



Regional Transportation Impact Fee (RTIF) Policy Committee

4:30 p.m. – 5:30 p.m., July 9, 2014
Suisun City Council Chambers
701 Civic Center Blvd.
Suisun City, CA 94585

MEETING AGENDA

- 1. **CALL TO ORDER/INTRODUCTIONS** Chair Spring
(4:30 – 4:35 p.m.)
- 2. **APPROVAL OF THE AGENDA** Chair Spring
(4:35 – 4:40 p.m.)
- 3. **APPROVAL OF FEBRUARY 12, 2014 RTIF POLICY COMMITTEE MEETING MINUTES - Pg. 3** Chair Spring
- 3. **OPPORTUNITY FOR PUBLIC COMMENT**
(4:40 – 4:45 p.m.)

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.

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.

- 4. **ACTION ITEMS**
 - A. **Regional Transportation Impact Fee (RTIF) Implementation Projects** Robert Guerrero, STA
Recommendation:
Forward a recommendation to the STA Board to approve the Regional Transportation Impact Fee projects for FY 2014-15 as specified in Attachment B.
(4:45 - 5:00 p.m.)
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RTIF POLICY COMMITTEE MEMBERS

City of Benicia Elizabeth Patterson	City of Dixon Jack Batchelor, Jr.	City of Fairfield Harry Price	City of Rio Vista Norman Richardson	City of Suisun City Pete Sanchez	City of Vacaville Steve Hardy	City of Vallejo Osby Davis	County of Solano Jim Spering
Brad Kilger	Jim Lindley	David White	Tim Chapa ¹	Suzanne Bragdon	Laura Kuhn	Daniel Keen	Birgitta Corsello

B. RTIF Policy Subcommittee

Daryl Halls, STA

Recommendation:

Forward recommendation to the STA Board to establish RTIF Policy subcommittee as specified in Attachment B.

(5:00-5:15 p.m.)

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5. INFORMATIONAL ITEMS

A. Status of RTIF Fee Collection

Robert Guerrero, STA

(5:15-5:20 p.m.)

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B. RTIF Schedule for FY 2014-15

Robert Guerrero, STA

(5:20-5:25 p.m.)

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6. RTIF POLICY COMMITTEE COMMENTS (5:25-5:30 p.m.)

Group

7. ADJOURNMENT (5:30 p.m.)

Chair Spering



**Regional Transportation Impact Fee (RTIF)
Policy Committee Meeting Minutes of
February 12, 2014**

1. CALL TO ORDER

Jim Spring, Committee Chair, called the meeting to order at 4:05 p.m.

MEMBERS

PRESENT:

Policy Makers

Supervisor Jim Spring (Chair)	County of Solano
Councilmember Alan Schwartzman	City of Benicia
Mayor Jack Batchelor, Jr.	City of Dixon
Mayor Harry Price	City of Fairfield
Mayor Norman Richardson	City of Rio Vista
Mayor Pete Sanchez	City of Suisun City
Mayor Steve Hardy	City of Vacaville
Mayor Osby Davis	City of Vallejo

City Managers/CAO

Mike Roberts (for Brad Kilger)	City of Benicia
Jim Lindley	City of Dixon
David White (for Sean Quinn)	City of Fairfield
David Melilli (for Tim Chapa)	City of Rio Vista
Suzanne Bragdon	City of Suisun City
Daniel Keen	City of Vallejo
Shawn Cunningham (for Laura Kuhn)	City of Vacaville
Birgitta Corsello	County of Solano

MEMBERS

ABSENT:

Mayor Elizabeth Patterson	City of Benicia
City Manager Brad Kilger	City of Benicia
City Manager Sean Quinn	City of Fairfield
City Manager Tim Chapa	City of Rio Vista
City Manager Laura Kuhn	City of Vacaville

STAFF

PRESENT:

Daryl Halls	Executive Director
Bernadette Curry	Legal Counsel
Janet Adams	Deputy Executive Director/Director of Projects
Robert Guerrero	Project Manager
Anthony Adams	Project Assistant
Johanna Masiclat	Clerk of the Board/Office Manager

ALSO

PRESENT: In Alphabetical Order by Last Name:

Bill Emlen	County of Solano
George Hicks	City of Fairfield
Joe Leach	City of Dixon
Wayne Lewis	City of Fairfield
Dan Kasperson	City of Suisun City

2. APPROVAL OF AGENDA

On a motion by Mayor Batchelor, and a second by Councilmember Schwartzman, the RTIF Policy Committee unanimously approved the RTIF Policy Committee Meeting Agenda.

3. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

4. ACTION ITEMS

A. RTIF District Boundaries

Robert Guerrero illustrated the proposed boundaries of the five districts that correspond to the approved RTIF construction packages. He noted that the fee revenues generated in each district will be returned to that district (with some exceptions for revenues that are targeted toward transit improvements and County projects), and the jurisdictions making up each district would jointly decide how to use those revenues to advance the RTIF-eligible capital improvement projects in the district. He added that these proposed boundaries were drawn to reflect logical geographic divisions and the locations of the RTIF-eligible projects, and have been reviewed with staff from each jurisdiction. He cited that the cities are contained within a single district with one exception; the City of Fairfield, which is divided between districts 1, 2, and 4.

Public Comments:

None provided.

Board Comments:

None provided.

Recommendation:

Forward a recommendation to the STA Board to approve the RTIF District Boundaries as illustrated in Attachment 4.A.

On a motion by Mayor Batchelor, and a second by Mayor Sanchez, the RTIF Policy Committee unanimously approved the recommendation.

B. RTIF Revenue Estimates

Julie Morgan, Fehr and Peers, reviewed the five-year projections for Solano RTIF Working Group Strategic Implementation Plan: District 1 to 5. She noted that 5% of all RTIF revenues are dedicated to County roads, and 5% are dedicated to transit projects and the Districts (1-5) receive the remaining 90%. She added that these estimates are based on projections of future building permit activity provided by local jurisdictions; these estimates are subject to change over time as new information becomes available about the timing and location of new developments.

Several committee members raised concerns regarding the projections of future building permit activity that have not yet been made available by the Cities of Rio Vista, Vacaville, and Vallejo. STA staff suggested moving the process forward and providing the revised fee revenue estimates to the Committee once the projections have been submitted by the three cities.

After discussion, the RTIF Policy Committee recommended to approve the RTIF Revenue Estimates with a caveat that the Cities of Rio Vista, Vacaville, and Vallejo would submit their projections by the end of February 2014, and the fee revenue estimates are subject to change once the projections have been received from the Cities of Rio Vista, Vacaville, and Vallejo.

Recommendation:

Forward a recommendation to the STA Board to approve the RTIF Revenue Estimates as detailed in Attachment 4.B.

On a motion by Mayor Batchelor, and a second by Mayor Sanchez the RTIF Policy Committee unanimously approved the recommendation (to include footnote)

C. RTIF Project Inclusion: Green Valley Overcrossing

Daryl Halls reviewed a request from the City of Fairfield to include Green Valley Overcrossing as an eligible project for RTIF Working Group District 4.

Recommendation:

Forward a recommendation to the STA Board to include Green Valley Overcrossing as an eligible project for RTIF Working Group District 4.

On a motion by Mayor Harry Price, and a second by Mayor Norman Richardson, the RTIF Policy Committee unanimously approved the recommendation.

5. INFORMATIONAL ITEMS

A. RTIF Working Group Meeting Summary

STA staff provided an overview of discussions held at the seven RTIF Working Groups regarding (Attachment 5.A):

- Working Group Strategic Implementation Plans
- RTIF Funding Policies
- RTIF Revenue Tracking and Reporting
- RTIF Implementation Schedule

6. RTIF POLICY COMMITTEE COMMENTS

None provided.

7. ADJOURNMENT

The Regional Transportation Impact Fee (RTIF) Policy Committee Meeting was adjourned at approximately 4:35 p.m.

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DATE: July 1, 2014
TO: RTIF Policy Committee
FROM: Robert Guerrero, Project Manager
RE: Regional Transportation Impact Fee (RTIF) Implementation Projects

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 5% of the total RTIF revenue was decided by the STA Board to be dedicated towards transit projects under Package 6- Express Bus Transit Centers and Train Stations and 5% was dedicated to 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 RTIF Working Group comprised of staff representing agencies located with the boundaries of the working group to coordinate in selecting projects within their category. The Working Groups had their initial meeting in January 2014 to discuss early steps to begin implementing the STA's RTIF program. The Working Groups had separate follow up discussions to select priority projects within their RTIF District to implement within the first five years of the RTIF program in May 2014. These projects were reviewed and refined at the June 25, 2014 Technical Advisory Committee meeting.

Discussion:

A summary of the RTIF selected projects by each Working Group district is included as Attachment B to this report. In summary, Working Group 1 committed to using the RTIF funds for the Jepson Parkway; however, the group elected to not select a specific project segment until after the first year of collecting RTIF funding so they can monitor the progress of the current two Jepson Parkway segments. Working Group 4 agreed to utilize the RTIF funds for an eligible unincorporated County project located in the area rather than on SR 113 specifically.

STA staff is recommending a formal approval of the RTIF projects as specified in Attachment B at this time. The projects were previously reviewed at the May 28th TAC meeting. STA staff will continue to coordinate with the Working Groups to develop Strategic Implementation Plans for each selected project. The purpose of the SIP is to provide project delivery information related to the scope, funding plan and estimated project schedule. The SIP will be further refined as RTIF funding becomes available for the approved project.

STA staff is proposing to enter into a funding agreement with project sponsors that have approved projects based on the upcoming policy discussion. The funding agreements will be standardized to include language committing the RTIF funds towards the project. The funding agreements provide direction for how the funds will be allocated once the RTIF funds are collected and available to be claimed or reimbursed.

The STA TAC reviewed and approved STA staff's recommendation for this item at their meeting on June 25, 2014.

Fiscal Impact:

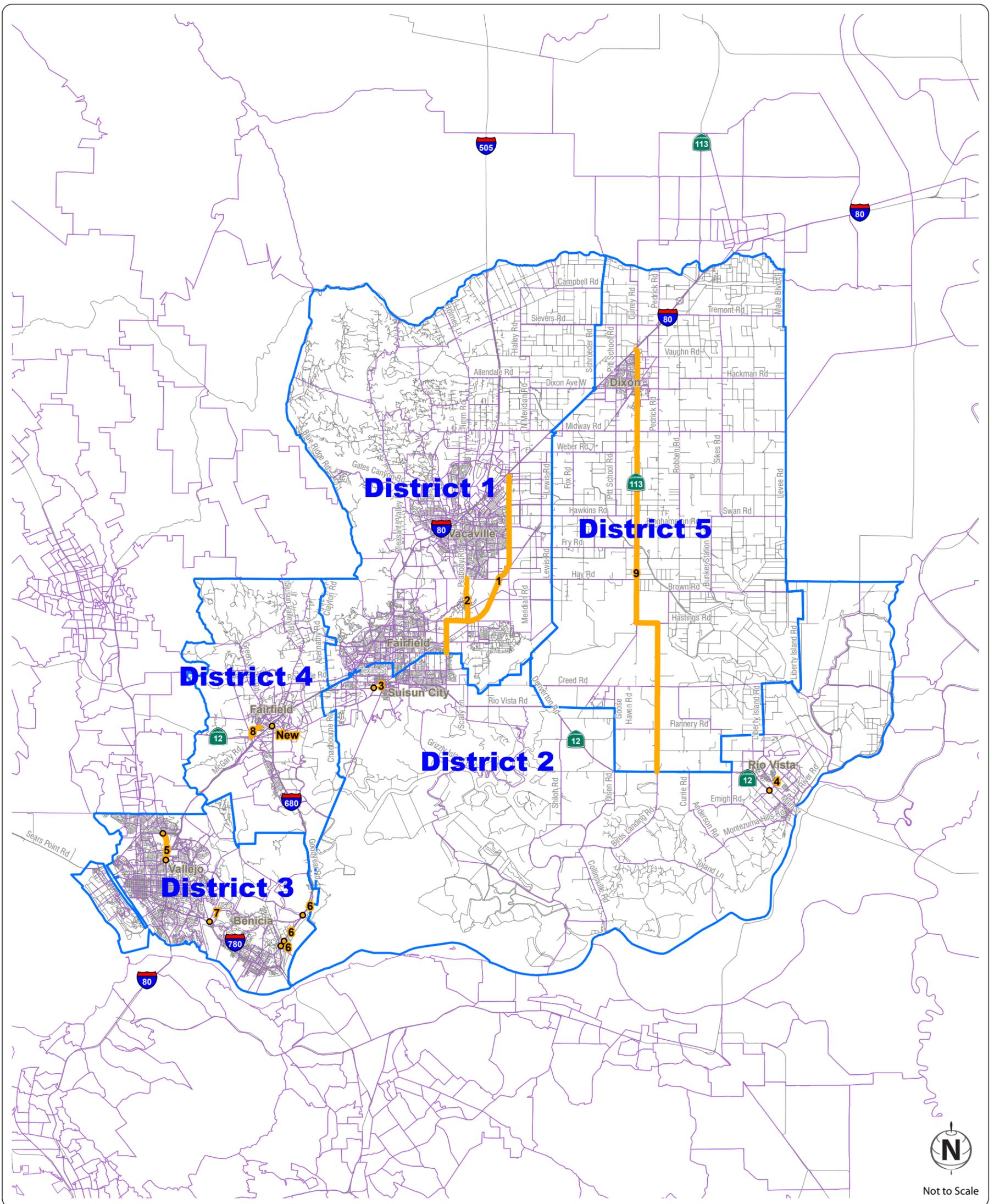
No impact to the STA Budget at this time.

Recommendation:

Forward a recommendation to the STA Board to approve the Regional Transportation Impact Fee projects for FY 2014-15 as specified in Attachment B.

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	8	Fairfield/Solano County	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.

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Regional Transportation Impact Fee (RTIF) Working Group Project Selection

Working Group District	Coordinating Agencies	Eligible Projects	Selected Project in Priority Order	Project Sponsor	RTIF Amount Recommended	Special Instructions
1	City of Fairfield City of Vacaville Solano County	1. Remaining Segments of Jepson Parkway 2. Unincorporated segment of Peabody Road	1. Remaining Segments of Jepson Parkway	TBD	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	City of Rio Vista	\$ 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. Columbus Parkway	County of Solano City of Benicia	\$ 40,000 \$ 60,000	\$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 Columbus Parkway.
4	City of Fairfield Solano County	1. North Connector West 2. Green Valley Overcrossing	1. Green Valley Overcrossing	City of Fairfield	\$ 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/ Parkway Blvd Intersection Right of Way Phase	City of Dixon	\$ 200,000	The Working Group agreed to utilize the RTIF funds for the Right of Way acquisition phase of the project area.
6	City of Benicia 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	City of Benicia City of Fairfield	\$ 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*	County of Solano	\$ 498,171	*County projects are not in priority order.

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DATE: July 1, 2014
TO: RTIF Policy Committee
FROM: Robert Guerrero, Project Manager
RE: RTIF Policy Subcommittee

Background:

STA staff is seeking direction for the Regional Transportation Impact Fee (RTIF) policies. The RTIF Working Groups previously met and had preliminary policy discussions as summarized in Attachment A. Key focus areas of the policies include:

1. Progress Reports
2. Loaning Options
3. Reimbursement Options
4. Working Group Conflict Resolution

Upon completion of the RTIF Implementation Policies, STA staff will incorporate it into funding agreements with project sponsors responsible for completing selected RTIF Projects.

Discussion:

STA staff is recommending the RTIF Policy Committee create a subcommittee as specified in Attachment B. The RTIF Policy Subcommittee is anticipated to meet in early August to assist in finalizing policies for RTIF implementation. The goal is to present the RTIF policies at the August Technical Advisory Committee (TAC) followed by recommendation to the Board in September.

The STA TAC discussed this item at their June 25th meeting and agreed to appointed two members to represent them should this item be approved: Joe Leach, City of Dixon and George Hicks, City of Fairfield.

Fiscal Impact:

None at this time.

Recommendation:

Forward recommendation to the STA Board to establish RTIF Policy Subcommittee as specified in Attachment B.

Attachments:

- A. RTIF Implementation Summary
- B. RTIF Policy Subcommittee Recommendation

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Regional Transportation Impact Fee Implementation Summary

(Based on Working Group Meetings Held on January 15th and 29th)

- I. RTIF Boundary
 - Suisun boundary to be corrected to show city limits included entirely in District 2
 - Vallejo border has anomalies related to the northeastern city limit. Notation needed to indicate that the intention is to include any parcels within Vallejo City Limit in District 3.
 - City of Fairfield is considering boundary adjustment for District 2 to include the entire Fairfield Downtown PDA. The current map splits the PDA boundary. Fairfield to provide suggested boundary changes by January 29.

- II. RTIF Revenue Estimate
 - Engage Planning Directors in developing a refined revenue estimate based on local growth assumptions.
 - Planning Directors requested to provide updated near-term growth projections by January 29th.

- III. Working Group Project Priorities
 - Need for commitment to ensure a project or a phase leading to project completion (i.e. Environmental Docs and/or PE) within the next 5 years.
 - Priority for projects that can utilize the RTIF revenue for attracting other sources of funding.
 - County list of projects eligible for their 5% Unincorporated County Road Improvement RTIF Category are also eligible for Working Groups to consider in addition to each group's unique project(s).
 - Projects priority should be adopted in local agency's Capital Improvement Plan (CIP).
 - Selected projects must have an implementation plan which potentially includes:
 - i. Interagency agreement
 - ii. Detailed scope
 - iii. Realistic schedule
 - iv. Funding plan which includes funds in addition to the RTIF
 - Express Bus Transit Centers and Train Station Working Group agreed to involve the Solano Express Transit Consortium to provide input on potential projects at their March meeting.

- IV. Policies
 - STA TAC will weigh in on decision to redistribute RTIF funding if project is not being implemented by a certain yet-to-be determined timeframe.
 - Loaning options within and outside of Working Groups is a possible option for Working Groups with projects not ready for implementation. STA staff to develop scenarios for loaning funding.
 - Selected projects must continue to show progress towards completion through quarterly reporting.
 - Project progress should be assessed annually by each Working Group for purposes of determining whether funds should be loaned or redistributed.

- Working Groups should work toward consensus and elevate issues within jurisdictions (e.g. city managers/CAO) if consensus cannot be reached at the local staff level. If consensus is still not reached then STA TAC will consider redistribution option recommendations.
- Working Groups should be allowed opportunities to advance projects with local funds and be repaid with future RTIF revenue.
- Express Bus Transit Centers and Train Station Working Group discussed options of keeping the 5% RTIF share within their Working Group rather than consider loaning funding out. However, options for obtaining funds from other Working Groups can be considered.

V. Revenue Tracking

- Working Groups were requested to ensure that their permitting process will track and report APN and street address for each building permit issued. This ensures that the fee revenues can be tracked by district. This is especially important for the local agencies included in multiple districts (i.e. County and City of Fairfield).

**Regional Transportation Impact Fee (RTIF)
Policy Subcommittee Recommendation**

- (3) RTIF Policy Committee Member Representatives**
- (3) City Manager Representatives**
- (2) Technical Advisory Committee Members**

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DATE: July 1, 2014
TO: RTIF Policy Committee
FROM: Robert Guerrero, Project Manager
RE: Informational Items

5A. Status of RTIF Fee Collection

STA staff received the first quarterly revenue report from the County in June. The cities of Fairfield and Vacaville were reported to have collected a total of \$91,503 for the 3rd quarter ending March 31, 2014. No other cities were included in the initial county report. STA staff is working with the County to account for where specifically the funds were generated for the purposes of accurately accounting for the funds by each RTIF District. Attachment 5A includes a matrix summarizing RTIF Revenue received for the 3rd Quarter of FY 2013-14.

The general collection process is that the cities collect the County RTIF as part of the Public Facility Fee (PFF), with exception to Vacaville. Each city reports the fees collected no later than 30 days after the end of each fiscal quarter. The County then reports the revenue generally within 30 days of receipt.

5B. RTIF Schedule for FY 2014-15

The STA has accomplished several tasks in partnership with the County and its member agencies to implement the RTIF Program. In July, the STA Board is scheduled to review the recommended RTIF Projects for each working group. The STA Board will tentatively be scheduled to review and act on recommended RTIF Policies in September. STA staff will then continue to monitor and collect RTIF revenue upon completion of both milestones. Depending on the policy discussion, funding agreements will be put in place with project sponsors to ensure accountability for RTIF implementation. The tentative schedule is as included as Attachment 5B.

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**Regional Transportation Impact Fee
Collection Summary 6/25/2014**

	RTIF Collection*	Total for County Road and Transit Working Group	5% County Unicorporated Roads	5% Express Bus Transit Center and Rail Facilities	Revenue From Vacaville Applied to District 1	Revenue for Farifield to be Applied to Districts #1, 2, and 4
FY2013-14 Q3	\$ 89,777	\$ 8,978	\$ 4,489	\$ 4,489	\$ 8,029	\$ 72,770

*Minus Admin

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Regional Transportation Impact Fee (RTIF) Implementation Schedule

July 10, 2013	STA Board approves Regional Transportation Impact Fee (RTIF) Nexus Study for Solano County Board of Supervisors to adopt as part of the County Public Facility Fee (PFF) Update
December 3, 2013	County Board of Supervisors adopt RTIF as part of County PFF
January - February 2014	STA staff holds series of meetings with each Working Group to discuss preliminary priority project selection and policies
February 12, 2014	STA Board approves RTIF District Map and revenue estimates
February 3, 2014	County PFF update begins implementation
Week of May 5, 2014	STA staff holds 2nd series of meetings with each Working Group to begin finalizing list of priority RTIF Projects
May 28, 2014	STA staff presents draft list of RTIF Projects to the STA Technical Advisory Committee (TAC)
June 25, 2014	STA TAC approves and recommends RTIF Project list
July 9, 2014	STA RTIF Policy Committee reviews RTIF Project list and recommends RTIF Policy Subcommittee
	STA Board acts on RTIF Project List and RTIF Policy Committee
Week of August 11, 2014	RTIF Policy Subcommittee develops RTIF Policies
August 27, 2014	STA TAC reviews and tentatively acts on RTIF Policies
September 10, 2014	STA Board tentatively acts on RTIF Policies
September-October 2014	STA enters into funding agreements with project sponsors and begins RTIF Implementation
June 2015	STA staff provides 1st annual RTIF report to STA Board and County Board of Supervisors

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