policy is intended to promote interaction and information sharing between project sponsors, STA staff, and decision makers, provide a standardized avenue for reprogramming of funding between local agency projects.

Nick Burton, Solano County, commented that the Project Delivery Working Group was supportive of this process and it is easier to use and keep better tabs on projects.

Recommendation:
Forward a recommendation to the STA Board to adopt the STA Project Delivery Policy as shown in Attachment A.

On a motion by Mike Roberts, and a second by Matt Tuggle, the STA TAC approved the recommendation. (8 Ayes)

6. ACTION FINANCIAL ITEMS

A. Public Private Partnership (P3) Feasibility Study: SolTrans Implementation

Robert Guerrero noted the estimated budget for implementing P3 options for Curtola/Lemon St. Transit Center is $125,000. He cited that STA staff is recommending an amendment to KPMG's contract to assist the STA and SolTrans with the scope of work. He added that SolTrans Board took action and approved the recommendation at their May 21st Board meeting. STA staff is recommending $100,000 from State Transit Assistance Funds (STAF) with a $25,000 local contribution from SolTrans.

Robert Guerrero continued and explained that this new implementation phase to be continued by KPMG is a follow up to their work in completing the STA's P3 Feasibility Study. He added that staff is recommending an amendment to KPMG's current contract to include the proposed scope and budget to ensure a seamless transition and a relatively quick way to implement P3 components as part of the Curtola project before it is completed in 18 months.

Daryl Halls cited that at their May 27, 2014 meeting, the SolanoExpress Intercity Transit Consortium approved the recommendation with a 5 to 2 vote with 1 abstention. (5 Ayes (Dixon Readi-Ride, SNCI, SolTrans, STA, and County of Solano); 2 Noes (FAST and City Coach); 1 Abstention (Rio Vista Delta Breeze).

Steve Hartwig, Vacaville, requested clarification on the cost and procurement issues raised at the Consortium meeting of May 27, 2014.

Daryl Halls commented that STA staff assessed the consultant during the first phase of the project and concluded that KPMG has provided a quality level of service and expertise related to public and private partnership strategies. He added that specific to SolTrans Curtola Park and Ride Hub, he listed the five (5) components that would potentially have financial benefits to SolTrans that would offset future operating and maintenance costs. The components are advertising, paid parking, vending, implementation, and management of solar infrastructure as well as outsourcing of Operations and Maintenance (O&M) activities. He mentioned that the Solar PV P3 option alone is estimated to provide an annual cost savings between $100K-$150K annually.

Dan Kasperson, Suisun City, asked how much was the O&M projected to be for Curtola. Daryl Halls commented that as a comparison the Fairfield Transportation Center's annual O&M was $300,000 and this would be comparable due to added lighting and security. He stated both SolTrans and STA shared the same goal of working to get all of the O& M costs covered through a combination of P3 components.

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

1. Programming of $100,000 of FY 2014-15 STAF funds for the P3 Implementation Scope of Work as match funding for $25,000 to be provided by SolTrans;
2. Authorize the STA Executive Director to enter into a funding agreement with Soltrans to implement P3 options for the Curtola/Lemon St. Transit Center; and
3. Authorize the STA Executive Director to amend KPMG's existing contract to assist in implementing P3 options as outlined in the Attachment A for an amount not to exceed $125,000.

On a motion by Jill Mercurio, and a second by Mike Roberts, the STA TAC approved the recommendation. (8 Ayes)

7. ACTION NON-FINANCIAL ITEMS

A. Legislative Update

Robert Macaulay introduced and outlined the following bills and stated that a request to support the bills will be presented to the STA Board at their June 11th meeting:

1. Senate Bill (SB) 1077 (DeSaulnier) – To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax; and
2. Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

Steve Hartwig raised concerns about supporting SB 1077. Robert Macaulay suggested the TAC adopt a watch position.

After discussion, the STA TAC modified the recommendation as follows:

Recommendation:
Forward a recommendation to the STA Board ~~***for support of the following***~~ ***to take the following positions:***

1. ***Watch*** – Senate Bill (SB) 1077 (DeSaulnier) – To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax; and
2. ***Support*** – Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

On a motion by Steve Hartwig, and a second by Dan Kasperson, the STA TAC approved the recommendation as amended shown above in ***~~strikethrough~~ bold italics***. (8 Ayes)

B. Transit Corridor Study – Selection of Service Alternative and Implementation Steps

Nancy Whelan, STA Project Manager, presented and provided an overview of the service alternatives and their performance, recommended selection of a preferred service alternative, discussion of the capital requirements and phasing plan, discussion of an implementation plan for the selected service option, and discussion of phasing of near term actions to implement the service option. She outlined the following:

Alternative B is recommended by the consultant team and STA staff as the preferred service alternative as it will provide a restructured, simple, easily understandable and high quality transit service for Solano County. The alternative is designed to adhere to the vision of a rubber-tire, freeway oriented high quality transit system, resulting in:

- Higher ridership
- Incremental growth in the frequency and span of service
- Incremental improvements in transit capital facilities to provide more reliable and faster service to the county.

Among the benefits of the recommended service plan are:

- Faster transit speeds
- Simple and easily understandable system and more direct routings
- Better service frequencies
- Improved connections between major college campuses

Nancy Whelan also reviewed the draft work plan which identifies the follow up action items and further analysis needed to implement Alternative B. The work plan addresses the service plan, a transition plan for consolidating the current 7 route structure into 4 routes, coordination with NCTPA, BART, and Solano College, the funding plan and the capital plan. Nancy Whelan also reviewed the schedule for this work plan is estimated to require approximately one year (FY 2014-15) to complete all of the planning, coordination and transition activities with initial service changes to be effective in the January – June 2016 timeframe.

Daryl Halls cited that at their May 27, 2014 meeting, the SolanoExpress Intercity Transit Consortium's proposed motion failed with a 4 to 4 vote with 4 Ayes and 4 abstentions, thus there was no recommendation from the Consortium to the TAC or STA Board.

Both Steve Hartwig and George Hicks requested the item be tabled until the next TAC meeting to allow time for the consultant to forward the updated draft study and for them to discuss with their Consortium members. Daryl Halls concurred with this request and indicated the report would be forwarded to the TAC in advance of the agenda for the next meeting.

After discussion, the STA TAC approved the request to table this item to the next meeting in June to allow more time to review the report.

Recommendation:
Forward a recommendation to the STA Board to:

1. Select Alternative B – BART-like Trunk System as the preferred service alternative for the intercity transit system; and
2. Authorize the development and issuance of a Request for Proposal (RFP) for a consultant to complete the planning, coordination, and transition activities needed to implement Alternative B for the intercity transit system.

City of Vallejo's Jill Mercurio left the meeting at this time.

On a motion by Steve Hartwig, and a second by Dan Kasperson, the STA TAC approved to table this item to the next meeting in June to allow more time to review the report. 7 Ayes and 1 Absent (City of Vallejo had just left the meeting.)

C. Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation

Elizabeth Richards reviewed the proposal that was presented to the STA Board on May 14th and to the Paratransit Coordinating Council (PCC) on May 15th. She reviewed the Board's comments and questions which included requesting clarification on other CTSA programs and a tour of the Santa Clara's CTSA, clarifying and describing value of Faith in Action (FIA) and paratransit services, anticipating the value of coordinating County HSS social service transportation services to avoid duplication, and stating STA appears to be a natural fit as a CTSA for Solano County. She noted that PCC comments were positive about STA seeking CTSA designation. They also inquired about other CTSA programs that Solano County may be able to implement.

Elizabeth Richards also noted that at their May 27, 2014 meeting, the SolanoExpress Intercity Transit Consortium requested the following:

1. ***City Coach's Brian McLean requested the following to be incorporated to the CTSA Designation Proposal (Attachment H) under CTSA Funding:***
   "The CTSA shall not infringe on transit operators Transportation Development Act funds or Federal Transit Administration 5307 or 5339 unless specifically requested by the transit operators.";
2. ***Consider non-profits as CTSA and more specifically to meet with partnership health plan in Solano County and learn more about their transportation services and potentially discussing with them CTSA designation; and***
3. ***Provide the opportunity for CTSA to consider intercity paratransit.***

Daryl Halls noted that the Consortium voted to table this item until the next meeting in June. They also requested STA staff to invite representatives from partnership health plan in Solano County to learn more about their transportation services and potentially discussing CTSA designation.

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

1. The STA request CTSA designation from MTC for Solano County as prescribed in Attachment H;
2. Authorize the Executive Director to establish a CTSA Advisory Committee as outlined in Attachment H.

On a motion by Matt Tuggle, and a second by Steve Hartwig, the STA TAC voted to table this item until the next meeting in June and to include the requested changes made by the Consortium shown above in ***bold italics***. 7 Ayes and 1 Absent (City of Vallejo)

8. INFORMATIONAL – DISCUSSION

Due to time constrains, brief updates were provided by staff to the following:

A. STA's Overall Work Plan – FY 2014-15 and FY 2015-16

B. Regional Transportation Impact Fee (RTIF): Working Group Priorities

C. Project Delivery Update

D. Intercity Paratransit Assessment Update and Recommendation

NO DISCUSSION ITEMS

E. Mobility Management Travel Training Update

F. Solano County Transit Facilities Update

G. Mobility Management Call Center Update

H. 2014 Bike to Work Day Campaign Wrap-up

I. Summary of Funding Opportunities

J. STA Board Meeting Highlights of May 14, 2014

K. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2014

9. ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m. on Wednesday, June 25, 2014.**

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Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Susan Furtado, Accounting & Administrative Services Manager
RE: Fiscal Year (FY) 2013-14 Third Quarter Budget Report

Background:
In January 2014, the STA Board approved a Mid-Year Budget Revision for FY 2013-14. Subsequently, in April 2014, the FY 2013-14 Budget was revised. The budget revision reflected changes primarily due to the startup of new programs: the Regional Transportation Impact Fee (RTIF) Program and the Vine Trail Feasibility Study, and changes to the anticipated amount of funds to be carried over to FY 2014-15.

Discussion:
The STA revenue and expenditure activity (Attachment A) for the FY 2013-14 Third Quarter reflects the overall STA program administration and operations expenditure at $27.37 million (40%) of the budget with total revenue received at $28.93 (42%) of budget projections.

Revenues:
Revenues received during the Third Quarter of the fiscal year primarily consist of quarterly reimbursements or annual advances. As most STA programs are funded with grants on a reimbursement basis, the reimbursements from fund sources for the Third Quarter were billed and received after the quarter ending March 31, 2014. The revenue budget highlights are as follows:

1. The OneBayArea Grant (OBAG)/State Surface Transportation (STP) fund of $507,376 and the TDA Art. 3 funds of $110,094 were received for transportation planning and administration
2. The State Transit Assistance Fund (STAF) of $2,143,309 was received for countywide transit planning and coordination in Solano County and the Mobility Management Plan and Program.
3. The Regional Rideshare Program (RRP) fund of $171,125 and the Eastern Solano Congestion Mitigation Air Quality (ECMAQ) fund of $123,533 were received for the Transit and Rideshare Services/Solano Napa Commuter Information (SNCI) program administration.
4. Regional Measure (RM) 2 funds in the amount of $20,265,889 were received for the different RM 2 projects: I-80/I-680/State Route (SR) 12 Interchange Project, I-80 Eastbound Truck Scales Relocation Project, and the 1-80 Express Lanes.
5. The Dixon B Street Underscrossing Project has received the amount of $3,006,382 from the State Transportation Improvement Program (STIP) and the Transportation Development Act (TDA) funds. The project also has advanced funding carried over from the prior year in the amount of $976,022, which is being used as the matching fund for the construction phase of the project.

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

1. STA's Management and Operations is within the Third Quarter budget projection at 63% of budget.
2. Transit and Rideshare Services/Solano Napa Commuter Information (SNCI) is at 35% of budget.
3. Project Development is at 40% of budget.
4. Strategic Planning is at 15% of budget.

Project consultant billings for the different projects such as the: Bike Links, Rideshare Services in Napa, and Ridership Study, Jepson Parkway Project, I-80/I-680/State Route (SR) 12 Interchange Project, the I-80 Truck Scales Relocation Project, I-80 Express Lanes, and the Dixon B Street Undercrossing projects were submitted after the end the Quarter. Therefore, the forecasted expenditures for these projects for actual work completed are not reflective of the budget ratio for the third quarter.

The total revenue and expenditure for the Third Quarter is consistent with the projected FY 2013-14 budgets.

Fiscal Impact:
The Third Quarter Budget for FY 2013-14 is within budget projections for the Revenue received of $28.93 million (42%) and Expenditures of $27.37 million (40%).

Recommendation:
Receive and file.

Attachments:

A. STA FY 2013-14 Third Quarter Budget Report
B. 2014 Budget and Fiscal Reporting Calendar

Third Quarter Budget Report
FY 2013-14
July 1, 2013- March 31, 2014
June 11, 2014

REVENUES

STA Fund		FY 13-14 Budget	Actual Received	%
MembersContribution/Gas Tax (Reserve Accounts)	46010	108,000	108,000	100%
Members Contribution/Gas Tax	46010	164,574	163,074	99%
Transportation Dev. Act (TDA) Art. 4/8	47001	463,884	463,884	100%
TDA Art. 3	47002	174,237	110,094	63%
State Transit Assistance Fund (STAF)	47022	2,366,810	2,143,309	91%
New Freedom Funds	45021	101,240		0%
One Bay Area Grant (OBAG)/Surface Transportation Program (STP)	45001	823,092	507,376	62%
OBAG SNCI	45001	26,491		0%
MTC Grant	45008	1,581,200		0%
STIP Planning, Programming and Monitoring (PPM)	46032	245,077	119,010	49%
Federal Earmark	45022	28,515	10,001	35%
Regional Measure (RM) 2 - North Connector - Design	46046	3,625	402	11%
RM 2 - I-80 Express Lanes	46046	48,078	32,297	67%
RM 2 - I-80 HOV Lanes/SOHIP	46046	22,015	12,146	55%
RM 2 - I-80 Interchange Project	46046	35,992	38,437	107%
RM 2 - I-80 East Bound (EB) Truck Scales Relocation	46046	18,128	14,323	79%
Transportation for Clean Air (TFCA)	47021	268,776	129,289	48%
TFCA - NCTPA	47021	21,054	1,041	5%
Yolo/Solano Air Quality Management District (YSAQMD)	46029	30,000	6,054	20%
Congestion Mitigation Air Quality (CMAQ)	45007	485,874	58,771	12%
Eastern Solano Congestion Mitigation Air Quality (ECMAQ)	45007	138,992	123,533	89%
Regional Rideshare Program (RRP)	45007	240,000	171,125	71%
Strategic Growth Council Grant (SGCG)	45020	275,555	49,198	18%
JARC	45021	190,919	45,399	24%
Abondoned Vehicle Abatement (AVA) Program/DMV	46040	10,000	8,223	82%
Local Funds - Cities/County	47017	315,600	95,000	30%
Sponsors		18,000	14,481	80%
Interest			1,896	0%
Subtotal		**$8,205,728**	**$4,426,363**	**54%**
TFCA Program				
Transportation for Clean Air (TFCA)		327,161	307,756	94%
Interest			200	0%
Subtotal		**$327,161**	**$307,956**	**94%**
Abandoned Vehicle Abatement Program				
Department of Motor Vehicle (DMV)		500,032	265,877	53%
Interest			181	0%
Subtotal		**$500,032**	**$266,058**	**53%**
Dixon B Street Undercrossing				
STIP		4,524,000	2,478,484	55%
TDA Art 4/8		652,898	527,898	81%
City of Dixon		976,022		0%
Interest			(1,632)	0%
Subtotal		**$6,152,920**	**$3,004,750**	**49%**
Jepson Parkway Project				
State Transportation Improvement Program (STIP)		4,392,040	357,456	8%
County of Solano		100,000	45,594	46%
Interest			328	0%
Subtotal		**$4,492,040**	**$403,378**	**9%**
I-80 East Bound (EB) Truck Scales Relocation Project				
RM 2 Funds		14,891,945	7,912,325	53%
Interest			649	0%
Subtotal		**$14,891,945**	**$7,912,974**	**53%**
Jameson Canyon Project				
STIP/TCRP		337,941	337,941	100%
Interest			199	0%
Subtotal		**$337,941**	**$338,140**	**100%**
I-80 High Occupancy Vehicle (HOV) Lanes Project/SOHIP				
PA/ED Design RM-2		75,291	24,291	32%
Interest			(32)	0%
Subtotal		**$75,291**	**$24,259**	**32%**
North Connector East Project Closeout/Mitigation				
Preliminary Engineering/Right of Way - RM-2 Funds		1,088,725	158,594	15%
County of Solano				0%
Interest			716	0%
Subtotal		**$1,088,725**	**$159,310**	**15%**
I-80/I-680/SR 12 Interchange Project				
RM 2 Funds		28,052,679	10,385,658	37%
Interest			(106)	0%
Subtotal		**$28,052,679**	**$10,385,552**	**37%**
I-80 Express Lanes Project				
RM 2 Funds		4,594,281	1,687,417	37%
Interest			(705)	0%
Subtotal		**$4,594,281**	**$1,686,712**	**37%**
Redwood Parkway Drive/Fairgrounds Improvement Project				
STIP/PPM		30,000	13,655	46%
Subtotal		**$30,000**	**$13,655**	**46%**
Regional Transportation Impact Fee (RTIF) Program				
RTIF Fee		5,300		0%
Subtotal		**$5,300**	**$0**	**0%**
TOTAL, ALL REVENUE		**$68,754,043**	**$28,929,107**	**42%**

EXPENDITURES

Operations & Administration	FY 13-14 Budget	Actual Spent YTD	%
Operations Management	1,546,425	1,059,750	69%
STA Board of Directors/Administration	45,000	32,052	71%
Expenditure Plan	60,000	25,000	42%
Contributions to STA Reserve Account	108,000	-	0.0%
Subtotal	**$1,759,425**	**$1,116,802**	**63%**
Transit and Rideshare Services/SNCI			
Transit/SNCI Management/Administration	440,759	318,935	72%
Employer/Van Pool Outreach	16,200	11,465	71%
SNCI General Marketing	53,500	7,536	14%
Commute Challege	31,800	30,643	96%
Bike to Work Campaign/Incentives	20,000	1,072	5%
Bike Links	15,000	0	0%
Emergency Ride Home (ERH) Program	5,000	2,368	47%
Rideshare Services - Napa	21,054	1,743	8%
Safe Route to School (SR2S)Program	457,561	123,996	27%
Transit Management Administration	140,118	58,925	42%
Transit Corridor Study/SRTP Coordination/Implementation	173,611	132,142	76%
Lifeline Program	28,483	14,944	52%
Paratransit Coordinating Council (PCC)	50,000	16,877	34%
Solano Express Marketing	150,653	7,216	5%
Solano Senior & People with Disabilities Committee	66,391	12,185	18%
Mobility Management Plan/Program	234,412	63,379	27%
ADA in Person Eligibility Program	222,000	84,067	38%
Countywide Travel Training Program	175,871		0%
One Stop Transportation Call Center Program	108,000	22,864	21%
Transit Consolidation/Implementation	302,438	114,052	38%
Ridership Study	175,000		0%
Subtotal	**$2,887,851**	**$1,024,409**	**35%**
Project Development			
Project Management/Administration	69,899	64,422	92%
Local Streets & Roads Annual Report	12,980	9,177	71%
Regional Impact Fee (Feasibility Study/AB 1600)	68,655	43,009	63%
Management Assistant for Projects in Solano (MAPS)	57,007	4,969	9%
Public Private Partnership (P3) Feasibility Study	196,089	41,445	21%
Alternative Fuel Plan Implementation	120,448	27,334	23%
Suisum AMTRAK Rehabilitation	200,000		0%
Jepson Parkway TLC Plan Update	11,147	9,405	84%
Benicia Intermodal Project	300,000		0%
Jepson Parkway	4,492,040	586,809	13%
SR12/Jameson Canyon Project	337,941	148,316	44%
I-80/I-680/SR 12 Interchange Project	28,052,679	10,351,126	37%
North Connector-East Project Closeout/Mitigation	1,088,725	155,327	14%
I-80/HOV Lanes Project/SOHIP	75,291	24,291	32%
I-80 East Bound (EB) Truck Scales Relocation Project	14,891,945	7,906,875	53%
I-80 Express Lanes Project	4,594,281	1,703,289	37%
Redwood Parkway Drive Improvement Project	30,000	13,654	46%
Dixon B Street Undercrossing	6,152,920	3,480,429	57%
Regional Impact Fee Program	5,300		0%
DMV Abandoned Vehicle Abatement (AVA) Program	500,032	221,926	44%
Subtotal	**61,257,379**	**24,791,803**	**40%**
Strategic Planning			
Planning Management/Administration	176,794	157,000	89%
Events	11,500	10,039	87%
Model Development/Maintenance	188,430	39,601	21%
Solano County PDA Program	1,590,230	58,878	4%
Climate Action Plan	275,555	58,367	21%
Comprehensive Transportation Plan (CTP) Follow Up	42,264	26,032	62%
Rail Facilities Plan	47,443	5,978	13%
Priority Conservation Area (PCA)	85,011	1,868	2%
Bike/Ped Planning	105,000		0%
TFCA Programs	327,161	75,712	23%
Subtotal	**$2,849,388**	**$433,475**	**15%**
TOTAL, ALL EXPENDITURES	**$68,754,043**	**$27,366,489**	**40%**

Attachment B

FY 2014 Budget and Fiscal Reporting Calendar

STA Board Meeting Schedule:	
JUNE 2014	FY 2013-14 Final Budget Revision FY 2013-14 Third Quarter Budget Report
JULY 2014	FY 2014-15 Budget Revision and FY 2015-16 Proposed Budget Adoption FY 2015-16 Provisionary Indirect Cost Rate Application FY 2013-14 AVA Third Quarter Program Activity Report
SEPTEMBER 2014	FY 2013-14 Fourth Quarter Budget Report FY 2013-14 AVA Fourth Quarter Program Activity Report
OCTOBER 2014	FY 2014-15 First Quarter Budget Report
DECEMBER 2014	FY 2013-14 Annual Audit FY 2014-15 Mid-Year Budget Revision STA Employee 2015 Benefit Summary Update

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Daryl Halls, Executive Director
Susan Furtado, Accounting & Administrative Services Manager
RE: STA's Fiscal Year (FY) 2013-14 Proposed Final Budget Revision

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Background:
The Solano Transportation Authority (STA) has an adopted budget policy requiring a two-year annual fiscal year budget plan for its proposed expenditures and the proposed means of financing them. When necessary, these budgets are revised to provide STA the basis for appropriate budgetary control of its financial operations for the fiscal year. In January 2014, the STA Board adopted the FY 2013-14 Mid-Year Budget Revision. Subsequently, in April 2014, the FY 2013-14 Budget was revised and adopted in order to add the funding for several programs to the budget.

Discussion:
Attachment A is the Proposed Final Budget Revision for FY 2013-14. The FY 2013-14 Proposed Final Budget Revision is balanced, with the proposed changes to the approved budget modified from $68.75 million to $66.42 million, a reduction of $2.33 million. These changes are primarily due to carryover of funds to FY 2014-15 for the continuation of programs and projects, such the Solano County Priority Development Areas (PDA) Program and the Mobility Management Plan/Programs.

Budget changes are summarized as follows:

1. The FY 2013-14 State Transit Assistance Funds (STAF) allocations in the amount of $184,830 (Population-Based/Solano) and $204,820 STAF Regional Paratransit Funds is reprogrammed in FY 2014-15 for the continuation of transit coordination, such as the Mobility Management Program Administration, American Disabilities Act (ADA) in Person Eligibility Program, Countywide Travel Training Program, and the One Stop Transportation Call Center Program.
2. MTC's dedicated funds for the Priority Development Area (PDA) planning implementation from the OneBayArea Grant of $1.55 million is reprogrammed in FY 2014-15. These funds are for planning projects for MTC/STA PDA Planning Funds for the City of Suisun City ($163,000) for the Downtown Waterfront Specific Plan and the City of Fairfield ($850,000) for the Downtown and West Texas Street PDA, including the City of Benicia, City of Dixon, and the City of Rio Vista ($486,000).
3. The SR 12/Jameson Canyon Project fund from the STIP/Transportation Congestion Relief Program (TCRP) in the amount of $100,000 is carried over to FY 2014-15 for the continuation of project final design phase and construction activities. This project is expected to be completed and open to traffic by August 2014.

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

FY 2013-14 Expenditure Changes
Changes to the approved budget are reflective of funds carryover and revenue changes as described above. The budget expenditure revisions are as follows:

1. The ***Operation and Management*** budget is reduced by $15,602. The STA Operation & Administration budget expenditures were reviewed and adjusted to reflect the expenditures and activities for the current year. These changes includes the carryover of funds to FY 2014-15 for the continuation of the installation for the STA's in-house accounting system for accounts payable checks processing with the new Regional Transportation Impact Fee (RTIF) Program. The accounting system software and hardware, installation is completed; however, education and training completion is anticipated in FY 2014-15.

2. The ***Transit and Rideshare Services/Solano Napa Commuter Information (SNCI)*** budget is reduced by $427,131. Changes to the budget are due to the startup of new programs, such as the Mobility Management Program Administration, American Disabilities Act (ADA) in Person Eligibility Program, Countywide Travel Training Program, and the One Stop Transportation Call Center Program. These funds will be carried over to FY 2014-15 for the continuation of these programs.

3. The ***Project Development*** budget is reduced by $226,165 to primarily reflect the program activities of the Management Assistant for Projects in Solano (MAPS), the Alternative Fuel Plan Implementation, and the SR 12/Jameson Canyon Project final design phase and construction activities. These funds will be carried over to FY 2014-15 for the continuation of these programs.
4. The ***Strategic Planning*** budget is reduced by $1.66 million. The planning activities and studies are adjusted to reflect anticipated budget cost for the fiscal year. These funds will be carried over to FY 2014-15 to the continuation of projects and studies, such as the PDA planning implementation for the City of Suisun City Downtown Waterfront Specific Plan, the City of Fairfield Downtown and West Texas Street, the City of Benicia, City of Dixon, and the City of Rio Vista and the Bike/Ped Planning study for the Vine Trail.

The FY 2013-14 Proposed Final Budget Revision in the amount of $66.42 million is balanced for the continued delivery of STA's priority projects.

To ensure conformance with the Office of Management and Budget (OMB) Circular A-87 (Cost Principles of State, Local, and Indian Tribal Government) and the STA's Accounting Policies and Procedures, the FY 2013-14 Proposed Final Budget Revision is presented with revision to the approved budgets to reflect changes in the budget revenue and expenditures.

Fiscal Impact:
The STA's overall FY 2013-14 budget is $66.42 million, a reduction of $2.33 million. The reduction in the revenues and expenditures is based on the delayed program activities and new transit program. These funds are carried over to FY 2014-15 for the continuation of programs and projects.

Recommendation:
Adopt the STA's FY 2013-14 Proposed Final Budget Revision as shown in Attachment A.

Attachment:
A. STA FY 2013-14 Proposed Final Budget Revision dated June 11, 2014

FY 2013-14 PROPOSED FINAL BUDGET REVISION

June 11, **2014**

REVENUES

STA Fund	Adopted FY 13-14	Proposed FY 13-14
Members Contribution/Gas Tax (Reserve Account)	108,000	108,000
Members Contribution/Gas Tax	164,574	**152,003**
Transportation Dev. Act (TDA) Art. 4/8	463,884	463,884
TDA Art. - Other	174,237	**164,237**
State Transit Assistance Fund (STAF)	2,366,810	**1,977,160**
New Freedom Funds	101,240	**61,472**
One Bay Area Grant (OBAG)/STP	823,092	**783,703**
OBAG - Safe Routes to School (SR2S)	-	-
OBAG - SNCI	26,491	26,491
MTC Grant	1,581,200	**28,058**
STIP Planning, Programming and Monitoring (PPM)	245,077	**253,761**
Federal Funds	28,515	28,515
RM 2 - North Connector - Design	3,625	3,625
RM 2 - I-80 Express Lanes	48,078	48,078
RM 2 - I-80 HOV Lanes/SOHIP	22,015	22,015
RM 2 - I-80 Interchange Project	35,992	35,992
RM 2 - I-80 East Bound (EB) Truck Scales Relocation	18,128	18,128
Transportation for Clean Air (TFCA)	268,776	**228,776**
TFCA - NCTPA	21,054	21,054
Yolo/Solano Air Quality Management District (YSAQMD)	30,000	30,000
Congestion Mitigation Air Quality (CMAQ)	485,874	485,874
Eastern Solano Congestion Mitigation Air Quality (ECMAQ)	138,992	138,992
Regional Rideshare Program (RRP)	240,000	240,000
Strategic Growth Council (SGC) Grant	275,555	275,555
JARC	190,919	**188,015**
Abandoned Vehicle Abatement (AVA) Program/DMV	10,000	10,000
Local Funds - Cities/County	315,600	**215,600**
Partners	18,000	18,000
Subtotal	**$8,205,728**	**$6,026,988**
TFCA Program		
Transportation for Clean Air (TFCA)	327,161	292,161
Subtotal	**$327,161**	**$292,161**
Abandoned Vehicle Abatement Program		
Department of Motor Vehicle (DMV)	500,032	500,032
Subtotal	**$500,032**	**$500,032**
Dixon B Street Undercrossing Project		
STIP	4,524,000	4,524,000
Transportation Dev. Act (TDA) Art. 4/8	652,898	652,898
City of Dixon	976,022	976,022
Subtotal	**$6,152,920**	**$6,152,920**
Jepson Parkway Project		
State Transportation Improvement Program (STIP)	4,392,040	4,392,040
County of Solano	100,000	100,000
Subtotal	**$4,492,040**	**$4,492,040**
I-80 East Bound (EB) Truck Scales Relocation Project		
RM 2 Funds	14,891,945	14,891,945
Subtotal	**$14,891,945**	**$14,891,945**
SR 12/Jameson Canyon Project		
STIP/TCRP	337,941	237,941
Subtotal	**$337,941**	**$237,941**
I-80 High Occupancy Vehicle (HOV) Lanes Project/SOHIP		
PA/ED Design RM-2	75,291	75,291
Subtotal	**$75,291**	**$75,291**
North Connector East Project		
Right of Way - RM-2 Funds	1,088,725	1,088,725
County of Solano	-	-
Subtotal	**$1,088,725**	**$1,088,725**
I-80/I-680/SR 12 Interchange Project		
RM 2 Funds	28,052,679	28,052,679
Subtotal	**$28,052,679**	**$28,052,679**
I-80 Express Lanes Project		
RM 2 Funds	4,594,281	4,594,281
Subtotal	**$4,594,281**	**$4,594,281**
Redwood Parkway Drive/Fairgrounds Improvement Project		
STIP/PPM	30,000	**15,000**
Subtotal	**$30,000**	**$15,000**
Regional Transportation Impact Fee (RTIF) Program		
RTIF Fee	5,300	5,300
	$5,300	**$5,300**
TOTAL, ALL REVENUE	**$68,754,043**	**$66,425,303**

EXPENDITURES

Operations & Administration	Adopted FY 13-14	Proposed FY 13-14
Operations Management	1,546,425	**1,530,823**
STA Board of Directors/Administration	45,000	45,000
Expenditure Plan	60,000	60,000
Contributions to STA Reserve Account	108,000	108,000
Subtotal	**$1,759,425**	**$1,743,823**
Transit and Rideshare Services/SNCI/SR2S		
SNCI/SR2S Management/Administration	440,759	440,759
Employer Van Pool Outreach	16,200	16,200
SNCI General Marketing	53,500	**23,500**
Commute Challenge	31,800	31,800
Bike to Work Campaign	20,000	20,000
Bike Links	15,000	**5,000**
Emergency Ride Home (ERH) Program	5,000	5,000
Rideshare Services - Napa	21,054	21,054
Safe Route to School Program (SR2S)	457,561	457,561
Transit Management Administration	140,118	**110,118**
Transit Corridor Study/SRTP Coordination/Implementation	173,611	**176,611**
Lifeline Program	28,483	28,483
Paratransit Coordinating Council (PCC)	50,000	50,000
Solano Express Marketing	150,653	**23,653**
Solano Senior & People with Disabilities Committee	66,391	66,391
Mobility Management Plan/Program	234,412	**121,773**
ADA in Person Eligibility Program	222,000	**128,000**
Countywide Travel Training Program	175,871	**145,871**
One Stop Transportation Call Center Program	108,000	**71,508**
Transit Coordination/Implementation	302,438	**342,438**
Ridership Study	175,000	175,000
Subtotal	**$2,887,851**	**$2,460,720**
Project Development		
Project Management/Administration	69,899	**72,399**
Local Streets & Roads Annual Report	12,980	12,980
Regional Impact Fee (Feasibility Study/AB 1600)	68,655	68,655
Management Assistant for Projects in Solano (MAPS)	57,007	**19,849**
Public Private Partnership (P3) Feasibility Study	196,089	196,089
Alternative Fuel Plan Implementation	120,448	**35,257**
Suisun AMTRAK Rehabilitation	200,000	200,000
Jepson Parkway TLC Plan Update	11,147	**19,831**
Benicia Intermodal Project	300,000	300,000
Jepson Parkway	4,492,040	4,492,040
SR 12/Jameson Canyon Project	337,941	**237,941**
I-80/I-680/SR 12 Interchange Project	28,052,679	28,052,679
North Connector-East Project	1,088,725	1,088,725
I-80/HOV Lanes Project/SOHIP	75,291	75,291
I-80 East Bound (EB) Truck Scales Relocation Project	14,891,945	14,891,945
I-80 Express Lanes Project	4,594,281	4,594,281
Redwood Parkway Drive Improvement Project	30,000	**15,000**
Dixon B Street Undercrossing Project	6,152,920	6,152,920
DMV Abandoned Vehicle Abatement (AVA) Program	500,032	500,032
Regional Impact Fee Program	5,300	5,300
Subtotal	**$61,257,379**	**$61,031,214**
Strategic Planning		
Planning Management/Administration	176,794	176,794
Events	11,500	11,500
Model Development/Maintenance	188,430	188,430
Solano County PDA Program	1,590,230	**99,588**
Climate Change Plan	275,555	275,555
Comprehensive Transportation Plan (CTP) Follow Up	42,264	42,264
Rail Facilities	47,443	47,443
Priority Conservation Area (PCA)	85,011	**10,811**
Bike/Ped Planning	105,000	**45,000**
TFCA Programs	327,161	**292,161**
Subtotal	**2,849,388**	**1,189,546**
TOTAL, ALL EXPENDITURES	**$68,754,043**	**$66,425,303**

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Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Liz Niedziela, Transit Program Manager
RE: City of Fairfield's SolanoExpress Signage and 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, ridership surveys, matching funds for intercity buses, and STA transit planning and coordination activities.

In recent years, a significant amount of STAF funds have been set aside by STA to be used for the local match for the replacement of SolanoExpress buses. In future years, STA has committed to dedicating $500,000-$600,000 per year towards the SolanoExpress 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 was recommended for the implementation of the Mobility Management Program which included American Disabilities Act (ADA) Eligibility Program and the start-up of the Travel Training Program.

Discussion:
On April 25, 2014, STA received a letter from the City of Fairfield requesting $6,533 to fund the Fairfield and Suisun Transit (FAST) SolanoExpress Signage and Schedules (Attachment A). Last month, FAST requested funding to revise and update all the FAST SolanoExpress schedules for consistency. The STA Board approved the request in May 2014. This new request is part of STA SolanoExpress marketing project to install bus schedules at SolanoExpress bus stops. FAST's request includes the design, printing and installation of SolanoExpress bus schedule. The frames for the bus schedules have already been purchased. In addition, FAST is requesting funding for SolanoExpress bus signage. STA staff is recommending the STA Board authorizing this request from FAST.

The Solano Express Consortium and STA Technical Advisory Committee reviewed the City of Fairfield request at their May 27th and May 28th meetings, respectively, and unanimously approved STA staff's recommendation.

Fiscal Impact:
The cost of this proposal is $6,533 to be funded by with State Transit Assistance Funds (STAF) out of Fiscal Year (FY) 2013-14 SolanoExpress Marketing Budget.

Recommendation:

Approve the following:

1. $6,533 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for FAST SolanoExpress signage and schedules; and
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield to cover the cost up to $6,533 for the FAST SolanoExpress signage and schedules.

Attachment:

A. City of Fairfield Letter to STA re. Request for SolanoExpress Funding dated April 21, 2014

HEART OF SOLANO COUNTY
FAIRFIELD
CALIFORNIA
Home of
Travis Air Force Base

CITY OF FAIRFIELD

Founded 1856
Incorporated December 12, 1903

FAIRFIELD TRANSPORTATION CENTER
2000 CADENASSO DRIVE
FAIRFIELD, CA 94533

707.428.7635
FAX 707.426.3298

RECEIVED
APR 25 2014
SOLANO TRANSPORTATION AUTHORITY

COUNCIL
Mayor
Harry T. Price
707.428.7395
Vice-Mayor
John Mraz
707.429.6298
Councilmembers
707.429.6298
Chuck Timm
Catherine Moy
Rick Vaccaro
• • •
City Manager
Sean Quinn
707.428.7400
• • •
City Attorney
Greg Stepanicich
707.428.7419
• • •
City Clerk
Arletta Cortright
707.428.7384
• • •
City Treasurer
Oscar G. Reyes, Jr.
707.428.7496

DEPARTMENTS
Community Services
707.428.7465
• • •
Finance
707.428.7496
• • •
Fire
707.428.7375
• • •
Human Resources
707.428.7394
• • •
Community Development
707.428.7461
• • •
Police
707.428.7551
• • •
Public Works
707.428.7485

Department of Public Works

April 21, 2014

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

RE: Request for Funding for Solano Express Signage and Schedules

Dear Mr. Halls:

The City of Fairfield respectfully requests Solano Transportation Authority authorize funding totaling $6,532.72 for the following:

- Design and production of new Solano Express bus stop signs ($1,759.72)
- Design of Solano Express bus stop schedules for new schedule holders. ($864.00)
- Printing of Solano Express bus stop schedules for new schedule holders. ($659.00)
- Installation of new Solano Express bus stop signs and schedule holders ($3,250.00)

The City of Fairfield has already paid for the design and production of the Solano Express bus stop signs and received quotes for the remaining items (see attached).

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
Shaun Vigil, City of Fairfield

Task #	Task Description	Cost	Comments
1	Design and Production of SolExp Bus Stop signs	$ 1,759.72	Invoice paid for design and production on 11/25/13
2	Reformat Electronic Version of Schedules	$ 864.00	PageDesign will reformat schedules electronically
3	Print Route Schedules	$ 659.00	PageDesign will have vendor print 42 schedules
4	Replace Existing FAST signs with Solano Express bus stop signs Install New Schedule Holders	$ 3,250.00	Anselmo Services will replace 13 FAST signs with Solano Express Bus Stop signs and will install new schedule holders

Total Costs $ 6,532.72

Vendor 00662 WESTERN HIGHWAY PRODUCTS INC

Date 13/12/19 Deposit No 18705

DATE	DESCRIPTION	INVOICE NUMBER	AMOUNT
13/11/25	COLOR D/F TRANSIT SIGN HIP W/	664449	1759.72
			1759.72

CITY OF FAIRFIELD ● 1000 WEBSTER ● FAIRFIELD, CA 94533

CITY OF FAIRFIELD

1000 WEBSTER STREET
FAIRFIELD, CA 94533-4883
(707) 428-7506

Incorporated December 12, 1903

11-35/1210

Bank of America NT&SA
Concord Regional Commercial Banking
Office 1416
2020 Willow Pass Road
Concord, CA 94520

Deposit Number **18705**

DIRECT DEPOSIT AMOUNT

One Thousand Seven Hundred Fifty-Nine Dollars 72 cents

DATE 13/12/19

***1759.72

PAY TO THE ORDER OF

WESTERN HIGHWAY PRODUCTS INC
P O BOX 7
10680 FERN AVE
STANTON CA 90680-0007

DIRECT DEPOSIT ADVICE ONLY

NON NEGOTIABLE NON NEGOTIABLE NON NEGOTIABLE NON NEGOTIABLE NON NEGOTIABLE NON NEGOTIABLE

VH-00662

Western Highway Products
a PRIMUS company

10880 Fern Ave.
P.O. Box 7
Stanton, CA 90680
ph:714.761.4811 fx:714.827.2077
www.westernhighway.com

INVOICE DATE	DUE DATE	INVOICE #
11/25/13	12/25/13	664449

INVOICE

SOLD TO

FAIRFIELD TRANSIT AGENCY
Attn: Accounts Payable
2000 Cadenasso Dr.
Fairfield CA 94533
USA

SHIP TO

FAIRFIELD TRANSIT AGENCY
2000 Cadenasso Dr.

Fairfield CA 94533
USA

BUYER	INSIDE SALES ASSOCIATE	SALESPERSON	PURCHASE ORDER NUMBER
SCOTT BUTLER	Glenda Lemus	Lisa Vigil	SHAUN VIGIL

ITEM NO.	DESCRIPTION	ORDER QTY	B.O. QTY	SHIP QTY	UNIT PRICE	EXTENSION
PRBOM51448 3	12 x 18 4 Color D/F Transit Sign HIP w/ Overlay	22		22	72.50	1,595.00

DEC 11 2013

APPROVED FOR PAYMENT
AMOUNT $ 1759.72
ACCOUNT CODE 451-76-0038303
DATE 12-10-13
SIGNATURE
85444

RECEIVED
DEC 12 2013
CITY OF FAIRFIELD
ACCOUNTS PAYABLE

SHIP VIA	FREIGHT TERMS	F.O.B. POINT
COMMON CARRIER	Pre Paid & Add	Origin

CREDIT TERMS	SHIPMENT DETAILS	TRACKING NUMBER
Net 30	DN 162440 - UPS 3PK;	1Z9221950347863561, UPS 3PK

SUBTOTAL	USD 1,595.00
TAX	USD 121.62
DISCOUNT	
FREIGHT	43.10
TOTAL	USD 1,759.72
PAYMENTS	
BALANCE DUE	USD 1,759.72

PageDESIGN

March 11, 2014

Shaun Vigil, Transportation Planner
Fairfield Transportation Center
2000 Cadenasso Drive
Fairfield, CA 94533

Re: Solano Express Bus Stop Schedule Signs

Dear Shaun:
Per your request, I have prepared the following estimate to lay out the four schedule signs for Solano Express routes 20, 30, 40 and 90, using the template supplied by Solano Express. Each schedule will be about 5.75" x 18.5" . Two schedules will stack, creating a sign that is 5.75" x 36". Below, please find my costs to create the art and to have 42 of the signs printed.

Page Design Charges	
Layout and production of four schedule signs for Solano Express. Includes time to do one round of client edits and to supervise sign vendor – 9 hours	$ 864
Printing	
Printing of 42 signs, 5.75" x 36". Signs are printed on white Sintra plastic using color-fast inks.	$ 659

Please look this over and get back to me with your questions or approval to proceed. We look forward to working with you on this project.

Sincerely,

Paul Page

1900 29th street | sacramento, ca 95816 | 916.457.0108 PHONE | 916.457.4530 FAX | www.pagedesigngroup.com

ANSELMO SERVICES 2014

4160 SUISUN VALLEY
SUITE E760
CA 94534

Estimate

Date	Estimate #
1/20/2014	14-006

Name / Address
City of Fairfield Shaun Vigil 1200 Kentucky St. Fairfield , CA 94533

Project
Bus Shelters

Description	Qty	Rate	Total
Shelter signs * Remove existing signs. * Install new signs. * Install new schedule holders. * average estimate per location	13	250.00	3,250.00
		Total	$3,250.00

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Liz Niedziela, Transit Program Manager
RE: Fiscal Year (FY) 2014-15 Transportation Development Act (TDA) Matrix - June 2014 – Fairfield and Suisun Transit (FAST), Solano County Transit (SolTrans), Solano Transportation Authority (STA) and City of Vacaville

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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.

The Solano FY 2014-15 TDA fund estimates by jurisdiction are shown on the attached TDA matrix (Attachment A).

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 TDA matrix for FY 2014-15 (Attachment B) will be submitted to the STA Board for approval June 11, 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 were 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.

Last year, 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 Dixon in the amount of $1,114, FAST for $112,547 and Vacaville for $27,540. This year, the actual expenditure were more in line with the estimated amount for FY 2012-13 which suggest that FAST and SolTrans are getting more accurate in estimating both costs and revenues for each route.

Discussion:
For FY 2014-15, the following TDA claims are being brought forward for approval:

Fairfield and Suisun Transit (FAST)
On behalf of FAST, the City of Fairfield is requesting $4,996,642 in TDA funds from Fairfield and Suisun City's local TDA funds. TDA funds in the amount of $3,634,191 will be used for operating and the amount of $1,362,451 will be used for capital projects.

Solano County Transit (SolTrans)
SolTrans is requesting $3,817,357 in local TDA funds covering the Benicia and Vallejo service area. TDA funds in the amount of $2,929,938 will be used for operating and the amount of $887,419 will be used for capital projects.

Solano Transportation Authority (STA)
The STA is requesting $447,586 in TDA funds. TDA funds in the amount of $397,586 will be used for transit program, administration, coordination, and planning. TDA funds in the amount of $50,000 will be claimed against Suisun City TDA share for operating and maintenance cost for the Suisun City AMTRAK station.

The City of Vacaville
The City of Vacaville is requesting $1,739,013 in their local TDA funds. TDA funds in the amount of $999,013 will be used for operating and the amount of $740,000 will be used for capital projects. Vacaville's capital projects include one (1) paratransit bus replacement, transit amenities and fixed route bus CNG upgrades.

The Solano Express Consortium and STA Technical Advisory Committee reviewed the TDA Matrix at their May 27th and May 28th meetings, respectively, and unanimously approved STA staff's recommendation to approve the FY 2014-15 Solano TDA Matrix-June 2014.

Fiscal Impact:
STA is claiming a total of $447,586 in TDA funds for FY 2014-15. The STA is a recipient of TDA funds from each jurisdiction for the purpose of countywide transit planning in the amount of $397,586. TDA funds in the amount of $50,000 will be claimed from Suisun City's share of local TDA as a pass through for Fairfield-Suisun Amtrak to cover annual operating and maintenance costs. With the STA Board approval of the June TDA matrix, it provides the guidance needed by MTC to process the TDA claim submitted by the transit operators and STA.

Recommendation:
Approve the following:

1. Approve the FY 2014-15 Solano TDA Matrix – June 2014 as shown in Attachment B for Fairfield and Suisun Transit, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
2. Approve STA Resolution No. 2014-17 authorizing the filing of a claim with MTC for the allocation of $447,586 TDA funds for FY 2014-15.

Attachments:

A. FY 2014-15 TDA Fund Estimate for Solano County
B. FY 2014-15 Solano TDA Matrix – June 2014
C. STA Resolution No. 2014-17

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.

FY2014-15 TDA Matrix June-14

7-May-14

FY 2014-15

AGENCY	TDA Est from MTC, 2/26/14 (1)	Projected Carryover 2/26/14 (1)	Available for Allocation 2/26/14 (1)	FY2013-14 Allocations after 1/31/14	Paratransit: ADA Subsidized Taxi Phase I (2)	Paratransit: Paratransit	Local Transit: Dixon Readi-Ride	Local Transit: FAST	Local Transit: Rio Vista Delta Breeze (3)	Local Transit: Vacaville City Coach	Local Transit: SolTrans	Intercity: FAST Rt 20	Intercity: FAST Rt 30	Intercity: FAST Rt 40	Intercity: SolTrans Rt. 78	Intercity: SolTrans Rt. 80	Intercity: SolTrans Rt 85	Intercity: FAST Rt. 90	Intercity: FAST Intercity Subtotal (4)	Intercity: SolTrans Intercity Subtotal (4)	STA Planning (6)	Other Swaps (7)	Transit Capital (8)	Total	Balance
Dixon	643,546	524,633	**1,168,179**	5,000	5,000							$ 2,530	$ 30,791	$ 10,041	$ 4,998	$ (582)	$ 7,424	$ 11,695	$ 55,057	$ 11,840	$ 17,566			$ 94,463	1,073,716
Fairfield	3,774,523	1,498,668	**5,273,191**	40,000	40,000	1,380,568		1,569,893				$ 79,035	$ 41,940	$ 127,681	$ 32,944	$ (8,252)	$ 180,034	$ 324,682	$ 573,338	$ 204,726	$ 102,215		1,362,451	$ 5,273,191	0
Rio Vista	265,072	349,274	**614,346**	5,000	5,000							$ -	$ -	$ -	$ -	$ -	$ -	$ -	0	$ -	$ 7,127			$ 17,127	597,219
Suisun City	984,871	-7,932	**976,939**	0	0	184,607		499,123				$ 14,460	$ 6,588	$ 43,912	$ 9,838	$ (2,837)	$ 40,162	$ 104,204	$ 169,164	$ 47,163	$ 26,882	$ 50,000		$ 976,939	0
Vacaville	3,232,799	3,532,629	**6,765,428**	70,000	70,000	347,401				651,612		$ 142,546	$ 63,927	$ 117,119	$ 27,531	$ (5,492)	$ 45,500	$ 111,672	$ 435,264	$ 67,540	$ 88,487		740,000	$ 2,470,305	4,295,123
Vallejo/Benicia (SolTrans)	5,032,663	93,251	**5,125,914**	85,000	85,000	632,759					1,203,892	$ 30,287	$ 32,734	$ 35,095	$ 454,142	$ (41,830)	$ 292,410	$ 45,415	$ 143,531	$ 704,722	$ 137,255		887,419	$ 3,879,578	1,246,336
Solano County	660,883	1,025,533	**1,686,416**	358,000								$ 17,563	$ 10,531	$ 22,062	$ 33,771	$ (7,366)	$ 30,892	$ 38,324	$ 88,480	$ 57,297	$ 18,054			$ 521,831	1,164,585
Total	**14,594,357**	**7,016,056**	**21,610,413**	**563,000**	**205,000**	**2,545,335**	**0**	**2,069,016**	**0**	**651,612**	**1,203,892**	$ 286,420	$ 186,511	$ 355,911	$ 563,224	$ (66,359)	$ 596,422	635,993	$1,464,835	$ 1,093,287	$ 397,586	$ 50,000	$ 2,989,870	$ 13,233,433	8,376,980

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

(1) MTC February 26, 2014 Fund Estimate; Reso 4133; columns I, H, J
(2) Claimant to be determined.
(3) Includes flex routes, paratransit, local subsidized taxi
(4) Consistent with Intercity Transit Funding Agreement and FY2012-13 Reconciliation
(5) Note not used.
(6) Claimed by STA from all agencies per formula; STA memo to Consortium April 15, 2014.
(7) To be claimed by STA for Suisun Amtrak station maintenance.
(8) Transit Capital purchases include bus purchases, maintenance facilities, etc.

RESOLUTION NO. 2014-17

RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY AUTHORIZING THE FILING OF A CLAIM WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FOR FY 2014-15

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

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

WHEREAS, TDA funds from the Local Transportation Fund of Solano County may be required by claimant in Fiscal Year 2014-15 for the purposes of transit operations, paratransit operations, planning, administration, passenger rail service and capital projects; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Solano Transportation Authority Executive Director or his designee is authorized to execute and file an appropriated TDA claim together with all necessary supporting documents, with the Metropolitan Transportation Commission for an allocation of TDA monies in Fiscal Year 2014-15.

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

_____
Osby Davis, Chair
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 11th day of June 2014 by the following vote:

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

Attest: _____
Johanna Masiclat
Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was regularly introduced, passed, and adopted by said Authority at a regular meeting thereof held this 11th day of June 2014.

_____
Daryl K. Halls, Executive Director
Solano Transportation Authority

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Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM: Anthony Adams, Project Assistant
RE: STA Project Delivery Policy Update

Background:
The STA's Project Delivery Department is responsible for the delivery of STA led projects (e.g., I-80/I-680/State Route (SR) 12 Interchange project, SR 12 Jameson Canyon project, Jepson Parkway, etc.), the administration of regional funding programs (e.g. One Bay Area Grant and Active Transportation Program), and monitors the delivery of STA supported & funded projects. The STA Project Delivery Department currently monitors and assists in the delivery and monitoring of millions in active federal, state, regional, and locally funded transportation projects countywide.

STA Project Delivery Assistance
Most project funding comes from federal, state, or regional agencies with STA serving as the administrator and oversight agency. STA project delivery staff helps local agency project sponsors secure their funding from a variety of funding agencies, which often involves supporting local project managers through complex federal, state, regional and local funding program procedures.

When met with critical project delays or deadlines, STA staff assists local sponsors in finding solutions and provides a forum between local staff, MTC, Caltrans, and other funding or oversight agencies. When project sponsors are unable to secure funds or a project's deliverability is in jeopardy, STA staff develops options, such as funding swaps, delivery options, or reprogramming of funding to protect funding from being lost from Solano County and to maintain equity between STA's member agencies.

Discussion:
Updates to MTC's Resolution 3606 Project Delivery Guidelines
STA staff works closely with local project managers to deliver projects under tight deadlines set by the Federal Highway Administration (FHWA), Caltrans, and the Metropolitan Transportation Commission (MTC). Despite the STA staff and the Solano Project Delivery Working Group (PDWG)'s best efforts, some local project sponsors have occasionally been unable to meet various project delivery deadlines. Several of these project sponsors may face the loss of future federal funding as described in MTC's project delivery Resolution 3606, which is summarized below.

Project-Funding Delivery Policy (MTC Resolution No. 3606)
http://www.mtc.ca.gov/funding/delivery/#IV
This policy was updated in early 2014. Key elements of the revised policy include:

- Obligation requests must be submitted to Caltrans Local Assistance by November 1st of the prior year the funds are programmed in the federal Transportation Improvement Program (TIP).
- Funds must be obligated by January 30th of the year programmed in the TIP.
- Local agencies are required to have a Single Point of Contact (SPOC) for each federally obligated project.
- Each SPOC should be self-certified by its local agency as being able to produce federally funded projects.

The intent of this regional delivery policy is to ensure implementing agencies do not lose any funds as a result of missing a federal or state funding deadline, while providing maximum flexibility in delivering transportation projects. MTC has purposefully established regional deadlines to provide the opportunity for implementing agencies, the Bay Area Congestion Management Agencies (CMAs), Caltrans, and MTC to solve potential problems in advance of losing funds due to a missed state or federal deadline.

MTC, Caltrans, and FHWA have a strong argument for establishing project delivery deadlines. Each fiscal year, there are only so many available tax dollars, or Obligation Authority (OA), for transportation projects. Some deadlines have to do with developing a project (e.g., field reviews, environmental clearance, right-of-way clearance, etc.) to the point where a project sponsor can request OA (e.g., Request for Authorization to Proceed, E-76 Request, Allocation Request, etc.). Other deadlines have to do with time periods during the later part of the fiscal year where time runs out to make a request and OA is transferred from Solano County for other counties to spend, then to other regions, then to other states. This is the basis for "use it or lose it" project funding policies.

Recent Applications of MTC's Resolution 3606 & Delayed Projects
Board Item 12.C, "Project Delivery Update" discusses how STA staff helped project sponsors, meet the February 1, 2014 obligation request deadline, develop realistic project delivery schedules and remain in MTC and Caltrans's FY 2013-14 federal obligation plan. Project sponsors who failed to meet the February 1st deadline were assisted by STA in coordinating with MTC and Caltrans to ensure they met the April 30th obligation deadline. More details on project sponsors obligation status and delayed projects can be found in the Project Delivery Update.

Updating STA Project Delivery Policies
STA staff is recommending that the Board approve the attached revised STA Project Delivery Policy for STA Board consideration (Attachment A).

The revised STA Project Delivery Policy includes the following updated goal:

- ~~To protect transportation funding for Solano County projects from being lost to other agencies due to project sponsors failing to meet project delivery deadlines set by MTC, Caltrans, and FHWA.~~
- To assist and facilitate project sponsors in the delivery of transportation projects within Solano County and to prevent funds from being lost due to failing to meet project delivery deadlines set by MTC, Caltrans, and FHWA.

In addition, the revised STA Project Delivery Policy reflects the changes made to MTC's Resolution 3606 and to provide a standardized project reporting process. Changes made to STA Project Delivery Policy include the following:

- Updating project delivery deadlines to match MTC's updated schedule.

- Require Quarterly Progress Reports from project sponsors on the progress of their projects (i.e. changes to phase, phase percent complete, expected milestones, notes).
- Development of a Project Master List, based on MTC Reso 3606 project delivery deadlines
- Inclusion of a requirement for a Single Point of Contact for local agencies obligating federal funds.

Project Management Tracking
STA staff is currently developing an online Project Master List, which includes relevant project delivery milestones, and information pertinent for project delivery. The goal is to have a centralized spreadsheet that will provide a repository for important project delivery information. The online Project Master List will provide an easily accessible and changeable resource for all project sponsors to view and manipulate project data.

The online Project Master List will be the primary database that will inform the online Interactive Project Mapping Tool. This online mapping tool will provide relevant information to the public and decision makers for all projects, funded or associated with STA, within Solano County. A webpage is proposed be created and embedded into STA's existing website which will showcase the progress of transportation improvements within Solano County.

The development of a Project Master List, and its centralized reporting structure, will allow STA to develop a more user-friendly Microsoft (MS) Access database to run reports. Data requests and staff reports often require analysis of spreadsheets, with sometimes less than understandable results. An MS Access database will allow STA staff to query data from the Project Master List and produce reports that are coherent and specific.

This item was a topic for discussion at the May 20th PDWG meeting. Additionally, the TAC, at their meeting of May 28th, unanimously approved this recommendation to approve the Project Delivery Policy Update.

Fiscal Impact:
This policy is intended to promote interaction and information sharing between project sponsors, STA staff, and decision makers, provide a standardized avenue for reprogramming of funding between local agency projects.

Recommendation:
Adopt the STA Project Delivery Policy as shown in Attachment A.

Attachment:
A. STA Project Delivery Policy, 04-15-2014

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Solano Transportation Authority
Project Delivery Policy
~~02-28-2011~~4-15-2014

Overview of STA Project Delivery & Programming

Most project funding does not come directly from the STA itself. Project funding is approved by the STA and then comes from federal, state, or regional funding sources. STA project delivery staff helps local agency project sponsors secure their funding from a variety of funding agencies, which often involves supporting local project managers through complicated federal, state, regional and local funding program procedures.

When met with critical project delays or deadlines, STA staff assists local sponsors through various avenues of recourse, providing a forum between local staff, Metropolitan Transportation Commission (MTC), Caltrans, and other funding or oversight agencies. When project sponsors are unable to secure funds or a project's deliverability is in jeopardy, STA staff develops options, such as funding swaps, delivery options, or reprogramming of funding to protect funding from being lost from Solano County and to maintain equity between STA's member agencies.

Project Delivery Policy Summary

This project delivery policy formalizes the STA's procedures regarding the programming and monitoring of STA funded projects. Other comparable agency project delivery policies focus on strict adherence to increasingly earlier deadlines in an attempt to avoid the next level of government's funding request or project monitoring deadlines. The STA's delivery policies below focus on clear decision points and funding alternatives to implement the funding recommendations taken by the STA Board without earlier deadlines or additional administrative burdens.

Project Delivery Policy Goal:

"To protect transportation funding for Solano County projects from being lost to other agencies due to project sponsors failing to meet project delivery deadlines set by funding partner agencies such as the Metropolitan Transportation Commission (MTC), Caltrans, Federal Highway Administration (FHWA),Federal Transit Administration (FTA) and Air Quality Management Districts."

This project delivery policy accomplishes this goal in several ways:

1. Provides overburdened project sponsors with clear consequences for failing to meet MTC, Caltrans, and FHWA deadlines.
2. Provides clear decision points for the STA Board to and the TAC
3. Provides a framework to develop project funding alternatives, such as fund swaps and deferment of fund shares, for project sponsors struggling with delivery deadlines.
4. Structures incentives into funding alternatives for projects sponsors who request to exercise these alternatives earlier in the process rather than later. The farther a project is from a deadline, the easier it is to create more lucrative funding alternatives. The closer a project sponsor is to failing to meet a deadline, funding alternatives become harder to structure and may result in the complete loss of funds from the struggling project sponsor and the county as a

whole.

Other funding alternatives generally require another project sponsor to be able to use the struggling project sponsor's funds for a project that can meet the deadlines attached to the fund source.

Project funding alternatives include:

- *Rescope a project into smaller phases or reprogram funding to another project within the same local agency*
  This method is preferable to others as it offers the greatest amount of flexibility to shift funding sources and manage project costs, but can only take place earlier in a project's development and early in the funding programming cycle, usually before the fiscal year in which the funding is programmed.

- *Deferment of funding shares to later years or grant cycles*
  This method can preserve equity but will delay the delivery of a project. This can only take place if other projects can spend the deferred funds in earlier years. Reprogramming funds in this nature requires early notice. This is essentially a funding swap without an incentive and can take place as late as October or November of any given fiscal year.

- *Funding swaps on sliding scales from $0.90/$1.00 to as low as $0.50/$1.00 in high-pressure circumstances*
  Funding swaps for federal funds in exchange for local funds can keep a smaller project sponsor's project moving and create an incentive for a larger project sponsor to enter into a swap. The longer a project sponsor waits, the worse the return ratio becomes. This creates incentives for both fund swap parties to enter the swap sooner rather than later. This method can take place as late as February or March of any given fiscal year for STP/CMAQ funded projects.

- *Reprogramming of funding without the possibility of the funding returning to the project sponsor*
  This method is the default method of ensuring a project's funding stays within the county or region. It is the standard method cited in MTC's Resolution 3606. If a project sponsor is too close to an Obligation Authority critical deadline, this is often the only option remaining. This method is often used between March and May of any given fiscal year.

Programming Policies for New Projects: Schedule Review & Approval

1. Prior to the STA Board recommending or approving funding for a project, the STA's Project Delivery Department must receive a reasonable project delivery schedule describing development milestones including but not limited to environmental clearance, final design, right-of-way clearance, ready to advertise & award, complete construction, and funding obligation request and receipt dates.
   1.1. Applicants who do not provide these details will not be recommended by STA project delivery staff for funding approval by the STA Board.
   1.2. The STA's Technical Advisory Committee (TAC) and Project Delivery Working Group (PDWG) will review and recommend the approval of "reasonable" project delivery schedules to the STA Board as part of project funding decisions.
      1.2.1. Standards for reasonable delivery schedules will be developed and recommended by the STA TAC and PDWG for incorporation into this policy document.

1.2.2. Project sponsors will highlight critical review dates regarding reasonable progress towards completing milestones shown in the schedule (e.g., completed field reviews, drafted environmental & technical studies, receipt of agency permits).

Monitoring Policies: Ongoing Schedule & Development Review

2. Based on approved delivery schedules, STA staff will review project delivery progress relative to adopted schedules with the PDWG during regular meetings. Quarterly progress updates on project status, including changes in phase, percent complete, and project notes, will be required. This progress report will be presented by STA staff to the STA Board quarterly.
   2.1. Project milestones will be tracked by STA utilizing a comprehensive project master list, based on MTC's Reso 3606 delivery policies. Any changes to project funding, scope, or timeline should be brought to the attention of STA, who will update the project master list accordingly.
   ~~2.1.~~2.2. Issues raised at the PDWG will be forwarded to the STA TAC and STA Board if critical to the success of the project.
   ~~2.2.~~2.3. STA staff will recommend project scope and funding alternatives based on "Project Funding Alternative Development" policy discussed below.

STA Delivery Assistance: Strategy & Communication Services

3. STA Project Delivery staff will support member agency projects when in discussions with partner funding and permitting agencies 1) if projects are on schedule and 2) do not have PDWG or TAC member identified delivery issues.
   3.1. Issues identified by STA staff not yet reviewed by PDWG and TAC members will be taken into account at the discretion of the STA Director of Projects.
   3.2. STA staff project delivery assistance and support includes but is not limited to:
      3.2.1. Developing a project delivery schedule and funding strategy with local project sponsors prior to STA PDWG and TAC member review.
      3.2.2. Completing Disadvantaged Business Enterprise (DBE) forms for overburdened and smaller agencies.
      3.2.3. Scheduling group project field reviews between Caltrans staff and other project stakeholders.
      3.2.4. Coordinating communication between MTC, Caltrans and local agencies during critical project delivery milestones & deadlines, such as MTC's Resolution 3606 federal funding obligation request (November~~Feb~~ 1) and obligation (~~Apr~~ January 30) annual deadlines.
      3.2.5. Notify project sponsors of changing funding source procedures and deadlines to keep projects on schedule.
      3.2.6. Inform project sponsors through STA PDWG meetings and emails regarding project delivery bulletins and information requests from funding agency partners, such as MTC and Caltrans.
      3.2.7. Develop extension requests for delayed but feasible priority projects.

Project Funding Alternative Development

1. Relative to funding source decision timing, STA staff will present current project delivery information (e.g., project delivery updates), funding alternatives and programming recommendations to the STA PDWG and TAC, prior to STA Board approval.

1.1. Federal Aid Projects

1.1.1. MTC's newly adopted in 2014 Resolution 3606 governs project delivery deadlines for all federal funding shown in the Transportation Improvement Program (TIP) for the Bay Area's federally funded transportation projects. Relative to its delivery deadlines, STA staff will discuss project delivery progress at STA PDWG and TAC meetings two months prior to reaching MTC Reso. 3606 deadlines. The approximate dates of these progress checks are described below:

~~1.1.1.1. Disadvantaged Business Enterprise (DBE) program approval (May – June)~~

~~1.1.1.1.1. Failure may lead to rescoping projects or reprogramming funds to later years.~~

~~1.1.1.2.~~1.1.1.1. Field review scheduled (February~~August~~ – ~~October~~April)

~~1.1.1.2.1.~~1.1.1.1.1. Failure may lead to rescoping projects or deferring funds, if alternative projects are available.

~~1.1.1.3.~~1.1.1.2. Environmental Clearance (~~October~~ April – June~~November~~)

~~1.1.1.3.1.~~1.1.1.2.1. Failure may lead to rescoping projects, reprogramming funds to other eligible projects, or project funding swaps at $0.90 to $1.00.

~~1.1.1.4.~~1.1.1.3. Obligation Requests for any phase (September~~November~~ – November~~January~~)

~~1.1.1.4.1.~~1.1.1.3.1. Failure may lead to reprogramming funds to other eligible projects, or project funding swaps at less than $0.90 to $1.00.

~~1.1.1.5.~~1.1.1.4. Authorization/Obligation/E-76 receipt (~~February~~ December – ~~August~~January)

~~1.1.1.5.1.~~1.1.1.4.1. Failure may lead to reprogramming funds to other eligible projects, project funding swaps at less than $0.50 to $1.00, or becoming ineligible for future federal funds pursuant to MTC Reso. 3606.

1.1.2. All federal funding for local transportation projects, including earmarks and Caltrans grant programs, will be tracked by STA Project Delivery Staff with the assistance of PDWG members.

1.2. State funded projects

1.2.1. State Transportation Improvement Program (STIP) projects may mirror federal deadlines if tied to federal funds. Authorization at the state level comes in the form of an "allocation" of state funds from the California Transportation Commission. STA staff monitors project delivery relative to Caltrans Grant Program deadlines and CTC approvals:

1.2.1.1. STIP Programming Review (March - April)

1.2.1.1.1. Failure to provide a project schedule that cannot meet a January (Federalized) or April (State-only) allocation request during the prior calendar year between March and April may result in rescoping the project, funding swaps or the reprogramming of funding to other eligible projects.

1.2.1.2. State allocation funding requests (November – April)

1.2.1.2.1. Failure to provide a project schedule that meets a January (Federalized) or April (State-only) allocation request will be subject to a funding swap at less than $0.90 to $1.00.

1.2.1.2.2. Failure to request an allocation of STIP funding during the fiscal year when funds are programmed will result in a five-year funding delay for the return of these funds to Solano County. STA staff will only recommend the reprogramming of these funds within the next STIP programming period if the project is a priority STA project.

1.3. Regional funding (Bridge Tolls, Air Quality Management District, other regional grants)

1.3.1.These funding sources have quarterly and semi-annual reporting requirements as well as final report performance measure documentation.

1.3.1.1. Failure to provide timely reports may result in becoming ineligible for future funding for a period of one funding cycle, or the reprogramming of funding, if flexibility is available.

Local Public Agency (LPA) Single Point of Contact

~~2.~~ **To further facilitate project delivery and ensure all federal funds in the region are meeting federal and state regulations, requirements and deadlines, every Local Public Agency (LPA) that receives FHWA-administered funds and includes these funds in the federal TIP will need to identify and maintain a staff position that serves as the single point of contact for the implementation of all FHWA-administered funds within that agency. The person in this position must have sufficient knowledge and expertise in the federal-aid delivery process to coordinate issues and questions that may arise from project inception to project close-out. The local public agency is required to identify, maintain and update the contact information for this position at the time of programming changes in the federal TIP. This person will be expected to work closely with FHWA, Caltrans, MTC and STA on all issues related to federal funding for all FHWA-funded projects implemented by the recipient. By applying for and accepting FHWA funds that must be included in the federal TIP, the project sponsor is acknowledging that it has and will maintain the expertise and staff resources necessary to deliver the federal- aid project within the funding timeframe, and meet all federal-aid project requirements.**

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Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Paratransit Coordinating Council (PCC) Membership Status and Appointments

---

Background/Discussion:
The Solano Transportation Authority's (STA) Paratransit Coordination Council (PCC) By-Laws stipulate that there are eleven members on the PCC. Members of the PCC include up to three (3) transit users, two (2) members-at-large, two (2) public agency representatives, and four (4) social service providers. At the March 20, 2014 meeting, there were four (4) vacancies; two (2) for Transit Users, one (1) vacancy for a Member at Large, and one (1) vacancy for Social Services Provider.

STA staff received three PCC interest forms from Ernest Rogers (Attachment A), Emily Flynn (Attachment B) and Kenneth Grover (Attachment C). Ernest Rogers is a resident of Vallejo and has been a transit user for over 15 years. Ernest hopes to provide insight to the PCC as a person with a disability. Emily Flynn, staff member at Independent Living Resources and resident of Fairfield, is an advocate for people with disabilities. Finally, Kenneth Grover is a resident of Benicia and has been a daily transit user for over 20 years.

At the May 15, 2014 meeting, the PCC unanimously approved to forward a recommendation to the STA Board to appoint Ernest Rogers, Emily Flynn and Kenneth Grover to the PCC for a three (3) year term. If appointed by the STA Board, Ernest Rogers will fill the vacancy of Transit User, Emily Flynn will fill the vacancy of Social Services Provider and Kenneth Grover will fill the position of Transit User.

Currently, there is one (1) vacancy for a Member-at-Large. STA staff will continue to recruit to fill the one (1) vacancy.

Recommendation:
Appoint the following PCC Committee Members for a three (3) year term:
1. Ernest Rogers, Transit User;
2. Emily Flynn, Social Service Provider; and
3. Kenneth Grover, Transit User

Attachments:
A. PCC Membership (May 2014)
B. Ernest Roger's PCC Interest Form
C. Emily Flynn's PCC Interest Form
D. Kenneth Grover's PCC Interest Form

ATTACHMENT A

Solano County

Paratransit Coordinating Council

Membership Status

May 2014

Member	Jurisdiction	Agency	Appointed	Term Expires
Edith Thomas	Social Service Provider	Connections 4 Life	March 2012	March 2015
James Williams	Member at Large	Member at Large	December 2012	December 2015
Judy Nash	Public Agency - Education	Solano Community College	April 2013	April 2016
Kyrre Helmersen	Transit User		April 2012	April 2015
Richard Burnett	MTC PAC Representative		December 2012	December 2015
Anne Payne	Social Service Provider	Area Agency on Aging	June 2013	June 2016
Curtis Cole	Public Agency – Health and Social Services	Solano County Mental Health	September 2013	September 2016
Vacant	Social Service Provider			
Vacant	Member at Large			
Vacant	Transit User			
Vacant	Transit User			

ATTACHMENT B

Paratransit Coordinating Council interest

Solano Transportation Authority
...working for you!

CONTACT INFORMATION

Name: Ernest Rogers

Street address: 53 Winslow Ave

City, state, zip: Vallejo, CA 94590

Home phone: 707-654-7220

Work phone: 707-654-7219

Email address: ernestrogers1973@gmail.com

I WOULD LIKE TO FILL THE FOLLOWING POSITION

☑ Transit user (3) ☐ Member-at-large (2) ☐ Public agency (2) ☐ Social service provider (4)

LETTER OF INTEREST TO SERVE ON THE STA'S PARATRANSIT COORDINATING COUNCIL

Summarize the reason you would like to participate in the STA's Paratransit Coordinating Council. Include what experience (paid or volunteer) qualifies you:

Being a transit user I hope to provide a insight from an person who has a disability. Been a rider for over 15 years.

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): Ernest Rogers

Signature: Ernest Rogers

Date: 3/20/2014

Mail this page only, this side intentionally left blank

RESOLUTION NO. 2014-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO VISTA APPROVING THE TRANSPORTATION DEVELOPMENT ACT (TDA) ALLOCATION AND AN ADDENDUM TO THE PREVIOUS ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DELARATION (MND) FOR THE RIO VISTA WATERFRONT FLOOD WALL AND PUBLIC ACCESS PROJECT

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et. seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrian and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the Addendum to the Final Initial Study/Mitigated Negative Declaration (MND) has been prepared in accordance with California Environmental Quality Act (CEQA) guidelines per Section 15164 (b); and

WHEREAS, the City of Rio Vista desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the project described in Attachment B to this resolution, which are the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. The City of Rio Vista declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and that there is no pending or threatened litigation that might adversely affect the project or projects described in **Attachment B** to this resolution, or that might impair the ability of the City of Rio Vista to carry out the project; and

SECTION 2. That the project has been reviewed by the Bicycle Advisory Committee (BAC) for Solano Transportation Authority (STA) BAC and has been approved by MTC to use the countywide BAC; and

SECTION 3. That the City of Rio Vista attests to the accuracy of and approves the statements in **Attachment A** to this resolution; and

SECTION 4. That a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, county wide transportation planning agency, or county association of governments, as the case may be, of Solano County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

PASSED, ADOPTED AND APPROVED this **20th** day of **May 2014** by the following roll call vote:

AYES:	**Councilmembers Hampton, Kubli, Vice Mayor Boulware & Mayor Richardson**
NOES:	**None**
ABSENT:	**Councilmember McCracken**
ABSTAIN:	**None**

ATTEST:

Anna Olea-Moger

Anna Olea-Moger, CMC, City Clerk

Resolution No. 2014-_____
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2014-15 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings
Page 1 of 1

1. That the City of Rio Vista is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the Rio Vista legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Rio Vista has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Rio Vista within the prior five fiscal years.
8. That the project(s) described in Attachment B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Attachment B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B will be completed before the funds expire.
11. That the City of Rio Vista agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2014-15 Applicant: City of Rio Vista

Contact person: Tim Chapa

Mailing Address: One Main Street, Rio Vista, CA. 94571

E-Mail Address: tchapa@ci.rio-vista.ca.us Telephone:707-374-6451

Secondary Contact (in event primary not available) David Melilli

E-Mail Address: dmelilli@ci.rio-vista.ca.us Telephone:707-374-6451, ext. 1116

Short Title Description of Project: Promenade Phase II Project

Amount of claim: $450,000

Functional Description of Project:

ADA access and Bicycle Class I/Pedestrian improvements along the Sacramento River using old city right-of-way connecting immediately to the south of Phase I existing improvements and connecting to Front Street at Logan Street. Improvements include 900 feet concrete and paving stones, with benches, drinking fountains, irrigation, landscape materials, lighting, rock work, and trash receptacles.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning I, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project.

Project Elements: Construction, construction contingency, design, environmental, and planning.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		2014-15 $450,000			$450,000
list all other sources:					
1. City Match	Design $31,000	Env. $30,000			$61,000
2.					
3.					
4.					
Totals					$511,000

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: October 17, 2013	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	Yes
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) September 2015.	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

ATTACHMENT D

Paratransit Coordinating Council interest

Solano Transportation Authority ...working for you!

CONTACT INFORMATION

Name: Kenneth Grover

Street address: 660 W. 2nd St

City, state, zip: Benicia Ca 94510

Home phone: 707-747-1781

Work phone: 707-761-9383

Email address: kcgbenicia@gmail.com

I WOULD LIKE TO FILL THE FOLLOWING POSITION

☑ Transit user (3) ☑ Member-at-large (2) ☐ Public agency (2) ☐ Social service provider (4)

LETTER OF INTEREST TO SERVE ON THE STA'S PARATRANSIT COORDINATING COUNCIL

Summarize the reason you would like to participate in the STA's Paratransit Coordinating Council. Include what experience (paid or volunteer) qualifies you:

Kenny is a daily transit user in a electric wheelchair for over 20 yrs

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed): Ken Grover

Signature:

Date: 3/20/14

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Solano Transportation Authority

DATE: May 30, 2014
TO: STA Board
FROM: Sofia Recalde, Associate Planner
RE: Transportation Development Act (TDA) Article 3 – Rio Vista Waterfront Promenade Project

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Background:
The Transportation Development Act (TDA) is a funding source generated by a 1/4 cent tax on retail sales collected in California's 58 counties. Two percent of the total TDA is dedicated for pedestrian and bicycle projects. This two-percent, referred to as TDA Article 3, is returned to each county to fund bicycle and pedestrian projects. The Metropolitan Transportation Commission (MTC) administers this funding for each of the nine Bay Area counties with assistance from each of the county Congestion Management Agencies (e.g. STA). The STA works with the Pedestrian Advisory Committee (PAC), Bicycle Advisory Committee (BAC) and staff from the seven cities and the County to prioritize projects for potential TDA Article 3 funding.

In March 2013, the STA Board approved the use of $450,000 in TDA Article 3 funds for pedestrian improvements to be completed as part of the Rio Vista Waterfront Promenade Project.

Discussion:
MTC requires applicants to submit a resolution for projects that request the use of TDA Article 3 funds. The City of Rio Vista recently completed its environmental review, which is also necessary to request use of TDA Article 3 funding, and is submitting a resolution (Attachment A) to satisfy this requirement at this time. Upon approval by the STA Board and MTC, the project sponsor for the Rio Vista Waterfront Promenade Project will be able to claim reimbursements for $450,000 in Fiscal Year (FY) 2014-15 TDA Article 3 funds.

Fiscal Impact:
FY 2014-15 TDA Article 3 funds for $450,000 will help complete the construction of the Rio Vista Waterfront Promenade Project. There is sufficient FY 2014-15 TDA funds for this action.

Recommendation:
Approve the following:
1. City of Rio Vista's Resolution No. 2014-025 for FY 2014-15 TDA Article 3 for the Waterfront Promenade Project as specified in Attachment A; and
2. STA Resolution No. 2014-18 approving the submittal of the Countywide Coordinated Claim to the Metropolitan Transportation Commission for the allocation of FY 2014-15 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Solano County.

Attachments:
A. City of Rio Vista Resolution No. 2014-025
B. STA Resolution No. 2014-18

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RESOLUTION NO. 2014-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO VISTA APPROVING THE TRANSPORTATION DEVELOPMENT ACT (TDA) ALLOCATION AND AN ADDENDUM TO THE PREVIOUS ADOPTED INITIAL STUDY/MITIGATED NEGATIVE DELARATION (MND) FOR THE RIO VISTA WATERFRONT FLOOD WALL AND PUBLIC ACCESS PROJECT

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et. seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrian and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the Addendum to the Final Initial Study/Mitigated Negative Declaration (MND) has been prepared in accordance with California Environmental Quality Act (CEQA) guidelines per Section 15164 (b); and

WHEREAS, the City of Rio Vista desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the project described in Attachment B to this resolution, which are the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. The City of Rio Vista declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and that there is no pending or threatened litigation that might adversely affect the project or projects described in **Attachment B** to this resolution, or that might impair the ability of the City of Rio Vista to carry out the project; and

SECTION 2. That the project has been reviewed by the Bicycle Advisory Committee (BAC) for Solano Transportation Authority (STA) BAC and has been approved by MTC to use the countywide BAC; and

SECTION 3. That the City of Rio Vista attests to the accuracy of and approves the statements in **Attachment A** to this resolution; and

SECTION 4. That a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, county wide transportation planning agency, or county association of governments, as the case may be, of Solano County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

PASSED, ADOPTED AND APPROVED this **20th** day of **May 2014** by the following roll call vote:

AYES:	**Councilmembers Hampton, Kubli, Vice Mayor Boulware & Mayor Richardson**
NOES:	**None**
ABSENT:	**Councilmember McCracken**
ABSTAIN:	**None**

ATTEST:

Anna Olea-Moger

Anna Olea-Moger, CMC, City Clerk

Resolution No. 2014-_____
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2014-15 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings
Page 1 of 1

1. That the City of Rio Vista is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the Rio Vista legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the City of Rio Vista has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the City of Rio Vista within the prior five fiscal years.
8. That the project(s) described in Attachment B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Attachment B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B will be completed before the funds expire.
11. That the City of Rio Vista agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

TDA Article 3 Project Application Form

Fiscal Year of this Claim: 2014-15 Applicant: City of Rio Vista

Contact person: Tim Chapa

Mailing Address: One Main Street, Rio Vista, CA. 94571

E-Mail Address: tchapa@ci.rio-vista.ca.us Telephone:707-374-6451

Secondary Contact (in event primary not available) David Melilli

E-Mail Address: dmelilli@ci.rio-vista.ca.us Telephone:707-374-6451, ext. 1116

Short Title Description of Project: Promenade Phase II Project

Amount of claim: $450,000

Functional Description of Project:

ADA access and Bicycle Class I/Pedestrian improvements along the Sacramento River using old city right-of-way connecting immediately to the south of Phase I existing improvements and connecting to Front Street at Logan Street. Improvements include 900 feet concrete and paving stones, with benches, drinking fountains, irrigation, landscape materials, lighting, rock work, and trash receptacles.

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning I, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project.

Project Elements: Construction, construction contingency, design, environmental, and planning.

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		2014-15 $450,000			$450,000
list all other sources:					
1. City Match	Design $31,000	Env. $30,000			$61,000
2.					
3.					
4.					
Totals					$511,000

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	Yes
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: October 17, 2013	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	Yes
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) September 2015.	Yes
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	Yes

ATTACHMENT B

STA RESOLUTION NO. 2014-18

A RESOLUTION OF THE SOLANO TRANSPORTATION AUTHORITY APPROVING THE SUBMITTAL OF THE COUNTYWIDE COORDINATED CLAIM TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2014-15 TDA ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDS TO CLAIMANTS IN SOLANO COUNTY

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 4108 requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the Solano Transportation Authority has undertaken a process in compliance with MTC Resolution No. 4108 for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in Solano County, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in Solano County whose project or projects have been prioritized for inclusion in the fiscal year 2014-15 TDA Article 3 countywide coordinated claim, has forwarded to the Solano Transportation Authority a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

RESOLVED, that the Solano Transportation Authority approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the Solano Transportation Authority approves the submittal to MTC, of the Solano County fiscal year 2014-15 TDA Article 3 countywide, coordinated claim, composed of the following required documents:

A. transmittal letter
B. a certified copy of this resolution, including Attachment A;
C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

Osby Davis, Chair
Solano Transportation Authority

Passed by the Solano Transportation Authority (STA) Board on this 11th day of June, 2014 by the following vote:

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

Attest: _____
Johanna Masiclat
Clerk of the Board

I, Daryl K. Halls, the Solano Transportation Authority Executive Director, do hereby certify that the above and foregoing resolution was introduced, passed, and adopted by said Authority at a regular meeting thereof held this the day of June 11, 2014.

Daryl K. Halls, Executive Director
Solano Transportation Authority

Resolution No. 2014-18

Attachment A

Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2014-15 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in Solano County

	Short Title Description of Project	**TDA Article 3 Amount**
1.	Rio Vista Waterfront Promenade Project	$450,000
	Totals	$450,000

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Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
Alan Glen, STA Project Manager
RE: Dixon West B Street Pedestrian Undercrossing Construction – Contract Amendment

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Background:

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

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

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

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

1. Adopted a Resolution finding the West B Street Undercrossing Project exempt from the California Environmental Quality Act.
2. Adopted a Resolution:
   a. Authorizing the Interim City Manager to execute an agreement between the Solano Transportation Authority (STA) and the City of Dixon for design and construction of the West B Street Undercrossing Project. Subsequent to the City action, the City and STA have executed this Agreement defining roles and responsibilities of each agency (STA will be lead agency for delivery, Dixon will be "sponsoring agency") as well as clarifying the estimated project funding (see Funding below) and establishing the City's Local Match requirement.

Funding:

Funding Sources	TOTAL	Revenue Status
TDA 4/8	$975,000	STA, Coordinated Claim, 06-13-12
TDA 3	$125,000	STA, Coordinated Claim, 04-11-12
TDA 3	$250,000	STA. Coordinated Claim 04-09-14
HPP Earmark	$668,000	TIP 11-24 amendment (SS), 05-25-12
OBAG CMAQ	$1,394,000	
OBAG TE	$1,141,000	CTC October 24th
STIP TE	$1,321,000	CTC October 24th
Dixon Local Match	$1,151,000	Dixon & STA Agreement
	$ 7,025,000	

Construction Management Services:
The STA has previously contracted with Parsons Brinkerhoff to advertise, award and administer the contract. Construction is progressing on schedule with an expected completion by July 15, 2014

Design Support Services:
HDR was previously hired by the City of Dixon to design this project. In 2011, when STA took over responsibility to manage the design and construction of the project, HDR was hired to complete the project design. In July 2013, STA amended HDR's contract to also provide design support during construction. HDR has been effective in their construction support role. This document requests Board approval to increase HDR's total contract to $360,000. The $25,000 increase is needed for construction support needed to complete the project. This additional work was a primary result of the revised plans needed for the Value Engineering change order. In addition, this was added design support necessary during the extraordinary third party coordination with the railroad and the water company.

Fiscal Impact:
The project is being funded by several sources as shown above. The costs for these additional support services will be funded with these funds already allocated to this project. Funds are available for this increased contract authority.

Recommendation:
Authorize the Executive Director to execute a contract amendment with HDR for an amount not-to-exceed $25,000 for a total authorized level of $360,000 to complete design support services during construction.

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Robert Guerrero, Project Manager
RE: Public Private Partnership (P3) SolTrans Implementation

Background:
The STA selected KPMG, after completion of Request for Proposal (RFP) process, 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. This process allowed the assessment of ten transit centers for P3 opportunities and also allowed the STA to access the consultant team.

On May 14, 2014, the STA Board approved the P3 Feasibility Study which included an implementation section that focused on five potential P3 options:

1. Solar Photovoltaic (PV) Facilities
2. Sponsorship/Naming Rights
3. Advertising
4. Parking Fees
5. Operations and Maintenance (O&M)

The Study outlined key steps to implement each option and which transit facility would likely benefit from the P3. Solano Transit (SolTrans) staff has indicated they were interested in pursuing implementing P3 options for Curtola Parkway & Lemon Street Transit Center. This item was reviewed by the SolTrans Board of Directors on May 21st and they have authorized $25,000 to participate in the implementation phase for P3 for the Curtola project.

Discussion:
The estimated budget for implementing P3 options for Curtola/Lemon St. Transit Center is $125,000. STA staff is recommending an amendment to KPMG's contract to assist the STA and SolTrans with the attached scope of work (Attachment A). STA staff is recommending $100,000 from State Transit Assistance Funds (STAF) with a $25,000 local contribution from SolTrans. Attachment B is the SolTrans staff report supporting the approval of the $25,000 match regarding this item.

KPMG has continued to provide quality level of service and expertise related to public and private partnership strategies. This new implementation phase is a logical follow up to their work in completing the STA's P3 Feasibility Study. Amending KPMG's contract to include the proposed scope and budget ensures a seemless transition and a relatively quick way to implement P3 components as part of the Curtola project. SolTrans is scheduled to break ground on the Curtola/Lemon St. Transit Center in late June with a project completion scheduled by summer of 2016. Therefore, the necessity to get this consultant engaged in this follow-up task for Curtola is a priority due to the completion schedule of the upgraded facility.

The P3 Implementation Scope of Work includes procurement tasks related to the five potential P3 options provided above. The P3 Implementation is anticipated to be completed within 20 weeks, with the goal to award a P3 contract upon completion. The type of contract will depend on the market sounding task as explained in Task 2 of the attached scope of work. The P3 Feasibility Study indicated that the potential financial benefits for each of the options vary (see Attachment A: Implementation Strategy- Timeline and Overview of Marketplace Opportunities). However, the Solar PV P3 option alone is estimated to provide an annual cost savings between $100-$150k annually.

This recommendation was approved by the Transit Consortium at their May 27th and approved on 6-2 vote (Fairfield and Vacaville voting no). On May 28th, the STA TAC unanimously voted to support the recommendation.

Fiscal Impact:
The P3 Implementation is recommended to be funded by $100,000 from State Transit Assistance Funds (STAF) and a $25,000 local contribution provided by SolTrans.

Recommendation:
Approve the following:

1. Programming of $100,000 of FY 2014-15 STAF funds for the P3 Implementation Scope of Work as match funding for $25,000 to be provided by SolTrans;
2. Authorize the STA Executive Director to enter into a funding agreement with Soltrans to implement P3 options for the Curtola/Lemon St. Transit Center; and
3. Authorize the STA Executive Director to amend KPMG's existing contract to assist in implementing P3 options as outlined in the Attachment A for an amount not to exceed $125,000.

Attachments:

A. Public Private Partnership (P3) Draft Scope of Work
B. SolTrans May 21st P3 Implementation Staff Report

STA-Soltrans P3 Implementation

Stage 1: Asset Evaluation: Prepare an asset screen of opportunities with participating agencies and identify an initial estimate of cost savings and revenue generation with those assets.

1. Determine objectives and criteria (Approximate duration 2 weeks)

    a. Conduct meetings / interviews with the STA and SolTrans' leadership regarding policy / objectives, criteria and legal / compliance framework; and

    b. In concert with and as approved by the STA and SolTrans, KPMG will identify objectives, establish expectations and develop the analysis framework to evaluate SolTrans assets.

2. Opportunity Identification (Approximate duration 3 weeks)

    a. Conduct an asset scan workshop with the STA and SolTrans leadership to identify preliminary asset opportunities (e.g. fleet, advertising wraps, land swaps, or others);

    b. Draw from national and international leading practices and benchmarks with respect to opportunity identification; and

    c. Develop a preliminary list of new potential revenue generating and/or cost savings asset opportunities categorized over various timeframes.

3. Opportunity Screening (Approximate duration 4 weeks)

    a. Perform a preliminary asset screening portfolio analysis workshop with the STA and SolTrans staff including financial, operational, acceptability, implementation and timing / readiness criteria;

    b. Update the preliminary list of potential revenue generating and/or cost savings asset opportunities following the screening analysis;

    c. Confirm / validate preliminary asset screening portfolio analysis findings with the STA and SolTrans leadership; and

    d. Summarize key findings and confirm a go forward strategy for procurement.

ASSUMPTIONS:

- Participation from STA and SolTrans in meetings and workshops.
- Financial data for assets provided to KPMG by STA and/or SolTrans.
- Total duration for Stage 1 is approximately 3 to 6 weeks.

DRAFT OPTIONS FOR DISCUSSION

DELIVERABLE(s): Summary to include ranges of value estimates associated with potential revenues or cost offset, potential marketability of the asset opportunities, and potential risks.

<u>Stage 2 - Pre-Procurement: Prepare for procurement of identified opportunities with participating public agencies.</u>

1. Prioritize Projects for Implementation (Approximate duration 3 weeks)

    a. Identify the long term goals, policies as well as roles and responsibilities associated with each opportunity as well as those related to bundling.

        i. Establish scope including high level performance specifications.

    b. Assess the specific constraints and opportunities.

        i. Review local policies and restrictions and identify public and private stakeholders.

        ii. Review the matrix previously provided to STA outlining the various commercial structures.

        iii. Assess the pros and cons of each structure and impact of potentially bundling locations/services.

        iv. Coordinate with cities and other agencies, if necessary.

        v. Identify and assess risks and determine who is best able to owns/manages which risk (owner or contractor) based on expertise and municipality comfort and policy.

    c. Draft the key terms of the structure for the interagency agreements needed if bundling/services based on long term goals and policies (e.g. O&M, marking, new asset opportunities).

    d. Recommend projects for implementation based on STA/SolTrans criteria.

ASSUMPTIONS:

- Additional opportunities to include in this stage may be identified toward the end of Stage 1.
- Participation by SolTrans leadership and legal counsel to identify policy and procedure concerns as well as overall structure and general terms of any interagency agreements.
- Participation by SolTrans to identify scope as well as high level performance specifications.
- Total duration for Stage 2 is approximately 14 to 20 weeks.

DELIVERABLE(s): Summary to include long term goals, policies, stakeholders, risk matrix, scope with high level performance specifications, key terms for interagency agreements (if needed) and prioritized list of projects.

2. Develop Program Policies (Approximate duration 6 weeks)

    a. Draft an implementation plan up to procurement, including timelines and interim steps.

DRAFT OPTIONS FOR DISCUSSION

i. Prepare a plan outlining milestones, schedule and roles and responsibilities.

ii. Review plan with SolTrans and identify internal staffing needs to accommodate workload changes associated with contracts from approved projects.

iii. Assist SolTrans with the preparation of their interagency agreements, if using a bundled procurement, and in developing terms and agreements.

ASSUMPTIONS:
- SolTrans leadership and legal counsel to provide direction on approval process as well as interagency agreement drafting.
- SolTrans procurement group to review proposed procurement plan including timelines and training needs.

DELIVERABLE(S): Final program implementation plan, template draft of interagency agreements (If needed).

3. Conduct a focused market sounding (Approximate duration 3 weeks)

   a. Evaluate the preferred commercial option with industry participants.

      i. Conduct market sounding for the preferred commercial option.

      ii. Define and conduct an industry review day followed by one-on-one meetings with interested vendors.

      iii. Summarize findings from industry review and modify preferred commercial options based on SolTrans and the STA's decisions.

ASSUMPTIONS:
- Industry day takes place at SolTrans.
- SolTrans leads the industry day with support from the KPMG team.
- KPMG prepares summary.

DELIVERABLE(S): Summary of market sounding.

4. Identify commercial structures with best value and develop commercial, financial and high-level performance specifications (Approximate duration 4 weeks)

   a. Identify data needs to establish performance specifications with SolTrans staff.

   b. Draft term-sheet of commercial option including high-level performance specifications.

ASSUMPTIONS:
- SolTrans engineer or outside consultant provides data needed to establish performance specifications.
- SolTrans legal counsel drafts term sheet. KPMG reviews term sheet.

DRAFT OPTIONS FOR DISCUSSION

- Total duration for Stage 3 is approximately 10 to 14 weeks.

DELIVERABLE(S): Draft of commercial, financial and high-level performance specification for term sheet.

5. Prepare draft procurement documents and evaluation process options (Approximate duration 6 weeks)

    a. Develop a recommended procurement plan (stages and timing).

        i. Determine procurement stages.

        ii. Identify composition and needs of the selection panel (what level of expertise is needed).

        iii. Understand and incorporate policies as they relate to procurement (who is selection official, how many on the panel, which municipality, any industry on the panel, etc).

        iv. Prepare draft procurement schedule for acceptance by SolTrans.

    b. Assist SolTrans in preparing their procurement documents and evaluation Process (RFQ, RFP, draft contracts, etc.).

        i. Benchmark other agencies and prepare white paper on lessons learned and summarize key terms from comparable procurements.

        ii. Review procurement documents drafted by SolTrans and provide comments on key terms.

        iii. Update the procurement schedule and prepare recovery schedules/plans as needed.

        iv. Provide insight and recommendations of evaluation criteria.

        v. Prepare an Evaluation and Selection (E&S) plan based on SolTrans procurement guidance.

ASSUMPTIONS:
- SolTrans procurement group decides on final procurement plan.
- SolTrans leadership identifies procurement policy and identifies selection panel.
- SolTrans legal counsel prepares procurement documents.
- KPMG team reviews procurement documents and provides inputs based on term sheet.

DELIVERABLE(S): Final procurement plan, summary of comments on evaluation criteria, E&S plan and procurement schedule updates.

Stage 3 - Procurement and Award: Execute a procurement process and selection of preferred bidder(s)

DRAFT OPTIONS FOR DISCUSSION

1. Assist SolTrans in releasing the request for qualifications/proposals to the public (Approximate duration 2 weeks)

    a. Prepare draft schedule and review with SolTrans.

    b. After the approval process, update the schedule and prepare recovery schedules/plans as needed.

ASSUMPTIONS: SolTrans procurement group does the advertising and releases the request for qualifications/proposals.

DELIVERABLE(S): Initial procurement schedule and monthly schedule updates.

2. Assist SolTrans in conducting the procurement and evaluating the proposals (Approximate duration 8 weeks)

    a. Provide support to the procurement administrative team and insight to the selection panel during the evaluation of proposals.

ASSUMPTIONS:

- Procurement done by SolTrans procurement group.
- KPMG observes the process and provides support when needed.

DELIVERABLE(S): Summary of procurement responses and summary of comments made during the evaluation.

3. Assist SolTrans in negotiating and awarding the contract(s) (Approximate duration 4 weeks)

    a. Provide support to the procurement administrative team and insights to the SolTrans during negotiations with the selected vendor, stakeholder approval process, as needed, and contract award(s).

ASSUMPTIONS:

- SolTrans does the negotiations and legal review of the contract.
- KPMG team provides negotiation support and assists with compiling materials needed for the approval process.

DELIVERABLE(S): Negotiation summary, summary of comments on the contract(s) and board-style packet(s) if needed.

DRAFT OPTIONS FOR DISCUSSION

Professional Fee Estimates

Stage	Estimated Duration (Weeks)	Estimated Range of Hours	Estimated Fees
1	3 to 6	60 to 80	$21,000 to $28,000
2	14 to 20	340 to 380	$119,000 to $133,000
3	10 to 14	130 to 150	$45,500 to $52,500
	27 to 40	**530 to 610**	**$185,500 to $213,500**

DRAFT OPTIONS FOR DISCUSSION

AGENDA ITEM: 8
BOARD MEETING DATE: MAY 21, 2014

SolTrans
Solano County Transit

TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, EXECUTIVE DIRECTOR
SUBJECT: PUBLIC PRIVATE PARTNERSHIP (P3) PROCUREMENT PLAN FOR THE SOLTRANS CURTOLA PARK AND RIDE HUB
ACTION: MOTION

ISSUE:

The Board is being asked to provide feedback on the draft scope of work for a Public Private Partnership (P3) Procurement Plan that is specific to the SolTrans Curtola Park and Ride Hub, as well as to authorize a $25,000 contribution to the Solano Transportation Authority (STA) for financing the completion of this Plan.

DISCUSSION:

In December 2013, staff provided a brief overview of potential P3 options that could offset future operating and maintenance costs associated with the SolTrans Curtola Park and Ride Hub (PNR Hub). The options presented, as identified through preliminary research conducted by KPMG LLP, included advertising, paid parking, vending, implementation, and/or management of solar infrastructure, and the outsourcing of Operations and Maintenance (O&M) activities. Seeing the value in exploring these options further, the Board then directed the Executive Director to continue a partnership with STA to define the next steps in pursuing public-private partnership opportunities.

As the Agency now prepares to begin construction of the enhanced facility in the next couple of months, staff is concurrently taking steps to pursue opportunities and develop policies for financing its future O&M costs. Consistent with prior Board Direction, staff is seeking Board feedback on a P3 Procurement Plan for procuring private-sector vendors that could potentially invest in the SolTrans Curtola PNR Hub. The draft scope of work for implementing this Plan may be found as Attachment A.

The P3 Procurement Plan will be part of a larger countywide P3 Feasibility Study that is being led by the STA, and KPMG will be retained to complete the Plan for $125,000. Given that this Plan will be specific to the SolTrans Curtola PNR Hub, STA is seeking a $25,000 contribution to finance this effort. The remaining $100,000 will be financed by STA.

FISCAL IMPACT:

The fiscal impact to SolTrans for creating a P3 Procurement Plan is $25,000. This is included in the FY 2014-15 Proposed Operating Budget and will be financed with State grant funds.

PERFORMANCE GOAL:

Goal 1 – Maximize the Safety, Reliability and Efficiency of Transit Services to Allow for Long-Term System Sustainability and Competitiveness for Grants Funds; **Objective A -** Establish Technological Tools and Improved Facilities or Fleet Equipment for Enhancing and Monitoring System Performance; **Strategy iii -** Develop and implement improvements to Curtola Park and Ride Lot.

RECOMMENDATIONS:

1) Direct the Executive Director to finalize the elements contained in the Procurement Plan as shown on Attachment A, per Board feedback.
2) Authorize a $25,000 financial contribution to the STA to finance a P3 Specific Plan for the SolTrans Curtola Park and Ride Hub.
3) Authorize the Executive Director to implement the P3 Procurement Plan, in partnership with STA.

Attachment:

A. Procurement Plan

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Jayne Bauer, Marketing and Legislative Program Manager
RE: Legislative Update

Background:
Each year, STA staff monitors state and federal legislation that pertains to transportation issues. On February 12, 2014, the STA Board approved its 2014 Legislative Priorities and Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2014.

Monthly legislative updates are provided by STA's State and Federal lobbyists for your information (Attachments A and B). A Legislative Bill Matrix listing state bills of interest is available at http://tiny.cc/staleg.

Discussion:
A request was made by the STA Board at their meeting of May 14th for further analysis of Senate Bill **(SB) 1077** (DeSaulnier). The bill would require the Department of Motor Vehicles to develop and implement, by July 1, 2015, a pilot program designed to assess specified issues related to implementing a mileage-based fee in California, with a sunset date of January 1, 2018.

Studies and pilot programs in Iowa, Oregon and Washington State indicate that mileage-based fees could be a viable revenue source, but have technological and institutional challenges impeding implementation. Specifically, SB 1077 would require the California State Transportation Agency to assess issues related to implementing a mileage-based fee to replace the fuel excise tax as a source of transportation funding. The bill specifically states:

> "Methods and data collection usage that minimizes collection of personal information with alternatives to using electronic vehicle location data; processes to ensure privacy and protect data integrity; equipment types and failure contingencies; estimated costs; measures to minimize fraud and tax evasion; which agencies collect data and administer revenue collection; etc."

SB 1077 is sponsored by Transportation California and supported by American Planning Association (California Chapter), the League of California Cities, American Council of Engineering Companies of California, Associated General Contractors, and the California Asphalt Pavement Association. No opposition has been submitted. For further information, Attachment C is the text of SB 1077, amended April 21, 2014; and Attachment D is the May 12th analysis by the Senate Appropriations Committee, which also outlines details regarding Oregon's 2007 pilot program for comparative purposes.

At its meeting of May 28, 2014, the STA TAC discussed SB 1077. TAC members felt they did not have enough information to endorse a Support position, and instead recommended that the STA Board take a Watch position.

Assemblymember Mullin has introduced Assembly Bill **(AB) 2197**. Existing law requires the Department of Motor Vehicles (DMV), upon registering a vehicle, to issue to the owner 2 license plates. Existing law also requires that the license plates be securely fastened to the vehicle for which they are issued, and makes a violation of this requirement a crime.

Sponsored by Metropolitan Transportation Commission (MTC) and the Golden Gate Bridge, Highway and Transportation District (and supported by three statewide police organizations), this bill would require the DMV to develop a temporary license plate system that would become operational on or before July 1, 2015. The bill would authorize vehicle dealers and the DMV to impose fees for temporary license plate processing; would make failure to display temporary license plates an infraction; and would make counterfeiting a temporary license plate a felony. The bill would require the DMV to work directly with motor vehicle dealers to process registration electronically for real time access by law enforcement and toll agencies.

Vehicles without plates allow motorists to avoid detection in criminal activity, traffic and toll violations. In Fiscal Year 2012-13, plateless vehicles drove toll-free across Bay Area bridges 1.4 million times, costing the region about $8 million in uncollected tolls. By creating a new crime and expanding the scope of an existing crime, this bill would impose a state-mandated local program. The bill would make the operation of these requirements and criminal penalties contingent upon the temporary license plate system becoming operational. For further information, Attachment E is the text of AB 2197 amended April 23rd. Attachment F is Assembly Appropriations Committee Analysis from May 6th. Attachment G is an excerpt from MTC's 2014 Report to the State Legislature outlining the Temporary Vehicle License Plate Program and how it would work. Solano County has been a recipient of toll bridge revenues for capital projects and regional transit services. Staff recommends support of AB 2197.

At its meeting of May 28, 2014, the STA TAC discussed AB 2197. TAC members recommended that the STA Board take a Support position.

Fiscal Impact:
None.

Recommendation:
Approve the following positions:

1. *Watch* - Senate Bill (SB) 1077 (DeSaulnier) - To develop a pilot program implementing a Mileage-Based Fee (MBF) in California to replace the state's existing fuel excise tax; and
2. *Support* - Assembly Bill (AB) 2197 (Mullin) – to require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

Attachments:

A. State Legislative Update
B. Federal Legislative Update
C. SB 1077 Amended April 21, 2014
D. SB 1077 Senate Appropriations Committee Analysis May 12, 2014
E. AB 2197 Amended April 23, 2014
F. AB 2197 Assembly Appropriations Committee Analysis May 6, 2014
G. AB 2197 Summary in MTC's 2014 Report to the State Legislature

SHAW/YODER/ANTWIH, inc.
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

June 11, 2014

TO: Board of Directors, Solano Transportation Authority

FM: Joshua W. Shaw, Partner
Matt Robinson, Legislative Advocate
Shaw / Yoder / Antwih, Inc.

RE: STATE LEGISLATIVE UPDATE – June 2014

Legislative Update

On May 13, Governor Brown released the May Revise, which is the annual spring update to the Administration's January budget proposal. The May Revise reflects an increase in overall state revenues by approximately $2.4 billion, which is proposed to fund increased costs for schools, Medi-Cal, public employee retirement, drought relief, the judicial system, and paying down the wall of debt. With regard to transportation funding, no significant changes were made to the January proposal. The Department of Finance updated its projections for the State Transit Assistance fund to $379.6 million for FY 2014-15, an increase of $6 million over the January estimate. The Budget Subcommittees in both houses of the Legislature are done meeting. The Budget Conference Committee (made up of members from both the Senate and Assembly) is meeting to discuss and reconcile items that differ between the two houses' different budget versions, including Cap and Trade. The Legislature has until June 15 to send the final Budget Bill to the Governor for his signature.

May 23 marked the last day for the Senate and Assembly Appropriations Committees to meet and report-out bills introduced in their respective houses. A number of bills, mainly those with significant costs to state and local agencies, were held in the Appropriations Committees, including both bills dealing with the truck weight-fee transfers (see **Other Bills of Interest** on the next page for more detail). May 30 was the last day for the Legislature to hear bills introduced in their house and move them to the other house for consideration in 2014. The Legislature will break for Summer Recess on July 3.

SB 1368 (Wolk), co-sponsored by the Board, with SolTrans, would clarify the authority of Caltrans and the California Transportation Commission to transfer park-and-ride properties to joint powers authorities providing transportation service. Specifically, this bill would allow SolTrans to take possession of the Curtola Park-and-Ride Facility in the City of Vallejo. This bill passed the Senate Floor by a vote of 35-0 on May 27.

Cap and Trade: Three Plans Emerge

The release of the May Revise brought no changes to the Governor's $850 million Cap and Trade plan, which proposes $100 million for sustainable communities implementation, $250 million for high-speed rail, and $50 million for rail modernization.

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1415 L Street, Suite 1000
Sacramento, CA 95814

On May 15, Senate President Pro Tem Darrell Steinberg (D-Sacramento) announced the Senate's long-term proposal, to begin in FY 2015-16 and to provide ongoing funding thereafter for sustainable communities, transit, intercity, and high-speed rail (HSR), by granting each a percentage of the total Cap and Trade revenues. The Senate Plan would direct 20 percent toward sustainable communities and affordable housing near transit, 25 percent to transit agencies for uses related to GHG emission reduction and sustainable communities goals, 20 percent to rail modernization (HSR and intercity rail), 15 percent to low-carbon transportation, and 20 percent to clean energy, natural resources & waste diversion programs. In addition to its long-term plan, the Senate Budget Committee proposed to add $150 million for transit to the Governor's FY 2014-15 proposal; however, the Senate Budget Committee ultimately zeroed out *all* transportation funds from its Cap and Trade action, due to HSR concerns.

At its last meeting of the year on May 22, the Assembly Budget Subcommittee # 3, responsible for transportation and natural resources, approved a one-year plan for the expenditure of Cap and Trade funds, which differs significantly from the Governor's plan. The Assembly's plan provides $400 million for state greenhouse gas reduction programs and $400 million for sustainable communities grants to local agencies, both of which are proposed to be administered by the Strategic Growth Council. The Assembly Plan also proposes $200 million for low-emission vehicle rebates.

Because the Legislature was unable to find a consensus approach to both a near-term and a long-term strategy for distributing Cap and Trade revenues, the issue will be heard in the Budget Conference Committee where it will again be discussed and debated. That being said, resolution will likely come when the Governor, the Senate President Pro Tem, and the Assembly Speaker sit down to negotiate all the critical outstanding elements of the FY 2014-15 Budget. We will continue to update the Board.

California Freight Mobility Plan

On May 9, Caltrans released the administrative draft of the California Freight Mobility Plan, which defines the overall state freight vision and identifies goals, objectives, strategies, performance measures, and a select set of high-priority projects designed to achieve that vision. The first round of comments were due on May 28. Caltrans will release a second draft on June 16 and begin a series of public workshops throughout the state between June 16 and July 24. Workshops will be held in Sacramento on June 17 and Oakland on June 24. Projects of significant importance to the Board, including the identification of State Route 12 as a freight corridor, the I-80/I-680/SR 12 interchange, and the westbound I-80 truck scales, were identified in the plan.

Authority Sponsored Bills

SB 1368 (Wolk) would authorize Caltrans and the CTC to relinquish a park-and-ride lot to a joint powers authority formed for the purposes of providing transportations services. From the Authority's perspective, this bill will ensure state-owned property in Vallejo can be turned over to SolTrans for long-term operation, maintenance and improvements. **The STA Board is the Co-Sponsor of this bill, with SolTrans. This bill passed off the Senate Floor by a vote of 35-0 on May 27. The bill is now in the Assembly.**

Other Bills of Interest

AB 935 (Frazier) would change the composition of the WETA board of directors, adding additional Senate and Assembly appointments. Because the bill specifically authorized the STA to develop the list of nominees for the seat to be appointed from Solano County. **The STA Board Supports this bill**. **This bill was referred to the Senate Transportation and Housing Committee last year. No hearing has yet been set.**

AB 2170 (Mullin) would clarify that a joint powers authority may exercise any power common to the member agencies, including the authority to levy a fee or tax (subject to the requirements of the Constitution). **This bill passed off the Assembly Floor by a vote of 44-26 on April 28. The bill is now in the Senate Governance and Finance Committee.**

AB 2197 (Mullin) would require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles. This bill is sponsored by MTC because it would improve the collection of toll revenues in the Bay Area. The Authority is a recipient of these revenues. **This bill was held on the Assembly Appropriations Committee Suspense File.**

AB 2728 (Perea) would prohibit the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund to reimburse the General Fund for the payment of debt-service on transportation bonds, mainly Proposition 1B. The prohibition in this bill would sunset on January 1, 2019. **This bill was held on the Assembly Appropriations Committee Suspense File. The STA Board Supports this bill.**

SB 556 (Corbett) was amended at one point last year to require *all public agencies*, including public transit systems, to "label" employees and vehicles which are independent contractors or operated by independent contractors with a "NOT A GOVERNMENT EMPLOYEE" or "THE OPERATOR OF THIS VEHICLE IS NOT A GOVERNMENT EMPLOYEE" disclosure.

The STA Board Opposed that version of the bill, due to its adverse impact on transit systems. In the face of substantial opposition around the state, the author narrowed the bill's cope late in the session; it now applies *only to public health or safety service providers*. **The Author's office indicates there is currently no intention to move this bill in 2014.**

SB 1077 (DeSaulnier) would direct the California State Transportation Agency (CalSTA) to develop a pilot program designed to assess specified issues related to implementing a mileage-based fee (MBF) in California to replace the state's existing fuel excise tax by January 1, 2016. The bill would require the CalSTA to assess certain issues related to implementing an MBF, including different methods for calculating mileage and collecting road use information, processes for managing, storing, transmitting, and destroying data to protect the integrity of the data and ensure drivers' privacy, and costs associated with the implementation and operation of the MBF system. **This bill passed the Senate Floor by a vote of 23-11 on May 12. The bill is now in the Assembly. We recommend the STA Board Support this bill.**

SB 1122 (Pavley) would propose a Cap and Trade funding program for the planning and development of sustainable communities strategies, enabling the Strategic Growth Council to manage and award Cap and Trade funding directly to regional agencies on a per capita basis for specified eligible projects. Additionally, this bill would require the Council, in consultation with the Air Resources Board and the metropolitan planning organizations, to establish standards for modeling systems and measurement methods to evaluate the effectiveness of projects and verifying benefits after completion. **This bill was held on the Senate Appropriations Committee Suspense File.**

SB 1151 (Canella) would impose an additional fine of $35 be imposed for specified violations within a school zone and deposit fine revenues in the State Transportation Fund for school zone safety projects within the Active Transportation Program. **This bill passed the Senate Floor by a vote of 32-0 on May 12. The bill is now in the Assembly Transportation Committee. The STA Board Supports this bill.**

SB 1156 (Steinberg) would impose a carbon tax on fuel manufacturers. Under the Cap and Trade program, the manufacturers of transportation fuels are required to begin purchasing GHG emissions allowances on January 1, 2015. The revenues from the sale of these emissions would be available for the state for programs that reduce GHG emissions. This bill would remove transportation fuels from the Cap and Trade program, and instead impose a carbon tax on suppliers of fossil fuels to be deposited in the Carbon Tax Revenue Special Fund to be rebated to taxpayers. This bill may become a vehicle for the Senator's Cap and Trade proposal, as described above. **This bill currently sits in the Senate Governance and Finance Committee, where it was never heard.**

SB 1418 (DeSaulnier) would prohibit the transfer of weight fee revenues from the State Highway Account to the Transportation Debt Service Fund to reimburse the General Fund for the payment of debt-service on transportation bonds, mainly Proposition 1B. This bill would also allocate the money that now remains in the SHA as follows: 56 percent to the State (of which a minimum of 21.5 percent must be used for the SHOPP) and 44 percent to cities and counties. The amount of weight fee revenue transferred each year equates to almost $1 billion. **This bill was held on the Senate Appropriations Committee Suspense File. The STA Board Supports this bill.**

SCA 4 (Liu) and SCA 8 (Corbett) would lower the two-thirds voter threshold to raise taxes to fund transportation projects to fifty-five percent. **The STA Board Supports both of these bills**. One of the bills was subsequently amended to add "strings" to the expenditure of local funds raised with the lowered threshold; the Board should discuss over the coming months its priorities relative to these state impositions. **Both measures are currently in the Senate Appropriations Committee.**

Akin Gump
STRAUSS HAUER & FELD LLP

M E M O R A N D U M

May 28, 2014

To: Solano Transportation Authority

From: Akin Gump Strauss Hauer & Feld LLP

Re: May Report

During the month of May we monitored and reported on developments with the reauthorization of MAP-21 as well as with the appropriations process.

Surface Transportation Reauthorization

The Senate Environment and Public Works Committee approved by voice vote a six-year bill (S. 2322) that would authorize about $265 billion for federal highway programs. The authorization funds the highway program at the current level with a slight increase for inflation. The bill retains the program structure of MAP-21 and does not make significant changes.

Below are some of the highlights of the bill:

Freight Formula Program: The bill establishes a new freight formula program. Under the bill, the Department of Transportation would apportion $400 million among the states in fiscal year 2016 with an increase of $400 million annually after 2016 up to $2 billion in 2020. The bill requires that within one year of enactment, the DOT Secretary shall designate a national freight network based on an inventory of national freight volume, comprised of not more than 27,000 centerline miles of existing roadways that are most critical to the movement of freight. The criteria for designation include: total freight tonnage and value of freight moved; percentage of daily truck traffic; proximity of access to other freight intermodal facilities; population centers, land and maritime ports of entry; and other factors. The bill authorizes the Secretary to expand the primary network by an additional 3,000 centerline miles, and allows states to designate additional miles to close gaps and create first and last mile connections to ports, airports, intermodal connections and borders, limited to ten percent of the mileage designated in the state's primary freight network. Additionally, the bill would expand the network for critical urban freight corridors. A state or a city or metropolitan planning organization in coordination with the State, may designate a road as a critical urban freight corridor if it provides a connection from an intermodal facility to highways, other intermodal facilities or "is important to the movement of freight within the region, as determined by the state, city, or metropolitan planning organization." States can obligate up to ten percent of their apportionment to projects within the

boundaries of public and private freight rail, maritime projects, and intermodal facilities, however, funds must be used only for surface transportation infrastructure necessary to facilitate direct intermodal interchange, transfer, and access into and out of the facility. Eligible activities include planning and construction as well as projects designed to reduce the environmental impacts of freight, railway-highway grade separations, electronic cargo and border security technologies, and intelligent transportation systems.

Projects of National and Regional Significance: The bill authorizes $400 million in contract authority annually for projects of national or regional significance through a TIGER-like competitive grant program to aid in the completion of "critical high-cost surface transportation infrastructure projects." States, local and tribal governments, transit agencies, port authorities and multistate or multi-jurisdictional groups would be eligible to apply for the grants. Projects must have a total cost that is equal to or exceeds $350 million and 30 percent of the state's annual highway apportionment for the most recently completed fiscal year. The minimum grant under the program is $50 million. At least 30 days before notifying an applicant that it is selected for funding, the Secretary must notify Congress. Congress has the right to disapprove a funding recommendation by enacting a joint resolution within 30 days.

TIFIA: An amendment adopted during the Committee markup reduced funding for the Transportation Infrastructure Finance and Innovation Act (TIFIA) program from $1 billion per year to $750 million per year to allow the $250 million in contract authority to fund FHWA research programs. The original bill draft had funded the research programs with general funds rather than contract authority to allow the contract authority to be used to fund the Projects of National and Regional Significance program. The contract authority funding was restored because of a concern by some members that Congress would not be able to identify general funds and the research program would be unfunded or suffer reductions in funding.

The Senate Banking and Commerce Committees must complete work on the transit and safety titles of the bill. Senate Banking Committee Chairman Tim Johnson (D-SD) has said that his Committee will mark up the transit title in early June. The Senate Finance Committee must also identify the revenues to pay for the bill before the full Senate can vote on the bill. Options for supplementing gas tax revenues include generating new revenues through tax reform, increasing and/or indexing gasoline and diesel taxes to inflation, or repealing the gas tax and imposing a wholesale tax on motor fuels. Despite the complexity of identifying a long-term funding source, Chair Boxer has said that she will oppose a short-term extension because she wants to focus on developing a long term solution so as not to risk job losses in the transportation sector.

The Administration continues to warn that the growing insolvency of the Highway Trust Fund will interrupt funding for transportation projects later this summer. On May 7, DOT Secretary

Foxx sent a letter to state DOTs warning them that DOT may delay reimbursement for construction projects to maintain a positive balance in the Highway Trust Fund. Testifying before a May 8 Senate Commerce Committee hearing, he stated that state and local agencies are likely to slow down construction projects in August, unless funds are identified.

The House Transportation and Infrastructure Committee is in the process of drafting a bill. While they have mentioned possibly marking it up in late June, that is not likely to occur. Committee Chairman Bill Shuster recently said that the pressure to prevent insolvency in the Trust Fund may force the adoption of a short-term fix and delay consideration of a long-term reauthorization beyond September 30. House Ways and Means Committee Chairman Dave Camp (R-MI) has stated that he has begun efforts to identify short-term funding.

Fiscal Year 2015 Transportation Appropriations

On May 21, the House Transportation Housing and Urban Development (THUD) Appropriations Committee approved a fiscal year 2015 appropriations bill that would make available $17.1 billion for transportation programs, $727.3 million less than in fiscal year 2014. The bill provides $40.3 billion for highway programs, which is the same as in fiscal year 2014. Transit formula grants would be funded at $8.5 billion, level funding with fiscal year 2014. The bill reduces the Capital Investment Grants (New Starts) from $1.943 billion in fiscal year 2014 to $1.691 billion in fiscal year 2015, a $252 million reduction, which is $819 million below the Administration's request. The funding level for the New Starts program would only provide funding for current full funding grant agreements.

The bill reduces funding for the Transportation Investment Generating Economic Recovery (TIGER) grant program from $600 million to $100 million. Under the House bill, only highway, bridge, port and freight rail projects would be eligible for fiscal year 2015 TIGER grants. An amendment offered by Rep. Betty McCollum (D-MN) to allow transit and passenger rail projects to continue to qualify for TIGER funding was rejected.

The Senate Appropriations Committee has not released its version of the fiscal year 2015 spending bill, but Chair Barbara Mikulski (D-MD) has stated that the Committee will complete action on the bill early in June. The Senate Appropriations Committee has $54.4 billion for THUD spending, about $2.4 billion more than the House Appropriations Committee. The Senate likely will provide more funding than in the House bill for housing, transit and rail programs.

Commuter Tax Benefits

The Senate did not have sufficient votes to end debate on legislation to restore expired tax benefits, which includes a provision to restore tax parity for transit commuters. Provisions in *The Expiring Provisions Improvement Reform and Efficiency (EXPIRE) Act* would increase the monthly exclusion for employer-provided transit and vanpool benefits from $130 to $250, so that it would be the same as the exclusion for employer-provided parking benefits. The provision would also provide retroactive reimbursement by allowing employers to reimburse expenses incurred prior to enactment of the Expire Act by employees for vanpool and transit benefits on a tax-free basis if the commuter's expenses exceeded $130 per month and were not more than $250.

The extenders bill was withdrawn from the Senate floor when a vote to impose cloture failed by a vote of 53 to 40 on May 15. To date, negotiations to limit the amendments and return the bill for floor consideration have failed.

While the Senate bill proposed to extend a number of expired tax provisions, including Research and Development and renewable fuels tax credits, the House elected to consider only a handful of extenders and passed a standalone bill to permanently extend the Research and Development tax credit with support from some Democrats. Because the bill did not include an offset for the loss of revenue, the White House threatened to veto the bill. Following the failed Senate vote, the House delayed consideration of a short list of five additional tax extenders bills, which does not include the tax benefit for commuters. The delayed consideration and the impasse over off-setting the bills may postpone any final action until the lame duck session.

Legislation Introduced

On April 30, Connecticut Senators Richard Blumenthal (D) and Chris Murphy (D) introduced *The Green Bank Act* (S. 2271), legislation to establish a federal bank to provide loans and loan guarantees to finance qualifying clean energy and energy efficiency projects. Energy efficient projects are defined as those that result a reduction of energy use or those that substantially reduce greenhouse gas emissions. The bank would be capitalized at $10 billion. The House companion (H.R. 4522) was introduced by Rep. Christopher Van Hollen (D-MD) and has seven Democratic cosponsors. The legislation is premised on banks currently operating in Connecticut, New York, Vermont, and Hawaii to fund clean energy projects.

On May 21, Senators Tom Coburn (R-OK) and Claire McCaskill (D-MO) introduced *The Orphan Earmarks Act* (S. 2370), to eliminate unused earmarks within the Department of Transportation (DOT). The bill would void earmarks of funds provided by DOT that have 90 percent or more remaining after 10 fiscal years as well as require DOT to submit an annual report on each project that uses earmarked funds and which funds remain available at the end of

each fiscal year. A House companion bill was introduced by Rep. James Lankford (R-OK). The bills were referred to the Senate and House Appropriations Committees. The House bill was subsequently referred to the House Transportation and Infrastructure Committee.

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AMENDED IN SENATE APRIL 21, 2014

SENATE BILL No. 1077

Introduced by Senator DeSaulnier

February 19, 2014

An act to add and repeal Chapter 7 (commencing with Section 3090) of Division 2 of, and to repeal Chapter 7 (commencing with former Section 3100) of Division 2 of, the Vehicle Code, relating to vehicles.

LEGISLATIVE COUNSEL'S DIGEST

SB 1077, as amended, DeSaulnier. Vehicles: ~~vehicle-miles-traveled charges.~~ *mileage-based fee pilot program.*

Existing law establishes the ~~Department of Motor Vehicles and provides for its general powers and duties, including, among other things, the registration of vehicles, the licensing of drivers, and the regulation of vehicles generally.~~ *Transportation Agency, which consists of the Department of the California Highway Patrol, the California Transportation Commission, the Department of Motor Vehicles, the Department of Transportation, the High-Speed Rail Authority, and the Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun.*

This bill would require the ~~Department of Motor Vehicles~~ *agency* to ~~develop and implement,~~ *develop,* by ~~July 1, 2015,~~ *January 1, 2016,* a pilot program designed to assess specified issues related to implementing a ~~vehicle-miles-traveled~~ *mileage-based* fee *(MBF)* in California *to replace the state's existing fuel excise tax. The bill would require the agency, at a minimum, to assess certain issues related to implementing an MBF, including, among others, different methods for calculating mileage and collecting road use information, processes for managing, storing, transmitting, and destroying data to protect the integrity of the*

data and ensure drivers' privacy, and costs associated with the implementation and operation of the MBF system, as specified. The bill would also require the department to prepare and submit a specified report of its findings to the policy and fiscal committees of the Legislature no later than June 30, ~~2016~~ *2017. The bill would require the report to include, among other things, recommendations on how best to implement an MBF, as specified, and recommendations regarding public and private agency access to MBF data that ensures privacy rights as protected by the California Constitution.* The bill would ~~provide that~~ *repeal* these provisions ~~would be repealed~~ on January 1, 2018.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Chapter 7 (commencing with Section 3090) is added to Division 2 of the Vehicle Code, to read:

CHAPTER 7. ~~VEHICLE-MILES-TRAVELED~~ *MILEAGE-BASED* FEE PILOT PROGRAM

3090. (a) The ~~department~~ *Transportation Agency* shall ~~develop and implement,~~ *develop,* by ~~July 1, 2015,~~ *January 1, 2016,* a pilot program designed ~~to assess the following issues related to implementing a vehicle-miles-traveled (VMT) fee in California~~ *to explore various methods for using a mileage-based fee (MBF) to replace the state's existing fuel excise tax. The agency, at a minimum, shall assess the following issues related to implementing an MBF in California*:

(1) Different methods for calculating mileage *and collecting road usage information that include alternatives to using electronic vehicle location data. Any methods considered shall collect the minimum amount of personal information, including location tracking information, necessary to accomplish the goals of the MBF*.

(2) ~~Processes for transmitting~~ *For methods involving vehicle location data, processes for managing, storing, transmitting, and destroying* data to protect the integrity of the data and ensure ~~drivers'~~ *the* privacy *of drivers*.

(3) Types of equipment that may be required of the state and of drivers in order to implement ~~a VMT fee,~~ *an MBF,* including a discussion of the advantages and disadvantages of the ~~equipment~~ *equipment, the privacy implications and considerations of the equipment,* and contingencies in the event of equipment failure.

(4) Estimated costs, both public and private, associated with the initial implementation and ongoing operation of an MBF system.

(5) Processes and security measures necessary to minimize fraud and tax evasion rates.

(6) The appropriate government entities to collect data and handle revenue collection, and the frequency at which charges should be billed or collected.

(b) In developing this pilot program, the agency shall consult with the Department of Motor Vehicles, the Department of Transportation, the Institute of Transportation Studies at the University of California, or any other entity identified by the agency that has expertise in automotive technology, revenue collection, and protecting the public's private information.

~~(b)~~

(c) The ~~department~~ *agency* shall prepare and submit a report of its findings to the appropriate policy and fiscal committees of the Legislature no later than June 30, ~~2016~~ *2017*. The report shall include, but not be limited to, all of the following elements:

(1) Recommendations regarding how to best implement ~~a VMT fee~~ *an MBF* in a manner that minimizes confusion and inconvenience to California's drivers while also ~~ensuring~~ *providing safeguards that ensure* their privacy.

(2) Recommendations regarding public and private agency access, including law enforcement access, to the data collected and stored for purposes of the MBF that ensures individual privacy rights as protected by Section 1 of Article 1 of the California Constitution.

~~(2)~~

(3) Given the technological and institutional demands associated with implementing ~~a VMT fee,~~ *an MBF,* a discussion of different processes that may be used to transition from the fuel tax to ~~a VMT fee~~ *an MBF* over time.

~~(3)~~

(4) A discussion of issues the Legislature may wish to consider when evaluating whether and how to implement ~~a VMT fee~~ *an MBF, including the potential impact of new, rapidly changing technology, such as connected cars, which could provide new and possibly more efficient options for collecting mileage data while protecting the privacy of drivers*.

(5) With the transition from a fuel tax to an MBF, a discussion of protections and safeguards that can be put in place to ensure that the MBF has at least the same level of protection from diversion and the same eligible uses as the fuel taxes being replaced, including consideration of voter approval.

~~(c)~~

(d) This chapter shall remain in effect only until January 1, 2018, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2018, deletes or extends that date.

SEC. 2. Chapter 7 (commencing with former Section 3100) of Division 2 of the Vehicle Code is repealed.

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ATTACHMENT D

BILL ANALYSIS

Senate Appropriations Committee Fiscal Summary
Senator Kevin de León, Chair

SB 1077 (DeSaulnier) - Vehicles: mileage-based fee pilot program.

Amended: April 21, 2014 Policy Vote: T&H 9-0
Urgency: No Mandate: No
Hearing Date: May 12, 2014 Consultant: Mark McKenzie

This bill meets the criteria for referral to the Suspense File.

Bill Summary: SB 1077 would require the Transportation Agency (STA) to develop a pilot program by January 1, 2016 to explore methods for using a mileage-based fee (MBF) that would replace the state's excise tax on gasoline, and assess specified issues related to statewide implementation of a mileage-based fee. The bill would also require STA to submit a report to the Legislature by June 30, 2017 that includes specified findings and recommendations related to implementation of an MBF.

Fiscal Impact:

Unknown, likely minor costs to assess specified issues and develop a plan for conducting a pilot in 2014-15. Staff notes that the Department of Transportation (Caltrans), through administrative action, has initiated efforts to gather information and make recommendations for developing a mileage-based fee pilot program. (State Highway Account)

Unknown costs, likely over $1 million annually through 2016-17, to conduct lab and field testing of equipment and implement the pilot program. (State Highway Account)

Estimated costs of $50,000 to $100,000 in 2016-17 to prepare and submit the report to the Legislature. (State Highway Account)

Background: Mileage-based fees, also referred to as vehicle-miles travelled (VMT) fees, have received increased attention in recent years as a potential alternative to the fuel tax as source of transportation funding. Several comprehensive studies and pilot programs have been completed to date, including an academic research study in Iowa and pilot programs in Oregon and Washington State. These studies indicate that VMT could be a viable revenue source, but also identify

technological and institutional challenges to implementing a comprehensive VMT program. A measure was recently enacted in Oregon (Senate Bill 810, 2013 Regular Session) to implement a voluntary program that would allow 5,000 vehicle owners to pay a per-mile road charge of 1.5 cents per mile in lieu of a fuel tax, beginning in 2015.

Proposed Law: SB 1077 would require STA to develop an MBF pilot program by January 1, 2016 to assess the following issues related to implementing an MBF in California to replace the fuel excise tax as a source of transportation funding:

- Methods for calculating mileage and collecting road usage information that minimizes the collection of personal information and includes alternatives to using electronic vehicle location data.
- Processes for managing, storing, transmitting, and destroying data to ensure privacy and protect the integrity of the data.
- Types of equipment that may be required by individuals and state agencies in order to implement an MBF, including an assessment of the advantages and disadvantages, privacy considerations, and contingencies for failure related to any necessary equipment.
- Estimated costs, both public and private, associated with the initial implementation and ongoing operation of an MBF system.
- Processes and security measures necessary to minimize fraud and tax evasion.
- The appropriate government entities to collect data and administer revenue collection, and the frequency of billing and collecting MBF charges.

The bill requires the STA to consult with the following entities to develop the pilot program: the Department of Motor Vehicles (DMV), Caltrans, the Institute of Transportation Studies at the University of California, or any other entity that has expertise in automotive technology, revenue collection, and protecting the public's private information.

SB 1077 would also require STA to submit a report of its findings to the Legislature by June 30, 2017 that includes the following elements:

- Recommendations for implementing an MBF in a manner that minimizes driver confusion and inconvenience while

safeguarding privacy.

Recommendations regarding access to collected and stored MBF data by public and private agencies, including law enforcement, that ensures the protection of individual privacy rights, as specified in the California Constitution.

A discussion of various processes for transitioning from a fuel excise tax to an MBF over time, given the technological and institutional demands associated with implementation.

A discussion of issues the Legislature may wish to consider when evaluating whether and how to implement an MBF, including emerging vehicle technologies that may provide efficient options for collecting mileage data while protecting the privacy of drivers.

A discussion of protections and safeguards that may be enacted to ensure that an MBF has protections from diversion and use of the revenues for non-transportation purposes, and the same eligible uses as existing fuel tax revenues, including consideration of voter approval.

This bill would sunset on January 1, 2018.

Related Legislation: SB 1299 (Lowenthal), which was held on this committee's Suspense File in 2010, would have required DMV to develop and implement a pilot program to assess specified issues related to implementing a VMT fee in California that would replace the excise tax on gasoline.

Staff Comments: Costs related to this bill are unknown, but would depend upon the rigor of STA's assessment of issues related to implementing an MBF, and the size and scope of the pilot. STA was unable to provide an estimate of pilot costs at the time of this analysis. Staff assumes that STA or Caltrans would aggregate the results of pilot programs and studies conducted in other jurisdictions and evaluate their applicability to California, survey technology providers to determine available equipment options and infrastructure costs, evaluate various methods for collecting data and ensuring its integrity, assess issues related to phasing in an MBF fee collection system (including when, where, and how often the fees would be collected), and survey the acceptability of such a system among fee payers. Implementation of a pilot program would require recruiting participants, testing of

mileage-recording equipment, methods for fee collection, and the collection, transmission, and maintenance of data. Staff estimates costs to conduct the pilot would likely exceed $1 million, and potentially several million, annually over two fiscal years.

For comparative purposes, Oregon's 2007 pilot program was rather extensive, involving nearly 300 volunteers to evaluate the technological and administrative feasibility of a mileage-based fee using GPS equipment installed in vehicles and data collection via short-range radio frequency to receivers at gas stations. Costs for Oregon's program were approximately $3 million. Oregon's costs for the more recent 2012-13 pilot program that involves approximately 100 participants in three states are unknown. Costs for administering Oregon's forthcoming voluntary per-mile road charge, as noted above, are anticipated to be approximately $1.4 million per year.

AMENDED IN ASSEMBLY APRIL 23, 2014

AMENDED IN ASSEMBLY APRIL 10, 2014

CALIFORNIA LEGISLATURE—2013–14 REGULAR SESSION

ASSEMBLY BILL No. 2197

Introduced by Assembly Member Mullin
(Coauthors: Assembly Members Bonta, Levine, Ting, and Wieckowski)

February 20, 2014

An act to amend Sections 4456.5 and 4463 of, to amend, repeal, and add Sections 4456, 5201, 5202, 5901, and 40610 of, and to add Sections 1686 and 4456.6 to, the Vehicle Code, relating to vehicles.

LEGISLATIVE COUNSEL'S DIGEST

AB 2197, as amended, Mullin. Vehicles: temporary license plates.

Existing law requires the Department of Motor Vehicles (DMV), upon registering a vehicle, to issue to the owner 2 license plates, as specified. Existing law also requires that the license plates be securely fastened to the vehicle for which they are issued, and makes a violation of this requirement a crime.

Existing law requires vehicle dealers and lessor-retailers to attach numbered report-of-sale forms issued by the DMV to a vehicle at the time of sale, and to submit to the DMV an application for registration of the vehicle, and the applicable fees, within a specified period after the date of sale.

This bill would require the DMV to ~~issue a request for proposals on or before April 1, 2015,~~ *contract with a private industry partner* for the development of a temporary license plate system ~~that would become operational on or before July 1, 2015, and that would~~ *to* enable vehicle

dealers and lessor-retailers to print temporary license plates on weatherproof paper or other media selected by the DMV. The bill would *require the DMV to ensure that the system is operational on or before January 1, 2016.*

This bill would also require*, commencing January 1, 2016,* a motor vehicle dealer or lessor-retailer to install temporary license plates at the time of sale, and to electronically record and transmit certain information to the temporary license plate system, including the temporary license plates' number and vehicle's make and model. The bill would authorize vehicle dealers and the DMV to impose fees for temporary license plate processing, as specified. The bill would make failure to display temporary license plates an infraction, and would make counterfeiting a temporary license plate a felony, as specified. By creating a new crime and expanding the scope of an existing crime, this bill would impose a state-mandated local program. ~~The bill would make the operation of these requirements and criminal penalties contingent upon the temporary license plate system becoming operational.~~ The bill would also make other related and conforming changes.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) California is one of the few states in the nation where a purchaser may lawfully leave the motor vehicle dealership after buying a new vehicle with no uniquely identifiable license plate mounted on the vehicle.

(b) State law permits a vehicle to be driven for up to 90 days before it must be registered with permanent license plates mounted on the vehicle.

(c) While state law requires that a vehicle owner install permanent license plates on a vehicle upon receipt of those plates,

law enforcement cannot readily determine from a distance the date by which a vehicle should have its plates installed.

(d) The lack of license plates on hundreds of thousands of vehicles across the state is a threat to public safety as it hampers the ability of law enforcement to solve crimes, identify stolen vehicles, and locate wanted persons and vehicles using modern technology, such as automated license plate readers, surveillance cameras, or photo enforcement systems.

(e) The lack of temporary license plates is also the greatest cause of toll evasion in California. In the 2012–13 fiscal year, California's toll roads and bridges lost approximately $12 million in uncollected tolls from drivers who evaded tolls by driving vehicles without license plates.

(f) In 2011, the Legislature enacted Assembly Bill 1215, which requires all new motor vehicle dealerships to participate in the Business Partner Automation Program and to conduct all vehicle registrations and related transactions electronically.

(g) Electronic vehicle registration results in faster delivery of license plates to vehicle owners, but hundreds of thousands of vehicles continue to be driven each day on the roads and highways without license plates.

(h) To improve public safety and reduce toll evasion, the Legislature intends to further expand the Business Partner Automation Program to establish a statewide temporary license plate program under which every vehicle sold in California without permanent license plates attached will be equipped with temporary license plates that bear a unique identification number and expiration date, and that will be placed in the license plate location on the front and rear of the vehicle.

SEC. 2. Section 1686 is added to the Vehicle Code, to read:

1686. (a) The department shall~~, on or before April 1, 2015, issue a request for proposals for the development of a temporary license plate system that shall become~~ *contract with a private industry partner for the development of a temporary license plate system, and shall ensure that the system becomes* operational on or before ~~July 1, 2015, and that~~ *January 1, 2016. The temporary license plate system* shall enable vehicle dealers and lessor-retailers and any other similar entities authorized by the department pursuant to regulation to print temporary license plates on weatherproof paper or other media selected by the department pursuant to

subdivision (d) of Section 4456.6, using a standard laser printer at the point of sale. A system user shall electronically record and transmit to the temporary license plate system the vehicle and owner identification information required by Section 4456.6.

(b) The department shall issue a request for proposals for the development of the temporary license plate system on or before April 1, 2015.

~~(b)~~

(c) The department may impose a fee on vehicle dealers and lessor-retailers for processing temporary license plates that does not exceed the reasonable costs to the department of procuring and maintaining the system.

~~(c)~~

(d) (1) Access to the temporary license plate system shall be restricted to authorized users of the department's vehicle registration database.

(2) The temporary license plate system shall be designed to allow access by law enforcement officers from their vehicles using the California Law Enforcement Telecommunications System.

(3) Access to the temporary license plate system shall be provided only by first-line service providers, as defined in subdivision (b) of Section 1685, that are authorized by the department to provide access to the system.

~~(d)~~

(e) The temporary license plate system shall transmit vehicle, temporary plate license number, and ownership information to the department's vehicle registration database within two working days.

~~(e)~~

(f) A dealer or lessor-retailer shall issue temporary license plates at the point of sale of any vehicle that is sold without permanent license plates mounted on the vehicle.

~~(f) Any requirement or criminal penalty related to the use of the temporary license plate system and temporary license plates shall be contingent upon the temporary license plate system becoming operative, including, but not limited to, the requirements and penalties set forth in Sections 4456, 4456.6, 5201, 5202, and 40610.~~

SEC. 3. Section 4456 of the Vehicle Code is amended to read:

4456. (a) When selling a vehicle, dealers and lessor-retailers shall use numbered report-of-sale forms issued by the department. The forms shall be used in accordance with the following terms and conditions:

(1) The dealer or lessor-retailer shall attach for display a copy of the report of sale on the vehicle before the vehicle is delivered to the purchaser.

(2) The dealer or lessor-retailer shall submit to the department an application accompanied by all fees and penalties due for registration or transfer of registration of the vehicle within 30 days from the date of sale, as provided in subdivision (c) of Section 9553, if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle. Penalties due for noncompliance with this paragraph shall be paid by the dealer or lessor-retailer. The dealer or lessor-retailer shall not charge the purchaser for the penalties.

(3) As part of an application to transfer registration of a used vehicle, the dealer or lessor-retailer shall include all of the following information on the certificate of title, application for a duplicate certificate of title, or form prescribed by the department:

(A) Date of sale and report of sale number.

(B) Purchaser's name and address.

(C) Dealer's name, address, number, and signature or signature of authorized agent.

(D) Salesperson number.

(4) If the department returns an application and the application was first received by the department within 30 days of the date of sale of the vehicle if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, the dealer or lessor-retailer shall submit a corrected application to the department within 50 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle, or within 30 days from the date that the application is first returned by the department if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, whichever is later.

(5) If the department returns an application and the application was first received by the department more than 30 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, the dealer or lessor-retailer shall submit a corrected application to the department within 50

days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle.

(6) An application first received by the department more than 50 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle, is subject to the penalties specified in subdivisions (a) and (b) of Section 4456.1.

(7) The dealer or lessor-retailer shall report the sale pursuant to Section 5901.

(b) (1) A transfer that takes place through a dealer conducting a wholesale vehicle auction shall be reported to the department by that dealer on a single form approved by the department. The completed form shall contain, at a minimum, all of the following information:

(A) The name and address of the seller.

(B) The seller's dealer number, if applicable.

(C) The date of delivery to the dealer conducting the auction.

(D) The actual mileage of the vehicle as indicated by the vehicle's odometer at the time of delivery to the dealer conducting the auction.

(E) The name, address, and occupational license number of the dealer conducting the auction.

(F) The name, address, and occupational license number of the buyer.

(G) The signature of the dealer conducting the auction.

(2) Submission of the completed form specified in paragraph (1) to the department shall fully satisfy the requirements of subdivision (a) and subdivision (a) of Section 5901 with respect to the dealer selling at auction and the dealer conducting the auction.

(3) The single form required by this subdivision does not relieve a dealer of any obligation or responsibility that is required by any other provision of law.

(c) A vehicle displaying a copy of the report of sale may be operated without license plates or registration card until either of the following, whichever occurs first:

(1) The license plates and registration card are received by the purchaser.

(2) A 90-day period, commencing with the date of sale of the vehicle, has expired.

~~(d) This section shall become inoperative on the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site, and is repealed on January 1 of the following year.~~

(d) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

SEC. 4. Section 4456 is added to the Vehicle Code, to read:

4456. (a) When selling a vehicle, dealers and lessor-retailers shall use numbered report-of-sale forms issued by the department. The forms shall be used in accordance with the following terms and conditions:

(1) The dealer or lessor-retailer shall attach for display a copy of the report of sale on the vehicle before the vehicle is delivered to the purchaser.

(2) The dealer or lessor-retailer shall submit to the department an application accompanied by all fees and penalties due for registration or transfer of registration of the vehicle within 30 days from the date of sale, as provided in subdivision (c) of Section 9553, if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle. Penalties due for noncompliance with this paragraph shall be paid by the dealer or lessor-retailer. The dealer or lessor-retailer shall not charge the purchaser for the penalties.

(3) As part of an application to transfer registration of a used vehicle, the dealer or lessor-retailer shall include all of the following information on the certificate of title, application for a duplicate certificate of title, or form prescribed by the department:

(A) Date of sale and report of sale number.

(B) Purchaser's name and address.

(C) Dealer's name, address, number, and signature or signature of authorized agent.

(D) Salesperson number.

(4) If the department returns an application and the application was first received by the department within 30 days of the date of sale of the vehicle if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, the dealer or lessor-retailer shall submit a corrected application to the department within 50 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle, or within 30 days from

the date that the application is first returned by the department if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, whichever is later.

(5) If the department returns an application and the application was first received by the department more than 30 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 20 days if the vehicle is a new vehicle, the dealer or lessor-retailer shall submit a corrected application to the department within 50 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle.

(6) An application first received by the department more than 50 days from the date of sale of the vehicle if the vehicle is a used vehicle, and 40 days if the vehicle is a new vehicle, is subject to the penalties specified in subdivisions (a) and (b) of Section 4456.1.

(7) The dealer or lessor-retailer shall report the sale pursuant to Section 5901.

(b) (1) A transfer that takes place through a dealer conducting a wholesale vehicle auction shall be reported to the department by that dealer on a single form approved by the department. The completed form shall contain, at a minimum, all of the following information:

(A) The name and address of the seller.

(B) The seller's dealer number, if applicable.

(C) The date of delivery to the dealer conducting the auction.

(D) The actual mileage of the vehicle as indicated by the vehicle's odometer at the time of delivery to the dealer conducting the auction.

(E) The name, address, and occupational license number of the dealer conducting the auction.

(F) The name, address, and occupational license number of the buyer.

(G) The signature of the dealer conducting the auction.

(2) Submission of the completed form specified in paragraph (1) to the department shall fully satisfy the requirements of subdivision (a) of this section and subdivision (a) of Section 5901 with respect to the dealer selling at auction and the dealer conducting the auction.

(3) The single form required by this subdivision does not relieve a dealer of any obligation or responsibility that is required by any other provision of law.

(c) The dealer or lessor-retailer shall affix a temporary license plate to the front and rear of any vehicle sold without a permanent license plate attached to the vehicle at the time of sale. A vehicle displaying a temporary license plate may be operated without permanent license plates or registration card until either of the following, whichever occurs first:

(1) The permanent license plates and registration card are received by the purchaser.

(2) A 90-day period, commencing with the date of sale of the vehicle, has expired.

(d) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 5. Section 4456.5 of the Vehicle Code is amended to read:

4456.5. (a) A dealer may charge the purchaser or lessee of a vehicle the following charges:

(1) A document processing charge for the preparation and processing of documents, disclosures, and titling, registration, and information security obligations imposed by state and federal law. The dealer document processing charge shall not be represented as a governmental fee.

(A) If a dealer has a contractual agreement with the department to be a private industry partner pursuant to Section 1685, the document processing charge shall not exceed eighty dollars ($80).

(B) If a dealer does not have a contractual agreement with the department to be a private industry partner pursuant to Section 1685, the document processing charge shall not exceed sixty-five dollars ($65).

(2) An electronic filing charge, not to exceed the actual amount the dealer is charged by a first-line service provider for providing license plate processing, postage, and the fees and services authorized pursuant to subdivisions (a) and (d) of Section 1685. The director may establish, through the adoption of regulations, the maximum amount that a first-line service provider may charge a dealer. The electronic filing charge shall not be represented as a governmental fee.

(3) A temporary license plate processing charge that does not exceed the applicable maximum amount established by the

department through the adoption of regulations. The department may adopt different maximum amounts for dealers that have contractual agreements with the department to be private industry partners pursuant to Section 1685 and those that do not, but any maximum amount established by the department shall be reasonably related to the costs of providing these services.

(b) As used in this section, the term "first-line service provider" shall have the same meaning as defined in subdivision (b) of Section 1685.

SEC. 6. Section 4456.6 is added to the Vehicle Code, to read:

4456.6. (a) A motor vehicle dealer shall, at the point of sale, install a temporary license plate in the front and rear license plate holder of a vehicle sold without permanent license plates. The dealer shall electronically record the temporary license plates' number, vehicle identification number, vehicle make, model, and year, and vehicle owner's name and address using an electronic program provided by a first-line service provider, as defined in subdivision (b) of Section 1685. An independent dealer that does not have a contractual agreement with the department to be a private industry partner shall utilize a first-line service provider to access the temporary license plate system.

(b) The temporary license plate is valid for up to 45 days. A temporary license plate may be reissued for the same vehicle by the motor vehicle dealer or the department for an additional 45-day period.

(c) A temporary license plate shall contain, at a minimum, all of the following:

(1) A unique identification number.

(2) The expiration date of the temporary license plate.

(3) The vehicle's make and model.

(d) The department shall designate specifications for the paper or other media upon which the temporary license plate is printed and any other requirements to prevent tampering and counterfeiting. The paper or other media shall be weatherproof so that it maintains its structural integrity, including graphic and data adhesion, in all weather conditions for up to 45 days after being placed on the vehicle.

(e) The unique identification number shall be printed in black ink on white paper or other media consistent with standards adopted

by the department that provide optimal readability by law enforcement and automated license plate recognition systems.

(f) The temporary license plates may include the name of the dealership, if the name does not interfere with the readability of the license plate by law enforcement or by automated license plate recognition systems.

(g) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 7. Section 4463 of the Vehicle Code is amended to read:

4463. (a) A person who, with intent to prejudice, damage, or defraud, commits any of the following acts is guilty of a felony and upon conviction thereof shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or by imprisonment in a county jail for not more than one year:

(1) Alters, forges, counterfeits, or falsifies a certificate of ownership, registration card, certificate, license, license plate, temporary license plate, device issued pursuant to Section 4853, special plate, or permit provided for by this code or a comparable certificate of ownership, registration card, certificate, license, license plate, temporary license plate, device comparable to that issued pursuant to Section 4853, special plate, or permit provided for by a foreign jurisdiction, or alters, forges, counterfeits, or falsifies the document, device, or plate with intent to represent it as issued by the department, or alters, forges, counterfeits, or falsifies with fraudulent intent an endorsement of transfer on a certificate of ownership or other document evidencing ownership, or with fraudulent intent displays or causes or permits to be displayed or have in his or her possession a blank, incomplete, canceled, suspended, revoked, altered, forged, counterfeit, or false certificate of ownership, registration card, certificate, license, license plate, temporary license plate, device issued pursuant to Section 4853, special plate, or permit.

(2) Utters, publishes, passes, or attempts to pass, as true and genuine, a false, altered, forged, or counterfeited matter listed in paragraph (1) knowing it to be false, altered, forged, or counterfeited.

(b) A person who, with intent to prejudice, damage, or defraud, commits any of the following acts is guilty of a misdemeanor, and upon conviction thereof shall be punished by imprisonment in a county jail for six months, a fine of not less than five hundred dollars ($500) and not more than one thousand dollars ($1,000), or both that fine and imprisonment, which penalty shall not be suspended:

(1) Forges, counterfeits, or falsifies a disabled person placard or a comparable placard relating to parking privileges for disabled persons provided for by a foreign jurisdiction, or forges, counterfeits, or falsifies a disabled person placard with intent to represent it as issued by the department.

(2) Passes, or attempts to pass, as true and genuine, a false, forged, or counterfeit disabled person placard knowing it to be false, forged, or counterfeited.

(3) Acquires, possesses, sells, or offers for sale a genuine or counterfeit disabled person placard.

(c) A person who, with fraudulent intent, displays or causes or permits to be displayed a forged, counterfeit, or false disabled person placard, is subject to the issuance of a notice of parking violation imposing a civil penalty of not less than two hundred fifty dollars ($250) and not more than one thousand dollars ($1,000), for which enforcement shall be governed by the procedures set forth in Article 3 (commencing with Section 40200) of Chapter 1 of Division 17 or is guilty of a misdemeanor punishable by imprisonment in a county jail for six months, a fine of not less than two hundred fifty dollars ($250) and not more than one thousand dollars ($1,000), or both that fine and imprisonment, which penalty shall not be suspended.

(d) For purposes of subdivision (b) or (c), “disabled person placard” means a placard issued pursuant to Section 22511.55 or 22511.59.

(e) A person who, with intent to prejudice, damage, or defraud, commits any of the following acts is guilty of an infraction, and upon conviction thereof shall be punished by a fine of not less than one hundred dollars ($100) and not more than two hundred fifty dollars ($250) for a first offense, not less than two hundred fifty dollars ($250) and not more than five hundred dollars ($500) for a second offense, and not less than five hundred dollars ($500)

and not more than one thousand dollars ($1,000) for a third or subsequent offense, which penalty shall not be suspended:

(1) Forges, counterfeits, or falsifies a Clean Air Sticker or a comparable clean air sticker relating to high occupancy vehicle lane privileges provided for by a foreign jurisdiction, or forges, counterfeits, or falsifies a Clean Air Sticker with intent to represent it as issued by the department.

(2) Passes, or attempts to pass, as true and genuine, a false, forged, or counterfeit Clean Air Sticker knowing it to be false, forged, or counterfeited.

(3) Acquires, possesses, sells, or offers for sale a counterfeit Clean Air Sticker.

(4) Acquires, possesses, sells, or offers for sale a genuine Clean Air Sticker separate from the vehicle for which the department issued that sticker.

(f) As used in this section, "Clean Air Sticker" means a label or decal issued pursuant to Sections 5205.5 and 21655.9.

SEC. 8. Section 5201 of the Vehicle Code is amended to read:

5201. (a) License plates shall at all times be securely fastened to the vehicle for which they are issued so as to prevent the plates from swinging, shall be mounted in a position so as to be clearly visible, and so that the characters are upright and display from left to right, and shall be maintained in a condition so as to be clearly legible. The rear license plate shall be mounted not less than 12 inches nor more than 60 inches from the ground, and the front license plate shall be mounted not more than 60 inches from the ground, except as follows:

(1) The rear license plate on a tow truck or repossessor's tow vehicle may be mounted on the left-hand side of the mast assembly at the rear of the cab of the vehicle, not less than 12 inches nor more than 90 inches from the ground.

(2) The rear license plate on a tank vehicle hauling hazardous waste, as defined in Section 25117 of the Health and Safety Code, or asphalt material may be mounted not less than 12 inches nor more than 90 inches from the ground.

(3) The rear license plate on a truck tractor may be mounted at the rear of the cab of the vehicle, but not less than 12 inches nor more than 90 inches from the ground.

(4) The rear license plate of a vehicle designed by the manufacturer for the collection and transportation of garbage,

rubbish, or refuse that is used regularly for the collection and transportation of that material by a person or governmental entity employed to collect, transport, and dispose of garbage, rubbish, or refuse may be mounted not less than 12 inches nor more than 90 inches from the ground.

(5) The rear license plate on a two-axle livestock trailer may be mounted 12 inches or more, but not more than 90 inches, from the ground.

(6) (A) The rear license plate on a dump bed motortruck equipped with a trailing, load bearing swing axle shall be mounted more than 12 inches, but not more than 107 inches, from the ground.

(B) As used in this section, a trailing, load bearing swing axle is an axle which can be moved from a raised position to a position behind the vehicle that allows for the transfer of a portion of the weight of the vehicle and load to the trailing axle.

(b) A covering shall not be used on license plates except as follows:

(1) The installation of a cover over a lawfully parked vehicle to protect it from the weather and the elements does not constitute a violation of this subdivision. A peace officer or other regularly salaried employee of a public agency designated to enforce laws, including local ordinances, relating to the parking of vehicles may temporarily remove so much of the cover as is necessary to inspect any license plate, tab, or indicia of registration on a vehicle.

(2) The installation of a license plate security cover is not a violation of this subdivision if the device does not obstruct or impair the recognition of the license plate information, including, but not limited to, the issuing state, license plate number, and registration tabs, and the cover is limited to the area directly over the top of the registration tabs. No portion of a license plate security cover shall rest over the license plate number.

(c) A casing, shield, frame, border, product, or other device that obstructs or impairs the reading or recognition of a license plate by an electronic device operated by state or local law enforcement, an electronic device operated in connection with a toll road, high-occupancy toll lane, toll bridge, or other toll facility, or a remote emission sensing device, as specified in Sections 44081 and 44081.6 of the Health and Safety Code, shall not be installed on, or affixed to, a vehicle.

(d) (1) It is the intent of the Legislature that an accommodation be made to persons with disabilities and to those persons who regularly transport persons with disabilities, to allow the removal and relocation of wheelchair lifts and wheelchair carriers without the necessity of removing and reattaching the vehicle's rear license plate. Therefore, it is not a violation of this section if the reading or recognition of a rear license plate is obstructed or impaired by a wheelchair lift or wheelchair carrier and all of the following requirements are met:

(A) The owner of the vehicle has been issued a special identification license plate pursuant to Section 5007, or the person using the wheelchair that is carried on the vehicle has been issued a distinguishing placard under Section 22511.55.

(B) (i) The operator of the vehicle displays a decal, designed and issued by the department, that contains the license plate number assigned to the vehicle transporting the wheelchair.

(ii) The decal is displayed on the rear window of the vehicle, in a location determined by the department, in consultation with the Department of the California Highway Patrol, so as to be clearly visible to law enforcement.

(2) Notwithstanding any other law, if a decal is displayed pursuant to this subdivision, the requirements of this code that require the illumination of the license plate and the license plate number do not apply.

(3) The department shall adopt regulations governing the procedures for accepting and approving applications for decals, and issuing decals, authorized by this subdivision.

(4) This subdivision does not apply to a front license plate.

~~(e) This section shall become inoperative on the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site, and is repealed on January 1 of the following year.~~

(e) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

SEC. 9. Section 5201 is added to the Vehicle Code, to read:

5201. (a) License plates, including temporary license plates, shall at all times be securely fastened to the vehicle for which they are issued so as to prevent the plates from swinging, shall be

mounted in a position so as to be clearly visible, and so that the characters are upright and display from left to right, and shall be maintained in a condition so as to be clearly legible. The rear license plate shall be mounted not less than 12 inches nor more than 60 inches from the ground, and the front license plate shall be mounted not more than 60 inches from the ground, except as follows:

(1) The rear license plate on a tow truck or repossessor's tow vehicle may be mounted on the left-hand side of the mast assembly at the rear of the cab of the vehicle, not less than 12 inches nor more than 90 inches from the ground.

(2) The rear license plate on a tank vehicle hauling hazardous waste, as defined in Section 25117 of the Health and Safety Code, or asphalt material may be mounted not less than 12 inches nor more than 90 inches from the ground.

(3) The rear license plate on a truck tractor may be mounted at the rear of the cab of the vehicle, but not less than 12 inches nor more than 90 inches from the ground.

(4) The rear license plate of a vehicle designed by the manufacturer for the collection and transportation of garbage, rubbish, or refuse that is used regularly for the collection and transportation of that material by a person or governmental entity employed to collect, transport, and dispose of garbage, rubbish, or refuse may be mounted not less than 12 inches nor more than 90 inches from the ground.

(5) The rear license plate on a two-axle livestock trailer may be mounted 12 inches or more, but not more than 90 inches, from the ground.

(6) (A) The rear license plate on a dump bed motortruck equipped with a trailing, load bearing swing axle shall be mounted more than 12 inches, but not more than 107 inches, from the ground.

(B) As used in this section, a trailing, load bearing swing axle is an axle which can be moved from a raised position to a position behind the vehicle that allows for the transfer of a portion of the weight of the vehicle and load to the trailing axle.

(b) A person shall replace temporary license plates with permanent license plates upon receipt of the permanent license plates, and shall destroy the temporary license plates at that time.

(c) A covering shall not be used on license plates except as follows:

(1) The installation of a cover over a lawfully parked vehicle to protect it from the weather and the elements does not constitute a violation of this subdivision. A peace officer or other regularly salaried employee of a public agency designated to enforce laws, including local ordinances, relating to the parking of vehicles may temporarily remove so much of the cover as is necessary to inspect any license plate, tab, or indicia of registration on a vehicle.

(2) The installation of a license plate security cover is not a violation of this subdivision if the device does not obstruct or impair the recognition of the license plate information, including, but not limited to, the issuing state, license plate number, and registration tabs, and the cover is limited to the area directly over the top of the registration tabs. No portion of a license plate security cover shall rest over the license plate number.

(d) A casing, shield, frame, border, product, or other device that obstructs or impairs the reading or recognition of a license plate by an electronic device operated by state or local law enforcement, an electronic device operated in connection with a toll road, high-occupancy toll lane, toll bridge, or other toll facility, or a remote emission sensing device, as specified in Sections 44081 and 44081.6 of the Health and Safety Code, shall not be installed on, or affixed to, a vehicle.

(e) (1) It is the intent of the Legislature that an accommodation be made to persons with disabilities and to those persons who regularly transport persons with disabilities, to allow the removal and relocation of wheelchair lifts and wheelchair carriers without the necessity of removing and reattaching the vehicle's rear license plate. Therefore, it is not a violation of this section if the reading or recognition of a rear license plate is obstructed or impaired by a wheelchair lift or wheelchair carrier and all of the following requirements are met:

(A) The owner of the vehicle has been issued a special identification license plate pursuant to Section 5007, or the person using the wheelchair that is carried on the vehicle has been issued a distinguishing placard under Section 22511.55.

(B) (i) The operator of the vehicle displays a decal, designed and issued by the department, that contains the license plate number assigned to the vehicle transporting the wheelchair.

(ii) The decal is displayed on the rear window of the vehicle, in a location determined by the department, in consultation with the Department of the California Highway Patrol, so as to be clearly visible to law enforcement.

(2) Notwithstanding any other law, if a decal is displayed pursuant to this subdivision, the requirements of this code that require the illumination of the license plate and the license plate number do not apply.

(3) The department shall adopt regulations governing the procedures for accepting and approving applications for decals, and issuing decals, authorized by this subdivision.

(4) This subdivision does not apply to a front license plate.

(f) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 10. Section 5202 of the Vehicle Code is amended to read:

5202. (a) A license plate issued by this state or any other jurisdiction within or without the United States shall be attached upon receipt and remain attached during the period of its validity to the vehicle for which it is issued while being operated within this state or during the time the vehicle is being held for sale in this state, or until the time that a vehicle with special or identification plates is no longer entitled to those plates; and a person shall not operate, and an owner shall not knowingly permit to be operated, upon any highway, a vehicle unless the license plate is so attached. A special permit issued in lieu of plates shall be attached and displayed on the vehicle for which the permit was issued during the period of the permit's validity.

~~(b) This section shall become inoperative on the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site, and is repealed on January 1 of the following year.~~

(b) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

SEC. 11. Section 5202 is added to the Vehicle Code, to read:

5202. (a) A license plate issued by this state or any other jurisdiction within or without the United States shall be attached

upon receipt and remain attached during the period of its validity to the vehicle for which it is issued while being operated within this state or during the time the vehicle is being held for sale in this state, or until the time that a vehicle with special or identification plates is no longer entitled to those plates; and a person shall not operate, and an owner shall not knowingly permit to be operated, upon any highway, a vehicle unless the license plate is so attached. A special permit or temporary license plate issued in lieu of permanent license plates shall be attached and displayed on the vehicle until the temporary license plate or the permit expires, or the permanent license plates are received, whichever occurs first.

(b) A violation of this section is an infraction punishable by a base fine of twenty-five dollars ($25) for a first offense and forty dollars ($40) for each subsequent offense in the same year.

(c) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 12. Section 5901 of the Vehicle Code is amended to read:

5901. (a) Every dealer or lessor-retailer, upon transferring by sale, lease, or otherwise any vehicle, whether new or used, of a type subject to registration under this code, shall, not later than the end of the fifth calendar day thereafter not counting the day of sale, give written notice of the transfer to the department at its headquarters upon an appropriate form provided by it.

(b) Except as otherwise provided in this subdivision or in subdivision (c), the dealer or lessor-retailer shall enter on the form and pursuant to Section 32705(a) of Title 49 of the United States Code, on the ownership certificate, the actual mileage of the vehicle as indicated by the vehicle's odometer at the time of the transfer. However, if the vehicle dealer or lessor-retailer has knowledge that the mileage displayed on the odometer is incorrect, the licensee shall indicate on the form on which the mileage is entered that the mileage registered by the odometer is incorrect. A vehicle dealer or lessor-retailer need not give the notice when selling or transferring a new unregistered vehicle to a dealer or lessor-retailer.

(c) When the dealer or lessor-retailer is not in possession of the vehicle that is sold or transferred, the person in physical possession

of the vehicle shall give the information required by subdivision (b).

(d) A sale is deemed completed and consummated when the purchaser of the vehicle has paid the purchase price, or, in lieu thereof, has signed a purchase contract or security agreement, and has taken physical possession or delivery of the vehicle.

~~(e) This section shall become inoperative on the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site, and is repealed on January 1 of the following year.~~

(e) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

SEC. 13. Section 5901 is added to the Vehicle Code, to read:

5901. (a) Every dealer or lessor-retailer, upon transferring by sale, lease, or otherwise any vehicle, whether new or used, of a type subject to registration under this code, shall, on the day of sale, give electronic notice of the transfer to the department in a manner approved by it.

(b) Except as otherwise provided in this subdivision or in subdivision (c), the dealer or lessor-retailer shall enter on an appropriate form and, pursuant to Section 32705(a) of Title 49 of the United States Code, on the ownership certificate, the actual mileage of the vehicle as indicated by the vehicle's odometer at the time of the transfer. However, if the vehicle dealer or lessor-retailer has knowledge that the mileage displayed on the odometer is incorrect, the licensee shall indicate on the form on which the mileage is entered that the mileage registered by the odometer is incorrect. A vehicle dealer or lessor-retailer need not give the notice when selling or transferring a new unregistered vehicle to a dealer or lessor-retailer.

(c) When the dealer or lessor-retailer is not in possession of the vehicle that is sold or transferred, the person in physical possession of the vehicle shall give the information required by subdivision (b).

(d) A sale is deemed completed and consummated when the purchaser of the vehicle has paid the purchase price, or, in lieu thereof, has signed a purchase contract or security agreement, and has taken physical possession or delivery of the vehicle.

(e) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 14. Section 40610 of the Vehicle Code is amended to read:

40610. (a) (1) Except as provided in paragraph (2), if, after an arrest, accident investigation, or other law enforcement action, it appears that a violation has occurred involving a registration, license, all-terrain vehicle safety certificate, or mechanical requirement of this code, and none of the disqualifying conditions set forth in subdivision (b) exist and the investigating officer decides to take enforcement action, the officer shall prepare, in triplicate, and the violator shall sign, a written notice containing the violator's promise to correct the alleged violation and to deliver proof of correction of the violation to the issuing agency.

(2) If any person is arrested for a violation of Section 4454, and none of the disqualifying conditions set forth in subdivision (b) exist, the arresting officer shall prepare, in triplicate, and the violator shall sign, a written notice containing the violator's promise to correct the alleged violation and to deliver proof of correction of the violation to the issuing agency. In lieu of issuing a notice to correct violation pursuant to this section, the officer may issue a notice to appear, as specified in Section 40522.

(b) Pursuant to subdivision (a), a notice to correct violation shall be issued as provided in this section or a notice to appear shall be issued as provided in Section 40522, unless the officer finds any of the following:

(1) Evidence of fraud or persistent neglect.

(2) The violation presents an immediate safety hazard.

(3) The violator does not agree to, or cannot, promptly correct the violation.

(c) If any of the conditions set forth in subdivision (b) exist, the procedures specified in this section or Section 40522 are inapplicable, and the officer may take other appropriate enforcement action.

(d) Except as otherwise provided in subdivision (a), the notice to correct violation shall be on a form approved by the Judicial Council and, in addition to the owner's or operator's address and identifying information, shall contain an estimate of the reasonable

time required for correction and proof of correction of the particular defect, not to exceed 30 days, or 90 days for the all-terrain vehicle safety certificate.

~~(e) This section shall become inoperative on the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site, and is repealed on January 1 of the following year.~~

(e) This section shall remain in effect only until January 1, 2016, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2016, deletes or extends that date.

SEC. 15. Section 40610 is added to the Vehicle Code, to read:

40610. (a) (1) Except as provided in paragraph (2), if, after an arrest, accident investigation, or other law enforcement action, it appears that a violation has occurred involving a registration, license, all-terrain vehicle safety certificate, or mechanical requirement of this code, and none of the disqualifying conditions set forth in subdivision (b) exist and the investigating officer decides to take enforcement action, the officer shall prepare, in triplicate, and the violator shall sign, a written notice containing the violator's promise to correct the alleged violation and to deliver proof of correction of the violation to the issuing agency.

(2) If any person is arrested for a violation of Section 4454, and none of the disqualifying conditions set forth in subdivision (b) exist, the arresting officer shall prepare, in triplicate, and the violator shall sign, a written notice containing the violator's promise to correct the alleged violation and to deliver proof of correction of the violation to the issuing agency. In lieu of issuing a notice to correct violation pursuant to this section, the officer may issue a notice to appear, as specified in Section 40522.

(b) Pursuant to subdivision (a), a notice to correct violation shall be issued as provided in this section or a notice to appear shall be issued as provided in Section 40522, unless the officer finds any of the following:

(1) Evidence of fraud or persistent neglect.

(2) The violation presents an immediate safety hazard.

(3) The violator does not agree to, or cannot, promptly correct the violation.

(4) The vehicle is being operated in violation of Section 5202.

(c) If any of the conditions set forth in subdivision (b) exist, the procedures specified in this section or Section 40522 are inapplicable, and the officer may take other appropriate enforcement action.

(d) Except as otherwise provided in subdivision (a), the notice to correct violation shall be on a form approved by the Judicial Council and, in addition to the owner's or operator's address and identifying information, shall contain an estimate of the reasonable time required for correction and proof of correction of the particular defect, not to exceed 30 days, or 90 days for the all-terrain vehicle safety certificate.

(e) This section shall become operative on ~~the date that the temporary license plate system described in Section 1686 becomes operational and the director prominently posts a declaration to that effect on the department's Internet Web site.~~ *January 1, 2016.*

SEC. 16. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

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ATTACHMENT F

BILL ANALYSIS

Date of Hearing: May 7, 2014

ASSEMBLY COMMITTEE ON APPROPRIATIONS
Mike Gatto, Chair

AB 2197 (Mullin) - As Amended: April 23, 2014

Policy Committee:
TransportationVote:10-1

Urgency: No State Mandated Local Program: Yes Reimbursable: No

SUMMARY

This bill requires vehicles sold or leased without a permanent license plate to be affixed with a temporary license plate (TLP). Specifically, this bill:

1)Requires the DMV, by April 1, 2015, to issue a request for proposal (RFP) with a private industry partner to contract for development of a TLP system, as specified, to become operational by January 1, 2016.

2)Authorizes DMV to impose a fee on dealers and lessors to process TLPs that does not exceed DMV's costs to procure and maintain the system.

3)Authorizes the dealer to charge the vehicle purchaser a TLP processing charge, not to exceed an amount established by DMV through regulations.

4)Requires a dealer to electronically record and transmit to the TLP system vehicle and owner identification information as specified.

5)Allows a vehicle to be operated with a TLP until either the purchaser receives a permanent license plate or a 90-day period following the date of sale of the vehicle has expired.

6)Specifies the contents of a TLP and stipulates that a TLP is valid for up to 45 days, and may be reissued by the dealer for an additional 45 days.

7)Makes counterfeit or forgery of TLPs a felony, punishable to

up to 16 months, two years, or three years in state prison or up to one year in county jail.

8) Stipulates that failure to display TLPs as specified is an infraction, punishable by a base fine of $25 for a first offense to $40 for each subsequent offense.

FISCAL EFFECT

1) DMV preliminarily estimates one-time costs of around $300,000 for programming, development of the RFP and regulations, and contract costs for the system. Based on department forecasts of vehicle sales and assuming 20% of used car sales require temporary plates, revenues to cover these start-up costs and DMV's ongoing costs would be about $2.4 million in 2016-17 and about $5 million annually thereafter, assuming a two-dollar fee on vehicle purchasers. These estimated costs could be significantly reduced to the extent the vendor absorbs the up-front costs of the system and recoups those costs through the transaction fee. DMV indicates that the four months allowed in the bill to issue the RFP and the one year allowed to implement the program are unrealistic timelines.

2) DMV indicates that based on similar systems in place elsewhere, the dealers processing charge to vehicle buyers would be in the range of $5 to $8.

3) Increase in toll revenues to the extent vehicles currently without permanent license plates are avoiding toll collections. (See Comment #2)

COMMENTS

1) Background . At the time of retail sale, the vehicle dealer is responsible for applying to DMV to register a new vehicle and transfer registration for a used vehicle. Before the dealer can deliver the vehicle to the buyer, the dealer must affix to the windshield a report-of-sale notice showing that the vehicle is in the process of being registered, after which the dealer has 20 days for a new vehicle or 30 days for a used vehicle to deliver to DMV the application and fees necessary to register the vehicle in the buyer's name.

SB 46 (Polanco)/Statues of 2001 established the electronic vehicle registration (EVR) program, where motor vehicle

dealers may enter into contracts as DMV business partners for vehicle registration and titling purposes. A business partner either directly, or through a service provider, communicates electronically with DMV to register a vehicle it has sold and then mails license plates, registration cards, and registration stickers to the buyer.

AB 1215 (Blumenfield)/Statutes of 2011, in part required new car dealers to participate in the EVR program, reduced the period a vehicle may operate a vehicle with a report-of-sale notice to 90 days, and required license plates to be attached upon receipt by the vehicle owner. With implementation of AB 1215, industry stakeholders indicate that vehicle owners are now receiving permanent license plates between 14 to 30 days on average following a sale.

2)Purpose . This bill requires development of a statewide TLP system to ensure new and used purchased vehicles are identifiable to law enforcement and toll operators during the period between the point of sale and when permanent license plates are received by the purchaser.

The author asserts that this legislation will save toll authorities millions of dollars in uncollectable toll violations, while also improving public safety by helping law enforcement identify vehicles involved in traffic violations, hit-and-run accidents, and other criminal activity.

In support, the Metropolitan Transportation Commission (MTC) notes "California's electronic toll payment collection system - Fastrak - relies upon a photo of a vehicle's license plate for enforcement. In the San Francisco Bay Area, drivers without plates are enjoying a free ride on the region's eight toll bridges to the tune of almost $8 million in 2012-13."

3)Opposition . The California New Car Dealers Association (CNCDA) writes, "AB 2197 creates a new onerous point of sale temporary license plate system that burdens consumers, vehicle dealers, and DMV with additional costs and effort."

4)Related Legislation . AB 1864 (Daly), pending in the Assembly, reduces, from 90 days to 75 days, the maximum period a purchased vehicle may be operated without license plates or a registration card.

Analysis Prepared by : Chuck Nicol / APPR. / (916) 319-2081

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ATTACHMENT G

Establishing a Temporary Vehicle License Plate Program: AB 2197 (Mullin)

Supported by three statewide police organizations, AB 2197 is an important improvement to public safety. Vehicles without plates allow motorists to avoid detection in criminal activity, traffic and toll violations.

To ensure fairness for the region's toll payers and curb toll cheating on the Bay Area's eight toll bridges by vehicles without plates, MTC and the Golden Gate Bridge, Highway and Transportation District are sponsoring AB 2197 to establish a temporary license plate program in California similar to that in effect in over two dozen states.

In fiscal year 2012–13, vehicles without plates drove toll-free across a Bay Area bridge 1.4 million times, costing the region roughly $8 million in uncollected tolls. That same year, Southern California toll roads and express lanes lost $4 million due to vehicles without plates. Given the increase in new express lanes statewide and the growth of all-electronic tolling, it is time for legislative action.

Toll Bridge & Toll Road Revenue Losses from Vehicles Without Plates

Agency	FY2013-12	FY 2012-11	FY 2011-10
Bay Area Toll Authority	$6,785,212	$4,872,419	$4,340,486
Transportation Corridors Agency	$2,786,048	$2,269,365	$2,071,006
Golden Gate Bridge	$1,100,000	$500,000	$400,000
I-110 and I-10 Express Lanes[1]	$900,000	–	–
Orange County Transportation Authority	$580,025	$467,955	$387,147
South Bay Expressway	$360,000	$380,000	$425,000
STATEWIDE IMPACT	**$12,511,285**	**$8,489,739**	**$7,623,639**

Source: Email survey conducted by MTC in November 2013.
[1]The 110/10 Express Lanes began operation in November 2012.

Current Practice

Current law requires vehicle owners to install permanent license plates upon receipt or within 90 days of purchase, whichever is sooner. Law enforcement cannot easily determine when a vehicle is past its 90 allowable days because there is no visible expiration date on the "report of sale" document taped in the front window of new cars. Many drivers take advantage of this loophole and drive without plates far past the allowable time period.

How Would The Temporary License Plate System Work?

AB 2197 builds on California's successful 11-year-old Business Partner Automation (BPA) Program, in which the DMV approves companies to work directly with motor vehicle dealers to process registration electronically.

The bill requires motor vehicle dealers to work with one of these pre-approved companies to process temporary license plates. Information about the owner and the vehicle would be entered into a "temp tag" database that would be accessible to law enforcement and toll agencies in real time, just like the permanent motor vehicle registration database.

AB 2197 has a growing list of supporters including:

- California Police Chiefs Association
- California State Sheriffs' Association
- Peace Officers Research Association of California
- Riverside County Transportation Commission
- Foothill/Eastern Transportation Corridor Agency
- San Joaquin Hills Transportation Corridor Agency

California is a national outlier with respect to how long we allow vehicles to be driven "anonymously," despite the risk it poses to public safety.

Assembly Bill 2197 would establish a mandatory "temp tag" system, requiring both new and used auto dealers to install temporary tags (Florida example pictured above) at the point of sale so vehicles are identifiable to law enforcement and toll operators. (Photos: Randy Rentschler)

Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM: Elizabeth Niedziela, Transit Program Manager
Tina Spencer, NWC Consultant
RE: STA's Title VI Program - Title VI of the Civil Rights Act of 1964

Background:

On October 1, 2012, the Federal Transit Administration (FTA) released an update to guidance regarding Title VI of the Civil Rights Act of 1964 that provides compliance direction to recipients receiving federal funds. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. The guidance seeks to ensure:

1) The level and quality of service is provided in a nondiscriminatory manner
2) The agency promotes full and fair participation in decision making without regard to race, color and national origin
3) Meaningful access to programs by persons with Limited English Proficiency (LEP)

One component of the new guidance contained in FTA circular C4702.1B is the requirement of direct recipients to monitor and report on the compliance activities of sub-recipients to whom they allocate funds. As a result, in November, 2014, Caltrans notified STA that the Authority would be responsible for complying with these new requirements and established a June 30, 2014 deadline for report submittal. Non-compliance with these new requirements can cause federal funds to be withheld.

In response to this request, STA retained Nancy Whelan Consulting (NWC) to develop a Title VI Program Update to assist STA in complying with Caltrans and FTA requirements. The Title VI Program update represents the first Title VI Program that STA has completed. From this point forward, an update to the program will be required every three years.

Discussion:

FTA Circular C4702.1B provides recipients and sub-recipients of federal financial assistance with guidance and instruction necessary to carry out the U.S. Department of Transportation regulations on Title VI of the Civil Rights Act of 1964. STA receives federal funds for a number of programs and activities, including its general administrative operation, Solano Napa Commuter Information, Safe Routes to School, and the Mobility Management program. However, management of projects in Caltrans or the local jurisdictions' right of way would not be included, as STA is an "implementing agency" not a "project sponsor." For those activities, Caltrans or the local jurisdictions would be responsible for Title VI compliance.

The Title VI compliance guidance indicates that the agency must adopt and submit a Title VI Program every 3 years. This program includes documentation that demonstrates compliance with the following required general elements:

1) Title VI notice to the public that indicates that the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI.
2) Title VI Complaint Policy and instructions to the public on how to file a Title VI complaint, including a copy of the complaint form.
3) List of any Title VI Investigations, lawsuits or complaints filed in the last three years.
4) Public Participation Plan that includes an outreach plan to engage minority and limited English proficient populations along with a summary of recent outreach or engagement efforts.
5) Language Assistance Plan to provide important information for persons with Limited English Proficiency (LEP).
6) Report on racial breakdown of non-elected boards or advisory committees.
7) Board minutes that document board adoption of Title VI program.

An important aspect of the Title VI program is that it must be adopted by the agency's board and integrated in policy and in practice by the agency. As such, the Title VI Program and its associated Complaint Policy, Language Assistance Plan, and Public Participation Plan must become a tenet under which STA operates in order to ensure federal compliance. The Title VI Program commits the agency to undertake activities related to Title VI along with monitoring those activities. This includes updating the Title VI Program every three years that should be included in agency and staff work-plans.

Following approval by the STA Board, these Title VI Program requirements will be implemented or phased in over the next year.

Recommendation:

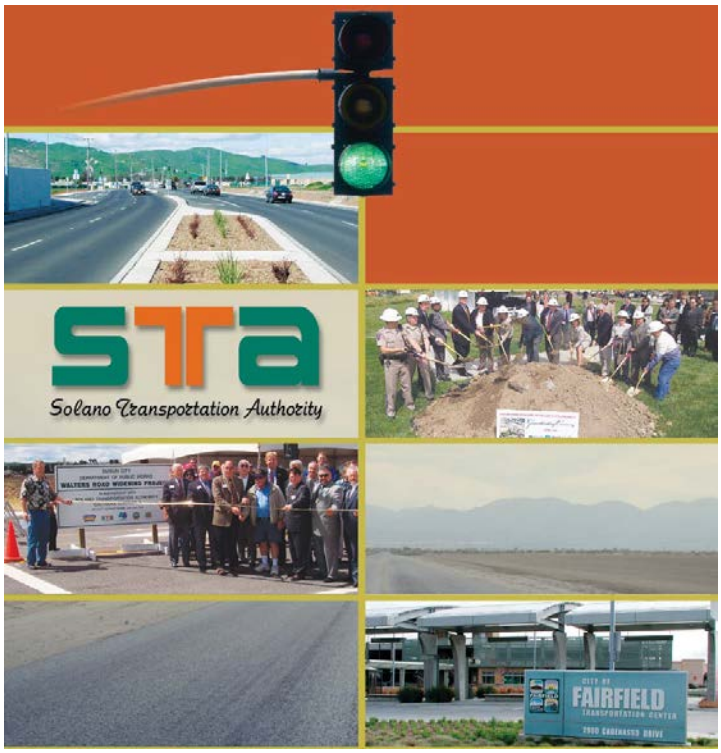
Approve the following:

1. Adopt the STA's 2014 Title VI Program; and
2. Authorize the Executive Director to submit the Title VI Program to Caltrans.

Attachment:

A. STA 2014 Title VI Program Update (June 2014)

Solano Transportation Authority
Title VI Update
June 2014



Solano Transportation Authority
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One Harbor Center, Suite 130

Suisun City, CA 94585

Civil Rights Compliance Officer: Bernadette Curry, Legal Counsel

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1. Introduction:

The Solano Transportation Authority (STA) was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano County. As the Congestion Management Agency (CMA) for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

The STA is responsible for countywide transportation planning, managing and providing transportation programs and services, assisting in the delivering of local jurisdictions transportation projects, and setting transportation priorities within the county. STA also provides direct services to residents through a number of programs including: the Solano Napa Commuter Information program; Safe Routes to School; and ADA Eligibility Assessment.

The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

STA operates programs without regard to race, color, and national origin and is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

The 2014 STA Title VI Program includes the following elements per Appendix A of FTA circular 4702.1B:

- Title VI Notice to Beneficiaries
- Title VI complaint procedures and complaint form
- List of transit-related Title VI investigations, complaints and lawsuits
- Public Participation Plan
- Language Assistance Plan for populations with Limited English Proficiency (LEP)
- Membership of decision making bodies

2. Title VI Notice to Beneficiaries

STA provides the following notice on the STA website in English and will be translated into Spanish:

Title VI Notice

Solano Transportation Authority is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints should be filed as close to the date of the alleged discrimination as possible, but no later than 180 days.

Título VI Aviso

Solano Transportation Authority se compromete a garantizar que ninguna persona está excluida de la participación en o negada los beneficios de sus servicios sobre la base de raza, color u origen nacional, conforme a lo dispuesto por el título VI de la ley de derechos civiles de 1964, en su forma enmendada. Título VI debe ser quejas tan cerca de la fecha de la supuesta discriminación como sea posible, pero no más tarde de 180 días.

3. Title VI Complaint Procedures and Complaint Form

As a recipient of federal dollars, Solano Transportation Authority (STA) is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a nondiscriminatory basis. Solano Transportation Authority has adopted a Title VI Complaint Procedure that outlines a process for the disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B dated October 1, 2012.

1. Filing of Complaints

a. Complaints must be submitted in writing directly to the Solano Transportation Authority's (STA) Compliance Officer, Attn: Bernadette Curry, Legal Counsel at One Harbor Center, Suite 130 Suisun City, CA 94585
b. A complaint form may be obtained from the STA website, through the Clerk of the Board or the Title VI Compliance Officer.
c. A copy of any complaint that is directed to another individual that may allege discrimination based on race, color, or national origin should be sent to the Compliance Officer.
d. In cases where the complainant is unable or incapable of providing a written statement, but wishes STA to investigate alleged discrimination, a verbal complaint of discrimination may be made to STA. If necessary, staff will assist the person in converting verbal complaints to writing. However, a complaint form must be signed by the complainant or his/her representative in order for STA to proceed with an investigation.
e. Complaints that are made to the Federal Transit Administration and forwarded to STA will be handled internally by the Compliance Officer.
f. Complaints should be filed within 180 days of the date of the alleged discrimination. STA reserves the right to reject complaints that are not filed within 180 days.

2. Determination of Jurisdiction and Investigative Merit

a. Based on the information in the complaint, the Compliance Officer will determine if the complaint has sufficient merit to warrant an investigation and if STA has jurisdiction over the action about which the complaint is being filed.
b. A complaint shall be regarded as meriting investigation unless it does not allege exclusion from participation in services or related benefits or denial of benefits based on race, color, or national origin, or is outside of the jurisdiction of STA.
c. Standard procedures for responding to complaints should continue unless the Compliance Officer indicates that a Title VI investigation is warranted.

3. Opportunity to request additional information from complainant

In the event that the complainant has not submitted sufficient information to make a determination of jurisdiction or investigative merit, STA may request additional information from the complainant. This request will require that the party submit the information within sixty (60) working days from the date of the original request. Failure of the complainant to submit additional information within the designated time frame may be considered good cause for a determination that the complaint does not have investigative merit.

4. Notification of Investigation

The Compliance Officer or his/her designee shall notify the complainant, the party charged, and any appropriate STA staff (Executive Director or Legal Counsel) of the results of the decision to begin an investigation.

a. In the event the Compliance Officer decides no investigation is warranted, the appropriate STA department will issue a response to the complaint per standard procedures for responding to complaints.
b. In the event the Compliance Officer in consultation with the Executive Director decides to investigate the complaint, the notification shall state the grounds of STA jurisdiction, inform the parties that an investigation will take place, and request any additional information needed to assist the investigator in preparing for the investigation.
c. When STA lacks jurisdiction, the Compliance Officer shall refer the complaint to the appropriate authority having jurisdiction over the complaint.

5. Investigation of Complaint

a. The Compliance Officer may elect to conduct his/her own investigation of the complaint or to have such an investigation done by his/her designee.
b. If the complaint alleges discrimination by an individual employee or group of employees, the manager of said employee(s) shall be consulted in the investigation. If warranted, the employee(s) in question will be handled according to STA's standard disciplinary policy.

6. Parameters of Investigation

a. The investigation shall be completed within sixty (60) working days after the assignment has been given to the investigator, contingent upon the investigator's workload and resources.
b. A written Investigative report will be prepared by the responsible investigator at the conclusion of the investigation. This report will be reviewed by STA departments that have relevance to the complaint, as well as Legal Counsel.
c. The investigative report will include the following:
    i. Summary of the complaint, including a statement of the issues raised by the complainant and the respondent's reply to each of the allegations;
    ii. Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted; and
    iii. A statement of the investigator's findings and recommendations.

7. Disposition of Complaint

a. The disposition of the complaint will be communicated to the complainant by letter. In addition, a rationale supporting the decision and any recommendations will be included in the letter.
b. The complainant may request reconsideration of STA's findings within fifteen (15) days of the notice of disposition of the complaint. This request should include any additional information or analysis the complainant considers relevant. The Compliance Officer will inform the complainant of his/her decision to accept or reject the request within thirty (30) days after its receipt.
c. In cases in which a request for reconsideration is approved, the responsible investigator will reopen the investigation and proceed to process the complaint in the same manner described above. In cases in which a request for reconsideration is not approved, the complainant can seek further recourse by registering his/her complaint with the Office of Civil Rights of the Federal Transit Administration, 1200 New Jersey Ave. SE, Washington, DC 20590.

Title VI Complaint Form

Solano Transportation Authority is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints should be filed as close to the date of the alleged discrimination as possible, but no later than 180 days from the date Complainant becomes aware, or should have become aware of the alleged discrimination. The following information is necessary to assist us in processing your complaint.

Section I: Contact Information				
Name:				
Address:				
Telephone (Home):		**Telephone (Work):**		
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		**Audio Tape**	
	TDD		**Other**	

Section II: Filing for Another Person		
Are you filing this complaint on your own behalf?	Yes*	No
*If you answered "yes" to this question, go to Section III.		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party: _____		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No

Section III: Discrimination Complaint

I believe the discrimination I experienced was based on (check all that apply):

[ ] Race [ ] Color [ ] National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, use additional sheets.

_____

_____		
Section IV: Previous or Existing Complaints or Lawsuits		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [ ] Yes [ ] No If yes, check all that apply: [ ] Federal Agency: _____ [ ] Federal Court _____ [ ] State Agency _____ [ ] State Court _____ [ ] Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section V: Signature		
Please sign below to attest to the truthfulness of the above. You may attach any written materials or other information that you think is relevant to your complaint. _____ _____ Signature Date		

Please submit this form in person at the address below, or mail this form to:
STA Title VI Compliance Officer [Attn: Bernadette Curry, Legal Counsel]
One Harbor Center, Suite 130
Suisun City, CA 94585

Note: A complaint also may be filed with: Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

4. List of Transit Related Title VI Investigations, Complaints and Lawsuits

No Title VI investigations, complaints or lawsuits have been filed against STA. Complaints, if any, are tracked in the following format.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Public Participation Plan

Prepared by Nancy Whelan Consulting
May 2014

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EXECUTIVE SUMMARY

In order to carry out its mission to its fullest potential, STA receives input from all of its stakeholders, regardless of race, language or socioeconomic status.

Outreach to the community recognizes the importance of the Solano County's cultural and economic diversity. From an income perspective, recent U.S. Census reports indicate that Solano County is performing better than many parts of the state[1]. Average rates of poverty in Solano County are below state averages, and median income is higher than the state average. As in other parts of California, the ethnic composition of Solano County is diverse. While Caucasian is the plurality of population at 40%, the county is home to a significant Latino population, along with African American and Asian populations.

This Title VI Public Participation Plan (PPP) was created to identify ways of communicating and engaging communities that have been traditionally underserved and to determine the most effective methods of encouraging the participation of these communities. The PPP is designed to be a living document that will be updated yearly to incorporate new data, methods, and outcomes, as identified through local outreach activities and best practices in the field. STA will work with community partners to identify and implement strategies that remove barriers to access and participation for diverse community members.

[1] 2012 Census Quickfacts—Solano County

I. OVERVIEW:

STA serves as the congestion management agency for the jurisdictions within Solano County, one of the nine Bay Area counties within Metropolitan Transportation Commission (MTC) region. According to 2012 population estimates, approximately 425,000 people reside in Solano County and include a diverse population that includes a broad mix of Caucasian, Hispanic, Asian and African-American populations. Solano County is also home to businesses and employers, a strong percentage of which are Hispanic and Asian owned. As a result of the diversity in the county, services to this diverse group of stakeholders must consider efforts to address the needs of all the stakeholders by engaging inclusive and representative participation.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origins in programs and activities receiving federal financial assistance. Under federal regulations, transit operators must take reasonable steps to ensure persons have access to their activities and programs. Public participation opportunities, already provided to the public in English, should also be made accessible to persons who have a limited ability to speak, write, read, or understand English. Requirements to address language assistance are contained in the STA Language Assistance Plan for Limited English Proficient populations.

A. PURPOSE OF THE PUBLIC PARTICIPATION PLAN

This Public Participation Plan ("Plan") attempts to identify existing outreach and public engagement methods that are used to solicit input and provide information about STA programs and services as well as identify additional ways that STA can engage traditionally underrepresented or underserved groups in order to develop more inclusive plans for the future.

B. SUMMARY OF PLAN DEVELOPMENT

The Plan considers input from agency staff to gain an understanding of how public engagement occurs within STA, including how it is incorporated in the planning or development process. This included methods that the STA board uses to conduct board meetings and advisory committee meetings, along with how those committees are comprised.

STA also considered the past engagement efforts with community forums and advisory groups to identify engagement methods that have been successful in the past. Community groups and employers that have been consulted in the past are contained in Appendix A.

This development of this Plan also included an attempt to integrate the needs of those who may not be proficient in English or for whom the ability to speak English may be a barrier to participation. The Language Assistance Plan for Limited English Populations is the document that determines the recommended methods of providing translation services to LEP populations.

C. SOLANO COUNTY PROFILE

Because STA serves all of Solano County, demographics and population characteristics were viewed to establish a context for the outreach and engagements techniques to be considered. However, demographic trends for the county may mask pockets of diverse stakeholders that should also be considered. As such, the needs of specialized markets and communities were also considered.

Race and Ethnicity

Solano County is a diverse county, with the plurality being White/Caucasian, followed by Hispanic or Latino, Asian and African American. Table 1 presents the recent ethnicity estimates for Solano County.

Table 1: Ethnicity of Solano County

Ethnicities	Percentage
Black or African American alone	15.0%
American Indian and Alaska Native alone	1.2%
Asian alone	15.5%
Native Hawaiian and Other Pacific Islander alone	1.0%
Two or More Races	6.6%
Hispanic or Latino	24.8%
White alone, not Hispanic or Latino	40.3%

(source: US Census 2012 Estimates Quickfacts)

Language

Within Solano County, about 70% of the population only speaks English. Of the remaining population, the four languages that make up the majority of those who speak English "less than very well" are[2]:

- Spanish
- Tagalog
- Chinese
- Vietnamese

The vast majority of those who do speak English "less than very well" speak Spanish. As such, it is recommended that translation of both vital documents as well as publicity and outreach materials include Spanish translations in order to increase the visibility of the STA programs and services for non-English speaking populations. However, for vital documents that may limit the ability for non-English speaking populations to participate in STA programs, all four languages will be provided translations.

[2] Census ACS 2008-2012 Quickfacts

Income and Economic Characteristics

Solano County as a whole has a fairly small population that is living below the federal poverty level. However, the household income that qualifies for federal poverty level is significantly lower than the income that qualifies as "poverty level" in California. As a result, the region has elected a definition of low income that equals 200% of the federal poverty rate, which translates into approximately $24,000 for a family of four. Within Solano County, approximately 16% of the population would qualify as low income under this definition. However, even at that rate, incomes below $24,000 are still significantly lower than the median income within Solano County, currently estimated at $69,000 annually. Table 2 presents income information for Solano County residents.

Table 2: Solano County Household Incomes

Solano county Household Incomes	
Income	Percentages
Less than $10,000	4.50%
$10,000 to $14,999	4.00%
$15,000 to $24,999	7.60%
$25,000 to $34,999	7.90%
$35,000 to $49,999	11.30%
$50,000 to $74,999	19.30%
$75,000 to $99,999	14.90%
$100,000 to $149,999	17.50%
$150,000 to $199,999	7.60%
$200,000 or more	5.50%
Median income (dollars)	**$69,006**
Mean income (dollars)	**$83,954**

(source: US Census American Community Survey 2008-2012)

From an economic perspective, the county also represents a significant and diverse business environment that may be helpful in determining how best to engage the local workforce. While the majority of the labor in the county is "non-farm" related, there are pockets of agriculture workers that may have not historically been included in outreach techniques for which non-traditional methods may be a better fit. The following table 3 represents the occupation of civilian employment for residents of Solano County.

Table 3: Occupation of Civilian Employed Populations

Occupation of Civilian Employed Population	Percentage
Management, business, science, and arts occupations:	33%
Computer, engineering, and science occupations:	4%
Education, legal, community service, arts, and media occupations:	9%
Healthcare practitioner and technical occupations:	6%
Service occupations:	20%
Sales and office occupations:	26%
Natural resources, construction, and maintenance occupations:	10%
Production, transportation, and material moving occupations:	12%

source: US Census American Community Survey 2008-2012)

Traditionally underserved communities

While it is difficult to determine which specific communities may require careful consideration and alternative public engagement techniques, the data reviewed indicates that limited English proficiency (LEP) as well as the income status of some of the residents may represent a challenge in ensuring that these residents are aware of STA services and programs. For instance, agricultural workers within the non-urban area of the county may need to be viewed as a specific sub-set of the community when planning specific outreach in the area. These demographics may be especially critical when seeking public engagement for the Community Based Transportation Plans (CBTPs) which are aimed at identifying transportation gaps along with solutions to those gaps. For this reason, STA should consider specific and targeted engagement on outreach techniques to attract the most input from these underrepresented communities.

D. PUBLIC PARTICIPATION STRATEGIES

In order to ensure effective public participation and engagement within the county and reach the greatest number of people, STA continues to improve the public participation strategies that are used by constantly reviewing and improving upon existing techniques. Additionally, by matching the level and type of outreach to the program, STA can use their outreach dollars wisely. The following aspects help guide STA design outreach campaigns or public participation strategies:

- Type of plan, project or program
- Impact on the targeted community
- Existing outreach mechanisms

Existing STA Outreach and Public Participation Tools

STA currently has a number of outreach tools that are used to communicate to the public on existing programs and plans, as well as strategies that are used to engage the public during the planning and development phase of studies or projects. These include measures identified in the STA Language Assistance Plan measures:

- Translations of public notices and meeting notices
- Bilingual Customer Service staff to provide information
- Use of STA website to announce meetings and updated information
- Use of Social Media to provide updated information on meetings, programs and plans
- Distribution of marketing materials (included Spanish translations) and meeting notices through Community Based Organizations, Social Service and other public agencies, and on-board buses
- Participation in local community events and fairs with bilingual staff
- Hosting public meetings at various times and locations to solicit input
- Interactions with employers in the county
- Direct mail and home-based marketing
- Advertisements in newspapers and local free publications that are distributed to households
- Presentations to STA Board and advisory committees
- Presentations to Community Based Organizations, Social Service agencies and faith-based organizations

Attachment A presents the list of Community Based Organizations and other groups that are often used as the basis for outreach and public engagement.

Community Advisory Committees

STA has a number of Community Advisory Committees that advise the STA board on a variety of subjects and provide a catalyst for public engagement. The committees afford STA an opportunity to undertake multi-level marketing and public engagement by providing subject matter to the committees for distribution through their own channels. Some committees are formal committees of the STA Board that meet regularly and are dedicated to a specific issue. Other committees are convened to provide input on a particular study or subject area (such as the Community Based Transportation Plans). These committees include:

- Pedestrian Advisory Committee Paratransit Coordinating Council
- Senior and People with Disabilities Transportation Advisory Committee
- Bicycle Advisory Committee Lifeline Advisory Committee
- Priority Conservation Area Partnership Advisory Committee
- Regional Transportation Impact Fee (RTIF) Stakeholders Committee
- Safe Routes to School Advisory Committee

Community Meetings

STA convenes community meetings to solicit input on a variety of subjects, including Comprehensive Transportation Plans, Community Based Transportation Plans and other transportation plans and studies that are undertaken. Publicizing these forums includes outreach to community based organizations throughout county. Appendix A includes those groups that were actively engaged in these types of Community Forums.

Community Forums are typically scheduled in ADA accessible public locations that can be easily accessed by the public and at times that make sense for the community that is being consulted. Additionally, meetings that are held to solicit input on a particular subject matter are often held on multiple occasions at different times of day and days of the week in order to ensure that those who wish to participate will be able to do so.

The format for the Community Meetings varies by subject matter and can include Presentations followed by a question and answer period, open houses with small group break-out sessions, and priority-setting exercises for use in trade-off processes.

Public Hearings

When STA staff and Board determine that a formal public hearing is to be held, the public hearing will consist of the following:

1. STA Board setting public hearing date in which STA staff explains the reasoning behind the proposal to the public
2. Placement of advertisement of Public Hearing in local newspaper in English and in Spanish, and on the STA website
3. Setting up to 14 day public comment period to allow members of the general public an opportunity to express their views on the topic at the hearing
4. Allowing written comments regarding issues being discussed
5. Conducting public hearings at a meeting of the STA Board of Directors
6. Providing STA staff at all public hearings to record comments from members of the public
7. Ensuring that public hearings will be of public record and open to all members of the public

II. RECOMMENDED STRATEGIES

Pursuant to Title VI regulatory guidance, STA will continue to ensure that meaningful access to underserved populations identified within the county are engaged through efficient public outreach techniques and strategies. This includes ongoing efforts to improve access and opportunities for involvement for all the residents and employers in the county. All public participation activities that are provided in English will continue to be made available to low-income, minority and LEP populations, using the methods and strategies that are determined to be most effective. These include:

- Implementation of the 2014 STA Language Assistance Plan for LEP Populations including training for STA staff on key plan components
- Expanded use of local and regional bilingual radio, television and newspaper advertising
- Use of translators and translated materials as needed
- Target use and expansion of the CBO contact database and other community-focused organizations to assist in public engagement activities
- Increased posting of information on the STA website, and social media applications including providing language translation through Google Translate

- Continued focused participation with CBOs, churches, schools, libraries, cultural and community centers and service agency representatives so that scarce public outreach dollars can be stretched through multi-level information sharing
- Continued participation in community events, fairs or other community forums
- Continued hosting of public meetings at times that are appropriate for the subject matter, including accessible locations and at times that the public can provide input
- Expansion of targeted marketing materials so that resources are put to best use when soliciting public input on specific subject areas or topics
- Continued use of Advisory Committees to engage the public and help distribute to targeted populations

In addition to these general items, STA staff will also design and implement plan-specific public participation plans for any major processes or studies that are conducted by STA. These plans will take into account the targeted audience, or unique subject matter, upon which the participation plan is based, in addition to integrating the strategies that are listed above.

III. PERFORMANCE MONITORING

Given STA's limited staff and financial resources, public outreach and engagement must focus on obtaining high quality public participation rather than merely large efforts of public outreach. STA will work to provide the public and specific interested parties with the information and perspective necessary to provide thoughtful and considered comments that will assist STA in priority setting and plan development.

STA will measure and report on its efforts to provide opportunities to the public to participate in its decision-making processes, including:

- Maintain records of meetings and input when soliciting public comment, particularly in low income and non-English speaking communities, and on the content and amount of the public comment received
- Examine the results of the outreach efforts
- Compare efforts with best practices
- Adapt future efforts to enhance the ability of the public to participate in the STA engagement process

IV. CONCLUSION

STA is committed to a thorough and robust public participation process that incorporates existing public outreach techniques with creative targeted engagement activities, creates an environment of public participation and uses outreach resources effectively. With the integration of measures identified in the Language Assistance Plan, STA will expand its current outreach practices to meet the needs of the county's residents, employers and visitors.

Appendix A: Community Based Organization and Employer List

Community Based Organization and Employer Contact List
City Coach
Airman & Family Readiness Center
Airman & Family Readiness Center
AK Bean Foundation
Alpha Pregnancy Resource Center
Alta Planning
Amen Clinic
America Best Value Inn
America Red Cross
Apostolic Assembly
Area Agency on Aging
Armijo High School
Basic Needs Transportation
Boys and Girls Club
California Department of Rehabilitation
California State Prison - Solano
Cal-Works Program
CAP Solano
Catholic Social Services of Solano County
Center Elementary
Child Haven
Children's Network
Children's Nurturing Project
Church of Christ
Church of Jesus Christ of Latter-Day Saints
City of Fairfield
City of Vacaville
City of Vacaville
Commission on Aging
Community United Methodist
Connections for Life
Costco - Vacaville
Country Club Apartments

Community Based Organization and Employer Contact List
Country Club Estates
County of Solano Health and Social Services
County of Solano, Engineering
County of Solano, Health & Social Services
County of Solano, Maternal & Child Health Bureau
County of Solano, Supervisor Dist. 3
County of Solano, Supervisor Dist. 4
CSAA - Vacaville
CSI Career College
David Grant Medical Center
David Weir Elementary School
DaVita Creekside Dialysis Center
Dover Mobile Home Park
Dover Park Apartments
Dream Catchers Empowerment Network
Eclipse Medical Imaging
Fairfield Adult School
Fairfield and Suisun Transit
Fairfield Community Seventh-day Adventist
Fairfield High School
Fairfield PAL, Executive Director
Fairfield Police Dept
Fairfield Presbyterian Church
Fairfield Suisun Adult School
Fairfield Suisun Chamber of Commerce
Fairfield Suisun Community Action Council
Faith in Action
Faith Tabernacle Church of God
Families First
Family Resource Center
FIRST
First 5 - Children and Families Commission
First 5 of Solano
First Assembly of God
First Place for Youth

Community Based Organization and Employer Contact List
First United Pentecostal Church
Food Bank of Contra Costa & Solano
Gateway Realty
Gateway Village
Genentech, Inc
Golden West Middle School
Good Neighbor Care
Goodwill Industries
Gordon Elementary School
Gordon Elementary School/Healthy Start FRC Coord.
Grange Middle School
Green Team
Harvest Family Life
Head Start
Healthy Partnerships
Healthy Start Family Resource
Helping Hands Senior Resources
HHS – CalWORKS
Holy Spirit Catholic Church
Home Depot - Vacaville
HSS – Elderly and Disabled Adult Services
Independent Living Resource
Independent Living Resource
Interfaith Council of Solano County
Jean Callison School
Jehovah's Witness
Kaiser Permanente
Kaiser Permanente Medical Offices - Vacaville
Kyle Elementary School
Latino Family Service Center
Laurel Gardens
Lighthouse Christian School
Lucky Distribution Center
Mariani Packing Company, Inc.
Matt Garcia Learning Center

Community Based Organization and Employer Contact List
McBride Senior Center
Merchant and Main
Mission Solano
MTC
MV Transportation/FAST
Narcotics Anonymous
NorthBay Adult Day Center
Northbay Cancer Center
Northbay Caregiver's Support Group
Northbay Healthcare
Novartis
Office of Assemblymember Mariko Yamado
Office of Senator Lois Wolk
Opportunity House
PACE Solano, Transportation Coordinator
Pacific Cycle
Pacific Estates Mobile Home Park
Paratransit Coordinating Council Member
Parkway Community Church
Parkway Plaza Senior Apartments
Partnership Health Plan
Partnership Health Plan of California
Pearl Izumi
Precision Bicycles
Pride Industries
Public Authority, IHSS
Rainbow Children's Center
Ray's Cycle - Vacaville
Rebuilding Together Solano
Rochelle Sherlock Consulting
Safe Quest Solano
Salvation Army
Sam Yeto Continuation High School
Sam's Club - Vacaville
Senator, Fifth District

Community Based Organization and Employer Contact List
Senior Advocate Committee
Senior Coalition
Simpson Dura-Vent
Solano Affordable Housing Foundation
Solano Area Agency on Aging
Solano Coalition for Better Health
Solano College, Student Development
Solano Community College
Solano Community College - Fairfield
Solano Community College - Vacaville
Solano Community College - Vallejo
Solano County Adult Blind Organization
Solano County Children's Medical Services
Solano County Health & Social Services
Solano County Library
Solano County Mental Health
Solano County Office of Education
Solano County Public Works
Solano County Regional Occuptional Program
Solano County Substance Abuse Services
Solano Diversified Services
Solano Diversified Services
Solano EDC
Solano Employment Connection Career Center
Solano Family & Children's Services
Solano Food Bank
Solano Massage & Day Spa
Solano Works/Fairfield Ready Center
Solano WORKs-READY Center
South PACE/Signature of Fairfield
St. Mark's Luthern
St. Stephen Christian Methodist Episcopal
State Compensation Insurance Fund (SCIF)
State Council on Developmental Disabilities
State of CA, Dept of Dev. Services, Area 4

Community Based Organization and Employer Contact List
Sullivan Middle School
Summit Properties
Super 8
Superior Court of California, County of Solano
Temple Baptist
The Father's House
The Groves
The Leaven
The Reporter
Three Oaks Community Center
Tolenas Elementary School
Travis Air Force Chapel
Travis Credit Union
Travis Military Ministry
U.S. Postal Service - Vacaville
Ulatis Community Center
Ulatis Library
United Way
Vaca FISH
Vaca Housing Councelsing Center
Vaca Pena Middle School
Vacavalley Hospital
Vacaville Chamber of Commerce
Vacaville Commons Shopping Center
Vacaville Family Resource Cemter
Vacaville Housing Authority
Vacaville -McBride Senior Center
Vacaville Neighborhood Boys and Girls Club
Vacaville Police Department
Vacaville Premium Outlets
Vacaville Public Library
Vacaville Senior Roundtable
Vacaville Storehouse
Vacaville Unified School District
Vallejo Transitions

Community Based Organization and Employer Contact List
Vanden High School
Visiting Angels
Women, Infants and Children
Word of Faith Christian Center
Workforce Investment Board (PIC)
Yellow Cab of Vacaville
Youth & Family Services, Solano Re-Entry Council
Youth and Family Services

Limited English Proficiency (LEP) Language Assistance Plan (LAP)

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Executive Summary

Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) people. As a sub-recipient of Federal funds, Solano Transportation Authority (STA) must "take reasonable steps to ensure meaningful access to their programs and activities by LEP persons."[3]

On August 11, 2000, President William Jefferson Clinton signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" that requires Federal agencies and recipients of Federal funds to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those needed services so that LEP persons can have meaningful access to them. Further guidance was provided in 2012 with the release of the Federal Transit Administrations circular--FTA C 4702.1B—that further codified the FTA's objective to "promote full and fair participation in public transportation decision-making without regard to race, color, or national origin; and ensure meaningful access to transit-related programs and activities by persons with limited English proficiency." [4]

As a means of ensuring this access, the Federal Transit Administration Office of Civil Rights has created a handbook for public transportation agencies that provides step-by-step instructions for conducting the required LEP needs assessment and developing a Language Assistance Plan. The Language Assistance Plan becomes a blueprint for ensuring that language does not present a barrier to access to the agency's programs and activities.

To develop the Language Assistance Plan necessary to comply with the guidance, an individualized agency assessment is required that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to encounter a program, activity, or service of the recipient or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
4. The resources available to the recipient and costs for translation services.

To ensure compliance with federal guidance, STA undertook an assessment with the goal that all reasonable efforts should be made to ensure that members of their customer base are not denied access to their services due to a limited ability to speak, read, write and understand English. Solano Transportation Authority believes in the rights of all residents within its community, and furthermore supports the overriding goal of providing meaningful access to its services by LEP persons. Given the diverse nature of Solano County, which serves as the STA service area, eliminating the barrier to persons of limited-English-speaking abilities will have a

[3] Federal Register Volume 70, Number 239 (Wednesday, December 14, 2005)

[4] FTA Circular 4702.1B- TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERAL TRANSIT ADMINISTRATION RECIPIENTS, October 1, 2012.

positive impact not only on LEP individuals themselves, but also on the impact that STA services have on the community.

Agency Background:
The STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano County. As the Congestion Management Agency (CMA) for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

STA receives federal funds to provide a variety of services, including general administration and planning, commuter-based information services through Solano Napa Commuter Information (SNCI) that offers transit trip planning, carpool and vanpool ride-matching services, incentive programs for bikes and vanpools, and the county's Emergency Ride Home program. Additionally, STA uses federal funds to manage the in-person paratransit eligibility assessment program for the county's transit operators as part of their Mobility Management Program. Other elements of the Mobility Management Program will be up and running in the summer of 2014. The Safe Routes to School program (SR2S) is also funded through federal funds.

The STA also serves as the "implementing agency" for a number of project development activities related to improvements on the State Highway System. However, those projects are sponsored by Caltrans and/or the local jurisdiction who assume dominion over the improvements once built. Consequently, responsibility for providing language assistance associated with those projects falls under Caltrans' obligation or that of the local jurisdiction, depending on the project.

The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens. While this is the first formal LEP assessment, STA has been committed to ensuring that access to their services s not only limited to English speaking populations.

Plan Methodology
A variety of data for Solano and Napa Counties was combined to form the basis of the STA LEP plan development. The plan consulted census data as well as information from the Department of Education Language Learner data set to assist the agency in determining the languages that may need language assistance. The plan was also informed by the translation services being provided through existing STA services, as well as by employees who provide front line interaction with the community.

General Plan Findings
By consulting the data sources identified above, the findings reveal the top 4 languages in the STA service area that will inform the Language Assistance Plan:

- Spanish (or Spanish Creole)
- Tagalog
- Chinese (Mandarin & Cantonese)
- Vietnamese

By a large margin, Spanish remains the most predominantly spoken language within the service area and within those using STA services and programs. As a result, while other languages may be considered for translation assistance, as reflected in the Language Assistance Plan, continued care should be taken to translate information into Spanish to ensure that Spanish language speakers are not presented with barriers to access STA's services and programs based on their English language ability. Other languages, including those falling under the "Safe Harbor" provision, should be provided translation services upon request.

Limited English Proficiency:
Four Factor Framework Analysis

Factor 1: Determining the number or proportion of LEP persons in the service area who may be served or are likely to encounter a STA program, activity or service.

The first step in the Language Assistance Plan development process is to quantify the number of persons in the service area who do not speak English fluently and would benefit from language assistance. This process includes examining the agency's prior experience with LEP populations, and using census and Department of Education data to identify concentrations of LEP persons in the county.

Even though STA was established to serve Solano County residents, the Solano Napa Commuter Information (SNCI) operates under agreement to provide services within both Solano and Napa counties. As such, the "service area" for this plan includes both Solano and Napa Counties, and data was reviewed for the two counties as a whole and not by individual jurisdiction.

Data Sources

A variety of data were consulted to determine the most prevalent languages spoken in the service area, as well as those that may benefit from language assistance. This included:

- American Community Survey 2008-2012 five-year sample languages of people that speak English less than "Very Well"
- California Department of Education (English Language Learners)
- STA Customer Service Information

Data Analysis

Using data from the American Community Survey (ACS) 5-year sample (2008-2012) within the two counties (Napa and Solano), the estimated percentage of the population that indicated they speak English "Less than Very Well" is approximately 12%. Table 1 presents the breakdown by language for those within the two counties that speak English "Very Well" and "Less Than Very Well." Based on the information, the most prevalent languages spoken in the two counties are Spanish, Tagalog, Chinese and Vietnamese.

Because the Department of Transportation (DOT) guidelines regarding "Safe Harbor Provision" for translation of written materials requires the identification of "Safe Harbor Languages", careful attention must be paid to the absolute numbers as well as the percentage of the population that do not speak English in the development of the LEP Plan. FTA Circular 4702.1B states the following with respect to the Safe Harbor Provision:

> *The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should*

provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Based on these guidelines, four discrete languages have more than 1,000 persons who speak English less than "Very Well" and would qualify as "Safe Harbor" languages, requiring the translation of vital documents. Safe Harbor languages are indicated in bold on Table 1. According to federal guidance, vital written documents include, but are not limited to, consent and complaint forms; intake and application forms with the potential for important consequences; written notices of rights; notices of denials, losses, or decreases in benefits or services; and notices advising LEP individuals of free language assistance services.[5] This does not include one group of languages ("Other Indic Languages") that also have more than 1,000 individuals represented because the languages cannot be disaggregated to determine if each individual language is above the threshold. It is important to note that due to the size of the service area, the 1,000 person Safe Harbor threshold can sometimes represent a very small percentage of the overall population. For instance, while 1,978 Chinese speakers indicate that they speak English "Less Than Very Well", this equates to about .04% of the total population in the service area. Regardless, this language constitutes more than 1,000 individuals and would qualify for "Safe Harbor Provisions" along with several other languages that represent less than 1% of the service area population.

Table 1: LEP Populations by Language

County residents that speak English "Very Well" and "Less than Very Well"	Solano	Napa	Solano and Napa	Percentage
Total:	387,403	128,558	515,961	
Speak only English	271,541	82,737	354,278	68.7%
Spanish or Spanish Creole:	63,692	35,921	99,613	28.1%
Speak English "very well"	35,179	17,491	52,670	10.2%
Speak English less than "very well"	**28,513**	**18,430**	**46,943**	**9.1%**
Other Indic languages:	2,538	309	2,847	0.6%
Speak English "very well"	1,500	187	1,687	0.3%
Speak English less than "very well"	**1,038**	**122**	**1,160**	**0.2%**
Chinese:	3,260	619	3,879	0.8%
Speak English "very well"	1,527	374	1,901	0.4%
Speak English less than "very well"	**1,733**	**245**	**1,978**	**0.4%**
Vietnamese:	1,925	405	2,330	0.5%
Speak English "very well"	858	150	1,008	0.2%
Speak English less than "very well"	**1,067**	**255**	**1,322**	**0.3%**
Tagalog:	27,104	3,588	30,692	5.9%
Speak English "very well"	18,209	2,309	20,518	4.0%
Speak English less than "very well"	**8,895**	**1,279**	**10,174**	**2.0%**

[5] FTA Circular 4702.1B

Additional data points were also analyzed using the American Community Survey (ACS) 5-year sample to help understand the percentage of the community that may be affected by language barriers. The Census defines a “linguistically isolated” household as one in which no member over the age of 14 years old speaks English only or the household members speak a non-English language and don’t speak English "very well." Individuals in these households may face significant language barriers because they may not be able to rely on an adult relative who speaks English well to provide translation assistance. Table 2 shows that approximately 8% of the households in Napa County and 6% of the households in Solano County would be considered linguistically isolated. Please note that averages may not add to 100% due to sampling variability.

Table 2: Linguistically Isolated Households in STA Service Area

	Napa	Solano
All households Considered "Linguistically Isolated"	8.3%	6.0%
Households speaking --		
Spanish	35.1%	27.4%
Other Indo-European languages	12.5%	9.6%
Asian and Pacific Island languages	8.1%	13.4%
Other languages	7.4%	16.3%

Source: US Census American Community Survey 2007-2011 Table S1602

According to the guidelines set forward by the FTA, the LEP analysis should also review alternate and local sources of data. For this analysis, the California Department of Education (DOE) 2012-13 Census of English Learners provides an overview of the primary languages of the English Learners in the service area. The English Learner survey does not provide the most useful data for the LEP analysis, as it is collected among students and not the population as a whole. However, it provides another means of cross-checking census data analyses. It will be noted that all of the most common languages reported spoken are within the languages identified as “Safe Harbor” languages by the census data analysis.

Table 3 provides a breakdown of the languages of the Department of Education English Learners reported for the school districts in Solano and Napa Counties that have greater than one speaker.

Table 3: Department of Education English Learners for Solano and Napa County

Language Code	Language Name	Solano Total	Napa Total	Combined Total	Percent of Total
1	Spanish	6,496	4,197	10,693	88.44%
5	Filipino (Pilipino or Tagalog)	519	56	575	4.76%
28	Punjabi	135	18	153	1.27%
2	Vietnamese	98	14	112	0.93%
11	Arabic	83	21	104	0.86%
99	Other non-English languages	45	14	59	0.49%
22	Hindi	33	5	38	0.31%
3	Cantonese	28	7	35	0.29%
7	Mandarin (Putonghua)	30	3	33	0.27%
4	Korean	19	4	23	0.19%
29	Russian	14	8	22	0.18%
16	Farsi (Persian)	20	1	21	0.17%
8	Japanese	15	6	21	0.17%
35	Urdu	16	5	21	0.17%
10	Lao	18	1	19	0.16%
23	Hmong	17	0	17	0.14%
30	Samoan	13	0	13	0.11%
32	Thai	12	1	13	0.11%
17	French	6	6	12	0.10%
34	Tongan	9	2	11	0.09%
9	Khmer (Cambodian)	9	0	9	0.07%
6	Portuguese	5	4	9	0.07%
25	Ilocano	6	2	8	0.07%
44	Mien (Yao)	8	0	8	0.07%
36	Cebuano (Visayan)	2	5	7	0.06%
18	German	5	2	7	0.06%
49	Mixteco	7	0	7	0.06%
40	Pashto	5	1	6	0.05%
19	Greek	0	5	5	0.04%
33	Turkish	5	0	5	0.04%
27	Italian	3	1	4	0.03%
13	Burmese	3	0	3	0.02%
52	Serbo-Croatian (Bosnian, Croatian, Serbian)	3	0	3	0.02%
24	Hungarian	2	0	2	0.02%
63	Tamil	1	1	2	0.02%
57	Tigrinya	2	0	2	0.02%

Language Line Data
Solano Napa Commuter Information provides AT&T Language Line assistance for those needing translation services when in-house staff is not available. However, in the last year, there have been no requests for information in other languages. Typically, translation services in Spanish are provided by in-house bilingual staff. Additionally, STA has access to language line services for general information requests, but has also never received a request for language services.

However, consultation with the SNCI staff has revealed that the SNCI program receives approximately 4 requests per month for translation services for which they provide on-site bilingual services.

Factor 1 Findings:
Factor 1 of the LEP Plan was undertaken to assess the proportion of LEP individuals that may encounter or use the STA service area. A number of data sources were used as a way to inform the conclusions, including the American Community Survey (census), the California Department of Education English Learners, and information from existing translation services provided through the Solano Napa Commuter Information customer service department. By consulting a number of data sources, the findings reveal the following about languages spoken in Solano and Napa counties that will inform the Language Assistance Plan:

- 4 Discrete languages qualify under the "Safe Harbor Provision" for written materials for the SNCI program
- 1 Language (Spanish) represents the predominant non-English language spoken in the STA service area

Table 4, below, combines the outputs of the data considered, and presents a ranking of the languages by the data considered. Using this to determine the prevalence of the Safe Harbor languages, the four languages are identified as those that should be considered for written or verbal translation service. However, only Spanish could be considered a predominant language using all data sets, as it is almost four times as prevalent as other languages in all of the data sets.

Table 4: Top 4 Predominant Languages within Solano and Napa Counties

Safe Harbor Language	American Community Survey	Department of Education English Learners
Spanish (or Spanish Creole)	1	1
Tagalog	2	2
Chinese (Mandarin & Cantonese)	3	4
Vietnamese	4	3

Factor 2: The frequency with which LEP Populations come in contact with STA's programs activities and services.

Assessing the frequency with which LEP populations come in contact with STA's programs, activities and service helps the agency determine which languages need to be considered for language services. Generally, "the more frequent the contact, the more likely enhanced language services will be needed."[6] Strategies that help serve an LEP person on a one-time basis will be very different than those that may that serve LEP persons on a daily basis. For purposes of estimating the frequency of contact with LEP individuals, STA reviewed their programs and services in addition to consulting front-line employees that have direct connection with LEP populations.

Table 5 presents a general description of STA's federally funded services and existing LEP components.

Table 5: STA Services and Programs

Program		Description of Activities or Services
General Administration and Planning		· Countywide Transportation Planning, including studies that solicit public input · Determining county transportation priorities
Solano Napa Commuter Information (SNCI)	1	Call-in transit trip-planning assistance for traveling around Solano/Napa Counties and neighboring cities provided in English and Spanish
	2	Ride-matching services for carpool and vanpool provided in English and Spanish
	3	Vanpool program that provides vanpool formation and support assistance provided verbally in English and Spanish; written material in English
	4	Bike Incentive program that provides cash incentives to bike riders has written information in English only
	5	Vanpool Incentive Program that provides cash-value incentives to registered vanpool participants has written information in English only
	6	Emergency Ride Home Program that distributes vouchers for taxis or rental cars includes written information in English only; but, direct callers can receive translation in Spanish for program initiation.
	7	Employer Programs that provide marketing of SNCI services in English with marketing materials in English and Spanish

[6] Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons--A Handbook for Public Transportation Providers, 2007

ADA Eligibility In-Person Assessment		・Manages broker who performs the In-person Assessment for ADA Paratransit eligibility within Solano County ・Point of Contact can be via STA website or through distributed brochures ・Local transit agencies also provide directions for use on their websites in Spanish
Safe Routes to School		・Manages program that encourages children to bike or walk to work ・Works with local jurisdictions to identify and implement safety programs and address deficiencies in the built environment around school grounds ・Outreaches to school districts, schools, PTA programs and teaching staff to help educate prospective bike riders ・Provides incentives and programs ・Works with schools to survey students to determine bike/ped use to school ・Provides Information brochure translated into Spanish

- **General Administration and Planning**

As the Congestion Management Agency and county transportation planning agency, STA completes studies that engage local jurisdictions as well as residents in a number of planning activities. For example, as recipients of CMAQ and STP funds for identifying barriers to mobility and working to overcome them, STA has completed a number of Community Based Transportation Plans that solicit direct engagement from the community. These studies as well as other similar transportation studies help the agency set priorities for recommendations that are forwarded to the region for future funding.

When soliciting information from the public, flyers in English and in Spanish are provided on the STA website or may involve other notification methods based on the type of studies being undertaken.

- **Solano Napa Commuter Network**

As referenced in Table 5, Solano Napa Commuter Information (SNCI) program offers free services and information for alternative transportation in Solano and Napa counties and surrounding regions. Information and services for carpool, vanpool, bus, ferry, rail, bicycling, encourages the use of non-drive alone travel modes to maximize roadway efficiencies, improve air quality, present mobility options and help address climate change goals. Services are delivered to the general public and through employers.

For personalized transit trip-planning and carpool/vanpool ride-matching, SNCI currently has customer service employees that provide direct translation services in Spanish for those that call their 1-800 telephone number. Language Line services are also available for languages other than Spanish. Additionally, because the transit trip planning and ride-matching services are provided through 511.org, individuals that may need translation services can by-pass the call-in service and directly access 511.org, which has web translations in Spanish and Chinese.

SNCI is also the manager of the Emergency Ride Home (ERH) Program that is designed to encourage the use of commute alternatives such as carpooling, vanpooling, public transit,

walking or bicycling, by providing a free ride home to program participants in cases of emergency. Those wishing to participate can either work with their employers or call SNCI, whose staff provides translations services in Spanish. The ERH is provided through participating employers who may have ways of communicating the benefits of the program to their non-English employees. Currently, written information materials are not provided in languages other than English.

Other programs include:

1) Providing cash-value incentives for a variety of vanpool programs (driver, back up driver, etc.)
2) Providing cash-value for participants committed to bike riding
3) Employer-based services that promote the use of alternative travel modes

Currently, no translations exist in other languages for written materials. However, as with the other services, Spanish translation is provided for those calling in for personalized assistance.

- **ADA Eligibility In-Person Assessment**

STA, in partnership with the Solano County transit operators, launched a new Countywide In-Person Americans with Disabilities Act (ADA) Eligibility Program in July 2013. The old paper-based application process was replaced with a more personalized in-person process where a qualified professional interviews applicants and, if needed, assesses the applicant's physical and functional ability to use fixed route transit. The program is managed by STA but provided through a third-party contract (CARE). ADA evaluators speak a variety of languages, including Spanish and Tagalog. While it is recommended that if a client does not speak English that they bring someone with them to the appointment to translate, the evaluators are trained to understand when language assistance is needed. If a client comes to an appointment and does not speak English, they attempt to translate case-by-case, and suggest rescheduling the appointment if they lack the ability to translate. Additionally, information cards are provided in English and in Spanish, which instructs potential clients about the assessment process.

- **Safe Routes to School (SR2S)**

Safe Routes to School in Solano County is a program that encourages children to walk or bike to school. SR2S promotes the program with educational events, student prizes and safety projects in collaboration with school staff and volunteers, police departments, public health staff and city traffic managers. Since 2007, the Solano County SR2S program has focused on educating students at special events, enforcing traffic laws in school zones, installing safety improvements, and encouraging families to sidestep traffic in favor of “walking & rolling” to school. SR2S also created bike/pedestrian access maps for 85 schools throughout the county both in print and in online map formats. There is also a website dedicated to SR2S for those who want to access information directly (www.solanosr2s.ca.gov).

The program works directly with school staff, students and parent volunteers. All outreach and materials are provided in English. Most materials are also available in Spanish and a bilingual staff member is available to provide outreach in Spanish when needed.

Frontline Staff Consultation

In order to assess the frequency of contact, staff provided input regarding both the frequency of contact as well as the languages included in requests for language assistance.

- **SNCI**

Staff indicated that they receive a request for translation into Spanish about 2 times a month via their 1-800 telephone number. In the last year, they have not received requests for translation services in languages other than Spanish that needed to be transferred to their Language Line service. In 2012, SNCI received 3,004 calls broken into the following percentages.

SNCI Programs	% of total
Vanpool	9%
Carpool/ ridematching	10%
BART, Capitol Corridor, Greyhound, Ferry	9%
Trip Planning	34%
Bikes/Bike routes	6%
Incentives (Bicycle, ERH, VP starts)	4%
Senior/People w/ Disabilities Requests	3%
Airporter	3%
Solano Express	22%

- **ADA Eligibility In-Person Assessment**

STA manages a contractor that provides the In-Person ADA Eligibility Assessment (CARE) who employs bilingual staff to support efforts to provide language assistance. Currently, of their 12 employees, 4 speak Spanish and 2 speak Tagalog. They have reported that they are asked frequently for translation assistance into Spanish, which is consistent with the Factor One findings.

- **Safe Routes to School (SR2S)**

Because SR2S staff works directly with the school staff, public health officials, police and cities, requests for language assistance typically do not come directly from the beneficiaries of the programs. However, due to input from the school staff and other participants, information about the programs is now provided in Spanish as well as English.

Community Based Organization (CBO) and LEP Outreach

Consultation with Community Based Organization has been an important aspect of obtaining input and communicating vital information about the programs and services that STA provides. STA maintains a list of CBO contacts that includes organizations that serve populations that do

not speak English. These include faith-based organizations whose membership is largely non English speaking, as well as community groups that serve a number of ethnic and social groups.

CBOs are also consulted during the planning stages of new programs, such as the Mobility Management Program. Additionally, the Community Based Transportation Plans brought together stakeholders from a wide range of organizations to assist in the plan development. Approximately 130 organizations such as employers, social service agencies, community organizations, service providers, and participants at the Senior Summits in 2009 created a starting point for generating invitations to participate in the Stakeholder Committees for these plans.

For the outreach, surveys presented for distribution to the CBO were in English and Spanish. In addition, Spanish translators were available at the outreach meetings. A product from the Senior Summit is the Solano Mobility Guide, which is currently being produced in Spanish.

Factor 3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

"The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the more likely language services are needed."[7]

STA Critical Services

STA provides several important services to the community and ensuring access to LEP populations is a priority. However, due to the nature of some of the programs, the unavailability of language services may provide a barrier to access to the benefits that may be available. Examples of translated materials are presented in Appendix A.

Planning for transportation improvements such as those included in studies that are conducted by STA, provide the ability for the public to influence transportation decisions in their county. While STA may not directly provide transportation services associated with many of these studies, access to decision making and to the planning process, in general, will affect residents in the long-term and not in an immediate manner.

Through the SNCI program, services range from providing verbal information associated with transit trip planning, to providing cash-value incentives for qualifying vanpoolers and bike riders. Consequently, the inability to participate in some of these activities may represent a financial loss if individuals are not able to access the benefits of these programs due to language proficiency.

Additionally, the ADA In-Person Assessment program provides direct contact with applicants seeking paratransit eligibility. As such, potential paratransit users may be denied access to the benefits of paratransit service if they are unaware that this program exists or are unable to communicate with the assessment staff due to language proficiency.

While SR2S provides important services to the community, the program is intended to work directly with the schools and other related jurisdictions (police, public health and cities) to promote the use of walking or bicycling to school. As such, schools help determine how best to communicate information to their students, which includes a 'How to" booklet that is translated into Spanish. Consequently, while important to the community, access to the benefits of this program is not always directly provided by STA.

Factor 3 Findings

Insofar as it is practical, ensuring that critical information is available in languages most commonly spoken within the STA service area is important to providing access to STA services

[7] Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons--A Handbook for Public Transportation Providers, 2007

and programs for LEP populations. By evaluating the services that STA provides, the following represent the most important general areas that STA should ensure that language is not a barrier to access:

- Customer Service Call-in Center that provides personalized assistance
- Written information that provides directions on how to access services provided
- Consent or participation materials that could limit the ability for those who don't speak English to participate
- Website access for those who do not speak English

It is assumed that STA will need to continue to assess and identify program components that may require language assistance to LEP customers. This includes information on services, programs and benefits of their programs that may be limited to those who are proficient in English. By identifying the most critical elements to ensure LEP access, STA's programs and activities can be routinely assessed to avoid language barriers that could have serious consequences to LEP customers. STA should continue to seek input on the importance of its programs, activities and services to LEP customers to help identify how to best meet their needs. Working with the community directly in addition to Community Based Organizations will benefit both STA and their stakeholders.

Factor 4: The resources available to STA and costs associated with translation services

STA currently provides translation services in Spanish to callers that use their personalized commuter services. However, STA's operating budget does not have a specific line item for translation services. STA has assessed its available resources that could be used for providing LEP assistance, including determining the cost of a professional interpreter and translation service on an as-needed basis, along with which of its documents would be the most valuable to be translated if the need should arise. The amount of staff training that might be needed was also considered to ensure that STA staff understands how to access language assistance for their customers. Based on the four-factor analysis, STA developed its Language Assistance Plan as outlined in the following section.

Typical annual expenses will include:

- Written Materials Translation (such as eligibility form)
- Public meetings/hearings
- Document production (brochures and "Take Ones")
- AT&T Language Line
- On-going staff training

Because this is the first year that the Language Assistance Plan will be in effect, STA will monitor the costs of providing language assistance in order to develop future budgets.

Factor 4 Findings

This is the first assessment of LEP needs within the STA purview. As such, it is recommended that STA budget for additional services to provide more meaningful access to LEP groups, especially when concerning information related to access to services and direct benefits to customers. It is also recommended that STA budget translations expenses under one line item for the agency so that they can monitor the use of these services for future updates of this plan. This will also help establish practices that get the greatest result in the most cost-effective manner.

The following are recommendations that can be implemented within the next several years:

- Providing Title VI complaint forms in all "Safe Harbor" languages
- Translating all eligibility forms or forms that are necessary to participate in STA programs
- Creating a "Google Translate" bar on the STA and SNCI website
- Providing more translated "How-to" materials that provide information on how to use STA's services and programs
- Conducting Customer Satisfaction Surveys in multiple languages

Limited English Proficiency: Language Assistance Plan

Language Assistance Plan Overview

The DOT LEP Guidance recommends that recipients develop an implementation plan to address the needs of the LEP populations they serve. The DOT LEP Guidance notes that effective implementation plans typically include the following five elements: 1) identifying LEP individuals who need language assistance; 2) providing language assistance measures; 3) training staff; 4) providing notice to LEP persons; and 5) monitoring and updating the plan.

This plan represents the first Language Assistance Plan prepared by STA to comply with new federal guidance. As such, while some measures are in place, other methods of providing language assistance will need to be implemented over time to ensure full compliance with federal requirements.

1. Identifying LEP Individuals Who Need Language Assistance

The Four Factor analysis considered a number of data sets to determine the languages that would require "Safe Harbor" consideration, in addition to languages predominantly used by STA customers. These data included Census data (American Community Survey 5-year sample 2008-2012), and the Department of Education English Learners data. Approximately 12% of the population in the service area speak English less than "Very Well" and would be considered the LEP population.

The following represent the top language groups within the STA service area:

- Spanish
- Tagalog
- Chinese (Mandarin & Cantonese)
- Vietnamese

All four of these languages also qualify for "Safe Harbor" provisions, indicating that more than 1,000 individuals within these language groups speak English less than "Very Well" and would require translations of vital documents.

Because Spanish remains the predominant language of LEP households, STA will continue to focus language assistance to Spanish speaking populations. However, based on the Four Factor Finding, there is a need for more language translations beyond Spanish.

2. Providing Language Assistance Measures

STA is committed to providing meaningful access to information and services to its LEP customers. STA uses various methods to accomplish this goal but is planning on enhancing those methods to include all necessary languages. Specific methods pertaining to outreach will

be discussed in STA's Public Participation Plan unless they are related to the benefits or services that STA provides.

Currently, STA's primary language assistance tools include:

- Providing bilingual customer service staff to provide Spanish speaking translations
- Spanish translations on some informational brochures and meeting notices
- Translators (by request) for public hearings
- Posting STA public hearing notices, news releases and advertisements to newspapers in other languages
- AT&T Language line services
- CBO assistance in outreach to LEP populations and translations

The following are recommendations that would improve the level of service that STA provides to its LEP customers and that can be implemented within the next several years:

- Providing Title VI Notice to Beneficiaries and Title VI complaint in all "Safe Harbor" languages
- Providing more translated material on the website
- Providing notification of available translation services on website and printed materials in safe harbor languages
- Adding "Google Translate" bar to the STA, SNCI and SR2S websites and add national flags to delineate "Google Translate" languages
- Use of Social Media in other languages
- Increase translation services for meetings
- Conducting Customer Surveys in multiple languages
- Train public-facing employees in identifying and aiding LEP individuals
- Conducting more language-specific outreach to assess STA's efforts to engage non-English speaking populations
- Continue to work with CBOs to serve multilingual communities
- Continue partnering with regional and other agencies to produce shared multilingual customer information materials (511.org and Clipper, when available)

Vital Documents Guidelines

STA is committed to full compliance with Title VI and Executive Order 13166 to provide meaningful access and reduce barriers to services and benefits for persons with limited English proficiency. In accordance with the U.S. DOT guidelines, STA should determine which "Vital Documents" should be translated into the languages that meet the safe harbor translation threshold or whether written translations are the best method to communicate critical information. To assist staff in determining the essential information and documents for translation, STA has developed "Vital Documents Guidelines." Classification of a document as "Vital" depends upon the importance of the program, information, service, or encounter involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

According to federal guidance, vital written documents include, but are not limited to, consent and complaint forms; intake and application forms with the potential for important consequences; written notices of rights; notices of denials, losses, or decreases in benefits or services; and notices advising LEP individuals of free language assistance services.[8]

Based on the Four Factor analyses, the most frequently encountered languages are:

- Primary Language: Spanish
- Secondary Languages: Tagalog, Chinese (Mandarin & Cantonese) and Vietnamese.
- "Safe Harbor" Languages for vital document translation include 4 languages: Spanish, Tagalog, Chinese (Mandarin and Cantonese), and Vietnamese.

Table 6 below lists both vital and non-vital documents and categories of documents (such as promotional materials) and identifies the language category into which they should be translated. STA may provide a summary of a vital document and/or notice of free language assistance in the "Safe Harbor" languages, rather than a word-for-word translation of the vital document. STA may reserve the right to translate documents into more languages as circumstances dictate and resources allow. For example, community outreach may provide translated notices in languages other than Spanish, depending on the area and particular concentrations of LEP individuals.

Table 6: Vital Documents Guidance

Document	Languages	Vital Document?
Title VI Public Notice	All Safe Harbor Languages	Yes
Title VI Complaint Form and Procedures	All Safe Harbor Languages	Yes
Notice of Free Language Assistance	All Safe Harbor Languages	Yes
General Promotional Materials (such as FAQs or other materials that provide direction on how to access services and public meeting notices)	Spanish and Secondary Languages as funding permits	No
Public Hearing Notices	Spanish, with written notice that other languages will be translated upon request	Yes
"Participation" or "Intake" forms (such as ADA determination letter and appeal forms, Vanpool and Bike incentive forms)	Spanish, with written notice that other languages will be translated upon request	Yes

[8] FTA Circular 4702.1B

The following represents the current documents that will be translated within 180 days after adoption of the Title VI Plan using the Vital Document table, above:

- Title VI Public Notice
- Title VI Complaint Form and Procedures
- Notice of Free Language Assistance
- Public Hearing Notices

Over the two years, the other vital documents will be translated into Spanish, with written indications in the other safe harbor languages that translation services are available upon request as budget allows.

3. Training Staff

Currently, frontline STA staff members are trained in a number of areas to ensure that they consider the needs of LEP individuals. When hired, employees are trained to concentrate on understanding and interacting with a diverse customer clientele. They are also given specific skills for giving service to customers with a variety of challenges that may require extra attention. In all cases, employees practice appropriate responses to sensitive cases such as those involving non-English speaking customers.

STA will continue to promote the principles of good customer service to all STA clientele while understanding the special needs of its LEP customers.

STA also uses bilingual staff within their organization to provide translations services for events, hearings and in their Customer Service Call Center. When recruiting for customer service personnel, bilingualism is a desired qualification to ensure that the best customer service can be provided. STA's continued use of the diverse employee base helps to ensure that the needs of LEP groups can be accommodated efficiently and effectively.

It is STA's goal to continue to recruit and train staff that is bilingual in order to provide an effective and cost-efficient method of addressing the needs of LEP populations.

Additionally, STA uses contracted workers for their in-person ADA assessment program (CARE). A number of these contracted workers speak languages other than English to assist in their assessment duties. STA will continue to encourage hiring CARE workers that are bilingual to further the effectiveness of transmitting essential information provided to non-English customers.

4. Providing Notice to LEP Persons of Language Assistance Measures

The methods that STA will use to notify LEP customers of language assistance services include the following:

- Post Language Assistance Notification on STA website
- Provide Language Assistance Notification for use on public hearing notices
- Post availability of AT&T Language Line Assistance and other translation services on the STA website under "Contact Us" page
- Use of ethnic media for posting STA news, notices, and information to newspapers in other languages
- Work with CBOs to inform LEP customers about the Language Assistance services

5. Monitoring and Updating the Plan

On an on-going basis, STA will monitor activities and information that require LEP accessibility, including data collection and continued LEP plan assessment, to ensure that the Language Assistance Plan meets the changing needs of LEP populations. At a minimum, monitoring will be conducted to coincide with the submittal of the Title VI Program update as required by FTA Circular 4702.1B. It is the goal of STA to show continued improvement to Language Assistance Services and LEP Plan monitoring.

Monitoring methods include:

- Review both ***existing*** and ***new*** customer outreach materials prior to production to determine whether the document can be considered "vital" and what translation is needed.
- Evaluate and analyze outreach efforts pertaining to LEP populations.
- Review translation and language assistance efforts to determine whether they are adequate and/or effective.
- Analyze demographic data from the U.S. Census, the ACS, and any future Customer Surveys.
- Gather information from CBOs and regional agencies and partners through on-going coordination
- Gather feedback from LEP customers (public outreach, CBO meetings, etc.)

Compliance will be monitored by the STA Title VI Administrator in coordination STA staff.

LEP Appendix A: Translated Materials for STA programs and projects

Solano Transportation Authority

FOR IMMEDIATE RELEASE
September 7, 2012
Contact: Jayne Bauer
Marketing & Legislative Program Manager
jbauer@sta-snci.com, 707-424-6075

****** MEDIA ADVISORY *** MEDIA ADVISORY ******

Public Input Meeting for OBAG Projects and Priorities for Solano County

SUISUN CITY, CA – The Solano Transportation Authority (STA) is seeking input from the public on how to allocate $7.6 million in federal transportation funds over the next 4 years.

A special public input meeting of the STA Board will be held on **Wednesday, September 12, at 3:00 pm** in the Solano County Events Center, 601 Texas Street, Fairfield.

The transportation funds are from the federal CMAQ (Congestion Mitigation and Air Quality) program, and will be allocated by STA as part of the Metropolitan Transportation Commission's (MTC) OneBayArea Grant (OBAG) program. "CMAQ funds can be used for many projects and programs that reduce the number of vehicles on the road or improve air quality. Examples of eligible CMAQ projects are bus stations, bike lanes and rideshare programs, but there are many other possibilities" said STA Planning Director Robert Macaulay.

At the public input meeting on Wednesday, September 12, various advisory committees and members of the general public will have the opportunity to present their priorities regarding what transportation projects or programs that can be funded with CMAQ dollars are important to them.

Background on OBAG
The Regional Transportation Plan (RTP) is the long-range transportation plan for the 9-county Bay Area. It is prepared every 4 years by the Metropolitan Transportation Commission (MTC). The RTP sets out a 25-year vision for the region's transportation system, establishes goals and milestones for achieving that vision, and lists projects that are designed to help meet those goals.

Senate Bill (SB) 375 was legislation enacted with the intent to help implement the state's goals for reduction of Greenhouse Gas (GHG) emissions from cars and light trucks, and coordinate regional land use and transportation planning. SB 375 requires the development of Sustainable Community Strategies (SCS) that act as the land use element of the RTP. The SCS and RTP must result in projected reductions of GHG emissions to levels set by the state, and accommodate all of the projected growth in housing for the time period of the RTP/SCS. The Bay Area SCS is being developed by the Association of Bay Area Governments (ABAG) and MTC, with input from other regional agencies.

In late December 2011, MTC released guidelines for the OneBayArea Grant (OBAG) program. OBAG is a new program developed by MTC and ABAG for the allocation of the region's federal Surface Transportation Program (STP) and CMAQ funds. The OBAG proposal will combine funds for local streets and roads maintenance, Transportation for Livable Communities (TLC), regional bicycle network and Congestion Management Agency (CMA) Planning activities.

On July 12, the STA Board issued a Call for Projects for CMAQ-eligible projects and programs. A total of $7.6 million in CMAQ funds is currently available for Solano County.

For more information, contact Robert Macaulay, STA Director of Planning at 707-399-3204, rmacaulay@sta-snci.com, or go to the STA's website: http://www.sta.ca.gov.

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Solano Transportation Authority

PARA PUBLICACION INMEDIATA

07 de septiembre 2012
Contacto: Jayne Bauer
Marketing y Gerente del Programa Legislativo
jbauer@sta-snci.com, 707-424-6075

Reunión de entrada Pública para Proyectos OBAG y prioridades para el Condado de Solano

SUISUN CITY, CA - El Solano Transportation Authority (STA) está buscando la opinión del público sobre la forma de asignar $ 7.6 millones en fondos federales de transporte en los próximos 4 años.

Una reunión especial de la opinión pública de la Junta de STA se llevará a cabo **el miércoles, 12 de septiembre a las 3:00 pm** en el Centro de Eventos del Condado de Solano, 601 Texas Street, Fairfield.

Los fondos de transporte son del CMAQ federal (Congestion Mitigación y Calidad del Aire) del programa, y se asignarán por STA, como parte de la Metropolitan Transportation Commission (MTC) OneBayArea Grant (OBAG) del programa. "Los fondos de CMAQ puede ser utilizado para muchos proyectos y programas que reduzcan el número de vehículos en la carretera o mejorar la calidad del aire. Ejemplos de proyectos elegibles CMAQ son las estaciones de autobuses, carriles para bicicletas y programas para compartir el viaje, pero hay muchas otras posibilidades ", dijo el director de Planeación STA Robert Macaulay.

En la reunión de la opinión pública el miércoles, 12 de septiembre de diversos comités asesores y miembros del público en general tendrá la oportunidad de presentar sus prioridades con respecto a lo que los proyectos de transporte o programas que pueden ser financiados con el dinero de CMAQ son importantes para ellos.

Antecedentes sobre OBAG
El Plan de Transporte Regional (RTP) es el plan de transporte de largo alcance para el Área 9-condado Bay. Se prepara cada 4 años por la Comisión Metropolitana de Transporte (MTC). El RTP define una visión de 25 años para el sistema de transporte de la región, establece objetivos y metas para el logro de esa visión, y enumera los proyectos que se han diseñado para ayudar a cumplir estas metas.

Proyecto de Ley Senatorial (SB) 375 fue promulgado legislación con la intención de ayudar a implementar las metas del estado para la reducción de gases de efecto invernadero (GEI) de los automóviles y camiones ligeros, y coordinar el uso del suelo y la planificación del transporte regional. SB 375 requiere el desarrollo de estrategias comunitarias Sostenibles (SCS) que actúan como elemento de uso de la tierra de la RTP. El SCS y RTP debe dar lugar a reducciones proyectadas de las emisiones de GEI a los niveles establecidos por el estado, y dar cabida a la totalidad del crecimiento previsto de la vivienda para el período de tiempo del RTP / SCS. El Área de la Bahía SCS está siendo desarrollado por la Asociación de Gobiernos del Área de la Bahía (ABAG) y MTC, con el aporte de otros organismos regionales.

A finales de diciembre de 2011, MTC publicado directrices para la OneBayArea Grant (OBAG) del programa. OBAG es un nuevo programa desarrollado por el MTC y ABAG para la asignación del Programa federal de superficie de la región Transporte (STP) y los fondos de CMAQ. La propuesta OBAG combinará fondos para calles locales y el mantenimiento de carreteras, Transporte para las Comunidades Habitables (TLC), la red de bicicleta regional y la Agencia de Gestión de congestión (CMA) Las actividades de planificación.

El 12 de julio, el Consejo STA emitió una convocatoria de proyectos para CMAQ elegibles para proyectos y programas. Un total de $ 7.6 millones en fondos CMAQ está actualmente disponible para el Condado de Solano.

Para obtener más información, comuníquese con Robert Macaulay, Director de Planificación de STA en 707-399-3204, rmacaulay@sta-snci.com, o visite el sitio web de la STA: http://www.sta.ca.gov.

*

Solano Transportation Authority

PARA SA AGARANG PAGLABAS NA

Setyembre 7, 2012
Contact: Jayne Bauer
Marketing & Pambatasan Program Manager
jbauer@sta-snci.com, 707-424-6075

**** MEDIA ADVISORY *** MEDIA ADVISORY ****

Pampublikong Input Meeting para sa mga Proyekto ng OBAG at prayoridad para sa Solano County

SUISUN CITY, CA - Ang Solano Transportasyon Authority (STA) ay naghahanap ng input mula sa pampublikong sa kung paano magtalaga ng $ 7,6 milyon sa mga pederal na pondo ng transportasyon sa susunod na 4 na taon.

Isang espesyal na pampublikong input pulong ng STA Board ay gaganapin **sa Miyerkules, Setyembre 12, sa ganap na 3:00 pm** sa ang Solano County Kaganapan Center, 601 Texas Street, Fairfield.

Ang mga pondo sa transportasyon ay mula sa pederal CMAQ (kasikipan pagpapagaan at naka Marka ng) programa, at ay inilalaan ng STA bilang bahagi ng Metropolitan Transportasyon Commission (MTC) OneBayArea Grant (OBAG) programa. "CMAQ pondo ay maaaring gamitin para sa maraming mga proyekto at mga programa na bawasan ang bilang ng mga sasakyan sa kalsada o mapagbuti ang kalidad ng air. Mga halimbawa ng mga karapat-dapat na mga proyekto ng CMAQ istasyon ng bus, bike lane at rideshare programa, ngunit may mga maraming iba pang mga posibilidad "sinabi STA Pagpaplano Director Robert Macaulay.

Sa pampublikong pulong ng input sa Miyerkules, Setyembre 12, ang mga iba't-ibang advisory komite at mga miyembro ng publiko sa pangkalahatan ay magkakaroon ng pagkakataon upang ipakita ang kanilang mga priyoridad tungkol sa kung ano ang transportasyon proyekto o programa na maaaring pinondohan sa CMAQ dolyar ay mahalaga sa kanila.

Background sa OBAG
Ang Regional Plan Transportasyon (RTP) ay ang pang-hanay na plano sa transportasyon para sa 9-county Bay Area. Ito ay handa tuwing ika-4 na taon sa pamamagitan ng ang Metropolitan Transportasyon Commission (MTC). Ang RTP nagtatakda ang isang 25-taon paningin para sa sistema ng transportasyon sa rehiyon, nagtatatag ng mga layunin at milestones para sa pagkamit na pangitain, at naglilista ng mga proyekto na idinisenyo upang makatulong na makamit ang mga layuning ito.

Senado Bill (SB) 375 batas na pagsasabatas na may ang layunin upang makatulong na ipatupad ang mga layunin ng estado para sa pagbabawas ng Greenhouse Gas (GHG) emissions mula sa mga kotse at mga trak ng liwanag, at coordinate rehiyonal na paggamit ng lupa at pagpaplano ng transportasyon. SB 375 ay nangangailangan ng pagbuo ng Sustainable Komunidad Istratehiya (SCS) na gumaganap bilang elemento ng paggamit ng lupa ng RTP. Ang SCS at RTP ay dapat magresulta sa inaasahang reductions ng GHG emissions sa mga antas ng na itinakda ng estado, at tumanggap ang lahat ng inaasahang paglago sa pabahay para sa tagal ng panahon ng RTP / SCS. Ang Bay Area SCS ay binuo sa pamamagitan ng ang Association ng Bay Area Pamahalaan (ABAG) at MTC, na may input mula sa iba pang mga rehiyonal na mga ahensya.

Sa huli ng Disyembre 2011, MTC inilabas ng mga alituntunin para sa ang OneBayArea programa Grant (OBAG). Ang OBAG ay isang bagong programa na binuo ng MTC at ABAG para sa paglalaan ng pederal Program sa rehiyon Surface Transportasyon (STP) at CMAQ pondo. Ang OBAG panukala ay pagsamahin ang mga pondo para sa mga lokal na kalye at kalsada maintenance, Transportasyon para sa mga matitirahan Komunidad (TLC), rehiyonal na network ng bisikleta at Pamamahala ng Ahensya kasikipan (CMA) Pagpaplano gawain.

Sa Hulyo 12, ang STA Board nagbigay ng Tawag para sa mga Proyekto para sa CMAQ-karapat-dapat na mga proyekto at mga programa. Isang kabuuan ng $ 7,6 milyon sa CMAQ pondo ay kasalukuyang magagamit para sa Solano County.

Para sa karagdagang impormasyon, makipag-ugnay sa Robert Macaulay, STA Direktor ng Pagpaplano sa 707-399-3204, rmacaulay@sta-snci.com, o pumunta sa website ang STA: http://www.sta.ca.gov.

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OneBayArea (OBAG) Grant

Public Input Meeting

3:00 p.m., Wednesday, September 12, 2012
Solano County Events Center
601 Texas Street, Fairfield

I. CALL TO ORDER — Jack Batchelor, Jr., STA Chair

II. ONEBAYAREA GRANT (OBAG) OVERVIEW — Robert Macaulay, STA
(3:00 – 3:10 p.m.)

III. PRESENTATIONS FROM STA ADVISORY COMMITTEES
(3:10 – 3:50 p.m.)

- Bicycle Advisory Committee
- Lifeline Committee
- Paratransit Coordinating Committee
- Pedestrian Advisory Committee
- Safe Routes to Schools Committee
- Seniors and Persons with Disabilities Transportation Advisory Committee
- Solano Express Intercity Transit Consortium
- Technical Advisory Committee

IV. COMMENTS FROM MEMBERS OF THE PUBLIC
(3:50 – 4:20 p.m.)

V. COMMENTS FROM MEMBERS OF THE STA BOARD
(4:20 – 4:30 p.m.)

VI. SCHEDULE FOR OBAG IMPLEMENTATION — Robert Macaulay, STA
(4:30 – 4:00 p.m.)

VII. ADJOURNMENT

OneBayArea (OBAG) Grant

Public Input Meeting

3:00 p.m., Wednesday, September 12, 2012
Solano County Events Center
601 Texas Street, Fairfield

I. ORDEN Jack Batchelor, Jr., Presidente STA

II. ONEBAYAREA GRANT (OBAG) RESUMEN Robert Macaulay, STA
(3:00-3:10 p.m.)

III. PRESENTACIONES DE STA COMISIONES DE ASESORAMIENTO
(3:10-3:50 p.m.)
- ♣ Comité Asesor de Ciclismo
- ♣ Lifeline Comité
- ♣ Paratransit Comité Coordinador
- ♣ peatonal Comité Asesor
- ♣ Safe Routes to Schools Comité
- ♣ Personas Mayores y Personas con Discapacidades del Comité Asesor del Transporte
- ♣ Solano Intercity Express Tránsito Consorcio
- ♣ Comité Técnico Asesor

IV. COMENTARIOS DE LOS MIEMBROS DEL PÚBLICO
(3:50-4:20 p.m.)

V. COMENTARIOS DE LOS MIEMBROS DE LA JUNTA DE STA
(4:20-4:30 p.m.)

VI. CALENDARIO DE IMPLANTACIÓN OBAG Robert Macaulay, STA
(4:30-4:00 p.m.)

VII. APLAZAMIENTO

OneBayArea (OBAG) Grant

Solano Transportation Authority

Public Input Meeting

3:00 p.m., Wednesday, September 12, 2012
Solano County Events Center
601 Texas Street, Fairfield

Tawagan ang I. sa order — Jack Batchelor, Jr, STA upuan

II. ONEBAYAREA Grant (OBAG) PANGKALAHATANG-IDEYA — Robert Macaulay, STA
(3:00-3:10)

III. Presentasyon MULA STA Advisory komite
(3:10-3:50)
- ♣ Bisikleta Advisory Committee
- ♣ Lifeline Committee
- ♣ Paratransit Coordinating Committee
- ♣ Pedestrian Advisory Committee
- ♣ Mga Ligtas na Ruta sa Paaralan Committee
- ♣ Seniors at mga Tao na may Kapansanan Transportasyon Advisory Committee
- ♣ Solano Express Intercity Transit Consortium
- ♣ Teknikal Advisory Committee

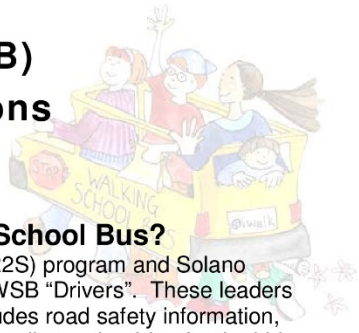
IV. KOMENTARYO MULA SA MGA KASAPI NG MGA
(3:50-4:20)

V. KOMENTARYO MULA SA MGA KASAPI NG Sta BOARD
(4:20-4:30)

VI. Iskedyul para sa OBAG pagpapatupad — Robert Macaulay, STA
(4:30-4:00)

VII. pagpapaliban

Walking School Bus (WSB)
Frequently Asked Questions

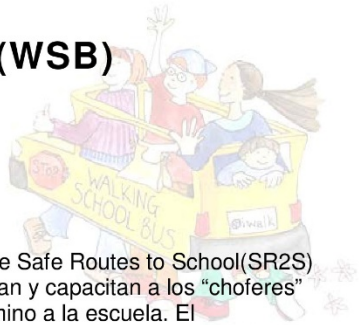


- **How do I know my child is safe with the Walking School Bus?**
  The Solano Transportation Authority Safe Routes to School (SR2S) program and Solano County Public Health recruits and trains volunteers to become WSB "Drivers". These leaders supervise the children during their walk to school. Training includes road safety information, familiarity with WSB Program Policies and ideas for making the walk to school fun for the kids.
- **How can I motivate my child to continue walking every day?**
  It is important to talk about the health benefits of walking to school and that is a big step to contribute in the efforts of creating a better environment. Plus the more children the more fun for everyone.
- **What is the cancellation policy for my WSB?**
  The WSB cancels only for the following reasons:
  The Temperature is below 32 degrees at 7am
  It is raining at 7am or forecast to rain heavily between 8am and 9am
  Parents can expect a phone call around 7:30am if the "bus" is cancelled.
- **Who do I contact if my child will not be walking today?**
  If your child will not be walking, please contact the WSB leader for your route.
- **What do I do if the WSB leader is not at the "Stop" today?**
  If there is no walk leader at a stop, please wait a few minutes in case the leader is delayed. After waiting 5 minutes or so, please take your child on to school. If there is a continuing problem please contact your Walking School Bus Program Coordinator.
- **On days when there is no Walking School Bus, would it be okay if all of the children walked on the route to school?**
  We encourage everyone to continue walking on the identify routes, however check with your WSB leader to find out if an alternative driver volunteer will be leading the route. If there is no alternative volunteer available, at your discretion, you may decide to let your child walk to school unsupervised.
- **Where can I find up-to-date information about the Walking School Bus at my school?**
  Visit the Safe Routes to School page at www.solanosr2s.ca.gov or call the Walking School Bus Program Coordinators with your questions.

Karin Bloesch, *WSB Program Coordinator*
Phone: (707) 399-3222
Email: kbloesch@sta-snci.com

Karla K. Valdez, *WSB Program Coordinator*
Phone: (707) 399-3222
Email: kvaldez@sta-snci.com

Autobús Escolar Ambulante (WSB)
Frecuentes Preguntas



- **¿Cómo saber que mi hijo/a esta seguro en el WSB?**
  La agencia de Solano Transportation Authority y el programa de Safe Routes to School(SR2S) al igual que el Departamento de Salud Publica de Solano reclutan y capacitan a los "choferes" voluntarios. Estos líderes supervisan a los niños durante su camino a la escuela. El entrenamiento incluye información de seguridad en las calles, pólizas del programa de WSB e ideas para crear un ambiente divertido durante el viaje para los niños.

- **¿Como puedo motivar a mi hijo/a a que continúe caminado todo los días?**
  El WSB tiene programas de caminadores frecuentes que ofrecen premios por las veces que caminen. También es importante hablar del beneficio de caminar para nuestra salud y que es un gran paso para contribuir en la mejora del medio ambiente. Además, entre más niños en la ruta, más divertido para todos.
- **¿En los días que no hay Autobús Escolar Ambúlate, está bien dejar que los niños continúen caminado en las ruta a la escuela?**
  Animamos a todos a seguir caminado, hablen con el líder asignado de su ruta para informarse si hay voluntarios alternativos que puedan llevar el Autobús, si no lo hay voluntario alternativo disponible esta bajo su discreción si quiere dejar a su hijo/a caminar solo a la escuela.

- **¿Cuál es la póliza de cancelación de mi WSB?**
  El WSB solo se cancela por las siguientes razones:
  La temperatura esta menos de 32 grados a las 7am
  Esta lloviendo a las 7am o está anunciado lluvia muy fuerte entre 8am y 9am
  Los padres pueden esperar una llamada alrededor de las 7:30am si el "Autobús" fue cancelado.

- **¿A quién contacto si mi hijo/a no estará caminando ese día?**
  Si su hijo/a no va caminar ese día, por favor de contactar al líder de esa ruta.

- **¿Qué hago si el líder de WSB no está en la "parada" ese día?**
  Si no hay líder en la "parada", por favor de esperar unos minutes en caso que estén un poco atrasados de tiempo, después de esperar 5 minutos, por favor de llevar a su hijo/a a la escuela usted mismo. Si esto es un problema continúo por favor de contactar a su Coordinadora de Walking School Bus.

- **¿Dónde puedo encontrar información al día del Autobús Escolar Ambulante en mi escuela?**
  Visita la pagina web Safe Routes to School en www.solanosr2s.ca.gov o llama a la Coordinadora de Programa Walking School Bus con tus preguntas.

Karin Bloesch, *WSB Program Coordinator*
Phone: (707) 399-3222
Email: kbloesch@sta-snci.com

Karla K Valdez, *WSB Program Coordinator*
Phone: (707) 424-6075 ext. 333
Email: kvaldez@sta-snci.com

Walking School Bus
Parent Permission Form

My son/daughter, _____ (please print), has my permission to participate in the Walking School Bus program for the _____ school year.

I understand that my child will leave form one of the following locations at the following times:
____ Home address _____ TIME: _____
____ Walking School Bus/Bike Train stop _____ TIME: _____

School Name: _____Teacher: _____ Grade: _____
Home Address: _____ City: _____ Zip: _____
Phone Number: _____ Email: _____

- I understand that in the case of a missed "bus time" I am responsible for my child's transportation to/from school.
- I understand that participation is completely voluntary and that participation is at "my own risk". I understand that measures will be taken to provide for my child's safety; however, I will not hold the members of _____*Elementary*, the district, its board members, its employees, Solano Transportation employees, Solano Public Health employees and any volunteer for this program liable should any incident occur.
- I understand that if my son/daughter becomes ill or is injured during their participation, someone will attempt to contact me or an emergency contact at the numbers below:

Signed: _____ Date: _____

_____ (Phone Number) _____
Name *(please print)*

_____ (Phone Number) _____
Emergency contact name *(please print)*

If I cannot be reached, I understand and agree that my son/daughter may be taken for medical assistance, and I agree that I will be solely responsible for any and all costs incurred as a result. I further agree to indemnify and hold harmless _____ School, the school district, its board members, its employees, employees of the Solano Transportation Authority and Solano Public Health, and any volunteer for this program for any injury that occurs to my child which is not a result of inaction by the district or its representatives.

☐ I give permission for my child to be photographed as part of the Solano Safe Routes to School program.

Signed: _____ Print name: _____
(*parent/guardian*) (*parent/guardian*)

☐ I **DO NOT** give permission for my child to be photographed.

My child will be participating in the Walking School Bus for the following days and times:
(Please mark with an x)

	Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*
Morning	☐	☐	☐	☐	☐
Afternoon	☐	☐	☐	☐	☐

If you have any questions please contact:

Karin Bloesch, *Walking School Bus Coordinator*
Phone: (707)399-3222 Fax: (707)424-6074
Email: kbloesch@sta-snci.com

Karla Valdez, *Walking School Bus Coordinator*
Phone: (707)399-3222 Fax: (707)424-6074
Email: kvaldez@sta-snci.com

Autobús Escolar Ambulante
Formulario de Consentimiento de Padres

Mi hija/o, _____ (letra de molde), tiene mi permiso para participar en el programa del Autobús Escolar Ambulante durante el año escolar _____.

Es mi entendimiento que mi hijo/a partirá de algunas de las siguientes locaciones a las horas mencionadas:
____ Dirección de Casa _____ Horario: _____
____ Autobús Escolar Ambulante/Parada de Bicicleta _____ Horario: _____

Nombre de la Escuela: _____Maestro/a: _____ Grado: _____
Dirección de Casa: _____ Ciudad: _____ Código Postal: _____
Número de Teléfono: _____CorreoElectronico:_____

- Es mi entendimiento que en caso de no llegue a la "parada de autobús" a la hora acordada, Es mi responsabilidad la transportación de mi hijo/a hacia y desde la escuela.
- Es mi entendimiento que la participación es completamente voluntaria y la participación es a "mi propio riesgo". Es mi entendimiento qué medidas se tomaran para proveer seguridad para mi hijo/a; sin embargo, no voy a sostener a ningún miembro de la escuela_____, del distrito, miembros de la junta, los empleados de Solano Transportacion Authority, Solano Public Health y cualquier voluntario responsable en caso de un accidente.
- Es mi entendimiento que si mi hijo/a se enferma o se lastima durante su participación, alguien tratara de comunicarse con migo o con el contacto de emergencia en los números mencionados abajo:

Firma: _____ Fecha: _____

_____Numero de Telefono: _____
Nombre del Padre (letra de molde)
_____Numero de Teléfono: _____
Nombre del Contacto de Emergencia (letra de molde)

Si no puedo ser contactado, entiendo y estoy de acuerdo que mi hijo/a pueda ser llevado a recibir asistencia médica y estoy de acuerdo que yo únicamente soy responsable por cualquier o todos los gastos que puedan incurrir como resultado. Tambien estoy de acuerdo en indemnizar y mantener indemne a la escuela _____, el distrito escolar, sus miembros de junta, los empleados de Solano Transportacion Authority, Solano Public Health y cualquier voluntario del programa de cualquier lesión que le suceda a mi hijo/a y que no sea resultado de la inacción por el distrito o sus representantes.

☐ Yo doy permiso que mi hijo/a sea fotografiado como parte del Programa de Solano Safe Rotes to School.

Firma: _____ Letra de Molde: _____
(*Padres/Guardianes*) (*Padres/Guardianes*)

☐ **No doy permiso** que mi hijo/a sea fotografiado.

Mi hijo/a estará participando en el Autobús Escolar Ambulante los siguientes días y horarios:
*(Por favor marqué con una **X**)*

	Lunes	*Martes*	*Miércoles*	*Jueves*	*Viernes*
Mañana	☐	☐	☐	☐	☐
Tarde	☐	☐	☐	☐	☐

Si tienes alguna pregunta por favor de comunicarse con:

Karin Bloesch, *Walking School Bus Coordinator*
Phone: (707)399-3222 Fax: (707)424-6074
Email: kbloesch@sta-snci.com

Karla Valdez, *Walking School Bus Coordinator*
Phone: (707)399-3222 Fax: (707)424-6074
Email: kvaldez@sta-snci.com

Walking School Bus
Volunteer Application

For office use only:

ID Check ☐
Date: / /
Megan's Law ☐
Date: / /

Legal Name: _____

Address: _____
Street City State Zip

Telephone: _____
Cell Home Work

E-mail: _____

Group Affiliation (e.g. PTO/PTA): _____

School (if student): _____ **Student ID#:** _____

Gender/Identity: _____ **Date of Birth**: _____

(Please note MINORS need parent permission and can only volunteer with pre-K through 5th grade students.)

In case of emergency, please notify:

Name: _____ **Telephone:** _____

References:

(Please list two people who can verify your work/volunteer/education experience or provide a personal reference-NOT family)

Name **Position/Relationship to you** **E-mail/Phone Number**

_____

_____

Have you ever been convicted of a felony? _____ **Yes** _____ **No**

If yes, give details: _____

_____

I, _____, certify that the information provided on my volunteer application is true and correct to the best of my knowledge.
I agree to allow Safe Routes to School Walking School Bus Coordinators to contact the references listed above to check on my volunteer or job experiences. I understand this information will be treated as confidential.

Signed: _____ Date: _____

Karin Bloesch, *WSB Program Coordinator*
Phone: (707) 399-3222 fax: (707) 424-6074
One Harbor Center, Ste. 130
Suisun City, Ca 94585

Email: kbloesch@sta-snci.com
Website: www.solanosr2s.ca.gov

Karla Valdez, *WSB Program Coordinator*
Phone: (707) 399-3222 Fax: (707) 424-6074
One Harbor Center, Ste. 130
Suisun City, Ca 94585

Email: kvaldez@sta-snci.com
Website: www.solanosr2s.ca.gov

Autobús Escolar Ambulante
Solicitud de Voluntario

For office use only:

ID Check ☐
Date: / /
Megan's Law ☐
Date: / /

Nombre Legal: _____

Dirección: _____
Calle Ciudad Estado Código Postal

Teléfono: _____
Celular Casa Trabajo

Correo Electronico:_____

Grupo afiliado (ejemplo PTO/PTA): _____

Escuela (Si es estudiante): _____ **# de Estudiante:**_____

Genero/Identidad: _____ **Fecha de Nacimiento:** _____

(Los MENORES de Edad requieren un permiso de su padres para ser voluntarios y solo pueden trabajar con estudiantes de Pre Kínder al 5qto grado.)

En case de Emergencia, por favor de notificar a:

Nombre: _____ **Teléfono:** _____

Referencias:

(Por favor nombrar dos personas que puedan verificar su trabajo, educación o servició voluntario o dos referencias que no sean familiares)

Nombre **Posición/Relación con Usted** **Correo Electrónico/Teléfono**

_____

_____

¿Alguna vez has sido condenado por un delito grave? _____ **Si** _____ **No**

Si es si, dar más detalles: _____

_____

Yo _____, certifico que la información proporcionada en mi solicitud de voluntario es verdadera y correcta a lo mejor de mi conocimiento.
Estoy de acuerdo en permitir Rutas Seguras a la Escuela Walking School Bus Coordinadores ponerse en contacto con las referencias indicadas arriba para verificar mi servicio voluntario o experiencia laboral. Entiendo que esta información será tratada de manera confidencial.

Firma: _____ Fecha: _____

Karin Bloesch, *WSB Program Coordinator*
Phone: (707) 399-3222 Fax: (707) 424-6074
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Suisun City, Ca 94585

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SOLANO COUNTY HEALTH & SOCIAL SERVICES
and SOLANO TRANSPORTATION AUTHORITY

Solano Transportation Authority
Safe Routes to School (SR2S)
One Harbor Center, Suite 130
Suisun City, CA 94585
(707) 424-6075 FAX (707) 424-6074

10/3/13

MEDIA RELEASE

I grant authority to Solano County and/or Solano Transportation Authority (STA) to photograph or videotape me and grant full permission to use any photographic likeness or video of me for promotional and educational purposes relating to the STA's Safe Routes to School programs and services, without receiving any financial return. I also agree to allow the County of Solano and/or STA to maintain possession of written, audio and/or visual materials to be used for the purposes listed above.

I agree to hold Solano County and Solano Transportation Authority harmless from claims or damages brought by or on behalf of the undersigned.

Name of Participant: _____ *(Please print)*

Signature of Participant:_____ Date:_____

If under 18:

Signature of Parent/Guardian_____Date:_____

Parent/Guardian Name (print):_____

Address:_____

City/State/Zip:_____

Phone:_____

SOLANO COUNTY HEALTH & SOCIAL SERVICES and
SOLANO TRANSPORTATION AUTHORITY

Solano Transportation Authority
Safe Routes to School (SR2S)
One Harbor Center, Suite 130
Suisun City, CA 94585
(707) 424-6075 FAX (707) 424-6074

10/3/13

Consentimiento de Medios de Comunicación

Doy autorización a Solano County y / o Solano Transportation Authority *(STA)* para fotografiar o grabar en video y doy permiso para que se usen en cualquier semejanza fotográfica o video de mí para fines promocionales y educativos relacionados con las rutas seguras a la escuela de la STA y programas y servicios, sin recibir ningún beneficio financiero. También estoy de acuerdo que el Condado de Solano y / o STA mantenga posesión de materiales escritos, audio y / o visual que se utilizarán para los fines mencionados de arriba.

Estoy de acuerdo en mantener indemne al Condado de Solano y Solano Transportation Authority de daños y reclamaciones, presentadas por o en nombre del firmante.

Nombre de Participante: _____ *(letre de molde)*

Firma del Participante:_____ Fecha:_____

Menor de 18 años:

Firma del padre/guardian:_____Fecha:_____

Nombre del Padre/Guardián (*letra de moldle*):_____

Dirección:_____

Ciudad, Estado y C/P_____

Teléfono: _____

CITY COACH DELTA BREEZE FAST SolTrans

Solano ADA Paratransit Eligibility

For Information & Appointments, please call:

(707) 541-7184

Monday-Friday, 8am-5pm

STA

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STA

What is Americans with Disabilities Act (ADA) paratransit service?

ADA Paratransit is a shared ride, advanced reservation, origin-to-destination service for people with disabilities who are unable to use fixed route public transit service because of their disability.

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Solano ADA Paratransit Elegibilidad

Para información y citas, llame al

Lunes a Viernes, de 8 am-5 pm:

(707) 541-7184

¿Qué es Americans with Disabilities Act servicio paratransit (ADA)?

ADA Paratransit es un viaje compartido, reservaciones con anticipo, servicio de origen a destino para las personas con discapacidad que no pueden utilizar el servicio de transporte público de ruta fija debido a su discapacidad.

7. Membership of Decision-Making Bodies

The STA Board of Directors is entirely composed of elected officials from each city, with one county supervisor. The city council from each city and the county board of supervisors appoints an elected representative from their city to sit on the STA Board of Directors to represent the municipalities' interest in transportation.

There are several non-elected advisory bodies. The table below presents the gender and ethnic composition of these non-elected advisory boards.

Committee Name	Female	Male	White/ Caucasian-Not of Hispanic Origin	Hispanic /Latino	Other Not Listed	Alaska Native / Native American	Declined to State	Did Not Submit
Bicycle Advisory Committee	***2***	***3***	***5***					***3***
Paratransit Coordinating Council	***2***	***4***	***3***	***1***	***1***	***1***	***1***	
Pedestrian Advisory Committee	***1***	***1***	***2***					***7***

8. Board Adoption of Title VI Program

Solano Transportation Authority

DATE: June 3, 2014
TO: STA Board
FROM: Daryl K. Halls, Executive Director
Elizabeth Richards, Mobility Management Project Manager
RE: Mobility Management: Consolidated Transportation Services Agency (CTSA) Designation

---

Background:

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 re-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 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 providing 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.

In July 2012, STA began working with consultants and the transit operators to develop a Mobility Management Plan for Solano County. The development of a Mobility Management Plan was identified in the 2011 Solano Transportation Study for Seniors and People with Disabilities as a strategy to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. The Solano Mobility Management Plan identified existing services and programs, explored potential partnerships, and analyzed how to address mobility needs in Solano County in a cost effective manner.

In April 2014, the STA Board approved the Solano Mobility Management Plan. The Plan identified four key strategies to assist seniors, people with disabilities, low income and transit dependent individuals with their transportation needs. These four strategies are:

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

In addition, various organizational options were discussed on where Mobility Management programs could be housed. The concept of a Consolidated Transportation Service Agency (CTSA) was presented with a discussion of a CTSA's overall purpose, potential functions, and potential organizational structure. A CTSA could be in the form of a non-profit, transit operator, cities/counties and other public agencies. The Plan did not recommend an agency, or agencies, to pursue CTSA designation in Solano, but rather recommended further analysis.

The Solano Mobility Management Plan outlined 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.

STA currently is managing or implementing the following:

1. Countywide in-person eligibility ADA assessment process was funded and began implementation July 2013.
2. The STA Board approved a 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. An 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 numerous Community Based Transportation Plans.

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 process and progress on mobility management at a region-wide mobility management summit sponsored by MTC last fiscal year. 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.

Consortium CTSA discussion

The Transit Consortium has discussed CTSA designation at its meetings of November 2013, March 2014, April 2014, and May 2014. The Consortium has expressed that if a CTSA is formed, or designated, that it must 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 STA present a draft proposal outlining a CTSA's potential goals, operations, and representation for review and a more in-depth discussion.

Discussion:

The CTSA proposal developed by STA staff was presented and discussed with Consortium members as well as the Board and other committees. Consortium feedback included a proposal that all or at least 3 transit operators be represented on the CTSA Advisory Committee rather than the proposal's 2 transit operators representing the Consortium; this has been incorporated into the revised proposal (Attachment H). In addition, there was a suggestion that the non-profit Faith in Action organization be added to the CTSA Advisory Committee.

In April 2014, the Transit Consortium and the STA TAC unanimously approved 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 to the STA Board.

The proposal was presented to the STA Board on May 14th and to the Paratransit Coordinating Council (PCC) on May 15th. Board comments and questions included requesting clarification on other CTSA programs and a future tour of the Santa Clara CTSA, clarifying the role of Faith in Action, anticipating the value of coordinating County HSS social service transportation services to avoid duplication, and stating STA appears to be a natural fit as a CTSA. PCC comments were positive about STA seeking CTSA designation. They also inquired about other CTSA programs that Solano County may be able to implement.

At the Consortium meeting on May 27th, two issues were raised concerning designation. One issue concerned funding. There was a request to add language to the CTSA proposal (Attachment H) to clearly state that if STA sought CTSA designation the CTSA could not be funded with transit operators' Federal Transit Administration (FTA) 5307 or 5339 funds, nor from transit operator Transportation Development Act (TDA) funds without an agreement between the operator and STA. This request is consistent with the intent of the staff recommendation and Attachment H has been revised to incorporate this request.

The second issue raised was an interest in taking another look at considering a non-profit to function as a CTSA in Solano. County staff raised this issue as an opportunity to determine how intercity paratransit is to be delivered and the possibility that a CTSA could deliver intercity taxi/paratransit service in its current or an evolved state. More specifically, Partnership HealthPlan was mentioned as a possible non-profit that should be approached to be considered though the operators were also interested in exploring the possibility of a new non-profit agency as a CTSA. Staff explained that a CTSA could be an operator of an intercity taxi/paratransit program either as a non-profit or public entity. A majority of Consortium staff members voted to table the CTSA agenda action item and requested STA contact Partnership HealthPlan to discuss this issue before the next Consortium.

Establishing a new non profit or JPA would require additional resources and time to set up. The recent mobility management efforts of the STA are consistent with MTC's Coordinated Public Transit Human Service Transportation Plan. The STA is already staffed to coordinate Mobility Management and/or CTSA activities, and has experience working with advisory committees, and pursuing and allocating resources. The STA Board includes representation of all seven cities and the County. The STA Board also represents all five transit operators.

At the STA TAC meeting on May 28th, the item was presented along with an update of what transpired at the Consortium. The TAC also voted to table a recommendation on the item.

On June 2nd, the STA Board's Executive Committee considered the item and recommended the STA Board approve STA requesting CTSA designation by MTC for Solano County as prescribed in Attachment H. STA staff recommends the STA Board approve STA requesting CTSA designation by MTC for Solano County.

Fiscal Impact:

Designation as a CTSA by MTC has the potential to open up future funding opportunities as mobility management is becoming a higher priority at the regional, state, and national level. It is recommended CTSA functions to be funded through grants and revenue sources excluding transit operators' TDA, FTA 5307 and 5339 funds unless an agreement has been established with the transit operator(s). These fund sources are outlined in Attachment H.

Recommendation:

Approve the following:

1. The STA request CTSA designation from MTC for Solano County as prescribed in Attachment H; and
2. Authorize the Executive Director to establish a CTSA Advisory Committee as outlined in Attachment H.

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. Types of CTSAs Summary
F. Summary of Initial Comments
G. Summary of March Consortium comments
H. Draft CTSA Proposal for Solano County

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
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

3331 North First Street · San Jose, CA 95134-1927 · Administration 408.321.5555 · Customer Service 408.321.2300

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

ABSTRACT

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.

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.

ATTACHMENT D

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.

Consolidated Transportation Services Agencies (CTSA)

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

Public Agency CTSAs

City/County models –

Glenn County – Operates fixed-route, paratransit, and volunteer medical transport services.

City/County of Honolulu – 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 –

Monterey-Salinas Transit (MST) – 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

Operator Attendees:

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

Others in attendance and participating in discussion:

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)

Direction:

- 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

Consolidated Transportation Service Agency (CTSA) Designation Proposal for Discussion

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Designation:
Solano Transportation Authority (STA) makes request to Metropolitan Transportation Commission (MTC) for CTSA designation on behalf of STA.

Governance:
The governance will be the STA Board consisting of the mayor of each of seven Solano County's Cities and a Solano County Board of Supervisor.

Funding:
CTSA function funding by STA to be provided by STAF and STAF paratransit, Lifeline, New Freedom grants, JARC grants, future MAP-21 Section 5310, and future regional funds. Transit operators' FTA Section 5307 and 5339 funds as well as their directly allocated TDA funds shall not be funding sources for the CTSA unless an agreement has been established with the transit operator(s).

CTSA Advisory Committee (11 Members):

(1) Seniors and People with Disabilities Transportation Advisory Committee
(1) Paratransit Coordinating Council
(1) Lifeline Advisory Committee
(3) SolanoExpress Intercity Transit Consortium (Transit operators only)
(1) Solano County Department of Health and Social Services
(1) Area Agency on Aging
(3) Board Members

Reason for CTSA Designation:
To enhance and expand Solano County's ability to identify and obtain future federal, state, and Mobility Management at the regional level by identifying and designating Consolidated Transportation Service Agencies (CTSAs)

- To facilitate mobility management and transportation coordination efforts in Solano County
- Provide information and manage demand across a family of transportation regional services
- Coordinate advocacy with human service agencies to identify resources to sustain coordinated transportation service delivery.

Purpose:
To pursue Mobility Management funding and identify and facilitate implementation of various Mobility Management Programs and Services to support Mobility for Solano County Seniors, People with Disabilities and Low Income.

Current Mobility Management Programs and Services:

- To continue administering the Countywide In-Person ADA Eligibility Program Contract
- In coordination with the transit operators assist in the development of Ambassador Programs and partner with social services agencies to provide more intensive one-to-one travel training for people with disabilities, intercity transit trips, and all other as requested.
- Establish a Mobility management Call Center by expanding the SNCI call center to include services for the seniors, people with disabilities, and low income with a complementary website including Senior Safe Driving Information.
- Update Solano Seniors and People with Disabilities Mobility Guide as needed.

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Solano Transportation Authority

DATE: June 3, 2014
TO: STA Board
FROM: Daryl Halls, Executive Director
Nancy Whelan, Project Manager, Nancy Whelan Consulting
RE: Intercity Paratransit Assessment Update and Recommendation

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Background:
On July 12, 2013, the Solano Transportation Authority (STA), the five local transit agencies, and Solano County entered into a Memorandum of Understanding (MOU) to fund a new Countywide taxi-based intercity paratransit service. The proposed new service will provide trips from city to city, to both ambulatory and non-ambulatory ADA-eligible riders and has been identified as an ADA Plus service. Solano County is currently the lead agency coordinating on behalf of the cities in preparing to solicit proposals from contractors to provide Countywide taxi-based intercity paratransit service.

The potential for this service to grow in the future and the impact on the engineering staff prompted Solano County to consider whether the Solano County Department of Resource Management - Engineering Division is the best agency for management and delivery of the service. With the authorization of the County Board of Supervisors, on December 16, 2013, the Solano County Director of Resource Management requested that STA explore the feasibility of providing oversight and long term operation of the Countywide intercity paratransit service. In response to this request, in mid-January 2014, STA retained Nelson\Nygaard to develop and evaluate intercity paratransit service delivery models and asked Nancy Whelan Consulting (NWC) to prepare a financial analysis of the service options.

Status reports on the various elements of the study have been presented to the Consortium over the past several months and the consulting team's final report was presented to the Consortium on April 29, 2014. A report on the background for the study and a summary of the study results were presented as an information item to the STA Board on May 14, 2014.

Discussion:
Based on the request letter from County of Solano's Department of Resource Management on behalf of the Solano County Board of Supervisors, the STA Board must determine if it wishes to accept responsibility for managing intercity paratransit service on behalf of the seven cities and the County. This is the first decision before the STA Board.

The STA Joint Powers Agreement (JPA) clearly stipulates this is a responsibility envisioned to be undertaken by the STA. The STA JPA Agreement specifies that the STA is designated a provider of transit and paratransit, and that any transit and paratransit services operated within the county by the STA shall be complementary and shall not compete with local transit services operated by parties to the STA JPA. The JPA further stipulates that STA will coordinate all alternative modes of transportation within the county and with agencies outside Solano County and operate or cause to have operated transit and paratransit and submit TDA claims, and operate or contract for the operation of transit and paratransit services as determined appropriate by the STA Board.

There are three issues that would need to be addressed if the STA Board decides to respond affirmatively to the County of Solano. The first two are near-term. First would be to authorize the STA to retain a project manager to develop the RFQ for intercity paratransit service, setting up the intercity paratransit program, and then managing the contract and program once it is established. Initially, this is recommended to be through retaining of a consultant or consulting firm with the necessary experience in managing paratransit service to in initially establish and manage the program.

This could then transfer to a permanent project manager who could be hired to manage this program once it is established, perhaps during the first or second year of the service. If the STA Board opts to have STA take on this responsibility, it is recommended a project manager be selected during the first three months to help the determination of the second issue.

The second issue to be determined in the near-term is the selection of a preferred service option based on one or some combination of the three options identified by Nelson/Nygaard (Attachment A). This is recommended to take place after the hiring of the project manager, in approximately 2 to 4 months.

The third is more longer term in nature and concerns the funding of the intercity paratransit service in the long term. Based on the nine scenarios assessed, all of them have the potential to have sustainability issues, somewhere between 2 to 6 years, if the service is not managed within the transit resources expected to be available. There is adequate funding available through the TDA funds to be provided by the County of Solano, the TDA pooled by the five transit operators and the two federal transit grants already obtained by the County to fund the start up of the service to operate the service during the two fiscal years with a reasonable expectation of being able to cover the program's cost. Similar to the start up by the STA of the Countywide, in-person, ADA eligibility process through Care Evaluators, the best indicator of how the service will function, the annual cost and service demand will be determined during the initial year of operation. Adjustments will likely need to be made whichever service option is selected.

Based on the analysis provided by the two consultants, the review of the STA JPA and the emphasis that the STA Board has placed on this issue, staff recommends the STA Board accept the County of Solano's request for STA to manage intercity paratransit service and authorize the Executive Director to recruit for a project manager to transfer the service from the County and manage the service on behalf of STA.

The next step for the STA Board is to determine whether to accept the County of Solano's request to manage the intercity paratransit service. On June 2, 2014, the STA Board's Executive Committee discussed the item and recommended the STA Board approve authorizing the STA to accept the County of Solano's request for STA to manage the intercity paratransit service.

Fiscal Impact:
The management of the intercity paratransit service may be funded from a combination of the County and Cities' local TDA funds outlined in the Countywide taxi based Intercity Paratransit MOU and Regional Paratransit State Transit Assistance Funds (STAF).

Recommendation:
Approve the following:

1. The STA to accept the County of Solano's request to manage the Intercity Paratransit Service;

2. Authorize the Executive Director to recruit for a project manager to transfer the service from the County and manage the service on behalf of STA; and
3. Authorize the Executive Director to work with the Solano County Department of Resource Management to transfer management of the Intercity Taxi Scrip Program.

Attachment:

A. Copy of County of Solano Request Letter to STA dated December 16, 2013 re Consideration of Intercity Paratransit Service Delivery by the STA

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

December 16, 2013

Daryl K. Halls, Executive Director
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, Ca 94585

Subject: Consideration of Intercity Paratransit Service Delivery by the Solano Transportation Authority

Dear Mr. Halls,

On December 10, the Solano County Board of Supervisors directed the Department of Resource Management (DRM) to make a request of the Solano Transportation Authority to explore the feasibility of oversight of countywide intercity paratransit. As you are aware, Solano County is preparing a request to solicit proposals (RFP) for an intercity paratransit service contract. This will begin the next deliverable phase of the Memorandum of Understanding, executed in July by the partner agencies. The potential for this taxi–based service to grow in the future has facilitated some discussion as to whether Solano County is the best agency for long-term delivery. In light of the Solano Transportation Authority's (STA) recent efforts to coordinate mobility management, ADA eligibility, and enhance its call center, we believe that there should be further discussion regarding the final intercity paratransit delivery agency.

We are requesting that the STA consider this potential change prior to any release of an RFP. For your information, attached is the latest draft of the RFP, some paratransit cost comparisons, and the existing Intercity Paratransit MOU. If you have any questions pertaining to our request, please give me a call at 707-784-6062.

Sincerely,

Bill Emlen
Director

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Daryl Halls, Executive Director
RE: STA Overall Work Plan (OWP) for Fiscal Years (FY) 2014-15 and FY 2015-16

Background:
Each year, the Solano Transportation Authority (STA) Board identifies and updates its priority plans, projects and programs. These tasks provide the foundation for the STA's Overall Work Plan for the forthcoming two fiscal years. In July 2002, the STA Board modified the adoption of its list of priority projects to coincide with the adoption of its two-year budget. This marked the first time the STA had adopted a two-year Overall Work Plan. The most recently adopted STA Overall Work Plan (OWP) for FY 2013-14 and FY 2014-15 included a list of 39 priority projects, plans and programs.

Over the past 14 years, the STA's OWP has evolved. The emphasis in the timeframe of 2000 to 2005 was to complete the first Solano County Comprehensive Transportation Plan, initiate various corridor studies, and identify a handful of priority projects to fund and advance into construction. From 2005 to the present, the STA has taken a more proactive role in advancing projects through a variety of project development activities and has expanded its transit coordination role with Solano's multiple transit operators. The past five years, STA has initiated and managed several mobility programs designed to improve mobility and access for seniors, people with disabilities, low income residents, and school age children traveling to and from school.

The STA's project development activities include completing environmental documents, designing projects, and managing construction. In 2009, the STA's eight member agencies approved a modification to the STA's Joint Powers Agreement that authorized the STA to perform all aspects of project development and delivery, including right of way functions for specified priority projects, such as the North Connector, the Jepson Parkway, State Route (SR) 12 Jameson Canyon, the I-80 Eastbound Cordelia Truck Scales Relocation Project, Dixon's Pedestrian Underpass Project, and Benicia's Intermodal Project.

In addition to planning and projects, STA also manages various programs including the Solano Napa Commuter Information (SNCI) Program, the Solano Safe Routes to Schools (SR2S) Program, Solano Abandon Vehicles Abatement (AVA) Program, SolanoExpress Transit Routes, SNCI's Guaranteed Ride Home Program and its commuter call center, the Lifeline Program (targeted for lower income communities), Mobility Management Programs such as Countywide In-Person ADA Eligibility Program, and the Transportation Planning and Land Use Solutions (T-Plus) Program that has evolved into the assessment and planning of Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs).

The lack of an extension or reauthorization of the Federal Transportation Authorization Bill and an unclear State funding plan for transportation infrastructure continues to overshadow the funding of transportation projects and programs in California. Five years ago, the Governor and the State Legislature opted to zero out the State Transit Assistance Fund (STAF) for one year. In recent years, the State Transportation Improvement Program (STIP) has had little or no new funds to be programmed or allocated by the California Transportation Commission (CTC). The 2014 STIP for Solano County contained slightly over $9 million for new capacity projects when historically $20 to $25 million would be available over this same timeframe. This year, the State of California combined several state grant programs into the Active Transportation Program, a state-wide competitive grant program that will fund bike, pedestrian, and Safe Routes to School programs and projects.

Seven years ago, the federal government authorized American Recovery and Reinvestment Act (ARRA) funds that provided an one time infusion of federal funds for shovel ready projects and transit operations and capital. Solano County took advantage of these ARRA funds to deliver some critically needed and ready to go projects such as McGary Road, the State Park Road Overpass, and some street overlay projects. In addition, the ARRA funds provided two years of critically needed transit operating and capital funds which helped offset the one year loss of STAF. Subsequently, the U.S. Congress has been unable to develop consensus on how to fund a long range federal transportation authorization bill, and there has been an elimination of federal earmarks. All of these issues are having a direct impact on the STA's ability to fund elements of the Overall Work Plan.

Discussion:
Attached for review and comment by the STA Board is the STA's OWP for FY 2014-15 and FY 2015-16.

PROJECT DELIVERY/NEAR TERM CONSTRUCTION PROJECTS
Based on the Budget for FY 2013-14 and FY 2014-15, the following OWP projects are currently fully funded and are currently under construction this year or slated to begin construction later this Fiscal Year, with construction to be concluded during the next two to three years.

- State Route (SR) 12 Jameson Canyon Widening Project
- West B Street Pedestrian Undercrossing in the City of Dixon
- SR 12 East Safety Project – SR 113 to Rio Vista
- I-80 Rehabilitation Project – Vacaville to Dixon
- Jepson Parkway – Fairfield and Vacaville (Segments 1 and 2)

Two of these highway related projects were delivered in partnership with Caltrans.

In addition, STA is continuing to advance, in partnership with the Cities of Fairfield and Vacaville, the next two phases of the Jepson Parkways which are slated to begin construction in the next two to three years and have been funded through funding agreements developed between STA with the cities of Fairfield and Vacaville, and County of Solano. Two years ago, the STA successfully fashioned an alternative funding plan with the Metropolitan Transportation Commission (MTC), Caltrans and the California Transportation Commission (CTC) that involved the swapping of State Proposition 1B funds to fund the next phase of the I-80/I-680/SR 12 Interchange. The first of seven planned phases of the Interchange is scheduled to begin construction in 2014.

- I-80/I-680/SR 12 Interchange – Initial Construction Package

There are several projects that are currently in the project development phase with a phase currently funded so that work can continue, but the project is not fully funded and the STA is seeking additional future funds for construction.

- I-80/I-680/SR 12 Interchange – Packages 2 and 3 (design underway)
- Westbound Truck Scales
- I-80 Express Lanes - Red Top Rd. to I-505 (environmental studies underway)
- Fairgrounds 360 Access Project – I-80/Redwood Parkway – Fairgrounds Drive (draft environmental document completed – final approval pending MTC's Air Quality Conformity Analysis)

Finally, there are several projects that are included in the OWP, but the initial or next phase of the project is not currently funded in the current two year budget.

- I-80 Express Lanes Project – Carquinez Bridge to 37
- Jepson Parkway – remaining segments
- North Connector – West Segment
- SR 12/Church Road Intersection Improvements

TRANSIT CENTERS

There are several priority transit centers that the STA has successfully pursued and obtained or programmed federal, state or regional funds for. Several of these projects are fully funded and are moving into the project development stage. The agency sponsor for each of these transit projects is one of the cities or has been transferred to SolTrans, the new transit joint powers authority as part of the transfer of assets to the new agency. Four of the projects were recipients of Regional Measure 2 funds for which the STA is the project sponsor, but the cities and/or SolTrans are delivering the projects.

The construction of Vallejo Station – Phase A was successfully completed two years ago.

Three additional projects have phases fully funded and expect to be under construction in 2014 or 2015.

- Fairfield/ Vacaville Rail Station – Phase 1
- Transit Center at Curtola/Lemon Street – Phase 1
- Benicia Industrial Transit Facility

Several of these projects are initial phases of larger planned projects that are not fully funded. The larger, long range transit centers are as follows:

- Vacaville Intermodal Station – Phase 2
- Vallejo Station – Phase B
- Fairfield Transit Center
- Dixon Rail Station
- Transit Center at Curtola/Lemon Street – Phases 2 and 3
- Fairfield/Vacaville Rail Station – Phase 2

STA PLANNING ACTIVITIES

The following planning studies were completed in FY 2013-14 or anticipated to be wrapped up by June of 2014.

- Regional Traffic Impact Fee (RTIF) Nexus Study
- Public Private Partnership Feasibility Assessment of Ten Transit Centers
- Alternative Fuels and Infrastructure Study
- Active Transportation Element of Comprehensive Transportation Plan
- Solano Coordinated Short Range Transit Plan (SRTP)

- Senior and People with Disabilities Transportation Plan Update
- Safe Routes to Schools Plan Update – Increasing Number of Schools from 10 to 60

The following planning studies are currently underway and funded in the currently proposed budget.

- Comprehensive Transportation Plan Update - Transit and Rideshare Element and Arterials, Highways and Freeways Element
- Updated Transit Ridership Survey
- Intercity Transit Operations Plan Update (SolanoExpress)
- Update of Solano Rail Facilities, Service and Freight Plan
- Five Priority Development Area studies
- Priority Conservation Area Plan

The following plans are not currently funded in the STA budget, but will be discussed as part of STA Board future budget discussions.

- SR 29 Major Investment Study
- Solano Water Passenger Service Study
- Emergency Responders and Disaster Preparedness Study

STA serves as the lead agency for the following programs and each of these programs are funded in the currently proposed budget, but in several instances the funding for the program is short term.

- Safe Routes to School Program
- Abandoned Vehicle Abatement Program
- Congestion Management Program
- Countywide Traffic Model and Geographic Information System
- Transportation for Livable Communities (TLC) and T-Plus Programs (Transportation Sustainability Program)
- Implementation of Countywide Bicycle Plan Priority Projects
- Implementation of Countywide Pedestrian Plan Priority Projects
- Clean Air Fund Program and Monitoring
- STA Marketing/Public Information Program
- Paratransit Coordinating Council
- Intercity Transit Coordination
- Lifeline Program Management
- Solano Napa Commuter Information (SNCI)
- Mobility Management Program
- Solano Highway Improvement Partnership (SoHIP)

Recommendation:
Informational.

Attachment:

A. STA's Overall Work Plan for FY 2014-15 and FY 2015-16

SOLANO TRANSPORTATION AUTHORITY
OVERALL WORK PLAN (OWP)
FY 2014-15 and FY 2015-16
(STA Board Approved: _____)

CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead - Projects	**1.**	**<u>I-80/I-680/SR 12 Interchange</u>** A. Manage Construction of Initial Construction Package (ICP) B. Seek Funding and Build Logical Components <u>Status</u>: • EIR/EIS completed December 2012. • Identification of 7 construction packages has been completed. • Construction to begin on Initial Construction Package (ICP) in 2014. • Packages 2 and 3 are in design. • Securing Funding for Packages 2 and 3 on-going task. <u>Milestones</u>: EIR/EIS -COMPLETED. LEDPA – COMPLETED ICP Construction Contract Awarded <u>Estimated Completion Date (ECD):</u> ICP Construction to Finish 2016	STA	$9M TCRP $50M RM2 $50.7 M Tolls $24 M TCIF $11 M STIP	X	X	By Construction Package: #1) $111 M #2) $61 M #3) $176 M #4 – 7) $403	Projects Janet Adams
STA Lead – Projects	**2.**	**<u>I-80/ I-680 Express Lanes</u>** A. Convert Existing I-80 HOV Lanes to Express Lanes (Red Top Rd to Air Base Pkwy) – Segment 1 B. I-80 Air Base Pkwy to I-505 – Segment 2 C. I-80 Carquinez Bridge to SR 37 – Segment 3 D. I-680 <u>Status</u>: • Environmental Studies Underway) • Seeking construction funding for Segment 2 • Seeking funding for environmental document – Segment 3 • MTC lead for Integrator <u>Milestones</u>: PSR - COMPLETED Revised Forecast – Completed Segment 1 to be included in Regional Network <u>ECD:</u>	STA PA/ED Design	$16.4 M Bridge Tolls	X	X	A. $30 M B. $130M C. $8 M (PA/ED)	Projects Janet Adams

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
		PA/ED – March 2015 (Segments 1 & 2) PS&E – Sept 2015 (Segments 1) PS&E – Funding Dependant (June 2016) CON – Segment 1 estimated 2017 to start.						
STA Lead Projects	**3.**	**<u>I-80 Cordelia Truck Scales</u>** 1. EB Truck Scales with 2. WB Truck Scales <u>Status</u>: Construction EB completed December 2013. Work with Caltrans to close out contract. Work with consultant to complete work and initiate the maintenance period. . • Advocate for CT to add WB Truck Scales to State Freight Plan • Form Working Group for WB Scales • Advocate for funding WB Scales <u>Milestones</u>: The new EB facility opened in July 2013. PA/ED COMPLETED (EB) PS&E COMPLETED (EB) R/W COMPLETED (EB) CON COMPLETED (EB) <u>ECD:</u> Begin Con 4/12 (EB) End Con 12/13 (EB)	STA • PA/ED • Design Caltrans • R/W • Con	$49.8 M Bridge Tolls $49.8 M TCIF	X		$100.6 M	Projects Janet Adams

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Monitoring Projects	**4.**	**<u>I-80 SHOPP Rehabilitation Projects</u>** A. <u>Leisure Town OC to SR 113 South</u> Construction began spring 2013 and expected to be completed in 2014.	Caltrans	SHOPP	X		$50 M	Projects Caltrans
STA Lead – Studies	**5.**	**<u>I-80 Corridor Management Freeway Performance Initiative (FPI)</u>** This includes; ITS Elements, Ramp Metering Policy and Outreach tools, HOV Definition, and Visual Features (landscaping and aesthetic features). <u>Status:</u> • Equipment installed on I-80 between Red Top Rd/Air Base Parkway • Construction underway along I-80 for FPI elements from State Route (SR) 37 to I-505. Construction to be completed in 2014 • Ramp Metering MOU adopted. • SoHip will continue to monitor implementation of Phase 1 • STA working with SoHIP to implement Phase 2 of the I-80 Ramp Metering Initiated Soundwall Retrofit Policy Discussions. <u>Milestones:</u> • Phase 1 Implementation Plan - COMPLETED • MOU – COMPLETED • Initiated Phase 1 Ramp Metering – COMPLETED • Phase 2 Implementation Plan – IN PROGRESS • Soundwall Retrofit Policy – IN PROGRESS <u>ECD:</u> Implementation Plan Phase 2 – summer 2014 Phase 2 Ramp Metering Implementation early 2015 Soundwall Retrofit Policy late 2014	Caltrans STA MTC	Regional SRTP and State SHOPP Funds	X	X	N/A	Projects Janet Adams/ Robert Guerrero Anthony Adams

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Projects	**6.**	**Redwood Parkway – Fairgrounds Drive Improvement Project** Improve I-80/Redwood Rd IC, Fairgrounds Dr, SR 37/Fairgrounds Dr. IC Status: • STA, City and County began PA/ED 2010 • Initial Scoping Meeting January 2011 Milestones: • Technical Studies – COMPLETED • Draft environmental document – COMPLETED • Project Waiting for Regional Air Quality Conformity Analysis • Funding needed for project design and construction ECD: Final ED –2014 (pending MTC Air Quality Conformity Analysis)	STA PA/ED	Federal Earmark	X		$65M	Projects Janet Adams
STA Co-Lead Projects	**7.**	**SR 12 West (Jameson Canyon)** Build 4-lane hwy with concrete median barrier from SR 29 to I-80. Project will be built with 2 construction packages. Status: • Project under construction – Napa Contract completed • Ribbon Cutting late summer 2014. ECD: Open to traffic summer 2014	Caltrans STA NCTPA	$7 M TCRP $74 M CMIA $35.5 M RTIP $12 M ITIP $2.5 M STP $6.4 M Fed Earmark	X		$134 M	Projects Janet Adams NCTPA Caltrans

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Projects	**8.**	**<u>State Route (SR) 12 East</u>** SR 12 Corridor (I-80 to I-5). A. STA Future SHOPP Priorities a. SR 12/SR 113 Intersection b. Somerset to Druin shoulders B. SR 12/Church Road PSR a. PSR completed, Summer 2010 b. Develop funding plan for SR 12/Church (new) c. Initiate PA/ED for SR 12/ Church Rd. in partnership with the City. C. Monitor new construction between Azavedo to Somerset D. Follow-up to Industrial Park Access with County and Caltrans E. Development of Corridor Partnership MOU <u>Status:</u> • Monitor construction implementation, • Caltrans has initiated the preliminary engineering on the SR 12/113 intersection improvements. • Supporting Rio Vista R/UDAT implementation on SR 12 • MOU for implementation of SR 12 Corridor Study drafted • Working with County on follow-ups for Industrial Park • STA to coordinate with Rio Vista on SR12 Church environmental document <u>Milestones</u>: • SR 12 Corridor Study – COMPLETED • SR 12 Economic Study - COMPLETED • SR 12/Church Road PSR – COMPLETED • Rio Vista Bridge Study – COMPLETED • SR 12 Walters Road to Currie Rd.– COMPLETED • Construction start on segment between Azavedo to Somerset <u>EDC:</u> Near Rio Vista start construction late 2014	 CT CT STA/Solano EDC Rio Vista	 SHOPP SHOPP Rio Vista – Fed Earmark	 X	X	 $250,000 $ 0.5 M – (Support Cost) $ 35 M – Capital Cost	 Projects Janet Adams Planning Robert Macaulay

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Co-Lead Plans	**9.**	**<u>SR 29 MIS</u>** Corridor Major Investment Studies A. A corridor Plan that provides for through traffic, Vallejo local traffic and SolTrans transit vehicles is needed for SR 29. <u>Status</u>: • The City of Vallejo and NCPTA both prepared documents regarding the future of SR 29. A comprehensive Corridor plan, agreed to by all parties, has not been created. • STA will begin the Phase II Transit Corridor Study in FY 14-15. • The updated Caltrans Highway Design Manual provides for roadway standards and exceptions that are more applicable to Vallejo than previous HDM versions. Milestones: • Incorporate signal prioritization for SolTrans in Phase II of the Transit Corridor Study <u>EDC</u>: Phase II Transit Corridor Study - FY 2014-15	City of Vallejo SolTrans Solano County NCTPA		X X			Planning Robert Macaulay Programs: Liz Niedziela

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Co-Lead Programs	**10.**	**Regional Measure 2 (RM 2) Implementation (Capital)** A. Vallejo Station The Transfer Center - COMPLETED Phase A – COMPLETED Phase B – Post Office relocation advancing and fully funded. B. Solano Intermodal Facilities (Fairfield Transit Center, Vacaville Intermodal Station (Phase 1), Curtola Park & Ride and Benicia Intermodal) Status: 1. Vacaville Transportation Ctr Phase 1 – COMPLETED 2. Curtola - PA/ED – COMPLETED, Project Development Team (PDT) – ORGANIZED (Soltrans/Vallejo/STA). Construction expected to begin in summer 2014. 3. Benicia Bus Hub – Construction expected to begin 2015 C. Rail Improvements 1. Capitol Corridor Track Improvements COMPLETED 2. Fairfield Vacaville Rail Station Rail Station Phase 1- Construction to begin construction 2015. D. Develop future Bridge Toll Project Priorities • Fairfield/Vacaville Intermodal Station, Phase 2 • Fairfield Transportation Center (FTC) • Vallejo Station Parking Phase B • Express Lanes • I-80/I-680/SR 12 Interchange	STA Fairfield Vallejo Vacaville Benicia CCJPA MTC	RM 2	X X	X	$28 M $20 M $25 M	Projects Janet Adams Anthony Adams
STA Lead	**11.**	**City of Dixon - West B Street Undercrossing**						

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
Projects		Construct new pedestrian undercrossing to replace existing at grade RR crossing. Status: • Construction expected to be completed summer 2014. Ribbon Cutting Late June 2014.Add'l $250k TDA Art 3 funds awarded to project Milestones: ED – COMPLETED PS&E – COMPLETED R/W – COMPLETED CON – IN PROGRESS ECD: Construction scheduled to be completed August 2014.	STA	$1 M City of Dixon $1.2 M STIP TE $975k TDA Swap $2.5 M OBAG	X		$6.775 M	Projects Janet Adams
STA Lead – Projects	**12.**	**Jepson Parkway Project** A. Vanden Rd. B. Leisure Town Rd. C. Walters Rd. Extension Status: • EIR/EIS completed June 2011 • STA Approved MOU and Funding Agreements for first two segments (Cement Hill Rd/Vandon I/S (segment 1)to Leisure Town Rd./Elmira I/S (segment 2)) • $2.4 M STIP funds allocated for PS&E • Design to be completed by December 2014 • $3.8 M STIP funds allocated for R/W • Construction scheduled to start in FY 2015-16 ($38M STIP) • Concept Plan Update completed, expected to be adopted by STA Board in May/June 2014. • Updating Funding Agreements to represent actual construction implementation limits. • STA underway with R/W acquisition (segments 1 & 2) • STA/FF/VV working on Jepson Project implementation in concert with the Train Station implementation.	STA Partners: Vacaville Fairfield County Suisun City	STIP 2006 STIP Aug Fed Demo Local	X	X	$185 M	Projects Janet Adams

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
		Milestones: PA/ED- COMPLETED STA MOUs with Fairfield, Vacaville and County – COMPLETED Funding Agreements (Phase 1 & 2) – COMPLETED/UPDATE IN PROGRESS Concept Plan Update – COMPLETED Project Design and construction to be completed by Vacaville and Fairfield ECD: Concept Plan Update: June 2014 PS&E: Dec. 201 R/W: Dec 2014 Beg Con: FY 2015-16 (Phases 1 and 2)						
STA Co-Lead Projects	**13.**	**Travis Air Force Base Access Improvement Plan (South Gate)** A. South Gate Access (priority) Status: • County lead coordinating with City of Suisun City, and Travis AFB for South Gate implementation • Environmental Studies for South Gate completed • Draft environmental document completed • County to complete the environmental document. • County to complete the R/W • County to initiate construction Milestones: • environmental document – COMPLETED • R/W – IN PROGRESS EDC: PA/ED: 8/13 PS&E: 6/14 Beg R/W: 8/13 Beg Con: 2014 (request for E-76)	STA Funding lead County Implementing lead	$3.2M Federal Earmark (2005) South Gate Fully Funded	X	X	South Gate $3M	Projects Janet Adams/ Robert Guerrero

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Monitoring – Programs	**14.**	**<u>Monitor Delivery of Local Projects/Allocation of Funds</u>** A. Monitor and manage local projects. B. Develop Pilot Solano Project Management Webtool C. Implement OBAG Projects D. Implement PCA Project <u>Status</u>: • Monitoring of local projects is an on-going activity; STA developed tracking system for these projects and holds PDWG monthly meetings with local sponsors. • Monitor OBAG project implementation • Monitor SR2S project implementation • Monitor pilot PCA project • Participate in PDT's for projects to insure successful delivery <u>Milestones</u>: • OBAG Projects approved by STA Board May 2013 <u>ECD:</u> FY 2014-15 and FY 2015-16	STA	STIP-PPM	X		N/A	Projects Anthony Adams

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead Studies	**15.**	**<u>Private Public Partnerships (P3)</u>** Feasibility Study to consider options for P3 within the County for I-80 transit centers. Study to consider a range of options for this financing/delivery of capital projects. <u>Status:</u> • Scope updated to add 4 transit facilities increasing total to include 10 transit facilities • Draft study December 2013 • Initiating Phase 2 work based on recommendations from Feasibility Study at Curtola Transit Facility in partnership with SolTrans. <u>Milestones:</u> • Feasibility Study – COMPLETED • Phase 2 Implementation Curtola – IN PROGRESS <u>ECD:</u> Phase 2 Curtola 2015	STA	$100,000 Phase 2 $25,000 SolTrans	X	X	$125,000	Projects Robert Guerrero

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Studies	**16.**	**Regional Traffic Impact Fee (RTIF) Nexus Study** • Working Group Coordination • Strategic Implementation Plan (SIP) Status: • Implementation Plan development underway. • Revenue Estimates Forecast completed and will be updated annually. • STA developing implementation practices for Steering Committee review/comment. Milestones: • Nexus Study/AB 1600 Study - COMPLETED • Public Facility Fee Update adopted by County – COMPLETED $1500 DUE for RTIF included • Implementation Policies – IN PROGRESS Implementation Plan – IN PROGRESS ECD: First SIP July 2014 Implementation Policies – July 2014	STA	PPM	X	X	$	Projects Robert Guerrero

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Planning	**17.**	**Comprehensive Transportation Plan Update (CTP)** Adopted chapters – Introduction, Land Use, Past Achievements, Active Transportation. Status: • New chapters to be prepared include finance and implementation **Arterials, Highways and Freeways** Status: • Adopted Goals, State of the System report, Goal Gap Analysis, updated Routes of Regional Significance, project list • Developing annual 'pothole report' on status of roadway conditions, funding gap analysis **Active Transportation** Status: • Adopted Milestones: • Periodic updates of constituent plans: bike, pedestrian, sustainable communities, alternative fuels, safe routes **Transit and Rideshare** Milestones: • Developed Goals, State of the System report, Goal Gap Analysis, Transit Capital List updated • Administrative draft undergoing staff review; funding gap analysis	STA	Combination of STIP/STP fund swap and TDA fund swap	X X X X X X X X			Planning Robert Macaulay/ Sofia Recalde Robert Macaulay Anthony Adams Robert Macaulay, Sofia Recalde Sofia Recalde

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
		ECD: Active Transportation - completed Transit and Rideshare - Draft Sept 2014, Final Oct 2014 Arterials, Highways and Freeways - Draft July 2014, Final Sept 2014 Final Document - Dec 2014						
STA Co-Lead	**18.**	**Regional Transportation Plan Update/Sustainable Communities Strategy** A. First Bay Area Sustainable Communities Strategy (formally Regional Transportation Plan) Status: • Plan Bay Area adopted July 2013. Milestones: • • Develop STA priority project list with CTP adoption in FY 14-15 • Development of MTC public outreach plan for next SCS to start in 2014. • Next SCS due in 2017. ECD: Final SCS - adopted July 2013 Solano Projects to be implemented – FY 2014-15, FY 2015-16 and FY 2016-17	MTC/STA	STA Planning	X	X		Planning Robert Macaulay

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Planning	**19.**	**<u>Develop and implement various Sustainable Communities plans</u>** A. Transportation for Sustainable Communities (TSC) Plan and Priority Development Area (PDA) Investment and Growth Strategy (I&GS) B. PDA Planning Grants to cities C. Develop Priority Development Areas (PCAs) assessment/implementation plan <u>Status</u>: • TSC Plan adopted; serves as basis for PDA I&GS. PDA I&GS adopted April 2013; annual update submitted to MTC May 2014. • PDA Planning funding agreements signed with Benicia, Dixon, Fairfield, Rio Vista and Suisun City; PDA Planning consultant selection underway. • PCA Assessment Plan stakeholder committee formed; RFP released. <u>Milestones:</u> • PDA All PDA Planning Grants have STA/City funding agreements; consultant selection under way; Planning work to be completed first half of 2016 • PCA Plan to be completed 2015 <u>ECD:</u> FY 2015-16 1. PDA Fairfield/Suisun - May 2016 2. PDA Benicia/Dixon/Rio Vista - March 2016 3. PCA - December 20154	STA	Regional TLC CMAQ STP Planning	X X X X	X X	$1.5 M $75,000	Planning Robert Macaulay Sofia Recalde Andrew Hart Robert Macaulay Sofia Recalde Drew Hart
STA Lead – Programs	**20.**	**<u>Congestion Management Program (CMP)</u>** <u>Status</u>: Bi-annual CMP update due in FY 2013. next CMP due in 2015. <u>Status:</u> • CMP Update to be initiated in Fall 2014 <u>ECD:</u> FY Sept 2015	STA	STP Planning				Planning Robert Macaulay

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**21.**	**<u>Implementation of Countywide Bicycle Plan Priority Projects</u>** Implement the Countywide Bicycle Plan. Periodically update as projects are completed, regional priorities change or funding changes. <u>Status of Tier 1 Projects</u>: A. Fairfield- Vanden Road (Jepson Parkway) Class II - included in Jepson Parkway design B. Pleasants Valley Rd Class II - not funded C. Suisun Valley Farm to Market - seeking ATP funding D. Suisun City Driftwood Drive - not funded E. Dixon West B Undercrossing - under construction A. <u>Milestones:</u> • Dixon West B Street Project fully funded with construction completion in summer 2014 • Last phase of Vacaville Dixon Bike project funded by STA as part of OBAG, STA Article 3 and YSAQMD fund cycles; may receive ATP funds to free up OABG funds for other projects • Bike signs and way finding signs – Phase 1 signs acquired, being installed in Suisun City, Vallejo, Benicia. • Countywide Bicycle Plan project list - updated <u>ECD:</u> Deliver Phase 1 Wayfinding Signs - FY 2014-15 Complete and implement Phase 2 Wayfinding Signs Plan - FY 2015-16 Complete priority projects - FY 14-16, FY 15-16	County/ Fairfield/ Vacaville/ STA STA/Dixon County/STA	TDA Article 3; Bay Area Ridge Trail OBAG	X X X X		$85,000	Planning Drew Hart

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**22.**	**<u>Countywide Pedestrian Plan and Implementation Plan</u>** • Implement the Countywide Pedestrian Plan. Periodically update as projects are completed, regional priorities change or funding changes. Support PDA implementation. <u>Status of Tier 1 Projects</u>: A. Dixon West B Street Undercrossing - under construction B. Dixon Safe Routes Jacobs Intermediate School C. Downtown Vallejo Streetscape - partly funded D. Suisun Valley Farm to Market - seeking ATP funding <u>Milestones:</u> • Dixon West B Street Project under construction • Countywide Pedestrian Plan project list - updated <u>ECD</u>: Pursue funding for priority projects - FY 14-16, FY 15-16	STA	TDA-ART3 OBAG RM 2 Safe Routes to School	X			Planning Sofia Recalde

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SOLANO TRANSPORTATION AUTHORITY
OVERALL WORK PLAN (OWP)
FY 2014-15 and FY 2015-16
(STA Board Approved: _______________)

CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**23.**	**<u>STA Marketing/Public Information Program</u>** A. STA Websites and Facebook page B. Events C. Newsletter D. Project Fact Sheets and Public Outreach E. Annual Awards Program F. Legislative Booklets and Lobby Trips G. Legislative Advocacy H. Marketing Programs: STA/SolanoExpress/SNCI I. Annual report J. SNCI website and Facebook page K. SR2S website and Facebook page L. SolanoExpress website M. Mobility Management programs N. Implement Adobe Creative Suite platform for publications/presentations O. 2013 Annual Awards to be held in Vacaville P. 2014 Annual Awards to be held in Vallejo	STA	TFCA Gas Tax Sponsors	X			Planning Jayne Bauer
		<u>Status</u>: • SR 12 Jameson Canyon Ribbon Cutting • New website in design for SolanoExpress and Mobility Management. • STA, SR2S, and SNCI Facebook pages being maintained. • In-house individual project sheets developed on as-need basis.						
		• STA Annual awards hosted every November			X	X		
		• Implement SolanoExpress Marketing Campaign			X			
		• Implement SNCI Marketing Campaign						
		Milestones: • Groundbreaking for Dixon West B Street Project • Ribbon Cutting for I-80 EB Truck Scales • Groundbreaking for I-80/I-680/SR 12 Interchange Project • 2013 Awards Program in Vacaville • Implemented Website editors monthly meetings • Interviewed/hired/supervised high school intern • Implemented SolanoExpress Marketing Campaign						

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**24.**	**Clean Air Fund Program and Monitoring** A. BAAQMD/TFCA B. YSAQMD Board approved Funding Priorities for SNCI, SR2S, Alternative Fuels, and Climate Action Initiatives FY 2013-14 funding: A. YSAQMD - 10 projects for $290,000 B. BAAQMD: • Solano Commute Alternatives Outreach • Solano Community College Bus Voucher Program • Safe Routes to School High School Trip Reduction Pilot • Suisun City Park and Ride Charging Station Status: Allocated annually. STA staff monitors implementation of TFCA funds until project completion.	STA YSAQMD	TFCA Clean Air Funds	X		$295,000 Annually (TFCA) $442,000 FY 14-15 (YSAQMD Clean Air)	Planning Drew Hart

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Co-Lead Programs	**25.**	**<u>Solano Climate Action Program</u>** Develop county-wide greenhouse gas emission inventory, GHG emission reduction plans for energy sector, and GHG emission reduction and implementation plans for non energy sectors <u>Status</u>: • PG&E project completed • SGC projects released to cities for action in May 2014 • Develop multi-agency implementation strategy after CAPs adopted <u>Milestones:</u> • Countywide Green House Gas Emission Inventory COMPLETED • GHG emission reduction for energy sector COMPLETED • GHG emission reduction and implemented plans for non-energy sectors - COMPLETED <u>EDC:</u> Adopted CAPs and Implementation Strategy – Summer 2014 .	STA	PG&E and SGC grants	X		PG&E Grant $285,000 SGC Grant $275,000	Planning Robert Macaulay

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**26.**	**<u>Solano Countywide Safe Routes to Schools (SR2S) Program</u>** 1. Education 2. Enforcement 3. Encouragement 4. Engineering 5. Evaluation 6. Engagement 7. Funding of Program 8. Plan implementation <u>Status:</u> • Implement Plan Update findings Update and maintain SR2S website and Facebook pages • Coordinate SR2S Community Committees and SR2S Advisory Committee • Work with Public Health to conduct Educational and Encouragement events like school assemblies, bike rodeos, walk and roll events • Expand SR2S Program to incorporate middle school and high school components. • Monitor the implementation of selected engineering projects from SR2S Plan update • Continue to expand/enhance Walking School Bus implementation at 56 elementary schools • Continue to seek additional grant funds to fund elements of SR2S Program • Implement the 2nd Public Safety Enforcement Grant. • Develop a robust evaluation system of SR2S program • Introduce a Walking Wednesday initiative at selected schools • Develop a plan to sustain the WSB program following the pilot program <u>Milestones:</u> • Over $4.5 million in SR2S funding obtained to date • Secured OBAG funding for SR2S Program ($1.256M) and SR2S Engineering Projects ($1.2M) • Completed 2013 SR2S Plan Update • Coordinated and hosted successful Safe Routes to School Summit in May 2013 • As of July 2014, 43 schools have held 70 events attended by 10,730 children	STA	STP Planning ECMAQ CMAQ TFCA-PM TFCA-Regional YSAQMD BAAQMD TDA FHWA SRTS	X	X	$1.5 M Encouragement, Education and Enforcement	Transit/SNCI Judy Leaks Sarah Fitzgerald

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
		• Since January 2013, 33 Walking School Buses were started at 18 schools. • 26 schools with 6,665 students participated in International Walk to School Day in October EDC: • SR2S Engineering Projects completed by 2016						

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Studies	**27.**	**<u>Countywide Transit Coordination</u>** STA works with MTC and transit operators to implement countywide and regional transit coordination strategies. <u>Status:</u> • Develop Countywide Coordination Mini –SRTP • Implement Enhance Transit Coordination Strategies -Standardized fare structure -Transit capital planning -Transit Service planning • I-80/I-680/I-780/SR12 Transit Corridor Study Update • Select service option for Solano Express from Transit Corridor Study • Implement Clipper <u>Milestones</u> : Transit Sustainability Study - Completed Countywide SRTPs - Completed Transit Coordination Plan - Completed <u>ECD:</u> Countywide Coordinated Mini- SRTPs - July 2015 and 2016 Enhance Transit Coordination Strategies- Ongoing I-80/I-680/I-780/SR12 Transit Corridor Study Update – August 2014 SolanoExpress Service Option -2014 Update Solano Express Capital Plan - 2014	STA/ Dixon/ Fairfield/ Rio Vista/ Solano County/ SolTrans/ Vacaville	MTC/STAF STAFSTAF STAF	X X X X	X X X	$550,000	Transit Liz Niedziela

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Studies	**28.**	**<u>Lifeline Program</u>** Lifeline Transportation Program supports projects that address mobility and accessibility needs in low-income communities throughout the Solano County. <u>Status</u>: • Call for Projects • Project Selection • Monitor Projects <u>Milestones</u>: Monitoring Lifeline Projects Operating – SolTrans Route 1, 85 and span of service; FAST Route 30 Saturday Service Capital – Vacaville curb cuts, FAST 10 local buses, SolTrans and Fairfield bus shelters <u>ECD</u>: Lifeline Funding Fourth Cycle- Estimated FY 2014-15	STA/MTC	STAF	X	X	$17 ,000	Transit Liz Niedziela

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Studies	**29.**	**<u>FTA 5311</u>** In Solano County, STA programs the 5311funding. These funds are used for transit capital and operating purposes for services in non-urbanized areas. <u>Status</u>: • Call for Projects in Nov/Dec • Project Selection • Monitor Projects <u>Milestones</u>: 5311 funds were programmed for FY 2013-14 and FY 2014-15 Operating funds were programmed for Dixon, FAST Rt. 30, Rio Vista and SolTrans Rt. 85 Capital funds were programmed for Rio Vista for the design and plans for the park and ride lot. <u>ECD</u>: 5311 Funding for FY 2013-14 - Estimated June 2015 5311 Funding for FY 2014-15 - Estimated June 2016	STA/MTC	FTA 5311	X	X	$900,000	

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF

STA Lead – Programs	**30.**	**<u>Paratransit Coordination Council and Seniors and People with Disabilities Transportation Advisory Committee</u>**
		STA to staff and provide administrative support to advisories committees that advocate and address transportation needs for seniors, people with disabilities and low-income individual, build community awareness and support, and locate funding sources to meet those needs.
		
		<u>Status</u>:
		• Proposed development of CTSA
		• STA responding to request from Solano County to administer the Intercity Paratransit Program
		• Mobility Management Programs being developed
		• Review Mobility Guide for Seniors and People with Disabilities
		• Operators TDA Claims Review
		• Score FTA 5310 applications
		
		<u>Milestones</u>:
		• PCC Work plan approved in February 2014- Completed
		• FTA 5310 call for projects and PCC subcommittee scoring of projects - Completed
		• PCC TDA claim review for FY 2013-14 - Completed
		• Recommended projects for OBAG funding - Completed
		  • PCC Brochure 2013- Completed
		  • Updated Mobility Brochure for Seniors and People with Disabilities - February 2014- Completed
		<u>ECD</u>:
		PCC Work plans - 2015 and 2016
		FTA 5310 call for projects - 2015 and 2016
		TDA Claim Review – FY 2014-15 and 2015-16
			STA	STAF	X		$50,000
							$30,000
								Transit
								Liz Niedziela

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**31.**	**<u>SolanoExpress/Intercity Coordination</u>** Coordinate to implement recommended strategies as identified in the Countywide studies and agreements. A. Manage Intercity Transit Consortium B. Monitor Route 20, 30, 40, 78, 80, 85, 90 C. Funding Agreement Update D. RM2 Transit Operating Fund Coordination E. Solano Express Intercity Transit Marketing F. Intercity Ridership Study Update G. TDA Matrix - Reconciliation and Cost Sharing H. Development of multi-year funding plan I. Development of Intercity Bus Replacement Plan J. Marketing implementation of Clipper <u>Status</u>: • Solano Express Intercity Transit Marketing in process • Intercity Transit Funding Group Developmemnt • TDA Matrix - Reconciliation and Cost Sharing to be approved June 2014-15 and 2015-16 <u>Milestones</u>: • Solano Express Capital Bus Replacement Plan Developed - Completed • • Intercity Transit Funding agreement updated FY 2013-14 - Completed <u>EDC</u>: 2014 Intercity Ridership Survey- July 2014 Development of Transit Capital Plan July 2015 Update Intercity Bus Replacement Plan – Sept 2014 Implement Clipper – November 2014	STA	TDA	X			Transit Liz Niedziela

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**32.**	**<u>Solano County Mobility Management</u>** A. B. Implement Mobility Management Programs C. Monitor Programs D. Considering CTSA Designation <u>Status</u>: • • Implementation of Ambassador Program with coordination with Transit operators on travel training • Partner with non-profits for one-on-one travel training (Independent Living Resource Center and Connections for Life) <u>Milestones</u>: • Mobility Management Plan adopted - Completed • Countywide In Person ADA Eligibility Program Initiated (July 2013) - Completed <u>ECD</u>: Evaluate In Person ADA Eligibility Program Option Year One– Dec 2014 Develop Website – July 2014 Travel Training Programs developed – September 2014 Implement Call Center - September 2014 Disseminate information on Senior Safety Driver Programs – September 2014 Decision CTSA Designation June 2014	STA/ County/ Transit Operators	JARC/STAF/ OBAG/NEW FREEDOM	X	X	$800,000	Transit/ Tiffany Gephart

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**33.**	**<u>Solano Napa Commuter Information (SNCI) Program</u>** A. Customer Service Program-Call Center, Display Racks, website/facebook B. Vanpool Program C. Employer Outreach/Support Program D. Employer Commute Challenge Promotion E. Incentives Program F. Emergency Ride Home (ERH) Program G. Campaigns/Events – Bike to Work Promo H. Coordination with Napa County I. College Coordination <u>Status</u>: • Continue to deliver overall rideshare services to Solano and Napa employers and general public • Start 28 new vanpools and provide support to all vans with origin/destinations in Solano and Napa counties. • Direct the Napa and Solano Employer Commute Challenges • Assist employers in Solano and Napa counties with 50+ employees comply with requirements of the Bay Area Commuter Benefits Program. Encourage them to select Option 4 as a way to comply, with a goal to expand and sustain participation in SNCI's Employer Program. Implement the recommendations per the Marketing Evaluation and Assessment to increase public awareness of program • Incorporate Mobility Management calls (from seniors, people with disabilities, and low-income) into the SNCI Call Center (transit and trip planning) to become the Solano Mobility Call Center. • Design and implement transportation information center at the Suisun City train station in partnership with the City of Suisun City. • Develop and implement a feedback and evaluation system to assess/analyze promotions, events, etc. • Implement a Transit Incentive pilot program that coincides with the launch of Clipper in Solano County • Coordinate efforts with Solano Community College with a goal to encourage an overall commute alternative plan at the school <u>Milestones</u>:	STA	MTC/RRP TFCA ECMAQ	X X X X X X X X X	X X X X X X X X X	$600,000	Transit/SNCI Judy Leaks Debbie McQuilkin Paulette Cooper Sorel Klein

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
		• Implemented 2014 Bike to Work campaign. There were 17 Energizer in Solano County and xx 9 stations in Napa that nearly 800 cyclists visited. • Completed the seventh Solano Commute Challenge with 40 employers and 747 employees participating; and the second Napa Commute Challenge with 24 employees and 171 employee participants. • 27 new vans were started to/from Solano/Napa counties through April 2014 and SNCI supported 193 vanpools • Solano Community College has implemented a pilot program to provide significantly reduced-fare passes to students who use transit to get to the school.						
STA Monitoring Projects	**34.**	**<u>Capitol Corridor Rail Stations/Service</u>** <u>Status</u>: Individual Station Status: A. Fairfield/Vacaville Train Station: First phase Fairfield/Vacaville station expected to begin construction 2015. Staff working with Fairfield on completing funding plan for Phase 1. Phase 2 funding plan to be developed this year. B. Dixon: station building and first phase parking lot completed; Dixon, CCJPB and UPRR working to resolve rail/street issues. funding plan for downtown crossing improvements C. Update Solano Passenger Rail Station Plan; consultant selected and work initiated. D. Monitor Vallejo's Rail Service Plan for Mare Island E. Suisun/Fairfield Train Station Upgrade <u>ECD</u>: Updated Solano Passenger Rail Station Plan in CY 2014. Fairfield/Vacaville Station construction scheduled to begin in 2015. Suisun/Fairfield Train Station Upgrade to begin FY 2015-16	City of Fairfield City of Dixon STA City of Vallejo City of Suisun City STA/ NCTPA	RM2 ADPE-STIP ITIP Local RTIP ECMAQ YSAQMD Clean Air Funds STAF, PPM STP Planning, Vaca TDA, CCJPA CMAQ, TDA Article 3, STAF MTC Rail Program	X X X X X		$42 M FF/VV Station (Preliminary estimates for required track access and platform improvements. $125,000 $66,050 $600,000	Planning Robert Macaulay Janet Adams Sofia Recalde

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Monitoring Projects	**35.**	**<u>WETA Ferry Support and Operational Funds</u>** A. Vallejo Station B. Maintenance Facility Phase I & II C. Ferry Service <u>Status</u>: • Monitor project schedule and phasing plan for Vallejo Station. • Assist Vallejo in effort to relocate post office to facilitate Phase 2 • Phase I of the Maintenance Facility are funded. • . • Support and market Vallejo ferry service • –Potential development of advisory committee • Relocation of Post Office <u>Milestone</u> Reappointment of Anthony Intintoli – 2014 Main ground breadking on Ferry Maintenance Facility – May 2014	Vallejo	RTIP Fed Demo Fed Boat TCRP Fed RM2 RTIP Funding Plan TBD	X		$65M $10.8M $0.5M	Projects Janet Adams Transit Liz Niedziela
STA Lead – Programs	**36.**	**<u>Countywide Traffic Model and Geographic Information System</u>** A. Develop 2040 network, land uses and projections consistent with Plan Bay Area B. Maintenance of Model, C. Approve Model User Agreements as submitted D. Periodically convene STA Model TAC <u>Milestones</u>: Convene Model TAC Adopt new traffic model. <u>Status:</u> Cambridge Systematics under contract and working to prepare new Activity based model.. ECD: Model update for Plan Bay Area consistency FY 2014-15.	STA, NCTPA STA STA	Funded by OBAG	X X		$150,000 $24,000	Planning Sofia Recalde

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CATEGORY	PROJECT#	PROJECT DESCRIPTIONS	LEAD AGENCY	FUND SOURCE	FY 2014-15	FY 2015-16	EST. PROJECT COST	DEPT. LEAD STAFF
STA Lead – Programs	**37.**	**Abandoned Vehicle Abatement Program** Status: Ongoing – 1,369 vehicles abated in the first 6 months of FY 2012-13.	STA	DMV	X		FY 2012-13 $365,267 countywide distribution	Projects/ Finance Susan Furtado
STA Lead – Planning	**38.**	**New or Updated Countywide Plans** Water Transportation Plan – new Airport surface access plan – new	STA	OBAG STAF		X X		Planning/ Sofia Recalde Robert Macaulay Drew Hart
STA Lead - Planning	**39.**	**Vine Trail Alignment Study** Status: • Consultant selected; study underway • Milestones: • Hold public meetings; first meeting held in May 2014 • Adopt the Vine Trail Alignment Study ECD: December 2014	STA, City of Vallejo	ABAG Bay Trail Vine Trail Partnership	X		$100,000	Planning: Sofia Recalde

DRAFT

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Robert Guerrero, Project Manager
RE: Regional Transportation Impact Fee (RTIF): Working Group 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 Regional Transportation Impact Fee (RTIF). The County began collecting the RTIF on February 3rd. A total of 10% 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 and Unincorporated County Roads under Package 7. The remaining balance of the RTIF will be returned to each RTIF District from which it was generated. A map of the RTIF Districts is included as Attachment A to this report.

Each RTIF District has a dedicated RTIF Working Group to coordinate in selecting projects within their category. The Working Groups had an initial meeting in January to discuss early steps to begin implementing the STA's RTIF program. Recently, the Working Groups had separate follow up discussions to select a project within their RTIF District to implement within the first five years of the RTIF program.

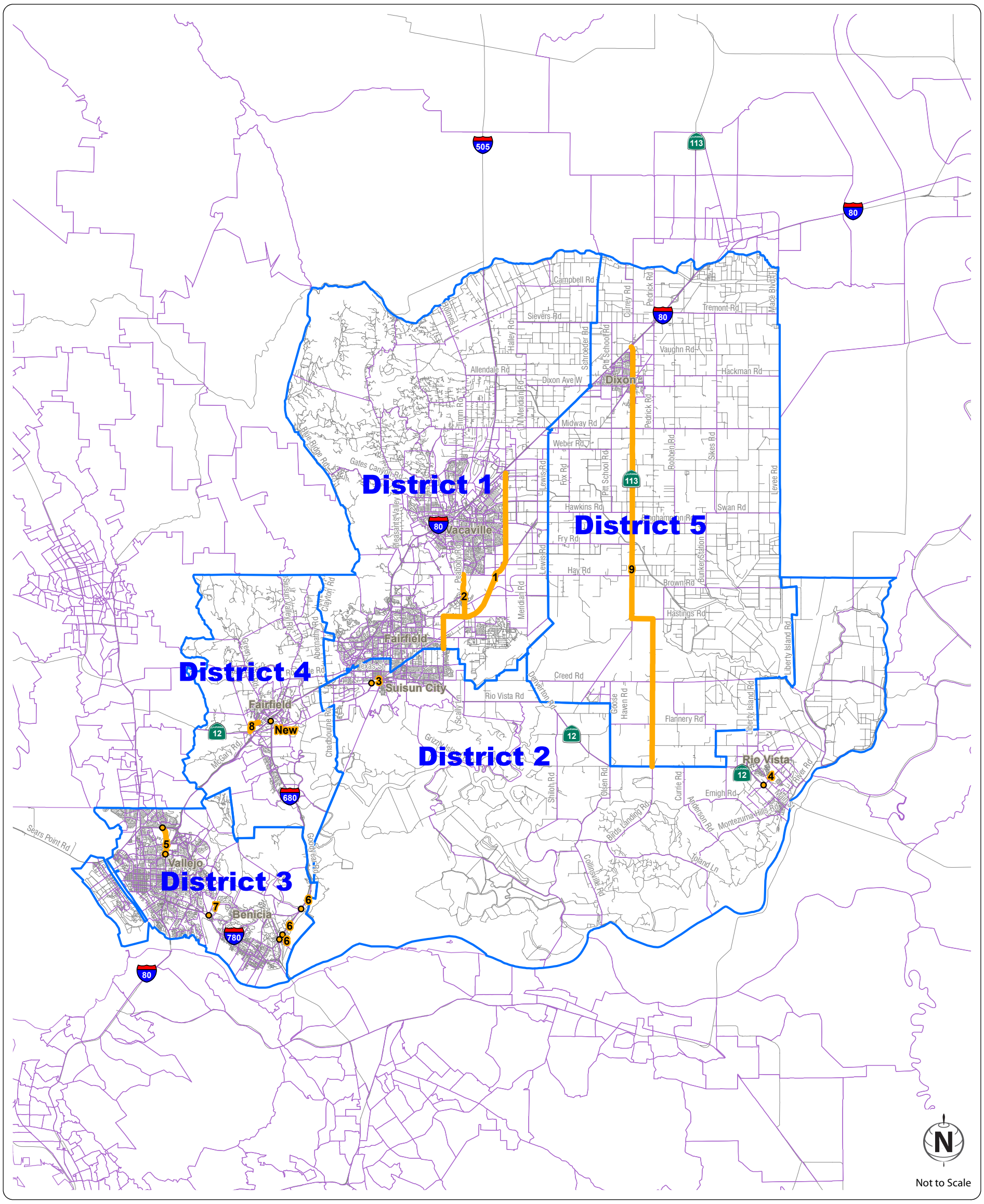
Discussion:
A summary of the RTIF selected projects by Working Group district is included as Attachment B to this report.

The next step is for STA staff to work with the project sponsors to develop a Strategic Implementation Plan (SIP) for projects recommended by each working group. The SIPs will include a funding plan, detailed scope of work and timeline for completion. This work is underway. The SIPs are scheduled to be brought to the June 25th TAC and July 9th Board meeting for approval. STA staff will continue to report the RTIF as they are collected and is planning to enter into a funding agreement with selected Project Sponsors with approved RTIF projects once enough RTIF funds are collected. Another option being considered is that project sponsors front load the RTIF commitment with local funding and be reimbursed as the RTIF is collected.

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

Recommendation:
Informational.

Attachments:
A. RTIF District Map
B. RTIF Working Group Project Selection



LEGEND

- Intersection Projects
- Capital Improvement Project
- Fee District
- Traffic Analysis Zone (TAZ)

District	Project #	Agency	Project	Description
1	1	Fairfield/Vacaville/Solano County	**Jepson Parkway**	Remaining segments of Jepson Parkway
1	2	Fairfield/Solano County	**Peabody Road**	Widen to make Peabody a consistent 4-lane segment between Fairfield and Vacaville
2	3	Suisun City/Fairfield	**SR 12 and Pennsylvania Avenue Interchange**	Replace the existing SR 12/Pennsylvania at-grade intersection with a new grade-separated interchange.
2	4	Rio Vista/Solano County	**SR 12/Church Road Intersection**	Improve the SR 12 and Church Road intersection.
3	5	Vallejo/Solano County	**SR 37/Redwood Parkway/Fairgrounds Drive**	Improve Fairgrounds Drive and Redwood Parkway, including the SR37/Fairgrounds Drive and I-80/Redwood Parkway interchanges.
3	6	Benicia	**Industrial Park Access Improvements**	Reconfigure the Park/Bayshore and Park/Industrial split interchange, and the I-680/Lake Herman Road interchange, to add traffic signals, improve sight distance and better accommodate truck movements
3	7	Benicia	**Columbus Parkway Improvements**	Add westbound approach at Rose Drive, and add traffic signal at Rose/Columbus Parkway.
4	New	Fairfield	**I-80/Green Valley Overcrossing**	Construct new overcrossing of I-80 at Green Valley Road
4	8	Fairfield/Solano County	**North Connector West**	Construct a 2-lane roadway connecting Business Center Drive to SR 12 Jameson Canyon.
5	9	Dixon/Solano County	**SR 113 Improvements**	ITS enhancements to improve safety through advanced curve warning signs, speed feedback and fog detection signs, and potential construction of a park-n-ride facility, along SR 113 between SR 12 and Dixon.

FEHR PEERS

Path: N:\2009Projects\WC_Projects\WC09-2657_SolanoRegionalFee\Graphics\GIS\MXD\FeeDistricts.mxd

Solano Regional Transportation Impact Fee Projects

FIGURE 1

Regional Transportation Impact Fee (RTIF) Working Group Project Selection

Working Group District	Coordinating Agencies	Eligible Projects	Selected Project in Priority Order	RTIF Amount Recommended	Special Instructions
1	City of Fairfield City of Vacaville Solano County	1. Remaining Segments of Jepson Parkway 2. Unincoporated segment of Peabody Road	1. Remaining Segments of Jepson Parkway	TBD	The Working Group unanimously agreed to continue to collect RTIF for the next year and reconvene to evaluate the total revenue received and select a project based on available funding. The Working Group also agreed to dedicate the RTIF revenue, if needed, to the FF/VV Train Station in the short term to backfill funding for Vacaville's bus replacement (which is the primary funding source for the City's impact fee loan for the Train Station).
2	City of Suisun City City of Fairfield City of Rio Vista County of Solano	1. SR 12/Pennsylvania Ave Interchange 2. SR 12/Church Rd Intersection	1. Church Road Environmental Documents	$ 300,000	City of Rio Vista indicated that they have local impact fees of approximately $600,000 to assist in fully funding the EIR when combined with RTIF funds.
3	City of Vallejo City of Benicia Solano County	1. SR 37/Redwood St/Fairgrounds Drive 2. I-680 Industrial Park Access Improvements 3. Columbus Parkway Improvements Near I-780	1. SR 37/Redwood St/Fairgrounds Drive 2. I-680 Industrial Park Access Improvements	$ 40,000	$40,000 of the 1st year of funds to be applied toward the County/s current federal earmark as a local match contribution to roadway improvements at Fairgrounds Drive. City of Benicia will utilize 2nd year of funding for Benicia Industrial Park Access improvements after completing the PDA Plan for the same project area. The goal was to identify projects as part of that planning process.
4	City of Fairfield Solano County	1. North Connector West 2. Green Valley Overcrossing	1. Green Valley Overcrossing	$ 1,305,970	The RTIF will be dedicated to the construction of the Green Valley Overcrossing project as a local contribution.
5	City of Dixon Solano County	1. SR113 Corridor/County Unincorporated Road Projects	1. Pitt School Rd/ Park Rd Intersection Right of Way Phase	$ 200,000	The Working Group agreed to utilze the RTIF funds for the Right of Way acquistion phase of the project area.
6	City of Benica City of Dixon City of Fairfield City of Suisun City of Vacaville Soltrans Solano County	1. Benicia Industrial Park Multi-modal Transit Center 2. Dixon Multimodal Transportation Center 3. Fairfield Transportation Center 4. Fairfield Vacaville Train Station 5. Suisun City Train Station Improvements 6. Vallejo Station or Curtola Park and Ride 7. 360 Project Area Transit Center	1. Benicia Industrial Park Transit Center Construction 2. Fairfield Transportation Center Design/Build Documents	$ 100,000 $ 400,000	City of Benicia to receive $100,000 to assist in construction of the Transit Hub project. The City of Fairfield would then receive $400,000 to complete design phase of the Fairfield Transportation Center as the next priority.
7	Solano County	1. Abernathy Rd 2. Azevedo Rd 3. Canright Rd 4. Cherry Glen Rd 5. Cordelia Rd 6. Fry Rd 7. Foothill Rd 8 Lewis Rd 9 Lopes Rd 10 Lyon Rd 11 Mankas Corner Rd 12 McCloskey Rd 13 Midway Rd 14 Pedrick Rd 15 Pitt School Rd 16 Pleasants Valley Rd 17 Porter Road 18 Rockville Rd 19 Suisun Valley Rd 20 Vacavalley Rd	1 Cordelia Rd* 2 Lake Herman Rd* 3 Mankas Corner Rd* 4 Midway Road* 5 Pleasants Valley Rd* 6 Rockville Rd* 7 Suisun Valley Rd* 8 Vaca Valley Rd*	$ 498,171	*County projects are not in priortiy order.

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Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM: Anthony Adams, Project Assistant
RE: Project Delivery Update

Background:
As the Congestion Management Agency for Solano County, the Solano Transportation Authority (STA) coordinates obligations and allocations of state and federal funds between local project sponsors, Caltrans, and the Metropolitan Transportation Commission (MTC). To aid in the delivery of locally sponsored projects, a Solano Project Delivery Working Group was formed, which assists in updating the STA's Technical Advisory Committee (TAC) on changes to State and Federal project delivery policies and reminds the TAC about upcoming project delivery deadlines.

Discussion:
For Fiscal Year (FY) 2013-14, the STA is currently tracking 17 active projects: nine (9) OneBayArea Grant (OBAG) projects, four (4) Local Streets & Roads (LS&R) projects, three (3) Safe Routes to School Projects (SR2S), and one (1) other federally funded project (HSIP). STA staff has identified one jurisdiction that did not meet its obligation deadline. This project is summarized below. Attachment A provides a city by city summary of projects programmed for FY 2013-14, and their project delivery status.

- City of Vallejo (1 Project)
  The City of Vallejo's SR2S project was scheduled to be obligated for its Preliminary Engineering Phase (PE) by April 30, 2014. A lack of project delivery sheet and funding agreement allowed this project to not be included in previous project delivery updates. The City of Vallejo submitted their Request for Authorization on May 5th to Caltrans. MTC and Caltrans staff has been contacted regarding this delayed project. Because of its small dollar amount, loss of funds is unlikely.

STP/CMAQ/OBAG FY 2013-14 Federal Obligation Plan:
MTC has adopted an obligation request deadline, for FY 2013-14 of February 1, 2014 and the received deadline of April 30, 2014. With this in mind, STA staff has contacted all project sponsors for an update of their project status'.

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Projects included in STP/CMAQ FY 2013-14 Federal Obligation Plan (OBAG) - $8.95 in Federal funding - Submit E76 Request by February; receive E76 by April 30, 2014			
Agency	**TIP ID**	**Project**	**Status/Deadlines**
Benicia	SOL130008	Benicia - East 2nd Street Preservation	**$495,000 for CON** **E76 received on April 30, 2014**
Benicia	SOL130009	Benicia Safe Routes to Schools	**$100,000 for CON.** **E76 received on April 30, 2014**
Solano County	SOL130007	Suisun Vallley Bicycle and Pedestrian Imps	**$248,000 for PE** **Received E-76 obligation November 8, 2013**
Solano County	SOL110036	Roadway Preservation in Solano County	**$601,750 for CON** **Solano County requested funds be pushed out to FY 2014-15. Has been approved by MTC**
Solano County	SOL090035	Vacaville-Dixon Bicycle Route (Phase 5)	**$60,000 for PE** **Received E-76 obligation January 13, 2014**
STA	SOL110039	Local PDA Planning - Solano	**$1,577,000 for CON.** **Received E-76 obligation April 1, 2014**
STA	SOL130010	Solano Transit Ambassador Program	**$250,000 for CON** **Received E-76 obligation March 14, 2014**
STA	SOL110020	Eastern Solano / SNCI Rideshare	**$533,000 for CON** **Received E-76 obligation March 12, 2014**
STA	SOL110019	Solano Safe Routes to School Program	**$1,256,000 for CON** **Received E-76 obligation April 1, 2014**
STA	SOL130011	Local PCA Planning	**$75,000 for CON** **Obligation request sent to Caltrans April 25, 2014. This funding is on a separate delivery schedule than other OBAG projects.**
Suisun City	SOL130004	Walters Road-Pintail Drive Preservation	**$356,000 for CON.** **Received E-76 obligation May 1, 2014**
Vacaville	SOL130005	Allison Bicycle / Ped Improvements	**$66,000 for PE** **Received E-76 obligation January 16, 2014**
Vacaville	SOL130006	Ulatis Creek Bike/Ped Path & Stscpe	**$150,000 for PE** **Received E-76 obligation December 31, 2013**
Vacaville	SOL110043	2014 Street Resurfacing	**$1,231,000 for CON** **Received E-76 obligation March 7, 2014**
Vallejo	SOL110035	Vallejo Downtown Streetscape - Phase 3	**$1,934,000 for CON.** **Due to federal discretionary earmark paperwork delay, Caltrans has yet to approve this obligation. FHWA and Caltrans are actively working on together with Vallejo.**
Vallejo	SOL130015	Vallejo SR2S Infrastructure Improvements	**$18,000 for PE** **Obligation request sent to Caltrans May 5, 2014. This project failed to meet obligation deadline. MTC and Caltrans are aware of this, and assured STA that this project would not lose funding.**

Inactive Obligations
To adhere to FHWA project delivery guidelines and MTC's Resolution 3606, project sponsors must invoice for obligated projects every 6 months.

More information can be found on Caltrans Local Assistance website:
http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm

Currently listed Inactive Projects Updated by Caltrans: March 6, 2014			
Agency	**Project**	**Unexpended Funds**	**Status**
Solano Transportation Authority	*EASTERN SOLANO COUNTY SPARE THE AIR PROGRAM FY 03/04*	*0.47*	*Removed! Thank you!*
Rio Vista	*SR 12-RIO VISTA BRIDGE, PROJECT STUDY REPORT*	*9,996.63*	*Removed! Thank you!*
Solano County	*VANDEN RD. AT NORTH GATE OF TRAVIS AFB , ROADWAY SAFETY IMPROVEMENT*	*102,203.59*	*Removed! Thank you!*
Vacaville	ULATIS CREEK FROM ULATIS DR TO LEISURE TOWN ROAD, CLASS 1 BIKE PATH	58,268.69	Invoice Under Review by Caltrans
Solano County	CORDELIA RD. FROM LOPES RD TO PITTMAN RD. , PEDESTRIAN PATHS, BENCHES	27,193.76	Last Billed, 6/27/2013 Solano informed STA at prior PDWG meeting that close-out was sent to Caltrans in late 2013.

Fiscal Impact:
None.

Recommendation:
Informational.

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Tiffany Gephart, Transit Mobility Coordinator
RE: Mobility Management Program Update - Travel Training

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.

Countywide Travel Training was identified as one of four key elements in the Solano Mobility Management Plan and the Solano Transportation Study for Seniors and People with Disabilities. The Countywide Travel Training Program consists of the following:

1. Volunteer Travel Ambassador Program
2. Transit Training Videos
3. Transit Rider's Guide
4. One-on-One Travel Training

In March, 2014 Nelson Nygaard was retained by STA to develop the Volunteer Travel Training Program infrastructure, produce Transit Training Videos and Rider's Guides for Fairfield and Suisun Transit (FAST), SolTrans, Solano Express Intercity Bus, Dixon Readi-Ride and Rio Vista Delta Breeze.

Connections 4 Life and Independent Living Resource Center (ILRC) provided proposals for One-on-One travel training services for Solano County residents. STA Board approved funding and partnership agreements with Connections 4 Life and ILRC on March 12, 2014.

Discussion:
Volunteer Travel Ambassador Program
Drafts of program information and outreach materials including the Volunteer Travel Ambassador Program Manual, Volunteer Travel Ambassador outreach brochure and take-one flier, have been circulated to individual transit agencies and STA staff for review. SolTrans and FAST, with assistance from STA, have begun to outreach to the community to recruit interested volunteers. The Travel Training Program is scheduled to be implemented in July 2014.

Fixed-Route Transit Training Videos
A travel training video for FAST was filmed on March 10th and is undergoing edits. SolTrans is scheduled to film a travel training video on May 31st, and Rio Vista Delta Breeze and Dixon Readi-Ride will film their travel training video in mid June. The videos will be featured on STA's website, along with each transit agencies websites as a tool to educate the public on the ease of riding fixed-route transit.

Rider's Guide
A draft outline of the Transit Rider's Guide has been circulated to SolTrans, FAST and STA staff for review and is scheduled to be completed by June.

One-on-One Travel Training
STA staff is drafting scopes of work for both Connections 4 Life and Independent Living Resource Center to expand their one-on-one travel training in Solano County. Once these contracts are in place, one-on-one travel training can be implemented beginning in July 2014.

Recommendation:
Informational.

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Janet Adams, Deputy Executive Director/Director of Projects
RE: Solano County Transit Facilities Update

Background:
Solano County has one of the highest rate of carpool and vanpool use in the 9-county Bay Area - 18.4% of all commute trips. The STA continues to invest in further encouraging these alternative commute modes through Solano Napa Commuter Incentive Programs, which includes a variety of encouragement and incentives to maintain and continue these alternatives modes of transportation. However, the need to invest in major transit facilities is a necessary component of a successful system.

Regional Measure 2 (RM 2) investments in the county have provided a significant source of the funds to make these large investments. The Metropolitan Transportation Commission (MTC) manages the RM 2 funding for projects and programs, and both MTC and the STA are project sponsors for most of Solano County capital RM 2 projects for a total of $184 M with the STA, the Cities of Benicia, Fairfield, Vacaville and Vallejo, and SolTrans serve as project implementing agencies, depending on the project. Other funding sources included Federal Congestion Management Air Quality funds.

Discussion:
The completed major transit facilities in the county include:
I-80 High Occupancy Vehicle Lanes (Red Top to Air Base Pkwy)
Dixon Park-n-Ride Lot
Vacaville Transit Center
Fairfield Transit Center – Phased Improvements, parking structure and lot expansion
Suisun Train Depot
Vallejo Station, Phase A
SolTrans Bus Transfer Facility
Benicia Downtown Transit Facilities

However, there remain several critical faculties that need to be completed. The status of these facilities is below.

Benicia Park/Industrial I/C Improvements and Park and Ride
The project will construct a new transit facility along the I-680 corridor. This site currently serves SolanoExpress Route 40. The project will build an approximate 50 space park-and- ride lot, with regional transit connections amenities. The project is estimated to cost $1.75 million, of that, $1.25 million is from RM 2. The City of Benicia continues to move forward with the implementation of this project. The City is wrapping up the design of the project and working with the property owner to enter into agreement to stay on the site long term. The STA has been retained by Benicia to do the property acquisition on behalf of the City. Right-of-Way should be initiated by June 2014 and a construction start date of early 2015.

Fairfield Transportation Center
The Fairfield Transportation Center is in considerable need to provide additional parking capacity due to the existing demand at the Center. Today, the site is full by early morning and experiences an overflow to private shopping center lots. While the City of Fairfield and the STA fully support this project and recognize the priority for these planned improvements, the project cannot be constructed with the current funding programmed for the project. Early estimates to construction an additional facility is $25 million. There is not currently funding identified to provide for this need. Recently, bridge toll funding was shifted from this project to the transportation to help fully fund construction of this project. The STA and the City will work together to scope the capacity solution and advocate for funding in the future. This project is a future funding priority for the STA.

Fairfield/Vacaville Intermodal Rail Station and Track Improvements
This Rail Station has been a priority of the City of Fairfield and STA for several years. The site is located at the corner of Peabody and Vanden Rd near Travis Air Force Base. The facility, once completed, will provide a new rail station for Capitol Corridor Intercity Rail Service. The project will construct grade separations, track improvements, passenger amenities, large parking lot and transit connection amenities. The project in total is estimated to cost $78 million, with a Base Contract of $68 million. This base contract will provide for all the necessary amenities and improvements to open the station for Capitol Corridor service by 2017. The last phase of the project is to build out the parking lot, provide for improved circulation, passenger buildings and solar arrays. In May, the STA Board approved a funding plan to provide for a $5 million gap closure, including the inclusion of $11 million in Prop 1B Trade Corridor Improvement Funds (TCIF) and RM 2 fund transfers from other projects in the county. With the now fully funded Base Project, the City is expected to bid this project for construction in the summer of 2014 and start construction in 2015. The last phase of this project is a future funding priority for the STA.

Vallejo Ferry Intermodal Station
The City of Vallejo successfully built the Vallejo Station Phase A with the RM 2 funds. Completion of site work for Phase A remains on-going. The City anticipates the necessity to fully utilize the remaining allocated funds for this work. Completion of Phase B remains hindered by the need to relocate a United States Post Office which leases the building where the planned Phase B structure has been proposed for. The City has recently entered into and agreement with the Post Office to relocate the facility. This relocation will allow for the existing building to be removed and construction of a at grade parking lot be built. Ultimately the City has plans for a mix use/parking facility at this site. Funding for the ultimate project needs to be secured in partnership with a private developer. This Phase B project will be a future funding priority for the STA.

SolTrans Curtola Transit Center
The project will consist of adding addition parking capacity to the existing site and complete operational improvements as well. This $14 million improvement project will begin construction the summer 2014. The demand at this site is significant due to the proximately to the I-80 corridor. As such, even with these proposed improvements, there will be a long term unfulfilled demand for more parking at this site. The long range plan is to build phased parking structures. However, the funding for these capital improvements is not secured. These later phases of the project will be a future funding priority for the STA.

Fiscal Impact:
For the STA budget, there is no impact.

Recommendation:
Informational.

Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
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 STA's Solano Napa Commuter Information (SNCI) program call center as a pilot program for three years. SNCI's Call Center transformation 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 is evolving 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), Senior Clipper Card, sell FasTrak toll tags and BikeLink locker cards. In the future, the call center will also sell Clipper Transit Cards when they are available in Solano County..

These services had been provided in person at the Suisun Fairfield Train Station by City of Rio Vista's Delta Breeze Transit Operator. On May 1, 2014, Rio Vista vacated the station. Upon their termination of services, SNCI staff began assisting the public in the Call Center location at One Harbor Center, Suite 140 both in person and over the phone. .

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 term arrangement can be negotiated with 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. In Solano County, 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 on services in Solano County. 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 beginning July 2014. 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.

Solano Transportation Authority

DATE: May 29, 2014
TO: STA Board
FROM Paulette Cooper, SNCI Commute Consultant
RE: 2014 Bike to Work Day Campaign Wrap-up

Background:
May 5- 9, 2014 marked the twentieth (20th) annual Bike to Work campaign in the Bay Area. Bike to Work (BTW) Day was Thursday, May 8th. The goal of the campaign is to promote bicycling as a commute option by encouraging individuals to pledge to bike to work (or school, or transit) at least one day during Bike to Work Week. Prizes, energizer stations, and participant rewards were just some of the methods of encouragement.

STA's Solano Napa Commuter Information (SNCI) staff organized the campaign in Solano and Napa counties. Staff participated in regional Bike to Work Technical Advisory Committee meetings and coordinated locally with the Solano County Bicycle Advisory Committee and the Napa County Bicycle Coalition.

A mailing of BTW campaign materials was sent mid-April to major employers in Napa and Solano Counties. BTW pledge forms were distributed by mail, events, and displays. Posters were distributed throughout the community. Web pages were updated on the STA's website so that individuals may register on-line as well as learn where energizer stations were located. Articles and advertisements for this event were placed in several newspapers and community publications.

Local businesses provided sponsorship for Bike to Work. Based on the level of support, sponsors had their logos printed on event posters, local print ads, musette bags and t-shirts. Sponsorship could be in any form, including products and services for our local prizes as well as financial contributions. This year's contributions totaled $3,100 from sponsors that included Fisk's Cyclery, Ray's Cycle, Authorized Bicycle Shop, and Velo Wrench in Solano County and The Hub, Bicycle Works, Napa River Velo, St Helena Cyclery and Calistoga Bike Shop in Napa County.

Discussion:
The evaluation of Bike to Work Day is based on the number of bicyclists who stop by Energizer Stations on that day (May 8th). This year there were 28 stations in Solano and Napa counties. Overall, there were 700 visitors at these stations.

In addition the Energizer Stations on Bike to Work Day, there are two additional activities to honor cyclists. The **Bike Commuter of the Year Award** honors a resident from each county who is committed to biking. This person epitomizes the health, environmental, social, and economic benefits of bicycling. **James Oliver** of Vacaville was selected as Solano County's Bike Commuter of the Year.

The **Team Bike Challenge** is a competition where teams compete to see who can travel the most days by bicycling during the month of May. There were sixteen (16) teams in Solano County competing in the Team Bike Challenge this year.

Recommendation:
Informational.

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Solano Transportation Authority

DATE: May 28, 2014
TO: STA Board
FROM: Andrew Hart, Associate Planner
RE: Summary of Funding Opportunities

Discussion:
Below is a list of funding opportunities that will be available to STA member agencies during the next few months, separated by Federal, State, and Local. Attachment A provides further details for each program.

	FUND SOURCE	AMOUNT AVAILABLE (approximately)	APPLICATION DEADLINE
	Regional[1]		
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately **$15 million**	Due On First-Come, First Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately **$10 million**	Due On First-Come, First-Served Basis
3.	Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)	Up to **$2,500** rebate per light-duty vehicle	Due On First-Come, First-Served Basis (Waitlist)
4.	Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP) (for fleets)	Approximately **$10,000 to $45,000** per qualified request	Due On First-Come, First-Served Basis
5.	Active Transportation Program (Regional – MTC)	**$30 million**	Due July 24, 2014
	State		
	Federal		

Fiscal Impact:
None.

Recommendation:
Informational.

Attachment:
A. Detailed Funding Opportunities Summary

[1] Local includes programs administered by the Solano Transportation Authority and regionally in the San Francisco Bay Area and greater Sacramento.

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Attachment A

The following funding opportunities will be available to the STA member agencies during the next few months. Please distribute this information to the appropriate departments in your jurisdiction.

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Regional Grants[1]						
Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Anthony Fournier Bay Area Air Quality Management District **(415) 749-4961** **afournier@baaqmd.gov**	Ongoing. Application Due On First-Come, First Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. **$15 million**	Carl Moyer Memorial Air Quality Standards Attainment Program provides incentive grants for cleaner-than-required engines, equipment, and other sources of pollution providing early or extra emission reductions.	N/A	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines **http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx**
Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Gary A. Bailey Sacramento Metropolitan Air Quality Management District **(916) 874-4893** **gbailey@airquality.org**	Ongoing. Application Due On First-Come, First-Served Basis Eligible Project Sponsors: private non-profit organizations, state or local governmental authorities, and operators of public transportation services	Approx. **$10 million**, maximum per project is $4.5 million	The Off-Road Equipment Replacement Program (ERP), an extension of the Carl Moyer Program, provides grant funds to replace Tier 0, high-polluting off-road equipment with the cleanest available emission level equipment.	N/A	Eligible Projects: install particulate traps, replace older heavy-duty engines with newer and cleaner engines and add a particulate trap, purchase new vehicles or equipment, replace heavy-duty equipment with electric equipment, install electric idling-reduction equipment **http://www.airquality.org/mobile/moyererp/index.shtml**

[1] Regional includes opportunities and programs administered by the Solano Transportation Authority and/or regionally in the San Francisco Bay Area and greater Sacramento

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
Regional Grants[1]						
Air Resources Board (ARB) Clean Vehicle Rebate Project (CVRP)*	Graciela Garcia ARB **(916) 323-2781** **ggarcia@arb.ca.gov**	Application Due On First-Come, First-Served Basis (Currently applicants are put on waitlist)	Up to **$5,000** rebate per light-duty vehicle	The Zero-Emission and Plug-In Hybrid Light-Duty Vehicle (Clean Vehicle) Rebate Project is intended to encourage and accelerate zero-emission vehicle deployment and technology innovation. Rebates for clean vehicles are now available through the Clean Vehicle Rebate Project (CVRP) funded by the Air Resources Board (ARB) and implemented statewide by the California Center for Sustainable Energy (CCSE).	N/A	Eligible Projects: Purchase or lease of zero-emission and plug-in hybrid light-duty vehicles **http://www.arb.ca.gov/msprog/agip/cvrp.htm**
Bay Area Air Quality Management District (BAAQMD) Hybrid Electric Vehicle Purchase Vouchers (HVIP)*	To learn more about how to request a voucher, contact: **888-457-HVIP** **info@californiahvip.org**	Application Due On First-Come, First-Served Basis	Approx. **$10,000 to $45,000** per qualified request	The California Air Resources Board (ARB) created the HVIP to speed the market introduction of low-emitting hybrid trucks and buses. It does this by reducing the cost of these vehicles for truck and bus fleets that purchase and operate the vehicles in the State of California. The HVIP voucher is intended to reduce about half the incremental costs of purchasing hybrid heavy-duty trucks and buses.	N/A	Eligible Projects: Purchase of low-emission hybrid trucks and buses **http://www.californiahvip.org/**
Active Transportation Program (ATP) (Regional)	Mitch Weiss California Transportation Commission **(916) 654-7179** mweiss@dot.ca.gov	Due July 24, 2014	Approx. **$30 million**	The Active Transportation Program (ATP) was created to encourage increased use of active modes of transportation, such as biking and walking. The ATP consolidates various federal and state transportation programs, including the Transportation Alternatives Program , Bicycle Transportation Account, and State Safe Routes to School, into a single program with a focus to make California a national leader in active transportation.	Vallejo Downtown; STA SR2S; Suisun Valley Farm to Market; Suisun City Driftwood Dr; Vaca-Dixon Bike Route	State applications are due before regional applications. All submissions to the state will automatically be carried over to the regional submissions for consideration. http://www.catc.ca.gov/programs/ATP.htm

*New Funding Opportunity

**STA staff, Drew Hart, can be contacted directly at (707) 399-3214 or ahart@sta-snci.com for assistance with finding more information about any of the funding opportunities listed in this report

Fund Source	Application Contact**	Application Deadline/Eligibility	Amount Available	Program Description	Proposed Submittal	Additional Information
State Grants						

Solano Transportation Authority

DATE: June 2, 2014
TO: STA Board
FROM: Johanna Masiclat, Clerk of the Board
RE: STA Board and Advisory Meeting Schedule for Calendar Year 2014

Discussion:
Attached is the STA Board and Advisory meeting schedule for Calendar Year 2014.

Fiscal Impact:
None.

Recommendation:
Informational.

Attachment:
A. STA Board and Advisory Meeting Schedule for Calendar Year 2014

Solano Transportation Authority

STA BOARD AND ADVISORY COMMITTEE MEETING SCHEDULE CALENDAR YEAR 2014

SUMMARY:	
STA Board:	Meets 2nd Wednesday of Every Month
Consortium/TAC:	Meets *Last* Wednesday of Every Month
BAC:	Meets 1st Thursday of every *Odd* Month
PAC:	Meets 3rd Thursday of every *Even* Month
PCC:	Meets 3rd Thursday of every *Odd* Month
SR2S-AC	Meets Quarterly (Begins Feb.) on the 3rd Wed.

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Wed., January 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 9	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Thurs., January 16	1:00 p.m.	Paratransit Coordinating Council (PCC)	Solano Community College	Tentative
Tues., January 28	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., January 29	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., February 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., February 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., February 20	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., February 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., February 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., March 6	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., March 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	Solano Community College	Tentative
Tues., March 25	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., March 26	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., April 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., April 17	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., April 29	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., April 30	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., May 1	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., May14	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., May 15	1:00 p.m.	Paratransit Coordinating Council (PCC)	City of Benicia	Tentative
Tues., May 27	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., May 28	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., June 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., June 18	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Confirmed
Thurs., June 19	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., June 24	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., June 25	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., July 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	Fairfield Community Center	Tentative
Thurs., July 3	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
July 30 (No Meeting)	SUMMER RECESS	Intercity Transit Consortium	N/A	N/A
July 31 (No Meeting)		Technical Advisory Committee (TAC)	N/A	N/A
Wed., August 13	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	STA Conference Room	Tentative
August 14 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Thurs., August 21	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., August 26	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., August 27	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., September 4	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., September 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., September 17	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	Suisun City Hall	Tentative
Thurs., September 18	1:00 p.m.	Paratransit Coordinating Council (PCC)	Ulatis Community Center	Tentative
Tues., September 23	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., September 24	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., October 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., October 16	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
No meeting due to STA's Annual Awards in November (No STA Board Meeting)		Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
Thurs., November 6	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., November 12	6:00 p.m.	STA's 17th Annual Awards	TBD – Vallejo	Confirmed
Wed., November 19	1:30 p.m.	Safe Routes to School Advisory (SR2S-AC)	TBD	Tentative
Thurs., November 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	John F. Kennedy Library	Tentative
Tues.., November TBD	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
Wed., November TBD	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 10	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., December 18	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Tues., December TBD	1:30 p.m.	Intercity Transit Consortium	STA Conference Room	Tentative
Wed., December TBD	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative