



**TECHNICAL ADVISORY COMMITTEE (TAC)**

**MEETING AGENDA**

**1:30 p.m., Wednesday, November 17, 2010**

**Solano Transportation Authority**

**One Harbor Center, Suite 130**

**Suisun City, CA 94585**

**ITEM**

**STAFF PERSON**

- I. CALL TO ORDER** Daryl Halls, Chair
- II. APPROVAL OF AGENDA**
- III. OPPORTUNITY FOR PUBLIC COMMENT**
- IV. REPORTS FROM CALTRANS, METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND STA STAFF**  
(1:30 – 1:35 p.m.)
- V. CONSENT CALENDAR**  
*Recommendation: Approve the following consent items in one motion.*  
(1:35 – 1:40 p.m.)
  - A. Minutes of the TAC Meeting of September 29, 2010** Johanna Masielat  
*Recommendation:*  
*Approve TAC Meeting Minutes of September 29, 2010.*  
**Pg. 1**
  - B. Fiscal Year (FY) 2010-11 Transportation Development Act (TDA) Matrix – December 2010** Elizabeth Richards  
*Recommendation:*  
*Forward a recommendation to the STA Board to approve the FY 2010-11 TDA Matrix – December 2010 as shown in Attachment A for the Cities of Benicia, Fairfield and Rio Vista.*  
**Pg. 7**
  - C. Vacaville Community Based Transportation Plan (CBTP)** Liz Niedziela  
*Recommendation:*  
*Forward a recommendation to the STA Board to approve the Vacaville Community Based Transportation Plan.*  
**Pg. 11**

**TAC MEMBERS**

Charlie Knox	Royce Cunningham	George Hicks	Morrie Barr	Dan Kasperson	Rod Moresco	Gary Leach	Paul Wiese
City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	City of Vacaville	City of Vallejo	County of Solano

- D. Solano Project Delivery Working Group (PDWG) Work Plan** Sam Shelton  
*Recommendation:*  
*Approve the Solano PDWG Work Plan for FY 2010-11 as described in Attachment A.*  
**Pg. 13**

**VI. ACTION – FINANCIAL ITEMS**

- A. Safe Routes to School (SR2S) Two-Year Work Plan for Fiscal Year (FY) 2010-11 and FY 2011-12** Sam Shelton  
*Recommendation:*  
*Forward a recommendation to the STA Board to approve the Solano SR2S two-year Work Plan for Fiscal Years 2010-11 and 2011-12 as described in Attachment A.*  
(1:35 – 1:45 p.m.)  
**Pg. 17**

**VII. ACTION NON-FINANCIAL ITEMS**

- A. STA’s Draft 2011 Legislative Priorities and Platform** Jayne Bauer  
*Recommendation:*  
*Forward a recommendation to the STA Board to approve the 2011 STA Legislative Priorities and Platform.*  
(1:45 – 1:50 p.m.)  
**Pg. 23**
- B. Draft Solano Rail Crossing Inventory and Improvement Plan** Robert Macaulay  
*Recommendation:*  
*Forward a recommendation to the STA Board to release the Draft Solano Rail Crossing Inventory and Improvement Plan for a 30-day public comment period.*  
(1:50 – 2:05 p.m.)  
**Pg. 27**
- C. Caltrans Corridor System Management Plans (CSMP) for State Route (SR) 12 and SR 84** Robert Macaulay  
*Recommendation:*  
*Forward a recommendation to the STA Board to:*  
  - 1. Approve the comments to the SR CSMP as shown in Attachment C;*
  - 2. Authorize the Executive Director to sign the SR 12 CSMP;*  
*and*
  - 3. Authorize the Executive Director to send a letter to Caltrans concurring with the SR 84 CP.*  
(2:05 – 2:20 p.m.)  
**Pg. 29**

- D. State Highway Operation and Protection Program (SHOPP) Solano County Priorities** Janet Adams  
*Recommendation:*  
*Forward a recommendation to the STA Board to recommend the following two improvements as priorities for the 2012 SHOPP in Solano County are:*
- 1. Install Traffic Signal at SR 113/SR 12; and*
  - 2. Improvements to the SR 12/Church Road-Amerada Road Intersection.*
- (2:20 – 2:30 p.m.)  
**Pg. 33**
- E. Adoption of Local Preference Policy** Janet Adams  
*Recommendation:*  
*Forward a recommendation to the STA Board to adopt the local purchasing policy as shown in Attachment A.*
- 2:30 – 2:35 p.m.)  
**Pg. 41**
- F. Management Assistant for Projects in Solano (MAPS) Pilot Project** Sam Shelton  
*Recommendation:*  
*Forward a recommendation to the STA Board to approve the Scope of Work described in Attachment A to develop the “Management Assistant for Projects in Solano (MAPS)” Pilot project.*
- (2:35 – 2:40 p.m.)  
**Pg. 47**
- G. Solano Countywide Transportation for Livable Communities (TLC) Plan Update** Robert Guerrero  
*Recommendation:*  
*Appoint a Technical Advisory Committee member to participate on the STA’s TLC Working Group.*
- (2:40 – 2:45 p.m.)  
**Pg. 61**
- VIII. INFORMATIONAL**
- A. Solano County Transit Joint Powers Agreement (JPA) Consolidation of Benicia and Vallejo Transit Services - Status** Elizabeth Richards  
*Informational*  
(2:45 – 2:50 p.m.)  
**Pg. 65**
- B. Solano Sustainable Communities Strategy Update** Robert Macaulay  
*Informational*  
(2:50 – 2:55 p.m.)  
**Pg. 119**

- C. **Solano Highways Partnership (SoHIP): Ramp Metering MOU & I-80 Project Development** Sam Shelton  
*Informational*  
(2:55 – 3:00 p.m.)  
**Pg. 121**

**NO DISCUSSION**

- D. **Solano Napa Travel Demand Model Activities** Robert Guerrero  
*Informational*  
**Pg. 123**

- E. **Solano Senior and Disabled Transportation Study Update Status** Elizabeth Richards  
*Informational*  
**Pg. 125**

- F. **Unmet Transit Needs Process for Fiscal Year (FY) 2010-11 and FY 2011-12** Liz Niedziela  
*Informational*  
**Pg. 131**

- G. **10-Year Transit Fleet and Minor Transit Capital Investment Plan** Liz Niedziela  
*Informational*  
**Pg. 143**

- H. **Senior and Disabled Transportation Advisory Committee – Including Transit Contractors and Taxi Providers** Liz Niedziela  
*Informational*  
**Pg. 155**

- I. **Solano Employer Commute Challenge 2010 Results** Judy Leaks  
*Informational*  
**Pg. 159**

**NO DISCUSSION**

- J. **Project Initiation Document (PID) Resource Reductions for Caltrans** Janet Adams  
*Informational*  
**Pg. 161**

- K. **Project Delivery Update** Sam Shelton  
*Informational*  
**Pg. 167**

- L. **Funding Opportunities Summary** Sara Woo  
*Informational*  
**Pg. 173**

- M. **STA Board Meeting Highlights of October 13, 2010** Johanna Masielat  
*Informational*  
**Pg. 179**
- N. **STA Board and Advisory Committee Meeting Schedule for the** Johanna Masielat  
**Remainder of Calendar Year 2010 and Meeting Schedule for**  
**Calendar Year 2010**  
*Informational*  
**Pg. 185**

**IX. ADJOURNMENT**

The next regular meeting of the Technical Advisory Committee is scheduled at **1:30 p.m. on Wednesday, December 15, 2010.**

**THIS PAGE LEFT INTENTIONALLY BLANK.**



**TECHNICAL ADVISORY COMMITTEE**  
**Minutes for the meeting of**  
**September 29, 2010**

**I. CALL TO ORDER**

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

**Present:**

**TAC Members Present:**

Charlie Knox	City of Benicia
Royce Cunningham	City of Dixon
George Hicks	City of Fairfield
Dan Kasperson	City of Suisun City
Rod Moresco	City of Vacaville
David Kleinschmidt	City of Vallejo
Paul Wiese	County of Solano

**STA Staff Present:**

Janet Adams	STA
Robert Macaulay	STA
Elizabeth Richards	STA
Liz Niedziela	STA
Jayne Bauer	STA
Robert Guerrero	STA
Sam Shelton	STA
Sara Woo	STA
Johanna Masielat	STA

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

Katie Benouar	Caltrans
Steve Hartwig	City of Fairfield
Wayne Lewis	City of Fairfield
Alysa Majer	City of Suisun City
Melissa Morton	City of Benicia

**II. APPROVAL OF THE AGENDA**

On a motion by George Hicks, and a second by Dan Kasperson, the STA TAC approved the agenda with the exception to move Agenda Item VI.B, Solano Project Mapper & Management Webtools Scope of Work to Agenda Item VIII.A.

**III. OPPORTUNITY FOR PUBLIC COMMENT**

None presented.

#### IV. REPORTS FROM CALTRANS, MTC AND STA STAFF

**Caltrans:** None presented.

**MTC:** None presented.

**STA:** Robert Macaulay announced that the Solano Congestion Management Program (CMP) will be updated in 2011. He stated that for the 2009 update, STA staff did not request jurisdictions to update traffic counts on CMP roadways; instead, used the Existing Conditions from the traffic model. He proceeded to say that at the December TAC, an item will be discussed about continuing to use model numbers or have new counts done on CMP roadways.

Jayne Bauer announced the following upcoming events:

- McGary Road Ribbon Cutting, September 30<sup>th</sup> at 1:00 p.m.
- Rose Drive Ribbon Cutting, October 2, 2010 at 9:00 a.m.
- North Connector Ribbon Cutting, October 27, 2010
- STA's Annual Awards, November 10, 2010

Janet Adams requested for a couple of TAC members to attend the future meetings of the MTC Local Streets and Roads Group.

**Other:** Status Presentations of Intermodal Stations in Benicia, Fairfield, Vallejo, and Vacaville were provided by the project sponsors.

#### V. CONSENT CALENDAR

On a motion by Rod Moresco, and a second by Royce Cunningham, the STA TAC approved Consent Calendar Items A and B. At the request of Paul Wiese, Item B was pulled for discussion.

**A. Minutes of the TAC Meeting of August 25, 2010**

Recommendation:

Approve TAC Meeting Minutes of August 25, 2010.

**B. Congestion Mitigation Air Quality (CMAQ)/ Transportation Development Act (TDA) Funding Swap Between the City of Dixon & the City of Vacaville**

Recommendation:

Forward a recommendation to the STA Board to enter into a funding agreement between the City of Dixon and the City of Vacaville to swap \$975,000 of Transportation Development Act (TDA) funds by the end of 2015.

Paul Wiese asked where the remaining dollars were going. Sam Shelton responded they were programmed as part of the SR2S Program.

After further discussion, the STA TAC agreed that the funding should be reexamined once another project has been identified as ready to go

## VI. ACTION FINANCIAL ITEMS

### A. I-80 Corridor Projects Priority Implementation

Janet Adams cited that STA staff is working with the Metropolitan Transportation Commission (MTC) to fully fund the Project Approval/Environmental Document (PA/ED) phase for the I-80 Express Lanes Project. She indicated that the work is estimated to be \$15 million. She added that funding is being sought as either a loan from the Regional Measure (RM) 2 funds dedicated to the I-80/I-680/SR 12 Interchange or from other bridge toll savings for projects in the Bay Area.

She also cited that if the Interchange Project loans the Express Lanes \$15 million in bridge toll funds, the currently identified first construction package would remain fully funded.

#### Recommendation:

Forward recommendations to the STA Board to designate the I-80/I-680/SR 12 Interchange Project, I-80 Red Top to I-505 Express Lanes Project and I-80 Freeway Performance Initiative (FPI) Traffic Operations System along the I-80 corridor as STA priorities for implementation.

On a motion by Dan Kasperson, and a second by Rod Moresco, the STA TAC unanimously approved the recommendation.

### B. This item was moved to Agenda Item VIII.A Solano Project Mapper & Management Webtools Scope of Work

## VII. ACTION NON-FINANCIAL ITEMS

### A. STA's Draft 2011 Legislative Priorities and Platform

Jayne Bauer cited that staff will forward the Draft 2011 Legislative Platform and Priorities with feedback from the TAC and Consortium to the Board in October, with a recommendation to distribute the draft document for a 30-day review and comment period. She stated that the Final Draft will be placed on the December 2010 STA Board agenda for consideration of adoption.

#### Recommendation:

Forward a recommendation to the STA Board to distribute the Draft 2011 Legislative Priorities Platform for a 30-day review and comment period.

On a motion by Dan Kasperson, and a second by Charlie Knox, the STA TAC unanimously approved the recommendation.

### B. Bay Area Air Quality Management District (BAAQMD)'s FY 2011-12 Transportation Fund for Clean Air (TFCA) Program Manager Fund Policies

Robert Guerrero reviewed the comments to be submitted by STA staff by October 15, 2010 to BAAQMD. He identified each of the three proposed comments to the Program Manager Policies. He cited that the BAAQMD is expected to take action on the Program Manager Policies in October. In addition, he noted the STA Board will need to approve the BAAQMD's adopted Program Manager Policies before selecting TFCA projects for Solano County's Program Manager Funds.

Recommendation:

Forward a recommendation to the STA Board authorizing the Chair to send a letter to the BAAQMD commenting on the draft TFCA Program Manager Fund Policies for FY 2011-12.

On a motion by Paul Wiese, and a second by Royce Cunningham, the STA TAC unanimously approved the recommendation.

**VIII. INFORMATIONAL**

**A. Solano Project Mapper & Management Webtools Scope of Work**

Sam Shelton reviewed the pilot program process and requested to have a representative from the Cities of Fairfield and Vacaville to serve on the PDWG Subcommittee to develop a revised Scope of Work with the County of Solano Geographic Information Systems (GIS) department, who will be contributing \$6,000 as the local match for the project. He added that the STA plans to enter into a Cooperative Work Agreement to complete this work in partnership with Solano PDWG members.

**B. 3-Year Project Initiation Document (PID) Priorities for Caltrans**

Janet Adams identified the 21 recommendations made by Caltrans to improve the overall PID process to be implemented over the next couple of years, including 12 key recommendations that are anticipated to be executed over the next several months. In addition, she identified the Solano County projects that are on the 3-year plan.

**C. Release of Draft Solano Rail Crossing Inventory and Improvement Plan**

Robert Macaulay reiterated the need to develop a comprehensive plan to improve safety and reduce surface street congestion related to railroad crossings in Solano County. He commented that the plan will go to the December STA Board to initiate a public comment period.

**D. Sustainable Communities Strategy Update**

Robert Macaulay provided an update to the development and implementation process of Solano County's participation in the Bay Area Sustainable Communities Strategy. He indicated that an important item on Solano County's list is the 25 year legacy of concentrating of urban growth focused in the seven incorporated cities and the preservation of farmland and open space through the Orderly Growth Ordinance. He added that the recently updated Solano County General Plan will extend this for another 25 years.

**E. SolanoExpress Fiscal Year (FY) 2009-10 Annual Ridership Report**

Liz Niedziela provided an overall ridership report for SolanoExpress Intercity Routes. She summarized the ridership gain/loss and farebox ratio and ridership comparison for all intercity routes for three years (FY 2007-08, 2008-09, and 2009-10).

## **NO DISCUSSION**

- F. Solano County Transit Joint Powers Agreement (JPA)  
Consolidation of Benicia and Vallejo Transit Services - Status**
- G. California Transit Association (CTA) Unfunded Transit Needs Study**
- H. Notice of Proposed Urban Area Criteria for 2010 Census Status**
- I. Unmet Transit Needs Process for Fiscal Year (FY) 2010-11 and FY 2011-12**
- J. 10-Year Transit Fleet and Minor Transit Capital Investment Plan**
- K. Safe Routes to School Update**
- L. Project Delivery Update**
- M. State Route (SR) 12 Jameson Road Canyon Bicycle and Pedestrian Corridor  
Study Status and Open House**
- N. Fiscal Year (FY) 2009-10 Abandoned Vehicle Abatement (AVA) Program  
Annual Report**
- O. Funding Opportunities Summary**
- P. STA Board Meeting Highlights of September 8, 2010**
- Q. STA Board and Advisory Committee Meeting Schedule  
for 2010**

## **IX. ADJOURNMENT**

The meeting was adjourned at 3:10 p.m. The next meeting of the STA TAC is scheduled at **1:30 p.m. on Wednesday, November 17, 2010.**

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Fiscal Year (FY) 2010-11 Transportation Development Act (TDA) Matrix –  
December 2010

---

**Background:**

The Transportation Development Act (TDA) of 1971 was intended to ensure a continuing statewide commitment to public transportation. TDA statute imposes a one-quarter-cent tax on retail sales within each county for this purpose. Proceeds are returned to the Cities and County based upon the amount of taxes collected in the county as a whole, 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 transit agencies submit TDA claims to the Metropolitan Transportation Commission (MTC), the Regional Transportation Planning Agency (RTPA) for the nine-county Bay Area.

The FY 2010-11 TDA fund estimate, approved in February 2010, is shown on the TDA matrix (Attachment A) and the estimated carryover was calculated in June 2010. MTC is required to use County Auditor estimates for TDA revenues. TDA is generated from a percentage of countywide sales tax and distributed to local jurisdictions based on population share. Given the economic downturn, sales tax and TDA revenues have decreased and will remain suppressed until the economy improves. Staff reemphasizes that these TDA figures are revenue *estimates*. With the existing fiscal uncertainty, the TDA amounts are not guaranteed and should not be 100% claimed to avoid fiscal difficulties if the actual revenues are lower than the projections.

The TDA matrix is developed and updated to guide MTC as they review allocations from Solano jurisdictions and to prevent any jurisdictions' TDA balances being over-subscribed. Tracking various allocations is essential given the amount of cross claiming of TDA in Solano for various shared cost transit services. One of the major services shared by multiple jurisdictions is the seven major intercity routes covered in the Intercity Transit Funding Agreement and the multiple operators' TDA shares for the new intercity taxi program. Prior to this version, the TDA matrix had been approved with the TDA claims from the County of Solano and the Cities of Dixon, Vacaville, and Vallejo's FY 2010-11 TDA claims for operating and capital.

**Discussion:**

The TDA matrix is now being updated to include the Cities of Benicia, Fairfield, and Rio Vista's TDA claims. The City of Benicia is claiming a total of \$691,677 for transit operations. The City of Fairfield is claiming a total of \$4,099,135 for transit operations and \$2,616,755 for transit capital. Benicia and Fairfield also contribute TDA funds to the intercity transit funding agreement. The City of Rio Vista is claiming \$176,351 for transit operations and \$17,200 for transit capital. All three Cities contribute TDA funds to intercity transit planning and the

intercity Americans with Disabilities Act (ADA) taxi program. These three claims are consistent with the TDA matrix and Intercity Transit Funding agreement. All Solano TDA claims for FY 2010-11 have now been submitted.

**Fiscal Impact:**

No impact to STA Budget.

**Recommendation:**

Forward a recommendation to the STA Board to approve the FY 2010-11 TDA Matrix – December 2010 as shown in Attachment A for the Cities of Benicia, Fairfield and Rio Vista.

Attachment:

- A. FY 2010-11 TDA Matrix – December 2010 (An enlarged color copy has been provided to the TAC members under separate enclosure and is available upon request by contacting the STA at (707) 424-6075.)

FY2010-11 TDA Matrix -Dec 2010 version

110910 - v8b																														
FY 2010-11																														
AGENCY	TDA Est from MTC (1)	Projected Carryover (2)	Available for Allocation (1)	Paratransit								Local Service								Intercity					STA Planning	STA/VV STIP swap	Transit Capital	Streets & Roads	Total	Balance
				ADA Subsidized Intercity Taxi Phase I	Paratransit /local tax	Benicia Breeze	Dixon Read-Ride	FAST	Rio Vista Delta Breeze	Vacaville City Coach	Vallejo Transit	FAST Rt 20	FAST Rt 30	FAST Rt 40	Vjo T Rt. 78	Vjo T Rt. 80	Vjo T Rt 85	FAST Rt. 90	FAST Intercity Subtotal	VJO T Intercity Subtotal										
	2/24/2010	6/30/2010	FY 10-11	(3)	(4)		(4)					(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(9)	(10)	(11)	(12)							
Benicia	856,130	0	856,130	12,750	691,677							\$ 2,512	\$ 3,048	\$ 8,372	\$ 51,294	\$ (1,665)	\$ (3,382)	\$ 5,483	\$ 19,415	\$ 46,247	\$ 23,847					\$ 793,936	62,194			
Dixon	537,755	0	537,755	1,989	267,169							\$ 1,577	\$ 38,898	\$ 10,025	\$ 1,379	\$ (338)	\$ (5,509)	\$ 5,739	\$ 56,239	\$ (4,468)	\$ 14,982			15,000		\$ 350,911	186,844			
Fairfield	3,257,193	2,699,777	5,956,970	106,080	1,211,095			915,594				\$ 68,766	\$ 76,660	\$ 148,334	\$ 10,671	\$ (10,866)	\$ (45,522)	\$ 173,342	\$ 467,102	\$ (45,717)	\$ 90,994			2,616,755		\$ 5,361,903	595,067			
Rio Vista	251,603	129,484	381,087	1,530			176,351											0	\$ -	\$ 6,879			17,200		\$ 201,960	179,127				
Suisun City	883,029	0	883,029	246,253				465,455				\$ 14,572	\$ 16,956	\$ 69,852	\$ 5,146	\$ (1,934)	\$ (19,848)	\$ 62,546	\$ 163,926	\$ (16,636)	\$ 24,031					\$ 883,029	0			
Vacaville	2,951,487	526,952	3,478,439	73,644						748,017		\$ 76,541	\$ 87,289	\$ 83,845	\$ 9,119	\$ 440	\$ (11,016)	\$ 64,059	\$ 311,734	\$ (1,457)	\$ 82,601	\$ 750,000		1,274,000		\$ 3,238,539	239,900			
Vallejo	3,704,430	1,657,658	5,362,088	42,500	53,317						3,093,268	\$ 14,908	\$ 36,238	\$ 28,249	\$ 79,785	\$ (18,354)	\$ (29,979)	\$ 20,477	\$ 99,872	\$ 31,452	\$ 103,222					\$ 3,423,631	1,938,457			
Solano County	616,798	0	616,798	7,650	75,000							\$ 14,178	\$ 19,932	\$ 22,214	\$ 17,485	\$ 19,846	\$ 8,418	\$ 23,772	\$ 80,096	\$ 45,749	\$ 17,203			390,000		\$ 615,698	1,100			
<b>Total</b>	<b>13,058,425</b>	<b>5,013,871</b>	<b>18,072,296</b>	<b>246,143</b>																						<b>\$ 14,869,607</b>	<b>3,202,689</b>			

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

- (1) MTC February 24, 2010 estimate; Reso 3939
- (2) MTC July 28, 2010 est. carryover Reso 3939
- (3) Claimed by Vacaville; amounts as agreed to by local jurisdictions
- (4) Includes flex routes, paratransit, local subsidized taxi
- (5)
- (6)
- (7)
- (8) Net Due and Consistent with FY2010-11 Intercity Transit Funding Agreement and FY2008-09 Reconciliation
- (9) Claimed by STA from all agencies per formula
- (10) Second and final year of swap
- (11) Transit Capital purchases include bus purchases, maintenance facilities, etc.
- (12) TDA funds can be used for repairs of local streets and roads if Solano County does not have transit needs that can reasonably be met.

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 8, 2010  
TO: STA TAC  
FROM: Liz Niedziela, Transit Program Manager/Analyst  
RE: Vacaville Community Based Transportation Plan (CBTP)

---

**Background:**

The goal of the Metropolitan Transportation Commission (MTC)'s Community Based Transportation Plan (CBTP) Program is to advance the findings of the Lifeline Transportation Network Report in the 2001 Regional Transportation Plan (RTP). The Lifeline report identified transit needs in economically disadvantaged communities throughout San Francisco Bay Area, and recommended initiation of community-based transportation planning as a first step to address them. Likewise, the Environmental Justice Report for the 2001 RTP also identified the need for the MTC to support local planning efforts in low-income communities throughout the region.

The CBTP Program is designed to be a collaborative process to ensure the participation of key stakeholders, such as community based organizations (CBOs) that provide services within low-income neighborhoods, local transit operators, and county Congestion Management Agencies (CMAs). Each planning process must involve a significant outreach component to engage the direct participation of residents in the community.

As a result of this planning process, potential transportation improvements specific to low-income communities would be identified and cost-estimates developed to implement these improvements. This information, including prioritization of improvements considered most critical to address, will be forwarded to applicable transit agencies, CMAs, and MTC for consideration in future investment proposals such as countywide expenditures plans and Short Range Transit Plans (SRTPs). Funding opportunities would be explored to support them, and an outline for an action plan to implement the solutions would be developed.

Each county needs to conduct a comprehensive planning effort to identify transit needs in disadvantaged communities. STA is the lead agency for Solano County. In addition, STA has assumed overall responsibility for project oversight. In Solano County, the initial areas identified by MTC were Dixon, Cordelia, Fairfield, Vacaville and Vallejo. The Dixon CBTP was completed as a pilot program in 2004. Based on discussions between STA and MTC staff, the Cordelia study area was expanded to include several lower income neighborhoods of Fairfield and Suisun City. The Cordelia/Fairfield/Suisun City CBTP and Vallejo CBTP were completed and approved by the STA Board in 2008. The two CBTPs for Solano County that are still need to be completed are Vacaville and Fairfield. The Vacaville CBTP is in final draft and Fairfield CBTP is scheduled to be completed in 2011.

**Discussion:**

To complete Vacaville's CBTP, STA engaged the Nelson/Nygaard Consulting Associates team to perform the scope of work as required for the CBTP. Nelson/Nygaard Consulting team worked closely with STA staff to deliver the draft plan for Vacaville.

A Technical Advisory Committee (TAC) was established for the study area. The purpose of the TAC was to facilitate the project. Their objectives have been to review and finalize work products prior to presentation to the stakeholders and to monitor the schedule and completion of work task products.

Two separate stakeholders' meetings have been held for the Vacaville CBTP. Both meetings were well attended with approximately 20 stakeholders at each meeting. The purpose of establishing the Stakeholder Group was to gain their insights into the transportation difficulties of the low-income population in their community and to engage the members in helping with outreach to their constituencies. These stakeholders comprise a variety of organizations that represent the low-income priority populations.

At these meetings, key concerns were discussed and suggestions were obtained about the best way to conduct the community outreach. As part of these discussions, several participants volunteered to assist with the community outreach.

#### Outreach Activities

The consultant team used outreach tools designed to mitigate traditional barriers to low-income community participation. Rather than encouraging low-income community members to attend meetings outside their daily routines, the outreach was performed on-site, in English and Spanish. Community members had opportunities to provide both written and verbal input.

Once the consultant team completed their community outreach process, the second stakeholders' meeting for Vacaville's CBTP was held. At this meeting, information gathered from the community outreach was presented. The stakeholders' assistance was utilized in ranking the concerns and proposing solutions. The consultant team collected this information from the stakeholders and summarized the prioritized transportation issues and the proposed solutions to close transportation gaps. After evaluating the feasibility of implementing proposed solutions, the Plan was prepared (Attachment A).

#### Funding Opportunities

Priority projects identified through the CBTP process will be eligible to apply for future Lifeline funding. In addition, projects identified in the 2002 countywide Welfare to Work Plan will also be eligible. STA is responsible for programmatic and fiscal oversight of Lifeline Projects in Solano County.

#### **Fiscal Impact:**

The STA received a grant from MTC to complete these studies. Vacaville CBTP was completed on time and within budget. The projects identified by these studies are eligible for Solano County Lifeline funding to be allocated by the STA.

#### **Recommendation:**

Forward a recommendation to the STA Board to approve the Vacaville Community Based Transportation Plan.

#### Attachments:

- A. Vacaville Community Based Transportation Plan (Provided to the TAC Members under separate enclosure. A copy may be requested by contacting the STA at (707) 424-6075.)



DATE: November 5, 2010  
 TO: STA TAC  
 FROM: Sam Shelton, Project Manager  
 RE: Solano Project Delivery Working Group (PDWG) Work Plan

**Background:**

Since March 2007, the purpose of the Solano Project Delivery Working Group’s (Solano PDWG) mission statement and goals remain largely unchanged:

“To provide a project delivery forum between STA Staff and local project managers.”

The goals of the Solano PDWG are as follows:

1. Educate all project managers regarding project delivery planning, programming and allocation procedures and deadlines.
2. Regularly update STA staff regarding project delivery status.
3. Insure that all project delivery deadlines are met by local project sponsors.
4. Discuss and resolve project delivery issues cooperatively.
5. Recommend improvements to the project delivery process and project delivery solutions to the STA TAC.

The 2007 Work Plan has also changed little since its inception and includes tasks designed to address each goal of the Solano PDWG.

<b>2007 Solano PDWG Work Plan</b>		
<b>Goal</b>	<b>Tasks</b>	<b>2007 Timeline</b>
Educate	<ul style="list-style-type: none"> <li>○ Provide guidance for a “Solano Project Delivery Guidance Document”</li> </ul>	<ul style="list-style-type: none"> <li>○ April - July</li> </ul>
Project Updates	<ul style="list-style-type: none"> <li>○ Create a project status database.</li> <li>○ Update a project status database with STA Staff.</li> </ul>	<ul style="list-style-type: none"> <li>○ April - July</li> <li>○ Quarterly and/or at each Solano PDWG</li> </ul>
Delivery Process & Deadline updates	<ul style="list-style-type: none"> <li>○ Update project managers through STA Project Deliver Update reports.</li> </ul>	<ul style="list-style-type: none"> <li>○ Continuous</li> </ul>
Project delivery issues	<ul style="list-style-type: none"> <li>○ Local staff delivery burdens (lack of staff, Caltrans difficulties, changing deadlines, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>○ At each Solano PDWG</li> </ul>
Process recommendations	<ul style="list-style-type: none"> <li>○ Recommend process improvements to MTC’s PDWG.</li> </ul>	<ul style="list-style-type: none"> <li>○ At each Solano PDWG</li> </ul>

**Discussion:**

On September 28, 2010, the Solano PDWG discussed the working group’s mission statements, purpose, goals, and work plan tasks as part of a 1-hour work plan workshop. Workshop materials included past Solano PDWG work plans and notes describing delivery process recommendations from Project Delivery Forums with MTC and Caltrans staff. While no one recommended changes to the mission statement, Solano PDWG members recommended the following additions to one of the Solano PDWG’s goals and several work plan tasks.

New Goal amendment as recommended by Solano PDWG members:

- A. *“Discuss and resolve project delivery issues cooperatively **and proactively.**”*

Solano PDWG members were mostly in favor of working proactively to discuss project delivery issues prior to missing deadlines. However, Solano PDWG members noted that current reactive STA project delivery practices provide local project sponsors additional flexibility, potentially at the cost of missing deadlines.

The Fiscal Year (FY) 2010-11 Solano PDWG Work Plan, as recommended by the Solano PDWG on October 28, 2010 are described in Attachment A.

**Fiscal Impact:**

None. Projects described in the work plan have the potential to spend funds currently approved in the STA’s FY 2010-11 Budget.

**Recommendation:**

Approve the Solano PDWG Work Plan for FY 2010-11 as described in Attachment A.

Attachment:

- A. Fiscal Year (FY) 2010-11 PDWG Work Plan

## Solano Project Delivery Working Group (PDWG) Work Plan

For both short term FY 2010-11 tasks and long term tasks

October 28, 2010

Solano PDWG mission statement:

“To provide a project delivery forum between STA Staff and local project managers.”

The goals of the Solano PDWG are as follows:

1. Educate all project managers regarding project delivery planning, programming and allocation procedures and deadlines.
2. Regularly update STA staff regarding project delivery status.
3. Insure that all project delivery deadlines are met by local project sponsors.
4. Discuss and resolve project delivery issues cooperatively and proactively.
5. Recommend improvements to the project delivery process and project delivery solutions to the STA TAC.

<b>FY 2010-11 Solano PDWG Work Plan</b>		
<b>Goal</b>	<b>Tasks</b>	<b>2010-11 Timeline</b>
Educate	<ul style="list-style-type: none"> <li>○ Provide guidance for a “Solano Project Delivery Guidance Document”</li> </ul>	<ul style="list-style-type: none"> <li>○ Draft by June 2011</li> </ul>
Project Status Updates	<ul style="list-style-type: none"> <li>○ Pilot the “Management Assistant for Projects in Solano” (MAPS) Program</li> <li>○ Review STA Project Status Summaries as part of Project Delivery Update reports</li> </ul>	<ul style="list-style-type: none"> <li>○ Dec – April</li> <li>○ Quarterly and/or at each Solano PDWG</li> </ul>
Delivery Process & Deadline updates	<ul style="list-style-type: none"> <li>○ Update project managers through STA Project Deliver Update reports, summarizing news and direction from MTC and Caltrans meetings and correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>○ Continuous, at Solano PDWG meetings or by email.</li> </ul>
Project delivery issues	<ul style="list-style-type: none"> <li>○ Standing discussion item at Solano PDWG meetings.</li> <li>○ Continue to coordinate “Project Delivery Forums” with Caltrans, MTC, and FHWA.</li> </ul>	<ul style="list-style-type: none"> <li>○ Continuous, at Solano PDWG meetings</li> <li>○ Next meeting, Summer 2011</li> </ul>
Process recommendations	<ul style="list-style-type: none"> <li>○ Develop Project Funding Strategies for locally sponsored projects.</li> <li>○ Pursue Caltrans oversight &amp; clearance feedback and monitoring program (potentially part of MAPS).</li> <li>○ Request STA Planning Staff discussions of next planning and funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>○ Dec – March 2011</li> <li>○ Mar – Apr 2011</li> <li>○ Quarterly STA planning staff updates at PDWG meetings</li> </ul>

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Sam Shelton, Project Manager  
RE: Safe Routes to School (SR2S) Two-Year Work Plan for Fiscal Year  
(FY) 2010-11 and FY 2011-12

---

**Background:**

The Solano Transportation Authority (STA) began the development of its Safe Routes to School (SR2S) Program in 2005, in response to the growing childhood obesity epidemic, student travel safety concerns, growing air pollution, and traffic congestion near schools in Solano County. The program works to encourage more students to walk and bike to school by identifying and implementing a balance of traffic calming and safety engineering projects, student education & safety training, encouragement contests & events, and enforcement coordination with police. The program also strives to increase interagency cooperation to continue to plan and implement SR2S projects with all local agencies.

In March 2009, the STA Board approved the current 3-Year SR2S Advisory Committee Work Plan for FYs 2008-09, 2009-10, and 2010-11, which reflects the SR2S Plan's priority programs and projects and the SR2S Plan's goals, as adopted by the STA Board in 2007 and 2008. The Board also adopted the FY 2008-09 program activities, including the 10 schools involved and the lead staff in charge of the events.

On October 14, 2009, the STA Board approved the FY 2009-10 SR2S Program Work Plan, which includes the delivery of 28 radar speed signs and the facilitation of safety assemblies, Walk & Roll prize events, bicycle rodeos for 60 schools, and walking audit & planning events for 20 to 30 additional schools. In June 2009, the STA Board authorized STA staff to enter into service agreements for SR2S Program and Safety Coordinator services. In January 2010, STA staff executed an agreement with Solano County Department of Public Health to provide both services for 2 years.

On May 28, 2010, the STA Board approved an estimated \$1.029M in federal, state, and local air quality grant funding for the SR2S Program's education, encouragement, and enforcement activities. On June 17, 2010, the SR2S-AC approved a final workscope for \$642,000 of these new funds: \$35,000 for additional planning and \$607,000 for education and encouragement activities.

**5-Year Funding Outlook for STA SR2S Program**

All of the STA's SR2S Program's funds come from grants which will be depleted by the end of FY 2011-12. Between FY 2008-09 and FY 2009-10, the STA's SR2S Education & Encouragement program will have expended \$386,794 of the \$736,000 in current air district and federal grants, mostly on radar speed feedback signs. Between FY 2010-11 and FY 2011-12, the program will add \$1.279 M in additional grant funding, from MTC's SR2S Congestion Mitigation and Air Quality (CMAQ) funded program for mostly education and encouragement activities.

Additional Cycle 2 MTC SR2S funds are possible in FYs 2012-13 and STA will have to submit applications for competitive federal SRTS grants (administered by Caltrans) in order to maintain the Solano SR2S Program.

**Discussion:**

Between existing grant funds carried over from prior years and expected grant funding to be obtained by Spring 2011, the SR2S Program budget for FY 2010-11 and 2011-12 will expend about \$1.5 M. STA staff and Solano County Public Health staff propose the following Work Plan to be covered by these funds between education, encouragement, enforcement, and engineering activities for all schools in Solano County over the next two years (Attachment A). It should be noted that many of these grant funds are restricted to particular activities, making it difficult to shift funding between “education & encouragement” activities, “enforcement” activities, “planning” activities, and special projects such as the SR2S Mapping Project.

<b>Two-year Total FY 2010-11 &amp; 2011-12</b>	<b>SR2S Program Activity</b>
	<b>Education (for all schools in Solano County)</b>
\$195,900	Safety Assemblies & Bicycle Rodeo Events, Equipment, and Materials
\$283,000	Safe Routes to School Maps
	<b>Encouragement (for all schools in Solano County)</b>
\$463,800	Walk and Roll Week Incentives & Student Contests
\$114,550	SR2S Program Marketing Materials
	<b>Enforcement (number of schools dependent on grant proposals)</b>
\$100,300	Public Safety Enforcement Grant
	<b>Engineering (for 7-14 select schools countywide)</b>
\$70,000	Planning
	<b>SR2S Program Staff</b>
\$57,000	STA Staff
\$270,000	Solano County Public Health Staff
<b>\$1,553,750</b>	<b>TOTAL</b>

*Education & Encouragement Activities*

Each participating school will be eligible to schedule one (1) safety assembly, two (2) bicycle rodeos and three (3) Walk and Roll Week events. Safety Assemblies & Bicycle Rodeo Equipment costs include a Public Announcement speaker system, bicycles as prizes, bicycle maintenance tools, bicycle helmets, and rodeo obstacles. On-going costs include fleet vehicle costs and mileage. There is also the potential to purchase permanent fleet vehicles for the program, such as plug-in hybrid vehicles with future air quality district funds, to offset long-term vehicle maintenance costs and reduce vehicle emissions from numerous program coordinator trips across the county using a diesel truck towing a 14’ trailer.

Encouragement events have an estimated countywide base cost of \$200,000, leaving about \$263,000 for incentives and prizes for student competitions and Walk & Roll Week Incentives. The estimated prize funding per school per year is \$1,500 per elementary school, \$1,500 per middle school, and \$2,000 per high school. At \$1,500 per elementary school, about \$500 in encouragement prizes can be distributed at each of the three Walk and Roll events per year. High School and Middle School student competitions, such as safety & encouragement video contests and promotional t-shirt design contests are still in development.

### *Safe Routes to School Maps*

All 15 of the STA's Pilot Suggested Route to School maps will have been approved by school staff and city public works staff. STA staff plans to begin printing these maps for students in November. The STA has recently been approved by MTC for a \$250,000 SR2S Innovative Grant to create SR2S maps for all schools in Solano County. STA staff expects to enter into a funding agreement by February or March of 2011 to begin map production.

### *Enforcement Public Safety Grant*

The SR2S Program has received about \$50,000 in grants for enhanced police enforcement activities and police distribution of program materials, but has yet to fund long-term or countywide activities. To date, several police departments collaborate with Solano County Public Health staff at bicycle rodeos and safety assemblies. To implement the proposed work plan, several agreement amendments will be needed, which could potentially raise the funding amount available for a public safety tasks to as high as \$100,000.

### *Engineering & Planning Activities*

\$70,000 will be available in Spring 2011 for updating the 2008 STA Countywide SR2S Plan. Most of the larger projects identified in the plan have been funded, including improvements in Benicia, Dixon, Vacaville, and Vallejo. STA staff recommends releasing a Request for Proposals for engineering assistance in developing project concepts, preliminary engineering, and detailed cost estimates. There are no currently identified engineering project grant funds for the SR2S Program. All potential new funds are associated with grant sources that are at the discretion of other agencies (e.g., air districts, Caltrans, MTC, etc.).

### *SR2S Program Staff Expenditures*

To offer 6 events per school each year for all schools in Solano County, annual program coordination costs are projected to nearly double from the currently budgeted \$74,750/year to \$135,000/year. During pilot events in the Spring of 2010, staff required additional preparation time and event coordination time, which have now been added to the proposed program budget. \$57,000 for STA staff time pays for inter-agency coordination, grant administration, and various staff resources to support the events.

On October 21, 2010, the SR2S-AC recommended the "SR2S 2-year Work Plan for Fiscal Years 2010-11 and 2011-12" for STA Board. After further discussions with Solano County Public Health staff, STA Staff recommends modifying the SR2S-AC's recommendation to shift \$13,000 from education and encouragement activities to program coordination activities to account for new coordination cost estimates. This brings the original recommendation of \$270,000 for Solano County Public Health coordination funding to \$283,000 and reduces education and encouragement activities by \$6,500 each.

### **Fiscal Impact:**

Approximately \$1.5 M in funding agreements will be either amended or entered into to execute this work plan.

### **Recommendation:**

Forward a recommendation to the STA Board to approve the Solano SR2S 2-year Work Plan for Fiscal Years 2010-11 and 2011-12 as described in Attachment A.

Attachment:

- A. SR2S 2-year Work Plan for Fiscal Years 2010-11 and 2011-12

**THIS PAGE LEFT INTENTIONALLY BLANK.**

**SR2S 2-year Work Plan for Fiscal Years 2010-11 and 2011-12**

11-05-2010

<b>Two-year Total FY 2010-11 &amp; 2011-12</b>	<b>SR2S Program Activity</b>
	<b>Education (for all schools in Solano County)</b>
\$189,400	Safety Assemblies & Bicycle Rodeo Events, Equipment, and Materials
\$283,000	Safe Routes to School Maps
	<b>Encouragement (for all schools in Solano County)</b>
\$463,800	Walk and Roll Week Incentives & Student Contests
\$108,050	SR2S Program Marketing Materials
	<b>Enforcement (number of schools dependent on grant proposals)</b>
\$100,300	Public Safety Enforcement Grant
	<b>Engineering (for 7-14 select schools countywide)</b>
\$70,000	Planning
	<b>SR2S Program Staff</b>
\$57,000	STA Staff
\$283,000	Solano County Public Health Staff
<b>\$1,553,750</b>	<b>TOTAL</b>

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Jayne Bauer, Marketing and Legislative Program Manager  
RE: STA's Draft 2011 Legislative Priorities and Platform

---

**Background:**

Each year, STA staff monitors state and federal legislation that pertains directly to transportation and related issues. On November 18, 2009, the STA Board adopted its 2010 Legislative Priorities and Platform to provide policy guidance on transportation legislation and the STA's legislative activities during 2010. A post-election memo is provided by STA's state legislative advocacy firm, Shaw/Yoder/Antwih (Attachment A).

**Discussion:**

To help ensure the STA's transportation policies and priorities are consensus-based, the STA's Legislative Platform and Priorities is first developed in draft form by staff with input from the STA's state and federal legislative consultants. The draft is distributed to STA member agencies and members of our federal and state legislative delegations for review and comment prior to adoption by the STA Board. The STA Board, Technical Advisory Committee (TAC) and Transit Consortium reviewed the Draft 2011 STA Legislative Platform and Priorities. On October 13, 2010, the STA Board released the draft for public review and comment.

The deadline for comments is November 12, 2010. As of the writing of this report, STA staff has received comments from the City of Fairfield and the Metropolitan Transportation Commission. After staff makes revisions to the document, the 2011 STA Legislative Platform and Priorities will be provided to the TAC and Consortium under separate cover prior to the November 17<sup>th</sup> meeting. Adoption of the Final 2011 STA Legislative Platform and Priorities will be placed on the December 2010 STA Board agenda.

**Recommendation:**

Forward a recommendation to the STA Board to approve the 2011 STA Legislative Priorities and Platform.

Attachments:

- A. State Legislative Post-Election Memo (Shaw/Yoder/Antwih)
- B. 2011 STA Legislative Priorities and Platform (to be provided under separate cover)

**THIS PAGE LEFT INTENTIONALLY BLANK.**



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

November 3, 2010

TO: Board Members, Solano Transportation Authority  
FROM: Gus Khouri, Legislative Advocate  
Shaw / Yoder / Antwih, Inc.

**RE: STATE LEGISLATIVE UPDATE- NOVEMBER**

---

On November 2<sup>nd</sup>, voters approved Propositions 22 and 26 which both could alter the nature of transportation financing yet again. We are checking with our legal counsel, but the following represents a potential interpretation of the possible ramifications due to the passage of both measures.

**Proposition 26**, which was approved by 52.9% of statewide voters, requires that all fees be approved by a 2/3 vote. In addition, most other fees or charges in existence at the time of the November 2, 2010 election would not be affected unless:

- The state or local government later increases or extends the fees or charges. (In this case, the state or local government would have to comply with the approval requirements of Proposition 26, meaning a two-thirds vote.)
- The fees or charges were created or increased by a state law—passed between January 1, 2010 and November 2, 2010—that conflicts with Proposition 26. This repeal would not take place, however, if two-thirds of each house of the Legislature passed the law again.

**Proposition 22**, approved by 61% of statewide voters, prohibits the State from borrowing or delaying the distribution of tax revenues that are dedicated for transportation, redevelopment, or local government projects and services.

**Impact on Transportation**

In March, the legislature approved the “gas tax swap” which had the effect of eliminating the sales tax on gasoline and imposing an increased amount of excise tax revenues. The net effect was to allow the legislature to acquire roughly \$1 billion on an annual basis, without repayment, to pay off bond debt service while maintaining funding for local streets and roads, the State Transportation Improvement Program (STIP), and creating a new dedicated funding source for the State Highway Operations and Protection Program (SHOPP). This was made possible by eliminating three out of the four funding sources for public transportation (spillover, Proposition 42, and the sales tax on 9 cents of the excise tax) and redirecting the revenue to create the higher excise tax (18 to 35.3 cents).

With the passage of Proposition 26, we have reason to believe that the gas tax swap would be repealed notwithstanding its reintroduction and approval by a 2/3 vote of the legislature. In fact, the text of Proposition 26 specifically calls out the gas tax swap as an example of a tax that was passed as a fee, despite the fact that the taxpayer is not paying more at the pump. The text of Proposition 26 reads as follows:

*“In the spring of 2010, the state increased fuel taxes paid by gasoline suppliers, but eliminated other fuel taxes paid (sales tax) by gasoline retailers. Overall, these changes do not raise more state tax revenues, but they give the state greater spending flexibility over their use. The net result of the gas tax swap also provided additional funding for the State Transportation Improvement Program (STIP), State Highway Operation and Protection*

*Program (SHOPP), and cities and counties for local streets and roads, as well as an increase in allocated revenue for public transportation from historical averages.*

*Using this flexibility, the state shifted about \$1 billion of annual transportation bond costs from the state's General Fund to its fuel tax funds. (The General Fund is the state's main funding source for schools, universities, prisons, health, and social services programs.) The swap decreases the potential amount of money available for public transportation programs, but helps the state balance its General Fund budget.*

*Since the Legislature approved this tax change with a majority vote in each house, this law would be repealed in November 2011—unless the Legislature approved the tax again with a two-thirds vote in each house.”*

We are in the process of verifying with our legal counsel but if our assertion is correct, the invalidation of the gas tax swap would restore the spillover, Proposition 42, and sales tax on the 9 cents of the excise tax (Proposition 111). These sources, in addition to excise tax revenue and sales tax on diesel, would receive constitutional protection with the passage of Proposition 22 and forbid the legislature from diverting the revenue to pay for General Fund purposes, essentially placing a \$1 billion hole in the state budget. The legislature is not precluded however from eliminating or imposing taxes.

## **Recap of the Gas Tax Swap**

### **Impact on Transportation**

In March, the legislature adopted the “gas tax swap” which eliminated the sales tax on gasoline (Proposition 42) and replaced it with a 17.3 cent increase in excise tax revenue. This new increment provided an additional \$650 million to what the sales tax generated and was to be split 44/44/12 between the State Transportation Improvement Program (STIP), and cities and counties, and State Highway Operation and Protection Program (SHOPP), respectively. The 2010-11 Budget Act borrows this amount and proposes to repay it in 2013. This funding is available on a one-time only basis, as specified in ABx8 9, Chapter 12, Statutes of 2010, of the recently enacted excise gas tax swap legislation.

### **Impact on Transit**

In March, the legislature captured a total of \$1.586 billion in traditional sources of funding through the “gas tax swap” from public transportation for FY 10-11. Public transportation received a \$400 million appropriation to the State Transit Assistance (STA) program from the balance created from the *Shaw v. Chiang* lawsuit. The intercity rail program received a \$129 million appropriation from that balance as well for FY 10-11 and is expected to receive a like amount for FY 11-12. Beginning in FY 11-12, local transit operators are expected to receive \$348 million as a result of the 75% allocation to the STA program from the sales tax on diesel. The remaining 25% is dedicated primarily to the intercity rail program as well as the other traditional expenditures of the Public Transportation Account (CPUC, CTC, ITS). Non-article XIX funds which are derived from the sale of documents and miscellaneous services to the public were also dedicated to the intercity rail program to ensure full funding in future years.



DATE: November 10, 2010  
TO: STA TAC  
FROM: Robert Macaulay, Director of Planning  
RE: Draft Solano Rail Crossing Inventory and Improvement Plan

---

**Background:**

Railroads provide both passenger and freight service to Solano County. Rail traffic also disrupts the flow of traffic on surface streets, and occasionally is involved in vehicle and/or pedestrian accidents. The Solano Transportation Authority's (STA's) Fiscal Year (FY) 2009-10 Overall Work Plan includes a task to conduct a Countywide rail crossing and accident inventory. The purpose of the inventory is to help STA identify and prioritize improvements to rail crossings located throughout Solano County in order to reduce congestion, improve transit and improve safety. The STA hired Wilson and Company to prepare a comprehensive database of rail crossings and accidents. Wilson and Company has completed the inventory work.

In May and June of 2010, TAC members received and provided comments on the crossing inventory and accident inventory. In September, a Draft of the complete plan, minus the appendices, was provided to the Technical Advisory Committee (TAC) for review and comment.

**Discussion:**

Attachment A is the Draft of the Solano Rail Crossing Inventory and Improvement Plan (Rail Plan), including the appendices.

The Rail Plan identifies the Dixon West B Street pedestrian crossing as the highest priority for a grade separation project based upon safety concerns. Since this project is not fully funded, it is recommended that STA and the partnering agencies seek additional funds to implement this project. The Rail Plan identifies the existing at-grade Peabody Road crossing as the highest priority for a grade-separation project based upon traffic congestion. The crossing will be grade-separated as part of the Fairfield Vacaville Intermodal Transportation Center Project.

Because of the cost of grade-separation projects, the Rail Plan does not recommend seeking out existing at-grade crossings for improvement, except as part of a larger development project. Instead, the Rail Plan recommends focusing on restricting unauthorized access to the rail corridor between crossings, and on making crossings sufficiently safe and attractive, and on providing good linkage from crossings to destinations such as schools, so that bicyclists and pedestrians do not attempt to cross an undesignated locations.

The Rail Plan is now ready for public release. After a 30-day public comment period (December 8, 2010 through January 12, 2011), the final version will come back to the STA Board for adoption.

**Fiscal Impact:**

No direct impacts. However, adoption of the Rail Plan will guide funding decisions for STA-programmed money, and may result in additional funds being focused on the West B Street Pedestrian Undercrossing project in Dixon.

**Recommendation:**

Forward a recommendation to the STA Board to release the Draft Solano Rail Crossing Inventory and Improvement Plan for a 30-day public comment period.

Attachment:

- A. Draft Solano Rail Crossing Inventory and Improvement Plan (Provided to the TAC members under separate enclosure. Copies may be requested by contacting the STA at (707) 424-6075.)



DATE: November 10, 2010  
TO: STA TAC  
FROM: Robert Macaulay, Director of Planning  
RE: Caltrans Corridor System Management Plans (CSMP) for  
State Route (SR) 12 and SR 84

---

**Background:**

The California Department of Transportation (Caltrans) is required by state law to “carry out long term state highway system planning to identify future highway improvements.” According to Caltrans, a Corridor Plan (CP) provides a route concept for state-owned facilities over a 25-year time horizon. More detailed plans such as Major Investment Studies (MIS) are subsequently developed to address roadways that a CP identifies as having the potential for major changes, such as accommodating anticipated population growth and increases in traffic. In September, the STA Board approved comments and endorsement of draft CPs for State Route (SR) 29, and Interstate (I) 505.

In addition, Proposition 1B-Corridor Mobility Improvement Account (CMIA) required development of Corridor System Management Plans (CSMP). CSMPs are intended to ensure that benefits derived from Proposition 1B-CMIA funded projects, such as a reduction in Vehicle Hours of Delay, are not lost due to other changes in traffic volume or patterns. In September, the STA Board approved comments and endorsement of a draft CSMP for I-80.

**Discussion:**

**Corridor Plans**

The SR 84 CP (Attachment A) covers San Mateo, Alameda and Solano counties. The Draft CP does not call for any changes to the portions of SR 84 in Solano County.

**CSMP**

The SR 12 CSMP (Attachment B) covers both the segment from SR 29 in Napa County to I-80 in Solano County (the CSMP-required segment) and the portion from I-80 to the Sacramento County Line. The CSMP meets the legal requirements for projects receiving Proposition 1B funds, as required for the SR 12 Jameson Canyon widening project.

The portion of SR 12 from I-80 in Fairfield east to the Solano/Sacramento county line in Rio Vista is the subject of an on-going Major Investment/Corridor Study, being conducted by STA, the Metropolitan Transportation Commission (MTC), the San Joaquin Council of Governments, and the three Caltrans districts that cover the route. The eastern limit of this study is the SR 12/I-5 interchange in San Joaquin County. As a result, the CSMP pushes much of the discussion on this segment to a later date, once the Corridor Plan is completed. These comments would need to be addressed by Caltrans prior to STA signing the CSMP.

Solano County provided comments to STA on the SR 12 CSMP. Those comments are contained in Attachment C.

**Fiscal Impact:**

None.

**Recommendation:**

Forward a recommendation to the STA Board to:

1. Approve the comments to the SR CSMP as shown in Attachment C;
2. Authorize the Executive Director to sign the SR 12 CSMP; and
3. Authorize the Executive Director to send a letter to Caltrans concurring with the SR 84 CP.

**Attachments:**

(Note: Attachments A and B have been provided to the TAC members under separate enclosure. Copies may be requested by contacting the STA at (707) 424-6075.)

- A. SR 84 CP
- B. SR 12 CSMP
- C. Comments on the SR 12 CSMP

Solano County Comments on Draft SR 12 CSMP

Page 9 – There is a mention in Corridor Specific Issues of congestion on weekends being due to traffic traveling to/from Napa and Sonoma wineries. This may be somewhat true for Segment A. However, I believe the congestion in Segments B and C is a result of the area having a very limited number of good east-west routes to handle travel from the north Bay Area to the Sacramento Valley, and has little to do with the wineries. I think this should be clarified.

Pages 9, 38, 41 and 42 – There are several references to segments of SR12 extending to Scandia Road. Those should be changed to Walters Road. Scandia Road does not connect to SR12.

Page 24 – I am surprised that the functional classifications of portions of SR12 are Minor Arterial and Expressway. Please verify that the functional classifications are listed correctly.

Page 43 – The 25 year concept for Segment C shows a 2/3 lane conventional highway. Some additional explanation of what segments would be 3 lanes, and why the 2/3 configuration (as opposed to a 4 lane highway) was considered appropriate for 25 years, should be included.

Page 45 – Some of the abbreviations need to be explained.

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: State Highway Operation and Protection Program (SHOPP) Solano  
County Priorities

---

**Background:**

The State Highway Operation and Protection Program (SHOPP) is a four-year program of projects that have the purpose of collision reduction, major damage restoration, bridge preservation, roadway preservation, roadside preservation, mobility enhancement and preservation of other transportation facilities related to the state highway system. The SHOPP Program is updated every 2 years.

The current 2010 State Transportation Improvement Program Fund Estimate (Fund Estimate) was approved October 2009 by the California Transportation Commission (Commission) provides total programming capacity of \$6.75 billion for Capital Outlay and Capital Outlay Support for the 2010 SHOPP four-year period. This is a net reduction in funding as compared to the 2008 SHOPP. The decline of available funding for the SHOPP together with the following items continues to strain the ability to meet rehabilitation and preservation needs on the state highway:

- The continuing increase in vehicle travel and goods movement contribute to an increasing rate of pavement and bridge deterioration, new traffic collision concentration locations, and increasing hours of traffic congestion.
- The continuing under-funding of preservation and rehabilitation delays needed projects and ultimately increases the cost when projects are undertaken.
- The increasing cost of meeting legal, statutory and regulatory mandates.

Solano County has seen a significant investment from the SHOPP over the last 5 years. Improvements have been made or are currently under construction to State Route (SR) 12, SR 113, I-80, I-505 and I-680. Specifically:

*State Route 12*

SR 12 West Truck Climbing Lane Project (\$8.4 M)

SR 12 East Rehabilitate Roadway (Scandia Road to Currie Road) (\$47.4 M) under construction

SR 12 East Rehabilitate Roadway (Chadburn to Union Creek) (\$7.7 M)

SR 12 East Install Median Barrier (Chadborne Road to Pennsylvania Avenue) (\$3.3 M)

*State Route 113*

SR 113 Rehabilitate Roadway (\$2.8 M)

### *Interstate 80*

- I-80 Upgrade Median Barrier (West Texas Street to Yolo County) (\$13.3 M)
- I-80 Upgrade Median Barrier (American Canyon Road to Suisun Creek) (\$5.8 M)
- I-80 Rehabilitate Roadway (Tennessee Street to American Canyon Road) (\$25.3 M)
- I-80 Rehabilitate Roadway (American Canyon Road to Green Valley Creek) (\$21.8 M)
- I-80 Rehabilitate Roadway (SR 12 East to Leisure Town) (\$41.6 M)
- I-80 Rehabilitate Roadway (SR 113 to Yolo County) (\$17.3 M) under construction

### *Interstate 505*

- I-505 Rehabilitate Roadway (American Canyon Road to Green Valley Creek) (\$19.3M)

### *Interstate 680*

- I-680 Rehabilitate Roadway (Benicia Arsenal Viaduct to Route 80) (\$20 M)

Future programmed SHOPP work includes:

### *State Route 12*

- SR 12 Shoulder Widening (East Azevedo Road to Liberty Island Road) (\$9.1 M) to start 2012

### *Interstate 80*

- I-80 Rehabilitate Roadway (Leisure Town to SR 113) (\$31.6 M) to start 2012
- I-80 Concrete Barrier (Vallejo, EB I-80/Admiral Callahan) (\$1.9 M) to start 2011

Attachment A is the Caltrans June 2010 SHOPP Map for Solano County. This map provides a visual summary of current and programmed SHOPP Projects in the County.

### **Discussion:**

While the SHOPP investment in Solano County has been unprecedented, it is important to look toward future needed improvements for the SHOPP. As projects take several years of development before construction can begin, the discussions with Caltrans on needed improvements that are SHOPP eligible need to occur now.

Recent preliminary engineering studies have been completed on SR 113 and SR 12 East. Specifically, the STA SR 113 Major Investment Study (MIS) May 2009 recommended as part of the short term improvements “Install Traffic Signal at SR 113/SR 12.” A copy of the document can be found on the STA website at <http://www.sta.dst.ca.us/studies.html#SR113MIS>. This project would install a full traffic signal at SR 113 and SR 12 to maintain a safe and efficient movement at this intersection. The proposed work would include, widen intersection with additional auxiliary lanes (right and left-turn lanes) to accommodate the traffic signal requirements. The work would need to include turning lanes that accommodate the need for truck turning movements. Potential dual turning lanes should be provided to accommodate turning demand traffic volumes which are 300 vehicles per hour or more. Caltrans standard signal warrants would have to be met in order to install a traffic signal. Total cost is estimated to be \$1.9 million (2009). In addition, the Highway 12 Association has submitted a letter dated September 17, 2010 requesting this work be included as a SHOPP priority for Solano County (Attachment A). As a result, STA staff is recommending this improvement be identified by STA as a 2012 SHOPP priority for Solano County.

In addition, the STA completed the SR 12/Church Road Project Study Report (PSR) in 2010. A copy of the document can be found on the STA website at <http://www.sta.dst.ca.us/projects-hwy-sr.html#psr>. The proposed improvements at the intersection of SR 12/Church Road-Amerada Road includes the addition of right turn/ left turn lanes and acceleration/deceleration lanes along SR 12 in the east-west directions, the addition of left turn lane on Church Road approach and realignment of the intersection to eliminate the offset between Church Road and Amerada Road. The estimated cost is up to \$8.6 M (2010). These improvements are considered safety and operational improvements similar to the work currently under construction and programmed for SR 12 East. As a result, STA staff recommends this improvement as a 2012 SHOPP priority for Solano County.

**Fiscal Impacts:**

None, prioritization of priorities for future SHOPP work in Solano County does not impact the STA budget.

**Recommendation:**

Forward a recommendation to the STA Board to recommend the following two improvements as priorities for the 2012 SHOPP in Solano County are:

1. Install Traffic Signal at SR 113/SR 12; and
2. Improvements to the SR 12/Church Road-Amerada Road Intersection.

Attachment:

- A. Highway 12 Association Letter of September 17, 2010

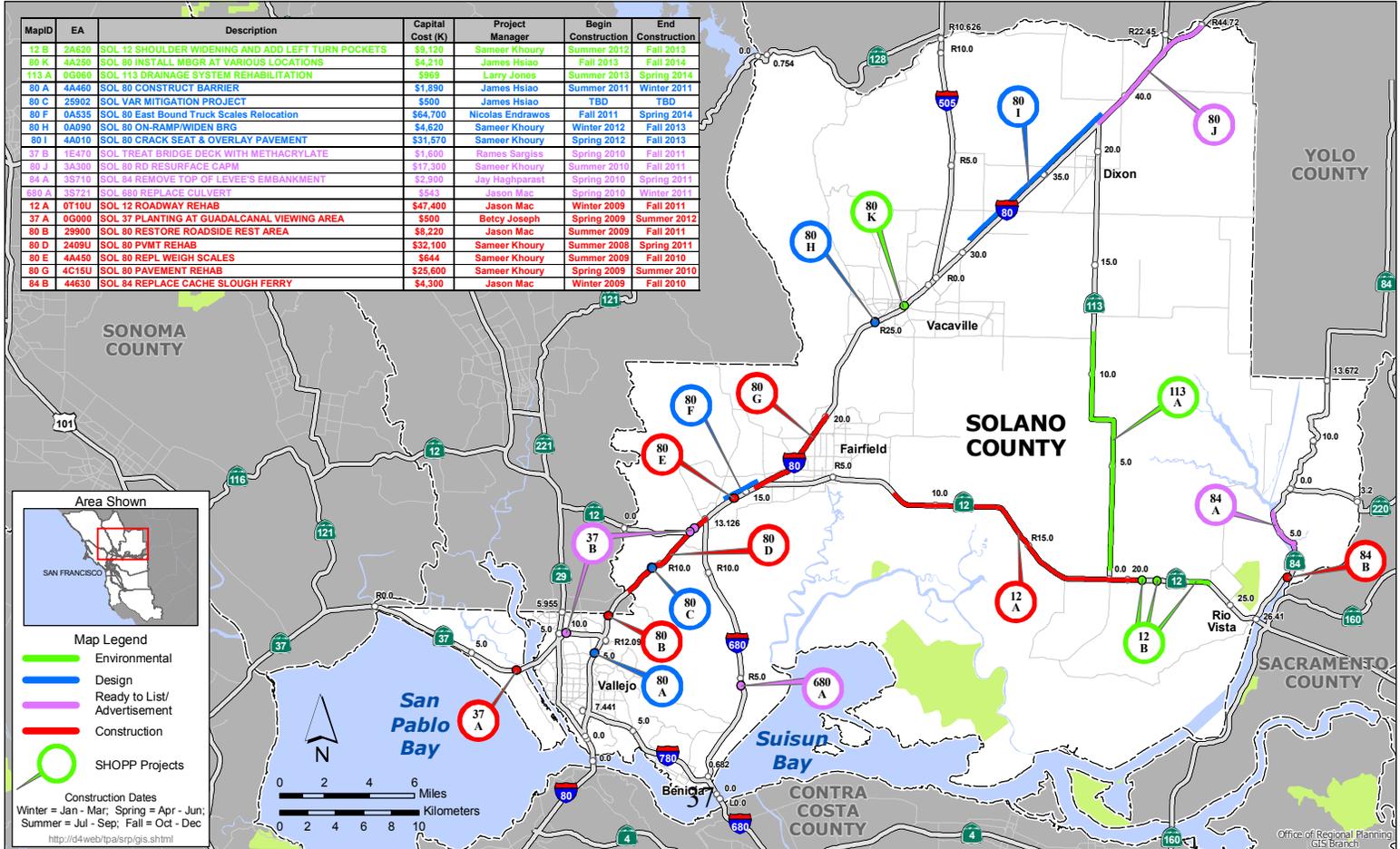
**THIS PAGE LEFT INTENTIONALLY BLANK.**



# Solano County State Highway Operations & Protection Program Projects

June 2010

MapID	EA	Description	Capital Cost (K)	Project Manager	Begin Construction	End Construction
12 B	2A620	SOL 12 SHOULDER WIDENING AND ADD LEFT TURN POCKETS	\$9,120	Sameer Khoury	Summer 2012	Fall 2013
80 K	4A250	SOL 80 INSTALL MBGR AT VARIOUS LOCATIONS	\$4,210	James Hsiao	Fall 2013	Fall 2014
113 A	0G060	SOL 113 DRAINAGE SYSTEM REHABILITATION	\$969	Larry Jones	Summer 2013	Spring 2014
80 A	4A460	SOL 80 CONSTRUCT BARRIER	\$1,890	James Hsiao	Summer 2011	Winter 2011
80 C	25902	SOL VAR MITIGATION PROJECT	\$500	James Hsiao	TBD	TBD
80 F	0A535	SOL 80 East Bound Truck Scales Relocation	\$64,700	Nicolas Endrawos	Fall 2011	Spring 2014
80 H	0A090	SOL 80 ON-RAMP/WIDEN BRG	\$4,620	Sameer Khoury	Winter 2012	Fall 2013
80 I	4A010	SOL 80 CRACK SEAT & OVERLAY PAVEMENT	\$31,570	Sameer Khoury	Spring 2012	Fall 2013
37 B	1E470	SOL 37 TREAT BRIDGE DECK WITH METHACRYLATE	\$1,500	Ramesh Sampal	Spring 2010	Fall 2011
80 J	0A300	SOL 80 RD RESURFACE CAPM	\$17,300	Sameer Khoury	Summer 2010	Fall 2011
84 A	35710	SOL 84 REMOVE TOP OF LEVEE'S EMBANKMENT	\$2,900	Jay Haghavari	Spring 2010	Spring 2011
680 A	35721	SOL 680 REPLACE CULTIVT	\$543	Jason Mac	Spring 2010	Winter 2011
12 A	0T10U	SOL 12 ROADWAY REHAB	\$47,400	Jason Mac	Winter 2009	Fall 2011
37 A	0G000	SOL 37 PLANTING AT GUADALCANAL VIEWING AREA	\$500	Betsy Joseph	Spring 2009	Summer 2012
80 B	29900	SOL 80 RESTORE ROADSIDE REST AREA	\$8,220	Jason Mac	Summer 2009	Fall 2011
80 D	2409U	SOL 80 PVMT REHAB	\$32,100	Sameer Khoury	Summer 2008	Spring 2011
80 E	4A450	SOL 80 REPL WEIGH SCALES	\$644	Sameer Khoury	Summer 2009	Fall 2010
80 G	4C15U	SOL 80 PAVEMENT REHAB	\$25,600	Sameer Khoury	Spring 2009	Summer 2010
84 B	44630	SOL 84 REPLACE CACHE SLOUGH FERRY	\$4,300	Jason Mac	Winter 2009	Fall 2010



**Map Legend**

- Environmental
- Design
- Ready to List/Advertisement
- Construction
- SHOPP Projects

**Construction Dates**  
 Winter = Jan - Mar, Spring = Apr - Jun, Summer = Jul - Sep, Fall = Oct - Dec

<http://d4web/pa/srp/gis.shtml>

**THIS PAGE LEFT INTENTIONALLY BLANK.**



HIGHWAY 12 ASSOCIATION  
PO Box 300  
Rio Vista, California 94571

RECEIVED

SEP 20 2010



Mr. Robert Macaulay  
Director of Planning  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2427

Sep 17, 2010

Reference: Signalization of the SR 12/SR 113/Birds Landing Road Intersection

Dear Mr. Macaulay

On behalf of the members of the Highway 12 Association, I want to thank the Solano Transportation Authority for all the organization has done to improve SR 12. The ongoing safety improvements between Rio Vista and Suisun City were much needed and are greatly appreciated by the people who live and drive along the highway.

However, one additional piece of work is needed to eliminate a major safety concern. A traffic signal should be installed at the intersection of SR 12, SR 113 and Birds Landing Road at the earliest opportunity. Recent studies of the SR 12 and SR 113 corridors have separately identified that intersection as a safety hazard and have recommended that, as a minimum, a traffic signal be installed. In conjunction with the traffic signal, warning lights should be installed on all approaches to the intersection to alert approaching drivers of the need to prepare to stop.

As you know SR 12 carries a great deal of traffic, with an average of 21,000 trips both east and west bound. Much of that traffic comes from large trucks that use SR 12 to go between Interstate 80 and Interstate 5. Additionally, SR 113 handles both truck and automobile traffic and Birds Landing Road has increased truck traffic that supports the gas wells and windmill farm located in the Montezuma Hills.

Members of the Highway 12 Association and residents of Rio Vista and the surrounding area have expressed strong support for the signalization of that intersection as does the Montezuma Fire District, which is responsible for fire and emergency services in the area.

Some people advocate the realignment of SR 113 and Birds Landing Road. While this has merit, it should not be used as a rationale to delay the signalization of the intersection.

The Highway 12 Association asks that you convey our concerns and our request for signalization of the SR 12/SR 113/Birds Landing Road Intersection to the people responsible for establishing the priorities for SHOPP projects within Solano County.

Thank you.

*James M. Malone*  
James M. Malone  
Chairman, Highway 12 Association

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 8, 2010  
TO: STA TAC  
FROM: Bernadette Curry, Interim Legal Counsel  
Janet Adams, Deputy Executive Director and Director of Projects  
RE: Adoption of Local Preference Policy

---

**Background:**

At the October 13, 2010 Board meeting, the Board directed staff to explore the possibility of adopting a local preference for future consultant contracts and Request for Proposals.

**Discussion:**

A properly administered local purchasing preference supports the public interest of local residents throughout Solano County who are likely to be employed by local businesses. Among other things, local businesses provide jobs to County residents, generate revenue for the jurisdictions within the County, and contributes to the social fabric and economic vitality of the local community.

As proposed, the Local Preference Policy will not bar any potential contractor from competing for STA contracts (Attachment A). The process will continue to encourage competition while allowing for local preference to allow for any disadvantages suffered by local businesses compared to those originating in low-cost areas. Furthermore, the proposed Local Preference Policy would not apply to any contract which is required by law to be awarded to the "lowest, responsible bidder", such as public work projects or other projects to the extent the application would be prohibited by state or federal law.

The attached policy is modeled after Solano County's Local Preference Policy, adopted on May 5, 2009. At that time, Solano County had conducted a survey that determined that the cost of doing business in Solano County was higher based on information from the State of California Employment Development Department when comparing job classifications across metropolitan service areas.

The proposed STA policy will apply to purchases of goods and services as well in the solicitation of professional services. As proposed, local businesses whose bid is within 5% of the low bid will be given the opportunity to match the lower price. In instances where a local business and a non-local business submit equivalent, lowest responsible bids, preference shall be given to the local business. In professional services solicitations, special consideration will be given to local firms based on their knowledge of the community and proximity to project locations.

**Fiscal Impact:**

None.

**Recommendation:**

Forward a recommendation to the STA Board to adopt the local purchasing policy as shown in Attachment A.

Attachment:

A. Local Preference Policy

**THIS PAGE LEFT INTENTIONALLY BLANK.**

## 1. Local Preference

In order to address the competitive disadvantage faced by local businesses that seek to enter into contracts with the Solano Transportation Authority (“STA”) because of the higher costs of doing business in Solano County, and to encourage businesses to locate and remain in Solano County, the STA has implemented a local preference policy.

### 1.1. Definition of Local Business

For purposes of this section, a “local business” means a business enterprise, including but not limited to a sole proprietorship, partnership, or corporation, which has the following:

- a valid business license issued from Solano County or a political subdivision within Solano County; and
- its principal business office, or a satellite office with at least one full-time employee, located in Solano County.

### 1.2. Preference

#### 1.2.1. Contracts for purchases of Goods or Supplies

When competitive bidding is utilized to purchase goods or supplies, the STA representative conducting the solicitation shall perform as follows:

- Where the lowest responsible bidder is not a local business, the STA representative shall provide the lowest responsible local business bidder, should one exist and its bid is within five percent (5%) of the lowest responsible bidder, with notice and an opportunity to reduce its bid to match that of the lowest responsible bidder. Notice shall be by telephone and either facsimile or electronic mail. The local business shall have five (5) business days after the date of such notice to match the lowest bid, in writing. Should the local business so match, it shall be deemed the lowest responsible bidder and receive the award.
- Should the lowest responsible local business bidder decline to match as set forth above, the STA representative shall provide the next lowest responsible local business bidder, should one exist and its bid is within five percent (5%) of the lowest responsible bidder, with the same notice

and opportunity to match the bid of the lowest responsible bidder as above. This process shall continue as necessary, until an award is made either to a responsible local business bidder within five percent (5%) of the lowest responsible bidder, or the lowest responsible bidder itself.

- In instances where a local business and a non-local business submit equivalent, lowest responsible bids, the STA representative shall give preference to the local business.
- No contract awarded to a local business under this section shall be assigned or subcontracted in any manner that permits more than fifty (50) percent or more of the dollar value of the contract to be performed by an entity that is not a local business.

### **1.2.2. Contracts for Professional Service**

When awarding contracts for professional services, the STA representative conducting the solicitation shall give special consideration to local businesses for knowledge of the communities and proximity to project locations.

### **1.3. Declaration of Compliance**

In submitting a bid subject to this section, a local business shall affirm its compliance with subsection 1.1 on a form to be provided by the STA representative.

### **1.4. Notice**

The STA representative shall provide adequate notice of the provisions of this section to prospective bidders.

### **1.5. Exceptions**

This section is expressly inapplicable to public works or other projects to the extent the application would be prohibited by state or federal law.

[SEAL]  
[Address Info and Where to Send it]

**DECLARATION OF LOCAL BUSINESS**

Solano Transportation Authority (“STA”) gives local businesses a preference in formal solicitations of goods and services as set forth in \_\_\_\_\_ of the STA’s Purchasing Policy Manual.

In order to qualify for this preference, a business must meet all of the following criteria:

- a valid business license issued from Solano County or a political subdivision within Solano County; and
- its principal business office, or a satellite office with at least one full-time employee, located in Solano County.

By completing and signing this form, the undersigned states that, under penalty of perjury, the statements provided are true and correct and that the business meets the definition of a local business.

All information submitted is subject to investigation, as well as disclosure to third parties under the California Public Records Act. Incomplete, unclear, or incomprehensible responses to the following will result in the bid not being considered for application of the STA’s local preference policy. False or dishonest responses will result in rejection of the bid and curtail the declarant’s ability to conduct business with the STA in the future. It may also result in legal action.

1. Legal name of business: \_\_\_\_\_
2. Physical address of principal place of business or satellite office with at least one employee:  
\_\_\_\_\_  
\_\_\_\_\_
3. Business license number issued by County of Solano, or incorporated city within the County:  
License Number: \_\_\_\_\_ Issued by: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

DRAFT



DATE: November 5, 2010  
TO: STA TAC  
FROM: Sam Shelton, Project Manager  
RE: Management Assistant for Projects in Solano (MAPS) Pilot Project

---

**Background:**

The STA's Project Delivery Department is responsible for the delivery of a variety of STA led projects (e.g., I-80/I-680/State Route (SR) 12 Interchange Project, SR 12 Jameson Canyon Project, Jepson Parkway, etc.) and monitors the delivery of STA supported & funded projects (e.g., local street rehabilitation projects, bridge toll funded transit center projects, bicycle and pedestrian projects, etc.). With a staff of three, the STA Project Delivery Department currently assists the seven cities and the County in the delivery and monitoring of over \$400 million in active federal, state, regional, and locally funded transportation projects countywide.

STA staff also coordinates and works with the Solano Project Delivery Working Group (Solano PDWG), composed of local project managers from across the county who have met monthly for the past 3 years to discuss project delivery issues and resolve them in a cooperative manner.

*Earlier Project Delivery Deadlines Without Additional Tools*

Over the last two years, the Solano PDWG has requested project delivery assistance beyond what is currently offered by the STA, the Metropolitan Transportation Commission (MTC), and the Caltrans Department of Local Assistance. This need was particularly acute during the last 2011 Transportation Improvement Program (TIP) development process to help understand project status and funding, throughout the expedited and hurried nature of spending American Recovery & Reinvestment Act (ARRA) funds, and during recent Federal Highway Administration (FHWA) audits of federally funded projects.

During the Spring of 2011, STA staff toured all local agency public works and capital improvement departments to better understand their project delivery & project management strengths and weaknesses. Each local agency has unique and distinct ways of tracking federal aid project funding and delivery deadlines, with varied level of effectiveness. Recent local agency staff turnover and budget cuts have added pressure to these tracking methods. STA staff also held a project delivery forum with MTC staff, Caltrans staff, and local agency staff to better understand challenges and opportunities for improving project delivery. One recommendation from that effort was to create an online communication and project management tool to streamline the circulation of project documents, status information, and funding information between all of the previously mentioned agencies.

### *Solano Project Mapper and Management Webtools Concept & Elements*

The project concept is to create an efficient Capital Improvement Program (CIP) web based project management and reporting tool for all public works projects within Solano County. A set of customized applications and a shared collaborative secured website will be built to meet the needs and procedures for reporting and documenting active projects for Solano County agencies and partner agencies, such as Caltrans and MTC. As a project management tool, this program will save valuable time for administrators, managers, and engineers as they submit reports and file requests internally (e.g., council reports, grant applications) and with STA, MTC, and Caltrans (e.g., TIP amendments, E76 requests, and FHWA audits).

The following elements will be incorporated into its design:

- A web-based one-stop information center lets all contributing agencies access project information whenever they need it.
- The one-stop information center is web-based and therefore accessible anywhere, to facilitate project delivery collaboration with multiple agencies.
- Up-to-date Executive Summary displays big-picture information for quick review and alert on imminent or persistent issues.
- Using ArcGIS geographic information system links to geographic locations to project data, allowing easy data retrieval by pointing to map elements.
- Online storage of documents, data, and images offers great power and ease of use in managing large amounts of digital photos and scanned project documents.

### *Scope of Work*

STA staff have drafted the attached Scope of Work with the County of Solano Geographic Information Systems (GIS) department, who will be contributing \$6,000 as the local match for this project (Attachment A). The STA will enter into a Cooperative Work Agreement to complete this work in partnership with Solano PDWG members.

The Scope of Work describes completing the project in three phases: 1) Project Mapping and Tracking webtools, 2) Project Management webtools, and 3) Public Accessible Project Information webtools.

### *Solano PDWG Draft Scope of Work Feedback*

On July 27, 2010, the Solano PDWG reviewed a draft Scope of Work and generally supported the project's concept. Some Solano PDWG members requested that the webtools be developed prior to Solano PDWG members committing to its use. STA staff answered that Solano PDWG members will be part of the program's development, to help ensure that the program will be useful to project managers. Solano PDWG members were also interested in operations and maintenance costs of such a web-based program. The Solano County GIS already has a model for cost sharing of GIS based products (e.g., aerial photos), and STA will look towards implementing a similar approach as local agencies choose to use the program.

On August 24<sup>th</sup>, the Solano PDWG requested additional scope of work details and suggested that MTC and Caltrans review the scope for multi-agency communication benefits.

On August 25<sup>th</sup>, the STA Technical Advisory Committee (TAC) concurred with Solano PDWG's comments and requested a more detailed scope of work. STA staff and Solano County GIS staff have prepared a more detailed scope of work that will be presented to the PDWG and TAC at their September 2010 meetings (Attachment A).

**Discussion:**

On October 7, 2010, a subcommittee of the Solano PDWG including members from Dixon, Vacaville, and Vallejo met with STA Staff and Solano County GIS staff to help refine the Solano Project Mapper Scope of Work. The subcommittee agreed to focus the Scope of Work on the following seven key areas, which have been incorporated into the Scope of Work (attachment A):

1. Shared Document Library
  - a. Shared project document storage online
  - b. Useful for sending information between agencies quickly (but more secure and accessible than an FTP site)
  - c. Easily prepare document copies for audits
2. Simple Project Update Form for smaller cities
  - a. Keep partner agencies current on projects through a simple online form.
  - b. Form to be developed around prior project update form concepts (e.g., STA Project Delivery Form, FMS forms, STIP PPR forms, etc.)
3. More Robust Project Management Support for larger cities
  - a. Develop unique agency-specific project tracking and document support for larger cities
  - b. Pursue data capture from existing sources (e.g., existing project manager spreadsheets, MS Project files, etc.) to minimize new data entry requirements (e.g., avoid additional project delivery data entry)
4. CIP Reporting Summaries
  - a. Create CIP reports based on data collected for specific project delivery review processes (e.g., D-Team meetings, CIP review meetings, project conflict meetings, STA Project Delivery Update reports to Solano PDWG, TAC and STA Board).
  - b. Create deadline reports
5. Project Mapping
  - a. Create basic project mapping for CIP reports and STA project maps
  - b. Publicly accessible project information maps are a lower priority
6. Data Security
  - a. Ensure data security by working with local agency IT departments
  - b. Ensure project information security
7. Collaboration with MTC and Caltrans
  - a. Ensure that the document sharing and project delivery data helps MTC and Caltrans.
  - b. Once the pilot project reaches a functioning draft stage, share the progress with Caltrans and MTC for further modification.

On October 28, 2010, the Solano PDWG recommended that the STA TAC forward a recommendation to the STA Board to approve the Scope of Work described in Attachment A to develop the “Management Assistant for Projects in Solano (MAPS)” Pilot project.

**Fiscal Impact:**

\$45,000 in Surface Transportation Program (STP) federal planning funds and \$5,000 in Project Programming and Monitoring (PPM) local match funds are part of the STA Fiscal Year (FY) 2010-11 Budget for this project. The STA is currently discussing how additional local funds would come from the County of Solano’s Department of Information Technology to fund this project. Operations and maintenance funding has yet to be budgeted. The estimated yearly maintenance of this tool is \$15,000 to \$20,000.

**Recommendation:**

Forward a recommendation to the STA Board to approve the Scope of Work described in Attachment A to develop the “Management Assistant for Projects in Solano (MAPS)” Pilot project.

Attachment:

- A. Management Assistant for Projects in Solano (MAPS) Pilot, Scope of Work, (Oct 2010)

---

# Proposal for

## Solano County Intra Regional Transportation Reporting and Tracking System

This project is to create a web mapping application that facilitates capital improvement tracking for Solano Transportation Authority (STA) Transportation Improvement Program System (TIPS). The mapping application will allow for project viewing and status tracking, as well as a mean to update project parameters.

I.	SUMMARY .....	3
II.	INTRODUCTION .....	4
III.	NEEDS/PROBLEMS .....	4
IV.	GOALS/OBJECTIVES .....	4
V.	PROCEDURES/SCOPE OF WORK .....	6
VI.	TIMETABLE & BUDGET .....	8
VII.	KEY PERSONNEL .....	9
VIII.	EVALUATION.....	9
IX.	NEXT STEPS .....	9
X.	APPENDIX.....	10

# I. Summary

As a pilot project, the Solano County Intra Regional Transportation tracking website will leverage existing GIS technology and web based project management software to create and support a collaborative and interactive tracking tool for managing capital improvement projects for the Solano Transportation Authority, City of Vallejo and the City of Dixon. From feature creation and editing to reporting, this application will provide a set of tools that take advantage of existing technology and allows for a more robust, dynamic exchange of vital information. The website will be accessible and accurate. It is accessible because it is available to intranet users through standard web browsers and accurate because all of the data, spatial data included, is stored in central location. No matter where the application is accessed, it is always hitting the same information.

The users of this web site will be able to research, track and share project information with other members with other members of the Solano Transportation Authority as well as with the state and federal government.

Members should benefit from having

- Better communication between the state, federal and other local agencies.
- On line document repository and document management system.
- On line access to mandatory input and reporting forms
- Searchable forms and database for Project information.
- Website assisted tracking and submittal of forms to local, state, and federal agencies.
- A mapping component allowing visualization of the project environment and progress

This project should take a total of 680 man-hours to complete and will result in the following deliverables:

- A secure extranet GIS website with editing capabilities showing all active projects within Solano County.
- Integrate a Microsoft SharePoint webpage, that will allow corroboration and data sharing as well as create appointments and announcements for upcoming activities. SharePoint will also allow key individuals to edit their agency's project information exclusively.
- A public website for interested citizens to view upcoming projects within the county.

## II. Introduction

Capital Improvement Projects (CIP) require sizable investments of time and money from a variety of government funding sources. The lifespan of these projects may cover several months to several years and costs may exceed several millions of dollars. Projects are often encumbered by the political process, size, cost, and location or environmental concerns. Location relative to other projects and surrounding infrastructure elements may determine when and where to proceed. This proposal incorporates the design of a secured web base extranet application for creating and tracking CIP budget, schedule, and spatial information. Using an enterprise ArcGIS Server application with Microsoft SharePoint within a collaborative web environment, users can both view and edit new project tasks, dollars, and geographic features directly into a secure database and on maps.

## III. Needs/Problems

There are a variety of special districts and public works departments that have projects either currently under construction or scheduled for construction over the next few years. These projects are often times overlapping in scope and locations. Most of these agencies manage several large and small Capital Improvement Projects (CIP) at any time of the year. Managing and reporting on these projects lead to a complex mixture of spreadsheets and paper records that are stored and sometimes unavailable to other agencies that may need that information. This proposal will offer a solution for a user-friendly and time saving means to deal with daily routines, reporting and tracking progress

## IV. Goals/Objectives

The Goal is to create an efficient CIP web-based project management and reporting tool for all public works projects within Solano County. A set of customized applications and a shared collaborative secured website built to meet the needs and procedures for reporting and documenting active projects for both the State (CalTRANS), Metropolitan Transportation Commission (MTC) and the Solano Transportation Authority (STA). As a management tool, it will save valuable time for administrators, managers, and engineers.

The system is customized to incorporate all the essential management functions in reporting and tracking together with operational functions such as schedule, daily report, request for information, change order, progress photo documentation, meeting schedules, minutes of meetings, etc. This site will also include a GIS interface that will enable users to retrieve information by clicking on the site map or layout drawings.

- A web-based one-stop information center lets all contributing agencies to have information whenever they need it.
- The one-stop information center is web based and therefore accessible anywhere. You can access project information and collaborate with the project team at any location with an Internet connection.
- Up-to-date Executive Summary displays big-picture information for quick review and alert on imminent or persistent issues.
- Using ArcGIS geographic information system links to geographic locations to project data, allowing easy data retrieval by pointing to map elements.
- The storing of documents, data, and imagery offers great power and ease of use in managing large amount of digital photos and related documents.

In addition to these goals and objectives, the proposed project will focus on the following seven key areas, as discussed by the Solano Project Delivery Working Group in October 2010.

1. Shared Document Library
  - a. Shared project document storage online
  - b. Useful for sending information between agencies quickly (but more secure and accessible than an FTP site)
  - c. Easily prepare document copies for audits
2. Simple Project Update Form for smaller cities
  - a. Keep partner agencies current on projects through a simple online form.
  - b. Form to be developed around prior project update form concepts (e.g., STA Project Delivery Form, FMS forms, STIP PPR forms, etc.).
3. More Robust Project Management Support for larger cities
  - a. Develop unique agency-specific project tracking and document support for larger cities
  - b. Pursue data capture from existing sources (e.g., existing project manager spreadsheets, MS Project files, etc.) to minimize new data entry requirements (e.g., avoid additional project delivery data entry).
4. CIP Reporting Summaries
  - a. Create CIP reports based on data collected for specific project delivery review processes (e.g., D-Team meetings, CIP review meetings, project conflict meetings, STA Project Delivery Update reports to Solano PDWG, TAC and STA Board).
  - b. Create deadline reports
5. Project Mapping
  - a. Create basic project mapping for CIP reports and STA project maps
  - b. Publicly accessible project information maps are a lower priority

6. Data Security
  - a. Ensure data security by working with local agency IT departments
  - b. Ensure project information security
  
7. Collaboration with MTC and Caltrans
  - a. Ensure that the document sharing and project delivery data helps MTC and Caltrans.
  - b. Once the pilot project reaches a functioning draft stage, share the progress with Caltrans and MTC for further modification.

## V. Procedures/Scope of Work

This project will be defined as being composed of a five phased approach with deliverables associated with each phase. The first phase will establish the basic framework and architecture of the web site. Phase two will establish the database requirements, reporting forms, and user interface. Phase three will create a project tracking web mapping application. Phase four will produce a web based project management tracking, and reporting component. The last phase will create a public accessible web mapping application. This work is to be completed within 6 months of its start date.

### **Phase One:**

Develop a local agency extranet infrastructure and environment with participating agencies. The architecture will support logins, network security, document management, calendars, collaborative reporting and reporting forms, discussion groups event triggers similar to those found in Microsoft SharePoint.

Deliverable:

A secured and comprehensive collaborative Extranet site.

### **Phase Two:**

Because capture of the information required for the Caltrans Local Assistance Procedures Manual (LAPM) forms as online input does not offer a viable solution, we will design a scalable web based repository in which the project managers can control and store all project documentation, including status reports. Generic report forms will assist project managers with completing Caltrans forms and remain flexible as Caltrans updates and changes forms and procedures.

Summary reports for local agency use

Deliverable:

A user friendly dashboard for creating, maintaining, and creating reports.

**Phase Three:**

STA TIPS Mapping Application:

The TIPS tracking application will be an ArcGIS Server based web mapping application built using the Geocortex Essential middleware application for web mapping functionality creation. The application will facilitate selecting projects, viewing projects location and current status. The application will produce project reporting format for tracking and highlighting multiple projects from a mapping window.

Deliverable:

A secure extranet GIS website with editing capabilities showing all active projects within Solano County also showing current project status and costs.

**Phase Four:**

Project Management Webpage:

The project management component will allow for project sponsors and project managers to access information about each project, within the context of on-line project tracking.

Deliverable:

Integrate a Microsoft SharePoint webpage, that will allow corroboration and data sharing as well as create appointments and announcements for upcoming activities. SharePoint will also allow key individuals to edit their agency's project information exclusively.

**Phase Five:**

Public Accessible Mapping Application:

The publicly accessible mapping application will present approved information regarding capital projects via an ArcGIS Server based web mapping application built using the Geocortex Essentials middleware application.

Deliverable:

A public website for interested citizens to view upcoming projects within the county.

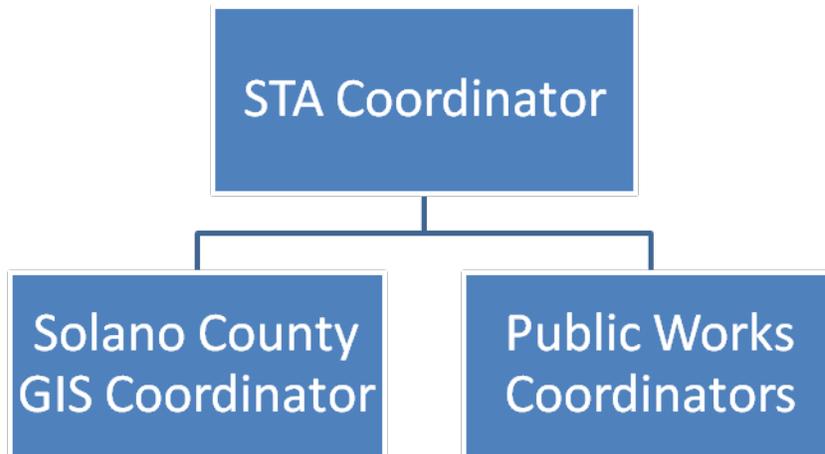
## VI. Timetable & Budget

	Description of Work	Duration/man-hrs	Project Costs	Solano County Costs
Phase One	Creation of Secured Extranet Site and Database	120	\$7,920.00	\$1,080.00
Phase Two	Creation of custom project management web tools for each agency.	300	\$19,800.00	\$2,700.00
Phase Three	CIP Mapping Application	150	\$9,900.00	\$1,350.00
Phase Four	Project Management Webpage Setup	50	\$3,300.00	\$ 450.00
Phase Five	Public Accessible Mapping Application	40	\$2,640.00	\$ 360.00
Totals		660	\$43,560.00	\$5,940.00

Operations and maintenance costs for this tool are estimated to be between \$15,000 and \$20,000 annually. These costs have not been budgeted and will be determined at the conclusion of the pilot project.

## VII. Key Personnel

The key project team will be identified during project initiation. A high level organization structure is represented below.



## VIII. Evaluation

A project specification will be created and presented to STA for review and approval, consistent with the STA's advisory committee review process. Once the project is deemed acceptable, a request for signature will be requested before beginning work. Any changes requested in the future will be followed by a change order that will outline the necessary changes to the project. Before the site is operational, we will enter a test phase, after which, STA will give approval for its posting to the website. Logins will be assigned and any further requests for changes will be collected on the website for future evaluation and possible inclusion for the next release cycle.

## IX. Next Steps

- Review and acceptance of the proposal
- Kick off meeting to review goals
- Finalize project work plan
- Start work

# X. Appendix

List of Tasks for completing pilot. Tasks will be reviewed and approved by piloting agencies and STA advisory committees as necessary.

## **Create Secure ExtraNet Site**

### **Setup external website**

- Acquire server
- Install software/components
- Test software
- Create test website
- Validate test website

### **Setup database**

- Acquire test/QA/production DBs
- Create DBs
- Tables
- Create Tables
- Populate Tables
- Views
- Stored Procedures
- Security
- Users
- Roles

### **Development**

- Choose development environment/tools

### **Coding**

- Create Form 1
- Create Form 2
- Create Form 3
- Create Form 4
- Create Form 5
- Create and implement DB interface to forms
- Unit Test forms

Bug fixes

### **Testing**

- Bug fixes
- Regression test
- Data validation

### **Production install**

- Database
- Web
- Sign-off



DATE: November 5, 2010  
TO: STA TAC  
FROM: Robert Guerrero, Senior Planner  
RE: Solano Countywide Transportation for Livable Communities (TLC) Plan Update

---

**Background:**

The Solano Transportation Authority (STA) completed a Countywide Transportation for Livable Communities (TLC) Plan in 2004 which identified TLC type projects throughout Solano County. At the time, the Metropolitan Transportation Commission (MTC) was re-evaluating the regional TLC funding program to allow a portion of the regional funding to be allocated by the Congestion Management Agencies (i.e. STA). The STA's Countywide TLC Plan provided a framework for the STA and its member agencies to begin prioritizing projects for regional and local TLC funds.

The original TLC concept in the late 1990's and early 2000's was to provide transportation financial incentives for projects that improved a nexus between transportation and land use activities. The program started to evolve in 2003 and 2004 with a shift to focus TLC funds toward projects that supported transit facilities near higher density residential and employment areas. The STA's Countywide TLC Plan reflected this shift in MTC's TLC program.

In 2009, MTC shifted the focus of TLC funding again. This latest shift was to dedicate all TLC funding including county discretionary TLC funds for eligible projects included in Priority Development Areas (PDA). The Bay Area Association of Bay Area Governments (ABAG) makes PDA designations. Solano County currently has 9 planned and potential PDA's that are eligible for future TLC funding. The City of Rio Vista, City of Dixon and the County of Solano do not have PDA's.

STA staff is seeking to update the Countywide TLC Plan to reflect the current objectives of MTC's TLC Program and to update Solano County's vision for integrating countywide transportation planning with land use decisions. The updated TLC Plan will be included as part of the Comprehensive Transportation Plan's Alternative Modes Element.

**Discussion:**

STA staff is proposing the creation of a Working Group of staff participants to assist in the development of the TLC Plan Update. The Working Group participants will include planning and public works staff from agencies that have a PDA designation. STA requests that the STA Technical Advisory Committee (TAC) appoint a participant on the Working Group at this time.

STA staff intends to involve the STA Alternative Modes Committee and representatives of the Solano Bicycle and Pedestrian Advisory Committees in the TLC Plan's overall development as well. However, the Working Group will be the primary forum for providing technical input on draft documents as the TLC Plan Update is developed.

The first task of the Working Group will be to refine the scope of work for the TLC Plan Update. A draft scope of work is included as Attachment A. The TLC Plan Update is anticipated to be completed in 6-8 months with assistance from a planning consultant firm. The goal is to have a plan in place to begin discussions for prioritizing TLC funding for Cycle 2 TLC funds.

Funding for consultant services is already included as part of the current budget. The total allocation for the TLC Plan Update will depend on results from the Working Group's input on the draft scope of work. STA staff will bring back the Scope of Work to the TAC for further discussion before recommending a final budget allocation for this TLC Plan update.

**Financial Impact**

To be determined based on consultants surveyed and input provided by the TLC Plan Update Working Group on the Scope of Work.

**Recommendation:**

Appoint a Technical Advisory Committee member to participate on the STA's TLC Working Group.

Attachment:

- A. Solano Countywide TLC Plan Update Draft Scope of Work

## Draft Solano Countywide TLC Plan Update Scope of Work

### TLC Plan Update task summary:

- a. Background of TLC Program/Relationship to PDA
  - i. County TLC Program
  - ii. Regional TLC Program
  - iii. Benefits of a TLC Program
- b. PDA- List of Projects
  - i. Project details
  - ii. Specific plans
  - iii. Maps- maps need to include bike/ped network
  - iv. Relationship to other plans
- c. Description of the what makes a TLC project
  - i. Design standards
  - ii. Parking policies
  - iii. Can TLC Project go beyond bike and ped related projects?  
Other developer/job incentives?
- d. Potential PDA's or TLC Planned Area not included in ABAG's PDAs
- e. Performance measures
  - i. What tools can we utilize to gauge the success of our program
- f. Implementation guidelines for making PDA/TLC concepts become a reality
- g. Funding opportunities and related programs.

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Solano County Transit Joint Powers Agreement (JPA) – Status of Consolidation of Benicia and Vallejo Transit Services

---

**Background:**

At the last TAC meeting in September, staff provided a full history and briefing of the efforts to date concerning the consolidation of Benicia and Vallejo Transit services. At this time, an update of the status of this process during the past two months is being presented.

Vallejo City Council received a briefing of the proposed consolidation in late September. While several Councilmembers expressed support, several others raised issues they wanted addressed prior to taking action on this item. To resolve these final legal and financial issues, multiple meetings were held at the staff, management and policy levels. The JPA and the Transition Plan were revised to the satisfaction of the three legal counsels involved and the SolTrans Coordinating Committee. On October 26<sup>th</sup>, the Vallejo City Council heard the proposed transit consolidation as an action item. Satisfied that the issues they had raised previously had been addressed, the Vallejo City Council voted 7-0 to approve entering into the Solano County Transit JPA to consolidate with Benicia. Having already received a briefing on the consolidation previously, Benicia City Council is scheduled to hear the item for action on November 16<sup>th</sup>.

**Discussion:**

Subject to approval by the Benicia City Council, STA staff is preparing for the formation of the JPA and the implementation of the Transition Plan. STA will continue to provide staff and consultant support to the JPA and its Board in its formative months. Under the SolTrans JPA Board direction, this will include building the organization's structure and policies in conjunction with hiring a permanent Executive Director, transferring and hiring staff, transferring service and other contracts, and transferring operating funds, grants and capital assets related to operating service. This transitional process is projected to conclude by July 1, 2011, the beginning of the next fiscal year.

Construction of transit capital projects such as Curtola Park-and-Ride, Vallejo Station, and Benicia's Park-and-Rides will remain with the cities of Benicia and Vallejo. With the transfer of transit service operations from the two cities to the JPA, the intention is to reimburse both cities for any documented and auditable funds they have advanced to cover transit costs as well as to start the new JPA on sound financial grounds.

During the transition, service levels are proposed to remain consistent in both cities. Funding for a joint Short Range Transit Plan (SRTP), requested by the MOU Coordinating Committee, has been secured from MTC and will provide the opportunity for the new agency in its first year to review, assess, and prioritize how the newly combined transit service area may be served.

In addition, STA has been requested by the City of Vallejo to become more involved with the discussion concerning the transfer of the Baylink Ferry from Vallejo to the Water Emergency Transportation Authority (WETA). Some of the issues being raised in those discussions will be coordinated with the SolTrans Transition. The transfer of the Baylink Ferry service is also planned to occur July 2011.

**Fiscal Impact:**

STA is currently supporting the transition with staff time, legal counsel services, and consultant services. This is being funded through STAF funds approved by the STA Board.

**Recommendation:**

Informational.

Attachments:

- A. Solano County Transit JPA - Final
- B. Solano County Transit Transition Plan - Final

## SOLANO COUNTY TRANSIT (“SolTrans”)

### JOINT POWERS AGREEMENT

---

This Joint Powers Agreement is by and among the CITY OF BENICIA, a municipal corporation (hereinafter "BENICIA"), the City of Vallejo, a municipal corporation (hereinafter "VALLEJO"), and the SOLANO TRANSPORTATION AUTHORITY (hereafter "STA"), a joint powers agency and the congestion management agency for Solano County (hereinafter "STA"), which public entities (collectively "Members" or "Member Agencies") have entered into this Joint Powers Agreement ("Agreement") creating Solano County Transit hereinafter “SolTrans”, a joint powers agency. All Members of SolTrans are public entities organized and operating under the laws of the State of California and each is a public agency as defined in California Government Code Section 6500.

#### RECITALS

- A. Government Code Sections 6500-6515 permit two or more local public agencies, by agreement, to jointly exercise any power common to them and, thereby, authorizes the Members to enter into this Agreement.
- B. In the performance of their essential governmental functions, Benicia and Vallejo each provide transit services within their respective municipal boundaries and to areas outside of said boundaries in order to perform or participate in intercity, regional transit services.
- C. Among the responsibilities and transportation functions performed by STA, said agency provides planning, funding and management of intercity transit routes and paratransit services and, further, STA is eligible to act as a transit provider.
- D. Public entities have the opportunity to provide transit and related services in a cooperative and coordinated manner, in order to best manage the public resources committed and necessary for delivery of such transit services.
- E. The formation of SolTrans enables the Members to take advantage of the opportunities for more economical provision of transit services through economies of scale and to improve and expand the provision of a variety of transit services including, but not limited to, normal and customary intra-city bus transit, intercity transit, paratransit services, dial-a-ride, commuter and passenger ferries, and connecting transit to other transportation providers such as BART and/or the Capitol Corridor commuter train in such manner and at such time as the Members may decide necessary and appropriate for public benefit.
- F. The governing board of each Member has determined that it is in the Member's best interest and in the public interest, that this Agreement be executed and they become Participating Members of SolTrans.

#### AGREEMENT

1. Formation of Solano County Transit (“SolTrans”). Pursuant to Chapter 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500) as amended from time to time, and commonly known as the Joint Powers Authority Law, the Members create a joint powers agency which is named Solano County Transit and may otherwise be referred to as "SolTrans" or such other acronym, brand or identifier as determined appropriate by the Board.

2. Parties to Agreement.

In mutual consideration of the promises herein, each Member certifies that it intends to, and does, contract with every other Member which is a signatory to this Agreement and, in addition, with such other Member as may be later added as provided in Section 23. Each Member also certifies that the deletion of any Member from this Agreement does not affect this Agreement or the remaining Members' intent to contract with the other Members then remaining.

3. Purpose.

SolTrans will be the agency created by the merger of the presently existing transit services in Benicia and Vallejo through this joint powers agreement. Upon execution of this Agreement, SolTrans will operate as a unified entity separate and apart from the originating Members.

4. Transfer of Assets; Succession to Existing Contracts.

Upon approval of this Agreement, the Members will endeavor to enter into use agreements with regards to the assets designated in the transition plan for the transition period which will be from date of execution of this Agreement until July 1, 2011. The transition period may be extended by mutual consent of the parties. Once SolTrans receives approval of its status as a qualified grantee by necessary grantors, including the Federal Transit Administration (FTA), Benicia and Vallejo will transfer, and SolTrans will receive, designated transit related assets, personal property, rolling stock and equipment of each presently operating transit service. Unless prohibited by law, SolTrans shall succeed to and undertake designated transit related agreements in place as set forth in the transition plan. Any debt of a Member to be assumed by SolTrans such as, but not limited to, funds advanced by Members to their transit system, shall be specifically set forth and described in the asset transfer inventory and/or transition plan; provided, that nothing in this agreement shall require transfer of any asset subject to a lien or leasehold securing certificates of participation or other evidence of indebtedness issued by or on behalf of any Member unless such lien or leasehold is duly released by the holders of such certificates of participation or other evidence of indebtedness.

5. Transit Employees.

To the degree allowed by law, or otherwise negotiated, existing transit employees of each Member Agency will become employees of SolTrans. Notwithstanding paragraph 22 of this Agreement (indemnification), SolTrans accepts responsibility for any claims arising due to such transfer of employment post formation of SolTrans, including, but not limited to, any Federal Section 13(c) claims or any employee association claims regarding changes in wages, benefits or working conditions.

6. Membership.

In addition to the originating members Benicia, Vallejo and STA, the following entities, or types of entities, are eligible for membership in SolTrans:

- a. Municipal corporations located within the County of Solano;
- b. The County of Solano; or
- c. Any other public entity or public/private partnership providing, or proposed to provide, transit in Solano County.

7. Limitation.

For purposes of California Government Code Section 6509, the powers of SolTrans shall

be exercised subject to the restrictions upon the manner of exercising such powers as are imposed upon the City of Benicia, a general law city. Should Benicia withdraw as a Member, then the powers of SolTrans shall be exercised subject to the restrictions upon the manner of exercising such powers as are imposed upon any other general law city which is then a Member and, if there be none, as are imposed upon STA.

8. Guiding Principles.

The following Principles are intended to guide SolTrans' provision of transit services:

- a. The Benicia Breeze and Vallejo Transit services were consolidated to streamline, simplify, and improve access for transit riders through enhanced service coverage, frequency, affordability, and mobility options contingent upon available funding. The consolidated service shall be responsible for coordinating transportation services in Benicia and Vallejo and to locations beyond the two cities such as Bay Area Rapid Transit (BART).
- b. Consolidated transit service is intended to improve standards for greenhouse gas emissions and energy reductions, reduce single-occupant vehicle miles traveled, thereby minimizing the carbon footprint of Benicia and Vallejo residents. A consolidated transit service will further the Benicia and Solano County Climate Action Plans greenhouse gas reduction targets.
- c. The Benicia Breeze and Vallejo Transit consolidation shall be consistent with the STA's Countywide Transportation Plan Transit Element to maximize the ability of Solano residents, workers, and visitors to reach destinations within, and adjacent to, Solano County, and to access regional transportation systems.
- d. The consolidated transit service shall be designed to be comparatively cost effective and efficient while considering the unique characteristics of each jurisdiction.
- e. The consolidation of services shall be managed in a public and transparent process to encourage participation by residents, stakeholders, and decision-makers in both communities.
- f. The consolidated transit service shall strive to maintain the continuity of current service provided by both jurisdictions, minimizing service disruptions and passenger inconveniences due to the transition. If possible, service levels shall be maintained or expanded.
- g. The consolidated transit service shall maximize opportunities for regional funding.

9. Powers.

SolTrans is authorized, in its own name, to do all acts necessary to fulfill the purposes of this Agreement including, but not limited to, each of the following:

- a. Make and enter into contracts;
- b. Incur debts, liabilities and obligations; provided that no debt, liability or obligation of SolTrans is a debt, liability or obligation of any Member except as separately agreed to by a Member agreeing to be so obligated;
- c. Acquire, own, lease, hold, construct, manage, maintain, operate, sell or otherwise dispose of real and personal property by appropriate means, excepting only eminent domain;
- d. Receive gifts, grants, contributions and donations of property, funds, services and other forms of assistance from any source including, but not limited to, special or general taxes and assessments;

- e. Sue and be sued in its own name;
- f. Employ officers, agents and employees;
- g. Lease real or personal property as lessee and as lessor;
- h. Receive, collect, invest and disburse moneys;
- i. Issue revenue bonds or other forms of indebtedness, as provided by law;
- j. Carry out other duties as required to accomplish other responsibilities as set forth in this Agreement;
- k. Assign, delegate or contract with a Member or third party to perform any of these duties of the Board, including, but not limited to, acting as Executive Director for SolTrans;
- l. Exercise all other powers necessary and proper to carry out the provisions of this Agreement;
- m. Claim transit funds from state and federal sources;
- n. These powers will be exercised in the manner provided by applicable law and as expressly set forth in this Agreement or reasonably inferred therefrom.

10. Board of Directors.

- a. The powers of SolTrans are vested in the Voting Members of its Board of Directors (“Board”). The initial Governing Board of SolTrans is comprised of five (5) voting directors and one (1) ex-officio, non-voting director as follows:
  - 1. Two Voting Directors from each Member Agency other than STA: Upon approval of this Joint Powers Agreement, the City Councils of Benicia and Vallejo will each appoint two Directors and one Alternate. When a Director is absent, the Alternate may act in his/her place. Each appointed and alternate Board member shall be a member of the governing body of the Member Agency that he or she represents and shall serve at the pleasure of such governing body.
  - 2. One Voting Director who shall be the Solano County representative to the Metropolitan Transportation Commission (“MTC”). In addition to the two Directors from each Member Agency, one additional Voting Director, who is the Solano County representative to the MTC shall be a Voting Director unless such Director is either a council member of one of the Member Agencies or a County Supervisor whose district includes all or part of any city which is a Member Agency. If no Director is so qualified or available, the remaining members of the SolTrans Board shall appoint a Voting Director who may, but need not be, the MTC representative notwithstanding his or her service as a member of the governing body of a Member Agency or as a County Supervisor whose district includes a Member Agency who shall serve until a new Solano County representative to MTC is appointed and is qualified to serve. Such process may include the appointment of the MTC representative from the aforementioned jurisdictions at the sole discretion of the remaining Voting Members of the JPA Board.
  - 3. One Non-Voting STA representative to participate as an ex officio Director. The STA Board will appoint the STA Representative which may be either a STA Board Director or staff. Notwithstanding any language to the contrary in this Agreement, the STA representative may participate in all discussions but shall have no vote in any action of the Board.
- b. All actions of the Board require the affirmative vote of a majority of the Voting Directors, which must include at least one affirmative vote of a

- Director representing each Voting Member Agency.
- c. Directors shall serve a term of two (2) years unless earlier removed or replaced by the appointing Member Agency in accordance with that Member Agency's procedures. A Voting Director is automatically removed if he or she is no longer an elected official or the Solano County representative to the MTC unless that Director is appointed by action of the remaining Directors pursuant to Section 10(a)(2) above, in which case, holding another elective or appointive office shall be a condition of service only if so provided in a resolution of the Board of SolTrans at the time he or she is appointed. Directors may serve any number of terms consistent with the appointment process of the Director's appointing governing body.
  - d. Directors and Alternates are eligible for a stipend of up to \$100 per meeting with a maximum of one compensated meeting per month. The Board may authorize actual and necessary reimbursement of expenses incurred by Directors or Alternate Directors on behalf of SolTrans for which receipts are provided.
  - e. The Board may delegate certain powers to specified committees but may not delegate the power to amend the Bylaws of SolTrans, to approve the budget, to appoint the Executive Director, or to appoint the Director under 10(a)(2).
  - f. A majority of the voting Directors must be present to constitute a quorum for action on the business of the Board.
  - g. The Board shall establish by resolution the date, time and place for regular meetings which shall occur at a minimum of four (4) times per year. Special meetings may be called by the Chairperson or by a majority of the voting Directors then in office. All meetings of the Board shall be in conformance with the Ralph M. Brown Act (California Government Code sections 64950 et seq.).

#### 11. Conflicts of Interest.

In accordance with state law, Directors and Officers are "public officials" within the meaning of the Political Reform Act of 1974, as amended, and its regulations, for purposes of financial disclosure, conflict of interest and other requirements of such Act and regulations. SolTrans shall adopt a conflicts of interest code in compliance with the Political Reform Act and all other applicable laws and regulations applicable to public officials, including, but not limited to, the restrictions on the acceptance or solicitation of contributions.

#### 12. Committees.

The following committees are established:

- a. Executive Management Committee. The Executive Management Committee periodically meets as necessary to assist in advising the employees or agents and the SolTrans Board, to review proposed budget items, service and fare adjustments, and to otherwise provide management assistance and oversight as necessary. The Executive Committee shall consist of the city manager or executive director, or chief administrative officer, or designee of each Member Agency.
- b. Technical Advisory Committee. The Technical Advisory Committee will consist of staff representatives appointed by the city manager or executive director of the Member Agencies to coordinate with Agency staff on funding and service issues.
- c. Public Advisory Committee. Each Member Agency will appoint three members

of the public with demonstrated expertise or special interest in, transit issues and who reside within the boundaries of the agencies that they represent to serve on a Public Advisory Committee (PAC). This will include representatives selected by each Member Agency. The PAC will serve as an advisory committee to the SolTrans Board and will review and comment to the SolTrans Board on the following matters:

- i. Service and fare adjustments,
  - ii. Development of Short Range Transit Plans, and
  - iii. Review SolTrans' annual work plan.
- d. Other Committees. The Board may create other committees from time to time as necessary and appropriate.

### 13. Officers and Employees.

- a. The officers of SolTrans are the Board Chair, Vice-Chair, Executive Director, Legal Counsel, Chief Financial Officer/Treasurer, and Clerk to the Board. The positions of Chair and Vice-Chair shall be appointed by the members of the SolTrans Board from their membership. The Chair and Vice-Chair are Directors elected or appointed by the Board at its first meeting and serve the remainder of the year in which appointed and one additional year. Thereafter, terms for Chair and Vice-Chair are one year beginning January 1. The Chair and Vice Chair assume their office upon election by the SolTrans Board. If either the Chair or Vice-Chair ceases to be a director, the resulting vacancy will be filled at the next meeting of the Board.
- b. The Board shall appoint an Executive Director and Legal Counsel to SolTrans who shall serve at the pleasure of the Board. The Executive Director shall be charged with managing the operations of SolTrans, subject to the authority and direction of the Board. The Executive Director shall have charge of, handle and have access to all property of SolTrans, shall appoint the SolTrans's Chief Financial Officer and the Clerk, both of whom shall serve at the pleasure of the Executive Director. Pursuant to California Government Code section 6505.1, the Executive Director shall file an official bond in an amount determined by the Member Agencies, through the Board, which shall not be less than the smallest bond required of the chief financial officer, treasurer or other fiscal officer of each of the Member Agencies or, upon the approval of the SolTrans Board of Directors, satisfy this requirement pursuant to Government Code section 1463.
- c. The appointment of a Chief Financial Officer/Treasurer shall be made no later than the second regular meeting of Board and in any event before SolTrans receives any funds or properties from any source. The Chief Financial Officer/Treasurer may be a designated member of SolTrans staff or appointed from one of the Member Agencies.
- d. The Board may authorize reimbursement of expenses incurred by officers or employees on behalf of SolTrans.
- e. The Board may create such other offices and appoint individuals to such offices it considers either necessary or convenient to carry out the purposes of this Agreement.

### 14. By-Laws

The SolTrans Board shall adopt bylaws as necessary and proper for the efficient and effective functioning of SolTrans.

15. Limitation on Liability of Members for Debts and Obligations of SolTrans.  
Pursuant to Government Code section 6508.1, the debts, liabilities, and obligations of SolTrans do not constitute debts, liabilities, or obligations of any Member Agency. However, a Member may separately contract for or assume responsibility for specific debts, liabilities, or obligations of SolTrans.
16. Limitation of Financial Commitment. SolTrans shall not look to Member Agencies for financial contributions from their general fund, or any other fund, unless each Member Agency separately contracts for and agrees to otherwise set aside transit moneys as part of their annual budgetary process.
17. Fiscal Year.  
The first fiscal year of SolTrans is the period from the date of this Agreement through June 30, 2011. Each subsequent fiscal year of SolTrans begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> unless the Board of Directors provides otherwise by resolution.
18. Budget.  
The Board shall adopt a budget not later than sixty (60) days before the beginning of a fiscal year. In the Board's sole discretion, the budget may be an annual or multi-year budget.
19. Annual Audits and Audit Reports.  
The Chief Financial Officer/Treasurer will cause an annual financial audit to be made by an independent certified public accountant with respect to all SolTrans receipts, disbursements, other transactions and entries into the books. A report of the financial audit will be filed as a public record with each Member. The audit will be filed no later than required by state law. SolTrans will pay the cost of the financial audit in the same manner as other administrative costs.
20. Establishment and Administration of Funds.
  - a. The Chief Financial Officer/Treasurer shall be responsible for the strict accountability of all funds and reports of all receipts and disbursements. It will comply with the provisions of law relating to the establishment and administration of funds, particularly section 6505 of the California Government Code.
  - b. The funds will be accounted for on a full accrual basis according to generally accepted accounting principles and applicable laws and regulations.
  - c. The Chief Financial Officer/Treasurer will receive, invest, and disburse funds only in accordance with procedures established by the Board and in conformity with applicable state or federal law.
  - d. Should SolTrans contract with a Member Agency for the provision of all or some financial services, the funds of SolTrans will be maintained in a separate account(s) from those of the Member Agency itself.
21. Bi-Annual Transit Service Plan. SolTrans shall cause to have prepared a Transit Service Plan every two years. A SRTP (Short Range Transit Plan) may be used to fulfill this requirement. The Plan shall contain the baseline levels of transit service to be provided and shall include days of service; hours of service, areas to be served, types of transit service to be provided and rates of passenger fares to be charged for said service. The Transit Service Plan shall be prepared and presented to the Board prior to December 1 of every odd numbered calendar year. The Board shall review said Plan and either approve

and adopt said plan as presented or approve and adopt said Plan with modifications. The Plan may be expanded, modified or reduced by the Board.

22. Indemnification.

- (a) SolTrans shall hold each member, its elective and appointive Boards, Commissions, officers, agents and employees, harmless from any liability for damage or claims for damage for any tort, personal injury, including death, as well as from claims from property damage which may arise from SolTran's employees, contractors, subcontractors, or agents' operation under this Agreement. SolTrans agrees to and shall defend each Member and its elective and appointive Boards, Commissions, officers, agents and employees from any suits or actions at law or equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid operations that occur on or after the date of formation of SolTrans.
- (b) Each Member Agency shall indemnify SolTrans, its Boards, officers, agents and employees and the respective other Member Agencies, harmless from any liability for damage or claims for damage for any tort, personal injury, including death, as well as from claims from property damage which may arise from that Member Agency's employees, contractors, subcontractors or agent's operations occurring prior to the formation of SolTrans.

23. New Members.

- a. For the purpose of this section only, all Members admitted after the initial creation of SolTrans are New Members. Each New Member Agency of SolTrans shall appoint two Directors and one Alternate.
- b. A public entity meeting the criteria in Section 6 above may be admitted as a New Member upon a two-thirds (2/3) vote of the Voting Members of the Board and upon complying with all other requirements established by the Board and the Bylaws.
- c. Each applicant for membership as a New Member must pay all fees and expenses, if any, set by the Board in order to pay for the costs of adding the New Member and to address their participation in the ownership of SolTrans assets and liability for any debt of SolTrans upon approval as a New Member.

24. Withdrawal From Membership.

Members may withdraw from SolTrans by filing a written notice of withdrawal with the Executive Director 180 days before the actual withdrawal. Such a withdrawal shall be effective on July 1<sup>st</sup> of the subsequent fiscal year after the 180 day period has passed following the filing of the withdrawal notice. The withdrawal of a Member Agency shall not in any way discharge, impair or modify voluntarily-assumed obligations of the withdrawn Member Agency in existence as of the date of the withdrawal. Withdrawal of a Member Agency shall not affect the remaining Member Agencies. A withdrawn Member Agency shall not be entitled to the return of any grant funds previously or historically allocated to it provided that SolTrans is the current grantee for those funds at the time of withdrawal. However, the return of assets previously contributed by the Member Agency to SolTrans shall be provided for in a withdrawal plan, prepared by SolTrans, to address return of funds or assets from SolTrans to a member opting to withdraw from SolTrans. Such withdrawal plan may include 1) the compensation for real property whose title has passed to SolTrans; 2) the purchase of a withdrawing Member's assets used by but not yet transferred to SolTrans; or 3) compensation for the depreciated value of assets or rolling stock transferred at the time of formation. SolTrans and the

Member Agency which proposes to withdraw will negotiate in good faith toward mutual agreement on a withdrawal plan to address return of funds or assets from SolTrans to the Member Agency and assignment of liabilities associated with those funds or assets to that Member Agency. In the event of a disagreement regarding the amount of compensation due for real property even after a reasonable period of good faith negotiations, the parties may resolve the matter via alternative dispute resolution or any other mutually acceptable means.

25. Termination and Distribution.

- a. This Agreement continues until terminated or SolTrans is dissolved.
- b. This Agreement may be terminated by the written consent of two-thirds (2/3) of the governing bodies of the Member Agencies; provided, however, that this Agreement and SolTrans shall continue to exist after termination for the purpose of disposing of all claims, distribution or assets and all other functions necessary to conclude the obligations and affairs of SolTrans.
- c. At the termination of this agreement resulting in termination and dissolution of SolTrans, and after payment of debts, a dissolution plan shall be prepared by SolTrans and reviewed and approved by the Member Agencies to address the surplus property of SolTrans, both real and personal, including all funds on hand, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be returned to the respective Member Agencies as nearly as possible in proportion to the contributions, if any, made by each.
- d. After termination or dissolution of SolTrans, any surplus money on deposit in any fund or account of SolTrans will be returned to the Member Agencies as required by law. The Board is vested with all powers of SolTrans for the purpose of concluding and dissolving the business affairs of the agency.

26. Notices.

Notice to each Member under this Agreement is sufficient if mailed to the Member and separately to the Member's Directors to their respective addresses on file with SolTrans.

27. Prohibition Against Assignment.

No Member may assign a right, claim, or interest it may have under this Agreement. No creditor, assignee or third party beneficiary of a Member has a right, claim or title to any part, share, interest, fund or asset of SolTrans. However, nothing in this section prevents SolTrans from assigning any interest or right it may have under this Agreement to a third party.

28. Amendments.

This Agreement may be amended by the Members acting pursuant to a resolution of their respective governing bodies. A proposed amendment must be submitted to each Member at least thirty (30) days in advance of the date when the Member considers it. An amendment is to be effective upon execution unless otherwise designated.

29. Severability.

If a portion, term, condition or provision of this Agreement is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions is not affected.

30. Liability of SolTrans.

Subject to limitations thereon contained in any trust agreement or other documents pursuant to which financing of SolTrans is implemented, funds of SolTrans may be used to defend, indemnify, and hold harmless SolTrans, any Member Agency, any Director or Alternate, and any employee or officer of the agency for actions taken within the scope of their duties and acting on behalf of SolTrans.

31. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

32. Counterparts.

This Agreement may be executed in several counterparts, each of which is an original and all of which constitutes but one and the same instrument.

33. Effective Date.

This Agreement becomes effective and SolTrans exists as a separate public entity when approved by the governing boards of the three original Members.

**IN WITNESS WHEREOF**, the parties, pursuant to resolutions of their respective governing boards, have caused this Agreement to be executed this \_\_\_\_ day of \_\_\_\_\_, 2010

**CITY OF BENICIA**

By: \_\_\_\_\_  
Jim Erickson, City Manager

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Heather McLaughlin, City Attorney

**CITY OF VALLEJO**

By: \_\_\_\_\_  
Robert F. D. Adams, City Manager

By: \_\_\_\_\_  
Fred Soley, City Attorney

**SOLANO TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Daryl K. Halls, STA Executive Director

By: \_\_\_\_\_  
Bernadette Curry, STA Legal Counsel

2010

# Solano County Transit SolTrans

## Transition Plan



Updated  
10/15/2010



## TABLE OF CONTENTS

Section	Page
<b>1. Introduction</b>	
1.1 Background	4
1.2 Purpose	5
1.3 Transition Plan Organization	5
<b>2. Structure and Governance</b>	
2.1 Guiding Principles for Consolidation	7
2.2 Form of Governance	8
2.3 Board Membership and Terms	8
2.4 By-Laws and Policies and Procedures	9
<b>3. Financial Management</b>	
3.1 Financial Impacts of Consolidation	10
3.2 Draft FY2010-11 Budget and Financial Plan	11
3.3 Ten Year Outlook	12
3.4 Financial Management Services	12
3.5 Asset Access, Transfer, and Ownership	14
3.6 Grantee Status	15
<b>4. Organization and Human Resources Management</b>	
4.1 Organization and Staffing Plan	18
4.2 Position Descriptions	20
4.3 Salaries and Benefits	20
4.4 Transfer of Existing Employees	20
4.5 Provision of Human Resources Services	21
4.6 Human Resources Policies and Procedures	21
<b>5. Service Planning and Operations</b>	
5.1 Existing Services	22
5.2 Status of Service Planning and Planning Studies	23
5.3 Operating Contract Opportunities	23
<b>6. Capital Project Management</b>	
6.1 Facilities	25
6.2 Vehicle Procurements	25
<b>7. Other Issues</b>	
7.1 WETA Transition	26
7.2 Downtown Vallejo Bus Transfer Center - Administration Building	26

**8. Implementation Schedule** 28

**Appendices**

A	Budget	29
B	Capital Assets	34
C	Grants List	39

## Section 1: INTRODUCTION

### 1.1 Background

In 2005, the Solano Transportation Authority (STA) Board held a retreat to discuss a variety of policies and financial issues facing Solano County. One of the resulting action items directed STA staff to complete a comprehensive evaluation and consolidation study of Solano County's six transit operators. Currently each transit service is operated by a local City government.

To guide this effort, the STA Board adopted a set of four goals for the consolidation study:

1. To streamline transit service, simplifying and improve access to transit use for riders.
2. To achieve service efficiencies and economics.
3. To provide a central focus on transit service for the County.
4. To create a robust transit service to meet the growing transit needs of the County.

Over the next several years, the study was funded, a consultant retained (DKS Associates) and a countywide transit consolidation study was conducted. The study began with extensive outreach to a broad range of stakeholders, an analysis of existing services, funding trends, and potential opportunities for consolidation of multiple combinations or all of the six transit operators. In Phase II, six major consolidation options were presented and analyzed against criteria established by the STA Board. A Transit Consolidation Steering Committee, consisting of the full STA Board and all the City Managers/and County CAO, guided this effort. In May 2009, the Steering Committee reviewed the findings of Phase II, and forwarded several recommendations to the STA Board for action.

One of the Steering Committee's recommendations was the consolidation of Benicia and Vallejo Transit systems. In June 2009, the STA Board took action to move forward by recommending the consolidation of the Benicia and Vallejo Transit systems. This was with the concurrence of the Board members from these two jurisdictions.

During the course of the Transit Consolidation Study, both Benicia and Vallejo requested an assessment of their transit systems. A consultant, funded by the STA, conducted both assessments. Benicia's current local transit service structure was implemented after the assessment of the service in FY2008-09 and following the inauguration of SolanoExpress Rt. 78. The City of Benicia has operated the Benicia Breeze transit service for many years. It currently operates five routes, two shuttles, dial-a-ride, paratransit service and a taxi scrip program. The majority of service is local with some service to Diablo Valley College (DVC) and Sun Valley Mall in Contra Costa County as well as to Vallejo Medical Centers. The Benicia Breeze service uses a fleet of cutaway buses to deliver service Monday-Saturday. Benicia Breeze carried 80,000 passengers in FY2008-09.

The City of Vallejo has been operating bus service since the 1930's. Vallejo Transit currently operates seven local routes, three intercity routes, ADA paratransit service, and a taxi scrip program. In addition, the City of Vallejo operates the Baylink Ferry and its complementary bus service to San Francisco, Rt. 200. This ferry/Rt. 200 service is in the process of being transitioned to the Water Emergency Transit Authority (WETA) as directed by State legislation. Vallejo Transit has a fleet of approximately 70 large buses for fixed-route service includes 10

buses that are leased to Fairfield and Suisun Transit for Route 90 and 12 cutaways buses for paratransit service. Service is offered Monday-Saturday on all routes with limited service on Sundays. In FY2008-09, the Vallejo Transit bus system carried 1.8 million passengers.

Since the June 2009 STA Board action and recommendation that Benicia and Vallejo transit services be consolidated, the two cities have been actively working together with STA at the policy and staff levels. Meetings were held monthly from June 2009 through October 2009. A policy level committee (Coordinating Committee) guided the effort. The Mayors of Benicia and Vallejo and a councilmember from each City were the Coordinating Committee members. Two other committees were established: Management Committee and a Working Group. The two City Managers and the STA Executive Director comprise the Management Committee and Benicia, Vallejo, and STA transit staffs and consultants comprise the Working Group.

By the Fall of 2009, the Coordinating Committee had prepared a Memorandum of Understanding (MOU) to guide the development a Joint Powers Agreement (JPA) which would operate the proposed combined transit service. The Coordinating Committee selected Solano County Transit (SolTrans) as the name for the new organization. An initial draft of the JPA was approved by the Coordinating Committee in May 2010.

Benicia conducted public outreach in fall and winter of 2009/10 to explain the proposed consolidation of transit services and address any concerns. Public comments were minimal and issues raised were addressed.

A more extensive public outreach in both Benicia and Vallejo to address transit service issues will be conducted as part of the process of developing the first joint Benicia/Vallejo Short Range Transit Plan (SRTP). This is discussed in further detail in Chapter 5.

## 1.2 Purpose

The purpose of the Transition Plan is to provide the Coordinating Committee and City decision-makers with information on key issues related to governance, finances, organizational responsibilities, and service planning. It also provides a transition plan for the key functions of the agency. The Transition Plan will inform decisions about the formation of the consolidated agency and provides a roadmap for transitioning from two city operated transit services to an independent transit authority operated through a Joint Powers Agreement (JPA).

## 1.3 Transition Plan Organization

The Transition Plan is organized in six sections following this introductory section. A brief description of each section is provided below.

**Structure and Governance** – This section includes the principles guiding the consolidation, the Joint Powers Authority structure and membership, and discusses the establishment of by-laws for the new organization.

**Financial Management** – Presents the one-time and ongoing costs of consolidation, a draft 2010-11 budget for the consolidated agency, and ten-year budget outlook. This section provides a description of how the financial management functions will be organized and delivered. The recommended capital asset ownership is also discussed.

**Organization and Human Resources Management** – Presents the organization structure and staffing plan, a plan for transitioning existing employees to the new agency, and describes how the human resources and benefits administration function will be carried out. The development of human resources policies and procedures is also discussed.

**Service Planning and Operations** – This section discusses the development of the Short Range Transit Plan for the new agency and presents options for managing the transit operating contracts.

**Capital Project Management** – Addresses how capital projects will be managed for the new agency.

**Other Issues** – This section addresses the transition of ferry service to WETA and discusses the Downtown Bus Transfer Center Administration Building

**Implementation Schedule** – A schedule is provided for the key activities required to ensure that the new agency is fully functioning before the end of FY2010-11.

## Section 2: STRUCTURE AND GOVERNANCE

The decision to consider consolidating Benicia Breeze and Vallejo Transit took place over several years, beginning with the initial recommendations contained in the Solano County Transit Consolidation Plan. An initial undertaking of the Cities of Benicia and Vallejo and the STA was to start with the establishment of a Memorandum of Understanding (MOU) laying out the intent of the two Cities and the STA to work cooperatively toward consolidating under a formal Joint Powers Agreement (JPA). A key component of the MOU is the Guiding Principles that the Coordinating Committee developed early in the planning process.

### 2.1 Guiding Principles for Consolidation

The Coordinating Committee for the MOU adopted the following guiding principles in July 2009, and incorporated these principles into the Memorandum of Understanding adopted by the City of Benicia, City of Vallejo, and the STA Board.

1. The Benicia Breeze and Vallejo Transit services shall be consolidated to streamline, simplify, and improve access for transit riders through enhanced service coverage, frequency, affordability, and mobility options contingency upon available funding. The consolidated service shall be responsible for coordinating transportation services in Benicia and Vallejo and to locations beyond the two cities such as Bay Area Rapid Transit (BART).
2. Consolidated transit service provides an opportunity to improve standards for greenhouse gas emissions and energy reductions, reduce single-occupant vehicle miles traveled, thereby minimizing the carbon footprint of Benicia and Vallejo residents. A consolidated transit service will further the Benicia and Solano County Climate Action Plans greenhouse gas reduction targets.
3. The Benicia Breeze and Vallejo Transit service consolidation shall be consistent with the Countywide Transportation Plan Transit Element to maximize the ability of Solano residents, workers, and visitors to reach destinations within Solano County, and to access regional transportation systems.
4. The consolidated transit service shall be designed to be comparatively cost effective and efficient while considering the unique characteristics of each jurisdiction.
5. The consolidation of services shall be managed in a public and transparent process to encourage participation by residents, stakeholders, and decision-makers in both communities.
6. The consolidated transit service shall strive to maintain the continuity of current service provided by both jurisdictions, minimizing service disruptions and passenger

inconveniences due to the transition. If possible, service levels shall be maintained and expanded.

7. The consolidated transit service shall maximize opportunities for regional funding.

These principles will continue to be in effect as the agencies transition from city operated transit services to a consolidated transit agency operated through a Joint Powers Agreement.

## **2.2 Form of Governance**

The Coordinating Committee opted to recommend a Joint Powers Authority as the form of governance of the new agency. The Government Code of the State of California, Chapter 5, Division 7, title 1 commencing with Section 6500 permits two or more local public entities, by agreement, to jointly exercise any power common to them. This State law is commonly known as the Joint Powers Authority Law.

The City of Benicia, the City of Vallejo, and the Solano Transportation Authority are members of the Joint Powers Authority and each member agency will approve the Joint Powers Agreement to form Solano County Transit (SolTrans). New members may be added upon the approval of two-thirds of the voting members of the Solano County Transit Board and with not less than one affirmative vote on the part of each then existing member agency.

## **2.3 Board Membership and Terms**

The initial Governing Board of Solano County Transit will be comprised of five voting directors and one ex-officio, non-voting director. The Cities of Benicia and Vallejo will each appoint two directors and one alternate to be voting members of the Board. Each City's alternate shall vote only in the absence of one of the directors from their City. The STA Board will approve the ex-officio member. The directors and/or alternate director appointed by a member agency other than the Solano Transportation Authority must be an elected official and a member of the City Council or Governing Board of the member agency. The fifth voting director shall be the Solano County representative to the Metropolitan Transportation Commission (MTC), unless such representative is from either Benicia or Vallejo City Councils or a County Supervisor whose district includes all or part of any city which is a member of the JPA, in which case the fifth voting director shall be determined through a process to be established by the balance of the JPA Board. It is anticipated that this criteria for selection of the fifth voting member will need to be changed should additional cities choose to join the JPA at a later date.

Directors shall serve a term of two years unless replaced by the appointing member agency. Directors may serve any number of terms consistent with the appointment process of each individual Director's appointing governing body.

An Executive Management Committee, Technical Advisory Committee, and Public Advisory Committee are established in the Joint Powers Agreement. The Board may create other committees from time to time as necessary and appropriate.

## **2.4 By-Laws and Policies and Procedures**

The Solano County Transit Board shall adopt by-laws as necessary and proper for the efficient and effective functioning of the agency. The by-laws may establish among other things, the conditions for withdrawal of a member, the scheduling of Board meetings, quorum requirements, provisions for amending the by-laws, requirements for records and reports, and the conflict of interest code. The Board may amend the by-laws from time to time.

## Section 3: FINANCIAL MANAGEMENT

In recent years, all California and Bay Area transit agencies have been operating within serious fiscal constraints due to the current economic conditions. Both Benicia Breeze and Vallejo Transit are facing funding shortfalls in the near term. As a consolidated agency, SolTrans will face similar revenue constraints, but will also have greater opportunity and options to improve the efficiency of its combined services and to take advantage of potential new funding sources and existing regional sources of funds. The financial impacts of consolidation, a draft FY2010-11 budget, financial management requirements and issues, and capital asset ownership are addressed in this section.

### **3.1 Financial Impacts of Consolidation**

Consolidation of Benicia Breeze and Vallejo Transit provides opportunities for cost savings and will also result in new requirements and additional costs. The draft FY2010-11 budgets for both entities were reviewed and analyzed for purposes of identifying revenues available and estimated costs and cost savings that might be realized from the consolidation. Based on this review, a consolidated FY2010-11 budget was developed.

In general, the financial impacts of consolidation fall into two areas: one-time costs, and ongoing or recurring costs.

#### ***Ongoing Cost Impacts***

A review of the two transit agencies' budgets indicated that certain administrative costs could be eliminated with consolidation, and other administrative costs may increase. Some Vallejo allocated administrative overhead costs were identified as potential reductions.

As an independent agency, and based on existing staffing, one new staff position is recommended for a total of 5.5 staff to meet the functional needs of the new agency. Initially, information technology, legal, and audit costs are expected to be greater than the current level of expenditure of the two transit agencies. The economies of scale experienced by the cities for these items are not expected to be achieved by the separate and independent agency. The amount of administrative savings in Vallejo overhead costs are projected to be greater than or equal to the anticipated increased administrative costs of the new agency.

Vallejo Transit and Benicia Breeze contract for fixed route and paratransit services with MV Transit. The contract between Benicia Breeze and MV Transit is not providing service as cost effectively as the contract between Vallejo Transit and MV Transit. Alternative contracting terms and structures are proposed to be examined to develop the most cost-effective means for operating the consolidated service. Savings are projected to be achieved through these contract alternatives. At this time, these savings are not reflected in the draft FY2010-11 budget for SolTrans, but will be addressed through future contract negotiations after the JPA is formed.

### ***One-Time Costs***

To initiate services as a new agency, there will be certain and anticipated start-up costs and potential requirements to retire debt incurred previously by the two transit agencies. The one-time costs for SolTrans start up are estimated to be between the ranges of \$398,500 - \$636,500. The retirement of the transit debt ranges from \$850,000 to \$2,800,000. These costs are presented separate from the annual FY2010-11 budget to provide a more accurate picture of the annual ongoing budget of the agency. It is recommended the new agency work with STA and the MTC to seek regional funding to offset the one-time transitional costs and as such these revenues are not included in the FY2010-11 annual budget.

A summary of the estimated one-time expenses is provided below.

<b>One-Time Expense</b>	<b>Low Estimate</b>	<b>High Estimate</b>
Office Relocation	\$93,500	\$167,000
Re-Branding of new transit services	\$195,000	\$279,500
Professional Services (legal, HR, etc.)	\$110,000	\$190,000
<b>START-UP COSTS TOTAL</b>	<b>\$398,000</b>	<b>\$636,500</b>

	<b>Low Estimate</b>	<b>High Estimate</b>
Debt Retirement ( <i>To be substantiated with auditable documentation</i> )	\$850,000	\$2,850,000

### **3.2 Draft FY2010-11 Budget and Financial Plan**

A consolidated budget based on the draft budgets for Benicia Breeze and Vallejo Transit for FY2010-11 was developed and reviewed extensively by the Staff Working and Management Committees. The Summary Budget for FY2010-11 is shown in Appendix A.

Key assumptions used in developing the budget are:

- All transit revenues currently available to both transit systems will be dedicated to the new authority;
- Vallejo Ferry service will continue in local operation through FY2010-11;
- 5.5 full time staff positions (a combination of 4 existing positions at Vallejo Transit, .5 position at Benicia Breeze, and 1 new position) will serve SolTrans;
- Financial services, benefits administration, payroll, information technology and legal services will be provided through contracts;
- Existing transit operating service contracts will continue as currently structured. Potential savings will be reflected when options are fully assessed and implementation is imminent;

- Modest changes in transit service levels will be implemented, and expenses will be kept within budgeted revenues.

The FY2010-11 budget is balanced, and Transportation Development Act (TDA) reserves of \$4.8 million are projected to be available at fiscal year end.

### 3.3 Ten Year Outlook

Using the FY2010-11 combined budget as a base, the costs and revenues were estimated for the ten year period ending in FY2019-20. Due to declines in TDA revenues, the elimination of State Transit Assistance funds (STAF) for a period, the uncertainties of when STAF funding might resume, and the exhaustion of American Recovery and Reinvestment Act (ARRA) federal economic stimulus funds, both Benicia Breeze and Vallejo Transit face annual operating deficits in the near term. Specifically, Benicia Breeze would be in a deficit position in FY2011-12 without cost cutting measures or new/increased revenues. Vallejo Transit has approximately \$4.8 million in TDA reserves in FY2010-11. These TDA reserves have been generated by utilizing the one-time only ARRA funds first. Drawing down on those reserves over time would defer a deficit position until FY2012-13.

The potential for reducing operating service contract costs over the next year will have a positive impact on the SolTrans budget, and would likely avoid a deficit for the agency until FY2013-14 if no other measures were taken. By conducting a joint Short Range Transit Plan, it is recommended SolTrans evaluate all available revenue sources, fare structure, service levels and service delivery, and the capital plan for new agency over the next ten years.

An important goal of the Short Range Transit Plan (SRTP) process is to balance resources with expenditures through cost effective and equitable service provision. In addition, establishing reasonable operating reserves for SolTrans will be an important financial objective. The operating reserve will address unforeseen circumstances impacting costs or revenues and will allow for logical, well planned responses to changes in financial position. The SolTrans Board of Directors will need to establish a financial reserve policy including a minimum and maximum amount to be funded as well as processes and conditions for allocating reserve funds.

Findings from the draft FY2010-11 budget and initial ten year outlook indicate that:

- Some new/increased administrative costs of the consolidated transit agency are projected to be offset by administrative overhead savings;
- Opportunities exist for cost savings in the three operating service contracts;
- Regional and countywide funding for one-time consolidation costs need to be identified;
- Financial issues facing the consolidated agency are similar to those the two existing agencies would face independently if consolidation were not to occur; however opportunities to address this shortfall should be increased through consolidation;
- Existing reserves will be exhausted and deficits are predicted to occur in 1 – 3 years without cost cutting measures or revenue enhancements.

### 3.4 Financial Management Services

The existing transit agencies are provided with a range of financial services from their respective cities. Both cities charge the transit operation with a share of the costs for providing those services. As proposed, the new joint powers agency will be independent of the operations of the two cities and will need to establish an independent finance and accounting section within the new agency. However, due to the size of the new agency, it is not cost effective for all finance functions to be initially performed “in-house”; rather, certain services will be best provided by others under contract to the new agency.

The SolTrans staffing plan recommends a Finance Manager, who is expected to initially serve in the capacity as Chief Financial Officer/Treasurer, who is responsible for performing the majority of the finance functions with minimal staff support within the agency. An in-house grants administrator will perform grants acquisition and management. The transit operating service contractors are responsible for fare collection, fare handling, and cash deposits of fares to the bank. The Finance Manager, however, will need to be supported with an accounting system, payroll processing, and other cash management services.

The Staff Working Committee considered alternatives for procuring financial services for SolTrans, including issuing a Request for Proposals (RFP) to the three member agencies and any other public entities that might be interested and capable of providing these services. SolTrans will issue an RFP for these services and select a contractor for these services. The contract costs are estimated to be within the current budget for these items.

### ***Accounting Services***

The draft scope of services that will be needed by SolTrans includes the following:

1. Manage the general ledger, accounts payable, accounts receivable, and payroll of SolTrans using the City’s accounting system.
2. Establish and maintain internal controls.
3. Maintain banking relationships required to carry out the services of this contract.
4. Support SolTrans in the preparation of annual financial statements.
5. Support SolTrans in the development of annual budgets.
6. Coordinate with SolTrans on payroll processing.
7. Provide regular financial reports as required by SolTrans, including monthly financial reports.
8. Establish an A-87 Indirect Cost Allocation plan for SolTrans, if needed.
9. Provide cash management for the JPA, including payments for operating and capital needs of the agency that are reimbursed by grants and other sources of funds.

Armored car services will be provided under a contract between SolTrans and a private provider, similar to the current practice with Vallejo Transit.

### ***Procurement Management***

As a Federal Transit Administration (FTA) grantee, SolTrans will need to meet FTA’s procurement requirements. These requirements are significant and require specialized training and expertise to manage. As recommended by FTA, SolTrans should employ an experienced Procurement Manager responsible for this function.

### 3.5 Asset Access, Transfer and Ownership

Benicia Breeze and Vallejo Transit own assets typical of other transit agencies. The majority of these assets were procured with federal, State, or regional transit grant funds and are recommended to be transferred to the new agency. The City of Vallejo is currently engaged in bankruptcy proceedings. Evaluation of the appropriateness for transfer of Vallejo's transit assets will include necessary negotiations with Vallejo's creditors and approval of a plan of adjustment by the bankruptcy court. Discussions with agencies that funded the assets will be necessary to inform the negotiations. The transfer of assets will occur over time and up to two years for some Vallejo assets. In particular, the Bus Maintenance/Administrative Facility located at 1850 Broadway, including the land underlying that facility, is subject to a recorded leasehold interest securing Certificates of Participation executed and delivered by the Vallejo Public Financing Authority (the "COPS"), all of which are currently held by Union Bank of California ("UBOC"). As long as the COPS remain outstanding, any transfer of that facility would be subject to the agreement by UBOC to release its leasehold interest in the facility and land. While it may be possible to negotiate such a release as a part of the overall Plan of Adjustment for the City, no assurance can be given that such a release will be able to be granted, and thus it is possible that this facility will need to remain in city ownership for the long term. To that extent, use or access agreements may be necessary in lieu of transfer of some assets. A detailed list of assets is shown in the appendices. A summary of the assets to be accessed and/or transferred is shown below.

<b>Currently Owned By Vallejo Transit</b>	
<b>Asset</b>	<b>Location</b>
60 Transit Buses	1850 Broadway
10 Transit Buses	Leased to Fairfield and Suisun Transit
28 In-Bus Monitoring Cameras	
12 Paratransit Vans	3215 Sonoma Boulevard
8 Service Vehicles	1850 Broadway
Admin/Maintenance Facility - Land, building - Paving, fencing, lighting - Vehicle washer - Bus Terminal - Maintenance equipment - Computer software	1850 Broadway
Security Tower	York and Marin
Security Tower	Curtola and Lemon
Sereno Transit Center	Sereno Street

Bus Shelter (400)	Various Bus Stops
-------------------	-------------------

<b>Currently Owned By Benicia Breeze</b>	
<b>Asset</b>	<b>Location</b>
7 Transit Buses	
10 Paratransit Vans	
1 Service Vehicle	
Bus Shelters	Various Bus Stops

These assets will need to be accessed and/or transferred in accordance with the requirements of the grants with which they were funded. The asset transfers will be recorded in the accounting records and fixed asset inventories of both cities and SolTrans.

The Vallejo Station and the Downtown Bus Transfer Center are currently included as assets of the Public Works Department of the City of Vallejo. The Vallejo Station is under development and will serve bus and ferry riders. It is funded with a variety of sources of federal, State and regional funds. The Downtown Bus Transfer Center is under construction. Improvements to Curtola Park and Ride have been funded for development. The City of Vallejo is managing the development of these projects and is likely to operate and maintain the facilities. At this time, it is recommended that the Vallejo Station, the Downtown Bus Transfer Center, and Curtola Park and Ride remain as assets of the City of Vallejo. Transfer of the Downtown Bus Transfer Facility may be considered by SolTrans and the City of Vallejo in the future. Opportunities to generate revenue at these facilities for the purpose of covering maintenance or other transit costs should be reviewed.

### **3.6 Grantee Status**

Both Benicia Breeze and Vallejo Transit are grantees of the FTA, Caltrans, and MTC. It is recommended that existing open grants with Benicia Breeze and Vallejo Transit will be transferred to SolTrans once the new JPA has gained status as a new, qualified grantee. Existing grants must be inventoried, those ready to be closed will be closed, and a determination on whether open grants will be transferred or will remain with the two cities will be made. An initial list of grants to be reviewed from Benicia and Vallejo are included in Appendix C. Examples of grants that may remain with the cities include Vallejo Station grants, grants for major projects (assets) that will remain with the cities, and grants that are within six months of completion and close out.

It is recommended that Vallejo, Benicia, and STA staff schedule a meeting with FTA Region IX to discuss the potential consolidation efforts transpiring between Vallejo and Benicia to update FTA and to receive guidance and recommendations of how to proceed.

There are five (5) basic steps in becoming a FTA grantee: Step 1: Demonstrate Legal Capacity; Step 2: Comply with Civil Rights; Step 3: Demonstrate Financial Capacity; Step 4: Demonstrate Technical Capacity; and Step 5: Transportation Electronic Award and Management (TEAM). These steps can all be accomplished by the new JPA and are briefly described below.

1. **Demonstrate Legal Capacity:** Legal capacity is demonstrated by submitting an authorizing resolution to FTA which provides the basis for the new grantee mission and goals and develops the legal authority to specify the programs the grantee is eligible for federal funding. The legal counsel also certifies that the grantee will comply with federal regulations in the FTA Master Agreement.
2. **Comply with Civil Rights:** Benicia and Vallejo should already have signed policies statements assuring complaints with Title VI of the Civil Right Act of 1964. However, the two cities could have different procedures. For example, their public notification process and/or complaint process could be different between the two cities. The Board would need to select Benicia's or Vallejo procedures, or blend the two together. A new Disadvantaged Business Enterprise (DBE) Plan and Annual Goal would need to be established for the new entity along with Equal Employment Opportunity (EEO) plan.
3. **Demonstrate Financial Capacity:** Each new grantee must be capable of proving they can provide the local share portion of the projects they apply to FTA for. To demonstrate financial capacity, a three to five year financial profile is required for FTA and Region IX for approval.
4. **Demonstrating Technical Capacity:** This process is related to the Federal Certification and Assurances certified by legal counsel. There are 24 areas covered by the Triennial Review. The triennial review is one of the FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the triennial review occurs once every three years. It examines how recipients meet statutory and administrative requirements, especially those that are included in the Annual Certifications and Assurances those grantees submit.

Benicia and Vallejo recent Triennial Review recommendations should be reviewed and the status of corrective implementation updated. The 24 areas covered by triennial review by FTA are:

- |                                      |   |
|--------------------------------------|---|
| 1. Legal                             | 13. Fare Increases and Major Service Reductions |
| 2. Financial                         | 14. Half Fare                                   |
| 3. Technical                         | 15. Americans with Disabilities Act             |
| 4. Satisfactory Continuing Control   | 16. Charter Bus                                 |
| 5. Maintenance                       | 17. School Bus                                  |
| 6. Procurement                       | 18. National Transit Database                   |
| 7. Disadvantaged Business Enterprise | 19. Safety and Security                         |
| 8. Buy America                       | 20. Drug-Free Workplace                         |
| 9. Debarment/ Suspension             | 21. Drug and Alcohol Program                    |
| 10. Lobbying                         | 22. Equal Employment Opportunity                |
| 11. Planning/Program of Projects     | 23. ITS Architecture                            |
| 12. Title VI                         | 24. ARRA  |

In some of these areas, the manuals will need to be rewritten to replace the current city with the new entity name (SolTrans).

5. **Set up Transportation Electronic Award and Management (TEAM) accounts.** The new entity (SolTrans) will need to complete forms to set up accounts for each person in the organization who will have access to TEAM and who will have access to Electronic Clearing House Operation (ECHO). TEAM web based program that is designed for grant management. In TEAM, the grantee will apply for grant and submit milestones reports to FTA. The ECHO system is the electronic reimbursement system set up for drawing down FTA funds after the funds have been expended. The funds are then wired to the grantee bank account within one to two business days. The new entity will also need a Data Universal Numbering System (DUNS) number to apply for FTA funding. This procedure takes up two to three weeks.

## Section 4: ORGANIZATION and HUMAN RESOURCES MANAGEMENT

### 4.1 Organization and Staffing Plan

In order to address the issues of organizational structure and staffing for SolTrans, a comparison study was performed of transit properties in the North Bay and Contra Costa County of similar size and scope. A concurrent job analysis study was performed which included interviews of all incumbent staff and management of Vallejo City Transportation Division and the Benicia Breeze.

Based on the results of these studies, it is recommended that the consolidated agency be comprised initially of five and a half employees as illustrated on the organizational chart for Solano County Transit as shown on the following page. Of these five and a half positions, four represent the current positions at Vallejo City Transportation Division; one represents the current position at Benicia Breeze; and one is a proposed new position. More specifically, the proposed staffing plan is as follows:

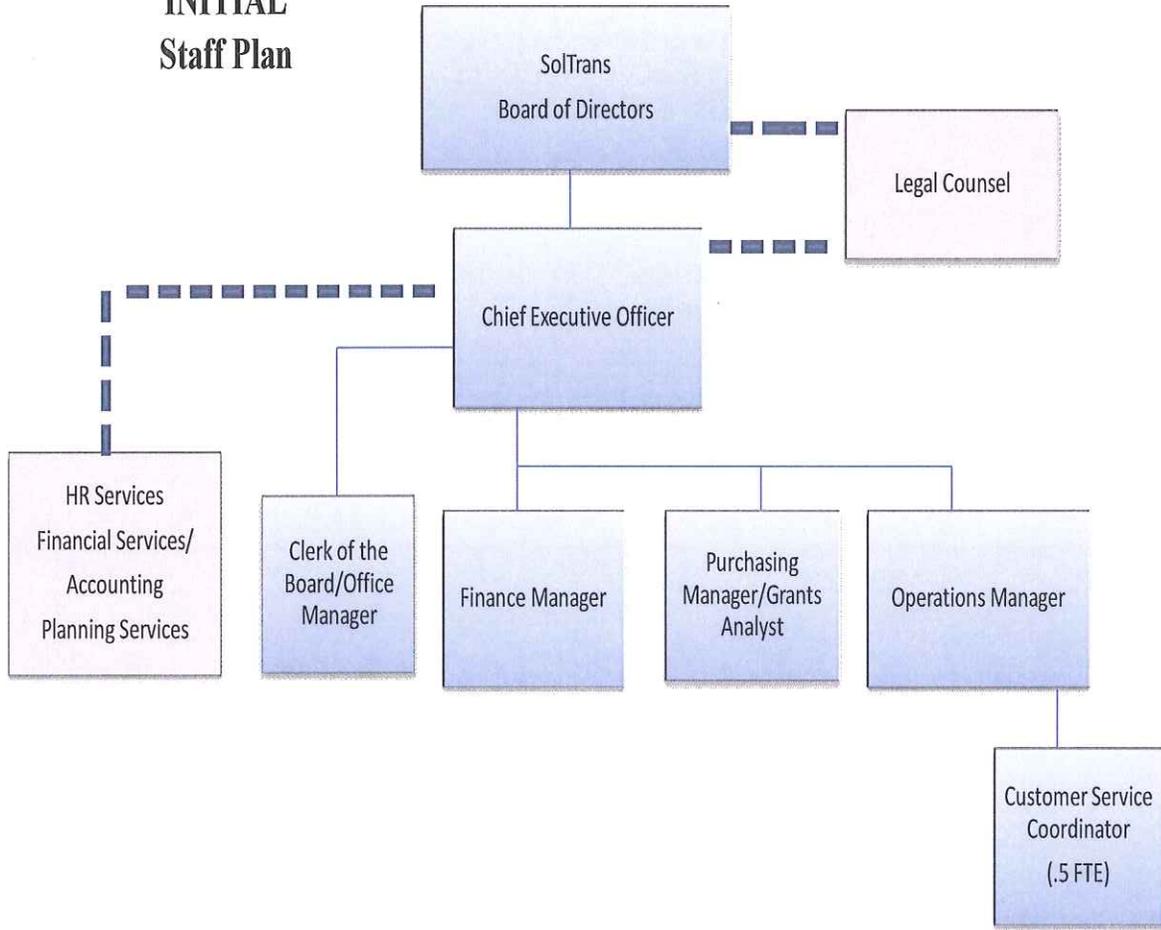
- Chief Executive Officer (currently at Vallejo (vacant))
- Finance Manager (currently at Vallejo (vacant))
- Purchasing Manager/Grants Analyst (currently at Vallejo)
- Operations Manager (currently at Vallejo)
- Customer Service Coordinator<sup>1</sup> (currently at Benicia Breeze(vacant))
- Clerk of the Board/Office Manager (proposed new position)

Initially, the staff of 5.5 FTE is proposed to consist of the Customer Service Coordinator as a half-time position and the Purchasing and Grants Analyst would be combined into one position. In addition, legal, financial and human resources services, and certain transit planning services are recommended to be provided through contractual agreements. These functions will report to the Chief Executive Officer and Board of Directors as depicted on the organizational chart. Over time, it is expected that SolTrans may bid out for some or all of these services. One of the first tasks of the JPA will be to confirm or modify the proposed staffing.

---

<sup>1</sup> Half-time

### INITIAL Staff Plan



## **4.2 Position Descriptions**

Detailed Position Descriptions have been drafted for the proposed staffing plan described above. In some cases, the titles have been modified; however, the functional responsibilities remain similar to the incumbent positions. These Position Descriptions are subject to final review and approval by the SolTrans Board of Directors or its designee.

A Clerk of the Board/Office Manager position has been added to address the new function of the agency board administration. Organization of Board agendas and materials, serving as Clerk at the Board meetings, and compiling meeting minutes are some of the responsibilities of this position. In addition, this position will provide administrative management and support to the office.

## **4.3 Salaries and Benefits**

A salary and benefits package for the 5.5 initial positions proposed is being developed for approval by the new JPA. Two of the positions are currently filled by existing staff from the City of Vallejo. The intent is to cause no harm to any existing employees who transfer from the City of Vallejo to the SolTrans JPA. Although the details are not specified in this Transition Plan, the SolTrans salary and benefit package is intended to be equivalent to the existing actual salary and benefit package. This can be offered and accommodated in the proposed SolTrans budget.

## **4.4 Transfer of Existing Employees**

Job descriptions have been drafted and will be approved by the new JPA before the transfer of existing employees. A salary range with a compensation package will be approved. It is recommended that an Executive Director be selected prior to the transitioning of employees to enable this individual to coordinate the application and selection process for the remaining staff. An interim Executive Director has been proposed to help complete the transition and to facilitate the recruitment of the permanent Executive Director.

The SolTrans JPA will adopt a policy for transitioning existing employees of City of Benicia/Benicia Breeze and City of Vallejo/Vallejo Transit to the new JPA. The policy will be developed and implemented in coordination with the Cities of Benicia and Vallejo. The intent of the policy will be to transition employees with minimal disruption, equal employment opportunities considerations and consistency in policy administration. This policy will be utilized to transition staff with employee status at the Cities of Benicia and Vallejo who work to support transit operations at the time of the transition.

The SolTrans Board will approve the process and a policy for transitioning employees. It will identify an application process for existing employees only and a time period for acting on these applications. All existing employees will be required to complete an application for the position they are interested in transitioning to if they wish to be considered for a position with the new JPA. The new Executive Director will interview the incumbents and decide upon the appointments. Transitioning employees will be given notification in writing of the results of their application and interview. If they have been selected, their compensation package will be specified in the offer. This process is projected to be brief from beginning to end (approximately

a week). It will be concluded prior to recruitment to fill vacancies from outside applicants. New SolTrans employees will be subject to all personnel policies and procedures adopted by the JPA.

**4.5 Provision of Human Resources Services**

The Human Resources functions shall be contracted out on an as-needed basis. Such services shall include, but are not limited to, salary and benefits administration. Consultations and guidance on general human resources matters will be performed on an as-needed basis. SolTrans shall also have the option of obtaining consulting assistance and guidance on additional human resource issues, such as recruitment, hiring, accommodation, performance, discipline, and other personnel matters.

**4.6 Human Resources Policies and Procedures**

The SolTrans JPA will need to adopt Human Resources Policies and Procedures. These may be initially drawn from Policies and Procedures used by the member agencies. The areas that will need to be covered will include, but may not be limited to, the following subjects:

Employment At Will	Hours of Work	Holidays
Equal Employment Opportunity	Alternative Work Weeks	Vacations and Management Leave
Americans with Disabilities	Overtime Pay	Sick Leave
Employment Eligibility and Registry	Attendance & Tardiness	Professional Training & Development
Recruitment and Selection	Poor Performance and Discipline Issues	Expense Reimbursement
Introductory Period	Grievance Procedure	Security and Privacy
Job classification Administration	Resignation/Termination	Computer and Email Policy
Compensation Policy	Retirement and Social Security	Safety and Workplace Violence
Performance Evaluation Program	Health and Welfare Benefits	Dress Code
Personnel Records	Workers' Compensation	Driving Policy

## Section 5: SERVICE PLANNING AND OPERATIONS

### 5.1 Existing Services

#### *Benicia Breeze*

The City of Benicia provides primarily local public transportation services. The City values and is committed to providing public transportation mobility to its residents and employers. The City provides four different services:

- Fixed Route Bus
- Dial-a-Ride
- Paratransit
- Subsidized Local and Intercity Taxi

Local flex route bus services are provided throughout Benicia. One fixed-route and a few weekly special shuttles connect Benicia to Contra Costa County at Sun Valley Mall and Diablo Community College in Pleasant Hill and to Vallejo medical facilities. The fleet consists of 17 vehicles and primarily cutaways are used on all services. In FY2009-10, Benicia Breeze is projected to carry 87,000 passenger trips. MV Transportation Inc. is the current contractor for all services except taxi. The current service contract's base terms expire June 30, 2011.

Dial-a-ride service operates on the flex routes during the midday, evenings, and Saturdays. Paratransit service connects Benicia residents to Vallejo for out of city trips.

The local (within Benicia and Vallejo city limits) taxi program provides a 50% fare subsidy to disabled and elderly persons age 65 or older for trips within the city limits. The Intercity ADA Taxi Scrip Program provides an 85% fare subsidy to ADA certified residents offering an alternative to traditional paratransit.

There have been no recent service changes and none are proposed at this time. The August 2009 Benicia Breeze schedule will be incorporated into the inventory of service at the initiation of the JPA

#### *Vallejo Transit*

The City of Vallejo provides a comprehensive mix of both local and regional public transportation services. The City's continued dedication to improving its transportation services have helped turn Vallejo into one of the most important regional transit hubs in the San Francisco Bay Area. The City provides four different services:

- Fixed Route Bus
- Demand Response Paratransit
- Subsidized Local and Intercity Taxi
- Ferry

Local bus service is provided throughout most of Vallejo. Regional bus service directly connects Vallejo to Benicia, Fairfield, and multiple locations in Contra Costa County at BART Stations

(El Cerrito del Norte, Pleasant Hill, and Walnut Creek). The fleet consists of 70 vehicles. In the last fiscal year, Vallejo Transit provided 1,658,505 passenger trips. Vallejo Citizens Transit Corporation (VCTC) a subsidiary of MV Transportation Inc. is the current contractor. The contract was awarded on February 5, 2008 for a period of three years, commencing on April 1, 2008 through March 31, 2011.

Demand response service utilizes 12 vehicles to provide complementary ADA paratransit within a ¾ mile corridor of the fixed route service area. In the last fiscal year, Vallejo RunAbout provided 28,783 passenger trips. MV Transportation is the current contractor and their initial contract term expires June 30, 2011.

The local subsidized taxi program provides a 40% fare subsidy to disabled and elderly persons age 65 or older for trips within the city limits. The Intercity ADA Taxi Scrip Program provides an 85% fare subsidy to ADA certified residents offering an alternative to traditional paratransit.

The City of Vallejo has been operating the Baylink Ferry service since 1986. The Baylink Ferry operates between Vallejo and San Francisco with complementary bus service on Rt. 200. The Ferry will not be part of the SolTrans JPA as State legislation has directed that the Baylink Ferry operation be transferred to the Water Emergency Transportation Authority (WETA). This will be discussed in further detail in Chapter 7 in this Transition Plan.

## 5.2 Status of Service Planning and Planning Studies

One of the first tasks of the new JPA will be to prepare a joint Short Range Transit Plan for the combined services. Vallejo Transit had been scheduled to complete a mini-SRTP to cover the Benicia/Vallejo service area in FY2010-11. The development of a full Benicia/Vallejo SRTP would be managed by the new JPA and be the first opportunity to review how services, fleets, and other capital can be combined to maximize cost efficiencies and streamline service for the public.

## 5.3 Operating Contract Opportunities

The staff has reviewed the operating contracts with MV. There are three contracts that cover the various services in Vallejo and Benicia. The City of Vallejo has two contracts; one providing fixed route services, the other providing RunAbout paratransit service. The City of Benicia has one contract covering all of its services. A comparison of key contract provisions between the three documents has been prepared. There are several options for the transition of these contracts to the JPA. A brief review of the options follows:

Option 1: Roll the RunAbout and Benicia contracts into the Vallejo fixed route agreement. This option has been explored with City procurement staff and in a general inquiry to Federal Transit Administration (FTA). The feedback from both sources is that this would constitute a cardinal change in the agreement for fixed route services and that FTA would require that the contract be rebid.

Option 2: Split the Benicia services between fixed route and paratransit and roll the respective portions into either the Vallejo fixed route agreement or the RunAbout

agreement. This would align the services with the comparable Vallejo agreement. Both the Vallejo RunAbout and Benicia Breeze contracts envisioned the possible incorporation of the Vallejo and Benicia service when originally put out to bid. So certain provisions in the agreement set the stage for such consolidation. Adding the Benicia fixed route portion to the Vallejo fixed route contract would likely be an immaterial change not triggering an FTA requirement to rebid nor a renegotiation of the contract rate due to the relative size of the fixed route portion of the Benicia contract.

Option 3: Roll the entire Benicia contract into the RunAbout contract. This option would be based in part on the concept that the Benicia service pattern and approach is better suited and more like the RunAbout contract than it is the Vallejo fixed route service. Taking this approach would not involve any union implications if the service remains at the Bennett Street location currently shared by Vallejo RunAbout and Benicia Breeze as the only employees represented by a bargaining unit today are the Vallejo fixed route employees.

Option 4: Continue operating all three contracts separately but under the management of the JPA. All three agreements contain provisions allowing the assignment of the contracts to a new governmental agency if one is created. This would be a simple alternative and not require doing anything to the agreements at this time. This approach would not realize the benefits of consolidating to save cost.

The base terms of all three of the operating contracts expire in 2011. The Vallejo fixed route contract expires on March 31, 2011. The Vallejo RunAbout contract and the Benicia Breeze contracts both expire on June 30, 2011. If significant adjustments to the agreements and consequently the total operating cost cannot be achieved in negotiations with MV, the services could all be combined into a single RFP and a new solicitation could be conducted in anticipation of the contract expiration date of June 30, 2011. A three-month extension would have to be negotiated to extend the fixed route contract to the June 30 date.

The contracts have been reviewed and a comparison matrix prepared. The service contracts are expected to continue in their current form at the time of the SolTrans JPA formation. After SolTrans JPA staff has been established to oversee the contracts, the service contracts will be transferred to the JPA. Both of these actions are projected to occur in the Spring of 2011. The transfer could be done via simple reassignment as outlined in Option 4 above or Options 1, 2 or 3 may be the preferred approach by the new SolTrans JPA. This is recommended to be determined by the new JPA after it is formed.

## Section 6: CAPITAL PROJECTS DELIVERY

### 6.1 Facilities

Benicia Breeze and Vallejo Transit are responsible for the construction of capital projects required to meet the transit system operating needs and for the purchase of bus and paratransit fleets (revenue vehicles), other vehicles and equipment. The new agency will have similar responsibilities.

As provided for in the Joint Powers Agreement and as described in Section 3 of this plan, the assets currently owned by the two agencies will be given access to or transferred to Solano County Transit. Maintenance of these capital assets will be the responsibility of the new agency.

The City of Vallejo Public Works Department is responsible for the design and construction of the Vallejo Station Intermodal Facility, a multimodal, mixed-use waterfront transportation facility intended to be the principal transit hub serving the City of Vallejo as well as providing a gateway to the North Bay and Solano County. Funded with a variety of transit capital funding sources, one of the first key elements of the Vallejo Station is the Downtown Bus Transfer Center which is currently under construction and is planned to be completed in 2011. The overall Vallejo Station project will continue to be managed by the City of Vallejo while Vallejo Transit and Benicia Breeze transition to SolTrans. Once completed, agreements between the City and SolTrans for the asset ownership, leasing, management, operation and maintenance of the station will be needed.

Similarly, expansion plans for the Curtola Park and Ride Facility are currently under the management of the City of Vallejo Public Works Department. The project will continue to be managed by the City of Vallejo while the transit consolidation proceeds. Design of the facility will be coordinated with SolTrans who will operate the service using the facility. Once complete, agreements will be needed between the City and SolTrans for the asset ownership, leasing, management, operation and maintenance of the facility.

Management of future construction projects undertaken by SolTrans will follow requirements of the funding agencies contributing to the project. For example, projects funded with Federal Transit Administration (FTA) funds must follow FTA guidelines including third party contracting guidelines. Future construction projects may involve contracts with the Cities in which the project is located for project management assistance, and or for other phases of project delivery.

### 6.2 Vehicle Procurements

Procurement of vehicles and equipment will be managed by SolTrans, and are not anticipated to require assistance from Benicia or Vallejo.

## Section 7: OTHER ISSUES

### 7.1 WETA Transition

In addition to operating bus service, the City of Vallejo operates the Baylink Ferry Service. The Baylink Ferry operates seven days a week between Vallejo and San Francisco. Vallejo owns four ferryboats and operates a complementary bus route (Rt. 200). Rt. 200 serves only the two ferry terminals (Vallejo and San Francisco), uses the same fare instrument, and has a schedule integrated with the ferry schedule. Rt. 200 has also provided back-up when the ferry ridership is over capacity or when trips are cancelled typically for mechanical reasons. The ferry service is operated by contract with Blue and Gold and the Rt. 200 as part of the overall MV bus operations contract.

In 2007, the California State Legislatures approved SB 976 that directed that the Vallejo Baylink Ferry be one of two existing Bay Area ferry services to be transferred to the Water Emergency Transportation Authority (WETA). Follow-up legislation approved in 2008 (SB 1093) approved and further clarified this transition and superseded SB976. The City of Vallejo has been in discussions with WETA since that time to coordinate the transfer of the service and related assets. The timing of the transfer is currently expected to occur July 2011. Until the service is transferred, the City of Vallejo will continue to operate the Baylink ferryboat and bus service. After the transfer of ferry service to WETA, it has been expected that the Rt. 200 bus service will be contracted back to SolTrans with full cost recovery. The level of Rt. 200 service came under review in September 2010. The draft term sheet between WETA and Vallejo includes references to Vallejo Transit/JPA including potential contracting with Vallejo Transit/JPA and/or a private contract service provider for Rt. 200. The draft term sheet also includes that Vallejo Transit/JPA “will covenant not to run a Transbay bus service that will compete with Rt. 200.” There also needs to be clarity on the future use of Federal 5307 funds currently designated to the Vallejo Urbanized Area and how these will be shared for capital needs of the SolTrans bus and WETA ferry systems.

With bus operations and ferry service both serving the Vallejo, there is expected to be on-going coordination with WETA on the issues mentioned about and other issues. Riders of both the buses and ferry will use the parking and ticketing facilities at the existing and improved Vallejo Station as well as other ticketing locations. Agreements will need to be entered into concerning operations, maintenance, signage and security for these shared resources with not only WETA but also the City of Vallejo. Transfer agreements between operations will need to be secured consistent with existing policies and implementation of the new regional electronic fare card (Clipper) coordinated.

### 7.2 Downtown Vallejo Bus Transfer Center – Administration Building

The City of Vallejo is currently constructing the Downtown Bus Transfer Center. This facility will replace the York/Marin transfer location that had been the main transfer hub for many years. The new Downtown Bus Transfer Center will be a bus-only facility located between Santa Clara

and Sacramento Streets in what had been parking lots behind retail and commercial buildings on Maine and Georgia Streets; it will be adjacent and connected to the future Vallejo Station.

Along with the multiple bus bays the transfer center will include a new 5,000 square foot, two-story Administration Building. The building will provide a breakroom for drivers, restrooms, a bus ticket sales outlet, and video security monitoring. The building has also been planned to house Vallejo Transit administrative staff on the second floor. There will be space for multiple offices, work area, and a conference room. There is adequate space for the proposed staffing for the new SolTrans organization.



Although a conference room will be located in the Administration Building, it will not be large enough for SolTrans Board meetings. It is recommended the JPA Board meetings be alternately held at the Benicia and Vallejo City Council Chambers.

Construction began on the Downtown Bus Transfer Center in Summer 2010 and is projected to conclude by Spring 2011. Once the building is complete, SolTrans staff is expected to be located there.

## Section 8: IMPLEMENTATION SCHEDULE

### Solano County Transit (SolTrans)

Action	Revised 6/21/10	Revised 10/15/10
Final Agreement Prepared	May 2010	Completed
Select Interim Executive Director for MOU/JPA	May 2010	Completed
Draft Transition Plan: per MOU (Draft JPA agreement, By-laws, etc.)	June 2010	Completed
JPA Agreement and Transition Plan Reviewed by Jurisdictions (Council Briefings)		July - September
JPA Agreement and Transition Plan <i>Revised</i> and recommended for Approval by Coordinating Committee		October/November
JPA Agreement and Transition Plan Adopted by Jurisdictions	June/July/August 2010	October
Interim Service Adjustments Implemented by City of Vallejo (reviewed by Coordinating Committee)	FY2010-11	FY2010-11
JPA Board Meets for First Time Board members sworn in Interim Executive Director appointed	September 2010	December 2010/ January 2011
Recruitment of JPA Executive Director	September 2010 - January 2011	January 2011 – April 2011
JPA Board enters into agreements (accounting, HR, legal, etc.)	September 2010 – December 2010	January 2011 – March 2011
Develop joint <sup>2</sup> Short Range Transit Plan (SRTP) and Capital Improvement Plan (CIP) – released by City of Vallejo on behalf of SolTrans	September 2010-April 2011	November 2010 – June 2011
Obtain FTA Grantee Status		January – May 2011
Transition of Staff to JPA Employment	April 1, 2011	June 1, 2011
Transition of Service Contracts to JPA	April 1, 2011	July 2011
Development of Access or Use Agreements, Transfer of Assets		June 2011- October 2011

<sup>2</sup> Contingent upon approval of JPA

Transfer of Grants, contingent upon approval of Grantee Status		June 2011- September 2011
Adopt SRTP, CIP	April 2011	June/July 2011
Service Changes Implemented by JPA	July – Sept 2011	July – June 2012
Transfer of Assets Completed		One year after execution of JPA

## **APPENDIX A**

### **BUDGET**

APPENDIX A

**FY 2010-11 Combined Solano County Transit Budget**

**Revenues**

	Vallejo	Benicia	JPA
	FY2010/11		
	Revised	Projected	Proj Total
<b>Bus Revenues</b>			
Fares	\$3,021,000	\$50,000	\$3,071,000
FTA Section 5307 Operating Assistance			-
FTA Section 5307 Preventive Maintenance			-
FTA ARRA Preventive Maintenance	1,339,813		1,339,813
FTA Section 5311 Non-Urbanized Area	180,000		180,000
FTA Section 5316 JARC	400,000		400,000
FTA Section 5317 NF			-
STAF Operating Assistance - Vallejo Rev Base			-
STAF Operating Assistance - Vallejo Prop 42			-
STAF Operating Assistance - Benicia Rev Base		18,245	18,245
STAF Operating Assistance - Benicia Prop 42			-
STAF Operating Assistance - Solano County Pop Base			-
STAF Lifeline	200,000		200,000
Regional Measure 2 (RM-2)	1,223,840		1,223,840
Transportation Development Act (TDA)	3,093,847	512,415	3,606,262
Intercity Funding Agreement	400,000	(65,660)	334,340
Bridge Toll AB 664 PM			-
Other revenues	20,500	10,000	30,500
<b>Bus Revenues Subtotal</b>	<b>9,879,000</b>	<b>525,000</b>	<b>10,404,000</b>
<b>Ferry Revenues</b>			
Fares	6,320,000		6,320,000
FTA Section 5307 Preventive Maintenance	1,000,000		1,000,000
Bridge Toll 2% Revenue Program	400,000		400,000
Bridge Toll 5% Unrestricted State Funds	1,300,000		1,300,000
Regional Measure 2 (RM-2)	2,740,500		2,740,500
One-time Solano County			-
Supplemental Regional Measure 2 (WETA) for Contingency	2,174,500		2,174,500
Transportation Development Act (TDA)			-
Transportation Development Act (TDA) One time			-
State Transit Assistance - One time			-
Terminal Leases	19,000		19,000
Transfer In, General Fund			-
Labor Day Weekend Service (BATA)			-
Other revenues	2,000		2,000
<b>Ferry Revenues Subtotal</b>	<b>13,956,000</b>	<b>-</b>	<b>13,956,000</b>
<b>Paratransit Revenues</b>			
Fares - Existing	118,000	13,000	131,000
FTA Section 5307 10% ADA set-aside	667,000		667,000
STAF Operating Assistance			-
Transportation Development Act (TDA)	350,000	404,000	754,000
<b>Paratransit Revenues Subtotal</b>	<b>1,135,000</b>	<b>417,000</b>	<b>1,552,000</b>
<b>Taxi Scrip Revenues</b>			
Taxi Coupon Sales - Local	138,000	3,735	141,735
Taxi Coupon Sales - Regional	15,000		15,000
Transportation Development Act (TDA)	106,000	7,265	113,265
<b>Taxi Scrip Revenues Subtotal</b>	<b>259,000</b>	<b>11,000</b>	<b>270,000</b>
<b>FAREBOX REVENUES</b>	<b>9,597,000</b>	<b>66,735</b>	<b>9,678,735</b>
<b>FUNDING SOURCE REVENUES</b>	<b>15,632,000</b>	<b>886,265</b>	<b>16,503,265</b>
<b>Total, Revenues</b>	<b>\$25,229,000</b>	<b>\$953,000</b>	<b>\$26,182,000</b>

## FY 2010-11 Combined Solano County Transit Budget

Expenditures	Vallejo	Vallejo	Benicia	JPA
	<b>FY2010/11</b>			
	Projected	Revised	Projected	Proj Total
<b>Bus Expenses</b>				
Operating Contract	8,537,000	8,537,000	355,000	8,892,000
Fuel	1,777,000	1,777,000	57,000	1,834,000
Insurance costs	400,000	400,000		400,000
Security	136,000	136,000		136,000
Bus Facility Maintenance	62,000	62,000		62,000
Bus Maintenance			19,000	19,000
Utilities	32,000	32,000		32,000
Printing	13,000	13,000		13,000
Professional Services	25,000		6,000	6,000
Route 200: Transfer costs to WETA	(1,481,000)	(1,481,000)		(1,481,000)
Ferry Ticket Office Transfer to Ferry	(177,000)	(177,000)		(177,000)
General Administration - Ferry Absorb				-
General Administration - Bus	611,721	580,000	88,000	668,000
<b>Bus Expenses Subtotal</b>	<b>9,935,721</b>	<b>9,879,000</b>	<b>525,000</b>	<b>10,404,000</b>
<b>Ferry Expenses</b>				
Operating Contract	6,408,000	6,408,000		6,408,000
Professional Services	128,000	128,000		128,000
Fuel	4,518,000	4,518,000		4,518,000
Dry Docking	180,000	180,000		180,000
Security	68,000	68,000		68,000
Space Rental & Lease Dockage Fees	74,000	74,000		74,000
Building Maintenance	74,000	74,000		74,000
Utilities	106,000	106,000		106,000
Printing	14,000	14,000		14,000
Route 200 Costs	1,481,000	1,481,000		1,481,000
Ferry Ticket Office from Bus	177,000	177,000		177,000
General Administration	667,000	632,000		632,000
<b>Ferry Expenses Subtotal</b>	<b>13,895,000</b>	<b>13,860,000</b>	<b>-</b>	<b>13,860,000</b>
<b>Paratransit Expenses</b>				
Operating Contract - Existing	1,024,000	1,024,000	328,000	1,352,000
Fuel	44,000	44,000		44,000
Maintenance			45,000	45,000
Printing	9,000	9,000		9,000
General Administration	60,000	58,000	44,000	102,000
<b>Paratransit Expenses Subtotal</b>	<b>1,137,000</b>	<b>1,135,000</b>	<b>417,000</b>	<b>1,552,000</b>
<b>Taxi Scrip Expenses</b>				
Scrips Payments - Local	230,000	230,000	11,000	241,000
Scrips Payments - Regional	15,000	15,000		15,000
General Administration	15,000	14,000		14,000
<b>Taxi Scrip Expenses Subtotal</b>	<b>260,000</b>	<b>259,000</b>	<b>11,000</b>	<b>270,000</b>
<b>OPERATING CONTRACT</b>	<b>9,561,000</b>	<b>9,561,000</b>	<b>683,000</b>	<b>10,244,000</b>
<b>OTHER EXPENSES</b>	<b>1,771,721</b>	<b>1,712,000</b>	<b>270,000</b>	<b>1,982,000</b>
<b>Total, Expenses</b>	<b>11,332,721</b>	<b>\$25,133,000</b>	<b>\$953,000</b>	<b>\$26,086,000</b>



City of Vallejo - Vallejo Transit  
 Ten Year - FY 2009/10 - FY 2018/19  
 Detailed Operating Expenditure by Mode

-12%

	Vallejo		Benicia		JPA	FY2011/12	FY2012/13	FY2013/14	FY2014/15	FY2015/16	FY2016/17	FY2017/18	FY2018/19
	Projected	Revised	Projected	FY Total									
<b>Bus Expenses</b>													
Operating Contract	8,537,000	8,537,000	355,000	8,892,000	9,159,000	9,434,000	9,716,000	10,008,000	10,308,000	10,617,000	10,936,000	11,264,000	
Fuel	1,777,000	1,777,000	57,000	1,834,000	1,870,000	1,929,000	1,987,000	2,046,000	2,105,000	2,163,000	2,222,000	2,280,000	
Insurance costs	400,000	400,000		400,000	412,000	424,000	437,000	450,000	464,000	478,000	492,000	507,000	
Security	136,000	136,000		136,000	140,100	144,500	148,600	153,100	157,700	162,400	167,300	172,300	
Bus Facility Maintenance	62,000	62,000		62,000	63,900	65,800	67,800	69,800	71,900	74,100	76,300	78,600	
Bus Maintenance	32,000	32,000	19,000	51,000	20,000	21,000	22,000	23,000	24,000	25,000	26,000	27,000	
Utilities	13,000	13,000		13,000	13,400	13,800	14,200	14,600	15,000	15,500	16,000	16,500	
Printing	25,000	25,000	6,000	31,000	31,000	32,000	33,000	34,000	35,000	36,000	37,000	38,000	
Professional Services	(1,481,000)	(1,481,000)	(1,481,000)	(4,443,000)	(4,541,000)	(4,672,000)	(4,822,000)	(4,974,000)	(5,127,000)	(5,281,000)	(5,436,000)	(5,592,000)	
Route 200: Transfer costs to WETA	(177,000)	(177,000)		(177,000)	(182,000)	(187,000)	(193,000)	(199,000)	(205,000)	(211,000)	(217,000)	(224,000)	
Ferry Ticket Office Transfer to Ferry					650,000	670,000	690,000	711,000	732,000	754,000	777,000	800,000	
General Administration - Ferry Absorb					596,000	614,000	632,000	651,000	671,000	691,000	712,000	733,000	
General Administration - Bus	611,721	580,000	88,000	668,000	11,240,400	11,496,900	11,840,600	12,195,600	12,559,800	12,932,300	13,316,000	13,707,000	
<b>Bus Expenses Subtotal</b>	<b>9,935,721</b>	<b>9,879,000</b>	<b>524,000</b>	<b>10,404,000</b>	<b>11,240,400</b>	<b>11,496,900</b>	<b>11,840,600</b>	<b>12,195,600</b>	<b>12,559,800</b>	<b>12,932,300</b>	<b>13,316,000</b>	<b>13,707,000</b>	
<b>Ferry Expenses</b>													
Operating Contract	6,408,000	6,408,000		6,408,000	6,408,000	6,408,000	6,408,000	6,408,000	6,408,000	6,408,000	6,408,000	6,408,000	
Professional Services	128,000	128,000		128,000	128,000	128,000	128,000	128,000	128,000	128,000	128,000	128,000	
Fuel	4,518,000	4,518,000		4,518,000	4,518,000	4,518,000	4,518,000	4,518,000	4,518,000	4,518,000	4,518,000	4,518,000	
Dry Docking	180,000	180,000		180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	
Security	68,000	68,000		68,000	68,000	68,000	68,000	68,000	68,000	68,000	68,000	68,000	
Space Rental & Lease Dockage Fees	74,000	74,000		74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	
Building Maintenance	74,000	74,000		74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	
Utilities	106,000	106,000		106,000	106,000	106,000	106,000	106,000	106,000	106,000	106,000	106,000	
Printing	14,000	14,000		14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
Route 200 Costs	1,481,000	1,481,000		1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	1,481,000	
Ferry Ticket Office from Bus	177,000	177,000		177,000	177,000	177,000	177,000	177,000	177,000	177,000	177,000	177,000	
General Administration	657,000	632,000		632,000	632,000	632,000	632,000	632,000	632,000	632,000	632,000	632,000	
<b>Ferry Expenses Subtotal</b>	<b>13,995,000</b>	<b>13,860,000</b>	<b>-</b>	<b>13,960,000</b>									
<b>Paratransit Expenses</b>													
Operating Contract - Existing	1,024,000	1,024,000	328,000	1,352,000	1,406,000	1,449,000	1,492,000	1,537,000	1,583,000	1,630,000	1,679,000	1,729,000	
Fuel	44,000	44,000		44,000	45,000	46,000	47,000	48,000	49,000	50,000	51,000	52,000	
Maintenance	9,000	9,000	45,000	54,000	46,000	47,000	48,000	49,000	50,000	51,000	52,000	53,000	
Printing	9,000	9,000		9,000	9,300	9,600	9,900	10,200	10,500	10,800	11,100	11,400	
General Administration	58,000	58,000	44,000	102,000	60,000	62,000	64,000	66,000	68,000	70,000	72,000	74,000	
<b>Paratransit Expenses Subtotal</b>	<b>1,137,000</b>	<b>1,135,000</b>	<b>417,000</b>	<b>1,552,000</b>	<b>1,566,300</b>	<b>1,613,600</b>	<b>1,661,900</b>	<b>1,711,200</b>	<b>1,761,500</b>	<b>1,814,800</b>	<b>1,869,100</b>	<b>1,925,400</b>	
<b>Taxi Script Expenses</b>													
Script Payments - Local	230,000	230,000	11,000	241,000	241,000	241,000	241,000	241,000	241,000	241,000	241,000	241,000	
Script Payments - Regional	15,000	15,000		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
General Administration	15,000	14,000		14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
<b>Taxi Script Expenses Subtotal</b>	<b>260,000</b>	<b>259,000</b>	<b>11,000</b>	<b>270,000</b>									
<b>OPERATING CONTRACT</b>	<b>9,561,000</b>	<b>9,561,000</b>	<b>683,000</b>	<b>10,244,000</b>	<b>10,565,000</b>	<b>10,883,000</b>	<b>11,208,000</b>	<b>11,545,000</b>	<b>11,891,000</b>	<b>12,247,000</b>	<b>12,615,000</b>	<b>12,993,000</b>	
<b>OTHER EXPENSES</b>	<b>1,771,721</b>	<b>1,712,000</b>	<b>270,000</b>	<b>1,982,000</b>	<b>2,417,700</b>	<b>2,497,500</b>	<b>2,564,500</b>	<b>2,631,800</b>	<b>2,700,300</b>	<b>2,770,100</b>	<b>2,840,100</b>	<b>2,909,400</b>	
<b>Total, Expenses</b>	<b>11,332,721</b>	<b>11,273,000</b>	<b>953,000</b>	<b>12,226,000</b>	<b>12,982,700</b>	<b>13,380,500</b>	<b>13,772,500</b>	<b>14,176,800</b>	<b>14,591,300</b>	<b>15,017,100</b>	<b>15,455,100</b>	<b>15,902,400</b>	
<b>Annual price per gallon</b>	\$3.14	\$3.14	\$3.14	\$3.14	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.90	
<b>Growth</b>	5%		5%	5%	2%	3%	3%	3%	3%	3%	3%	3%	
<b>Fuel Annual Consumption (in gallons)</b>													
Ferry	1,439,000	1,439,000		1,439,000	1,439,000	1,439,000	1,439,000	1,439,000	1,439,000	1,439,000	1,439,000	1,439,000	
Bus	566,000	566,000	18,155	584,155	584,155	584,155	584,155	584,155	584,155	584,155	584,155	584,155	
Paratransit	14,000	14,000		14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
<b>Total</b>	<b>2,019,000</b>	<b>2,019,000</b>	<b>18,155</b>	<b>2,037,155</b>									

Note: All other expenditures are projected to increase by 3% annually.

General Admin costs	1,353,721	1,284,000	132,000	1,416,000	1,520,000	1,560,000	1,600,000	1,642,000	1,685,000	1,729,000	1,775,000	1,821,000
<b>Total</b>	<b>13,332,721</b>	<b>13,273,000</b>	<b>1,115,000</b>	<b>14,391,000</b>	<b>15,402,700</b>	<b>16,380,500</b>	<b>17,372,500</b>	<b>18,388,800</b>	<b>19,426,300</b>	<b>20,487,100</b>	<b>21,565,100</b>	<b>22,662,400</b>

## **APPENDIX B**

### **CAPITAL ASSETS**

APPENDIX B

City of Benicia  
 Transit - Schedule of Capital Assets  
 As of June 30, 2009

Z:\My Documents\SolTrans SoCo Transit\Transition Plan\070210 Transition Plan\[(06) Appendix B Capital Assets Ben, transit capital assets (4).xls]Transit

Sys No	Ext	In Svc Date	Est Life	Acquired Value	Prior	Current	Accum Depn
					Accum Depn	Depreciation	
<b>Class = Equipment</b>							
002468	Fd Cutaway	09/26/95	07 00	12,616.75	12,616.75	0.00	12,616.75
002809	35' Gillig bus	05/22/00	12 00	266,525.39	180,856.52	22,210.45	203,066.97
002810	35' Gillig bus	05/22/00	12 00	266,525.39	180,856.52	22,210.45	203,066.97
002866	Gillig Phantom	09/22/00	12 00	267,397.00	172,693.87	22,283.08	194,976.95
002867	00 Ventura minivan	12/22/00	05 00	32,947.00	32,947.00	0.00	32,947.00
002992	00 Ventura minivan	02/22/01	05 00	32,895.84	32,895.84	0.00	32,895.84
002993	00 Ford cutaway	07/18/01	07 00	58,760.91	58,061.40	699.51	58,760.91
002994	00 Ford cutaway	07/19/00	07 00	59,527.25	59,527.25	0.00	59,527.25
003159	03 Toyota Prius	04/08/03	06 00	21,350.45	18,681.65	2,668.80	21,350.45
003254	DAR vehicle	06/30/04	05 00	2,080.00	1,664.00	416.00	2,080.00
003321	06 Eldorado Aerotech	11/30/05	05 00	51,374.49	26,543.49	10,274.90	36,818.39
003322	06 Eldorado Aerotech	11/30/05	05 00	51,374.50	26,543.49	10,274.90	36,818.39
003323	06 Eldorado Aerotech	11/30/05	05 00	51,374.49	26,543.49	10,274.90	36,818.39
003324	Bus fareboxes	12/30/05	05 00	30,230.57	15,115.28	6,046.11	21,161.39
003330	Farebox, decals, shelt	06/22/06	05 00	18,983.23	7,593.30	3,796.65	11,389.95
003364	07 Cutaway-starcraft	06/30/07	07 00	62,519.02	8,931.29	8,931.29	17,862.58
003452	08 Cutaway-starcraft	06/30/08	07 00	74,419.39	0.00	10,631.34	10,631.34
003454	Particulate traps	06/30/08	07 00	21,863.47	0.00	3,123.35	3,123.35
003455	Particulate traps	06/30/08	07 00	21,863.47	0.00	3,123.35	3,123.35
003456	Particulate traps	06/30/08	07 00	21,863.47	0.00	3,123.35	3,123.35
003457	Particulate traps	06/30/08	07 00	133,275.61	0.00	19,039.37	19,039.37
003458	Foothill bus-donated	06/30/08	07 00	25,829.91	0.00	3,689.99	3,689.99
003459	Foothill bus-donated	06/30/08	07 00	20,352.24	0.00	2,907.46	2,907.46
003460	Foothill bus-donated	06/30/08	07 00	3,234.03	0.00	462.01	462.01
003461	Foothill bus-donated	06/30/08	07 00	18,991.76	0.00	2,713.11	2,713.11
003462	Particulate traps	06/30/08	07 00	21,863.47	0.00	3,123.35	3,123.35
	<b>Class = E</b>			<b>1,650,039.10</b>	<b>862,071.14</b>	<b>172,023.72</b>	<b>1,034,094.86</b>
	Less disposals and transfers			0.00	0.00		0.00
	Count = 0						
	<b>Net Subtotal</b>			<b>1,650,039.10</b>	<b>862,071.14</b>	<b>172,023.72</b>	<b>1,034,094.86</b>
	Count = 26						
<b>Class = Structure</b>							
002558	Bus stops	06/30/97	05 00	5,000.00	5,000.00	0.00	5,000.00
	<b>Class = S</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
	Less disposals and transfers			0.00	0.00		0.00
	Count = 0						
	<b>Net Subtotal</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
	Count = 1						
	<b>Division = TRANSIT</b>			<b>1,655,039.10</b>	<b>867,071.14</b>	<b>172,023.72</b>	<b>1,039,094.86</b>
	Less disposals and transfers			0.00	0.00		0.00
	Count = 0						
	<b>Net Subtotal</b>			<b>1,655,039.10</b>	<b>867,071.14</b>	<b>172,023.72</b>	<b>1,039,094.86</b>
	Count = 27						

City of Vallejo  
 Transportation Division  
 Capital Assets Listing  
 FY 2009-10  
 6/30/2010

#	Asset Description	Purpose/Use	Veh Useful Life	Acquisition Date	Asset Age	Replace Year	% of Share	Federal Grant No.	% of Share	Local Match Fund Source	Asset Location	Size	Year of Acquisition	Acquisition Costs	Accumulated Depreciation	Book Value
1	1983 RTS's	Transit Bus	12	9/1/1983	27		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	1983	128,194.77	90,804.62	37,390.15
2	1983 RTS's	Transit Bus	12	9/1/1983	27		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	1983	128,194.77	90,804.62	37,390.15
3	1983 RTS's	Transit Bus	12	9/1/1983	27		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	1983	128,194.77	90,804.62	37,390.15
4	1983 RTS's	Transit Bus	12	11/1/1983	27		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	1983	128,194.77	90,804.62	37,390.15
5	1983 RTS's	Transit Bus	12	11/1/1983	27		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	1983	128,194.77	90,804.62	37,390.15
6	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
7	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
8	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
9	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
10	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
11	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
12	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
13	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
14	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
15	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
16	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
17	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
18	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
19	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
20	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
21	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
22	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
23	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
24	1985 Transit Bus	Transit Bus	12	3/1/1995	15		80%	CA-90-X596	20%	State/AB 664	1850 Broadway	length: 40'	1995	175,000.00	175,000.00	-
25	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
26	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
27	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
28	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
29	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
30	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
31	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
32	2001 Transit Bus	Transit Bus	12	10/1/2001	9	2013	80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 40'	2001	336,824.36	238,563.90	98,240.46
33	1987 MCI TMC	Transit Bus	12	8/1/1987	23		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 45'	1987	121,346.36	85,953.65	35,392.71
34	1987 MCI TMC	Transit Bus	12	8/1/1987	23		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 45'	1987	121,346.36	85,953.65	35,392.71
35	1987 MCI TMC	Transit Bus	12	8/1/1987	23		80%	CA-90-X889	20%	State/AB 664	1850 Broadway	length: 45'	1987	121,346.36	85,953.65	35,392.71
36	2001 MCI	Transit Bus	12	6/1/2001	9	2013	80%	CA-03-0547	20%	State/AB 664	1850 Broadway	length: 45'	2001	410,712.00	325,147.00	85,565.00
37	2001 MCI	Transit Bus	12	6/1/2001	9	2013	80%	CA-03-0547	20%	State/AB 664	1850 Broadway	length: 45'	2001	410,712.00	325,147.00	85,565.00
38	2001 MCI	Transit Bus	12	6/1/2001	9	2013	80%	CA-03-0547	20%	State/AB 664	1850 Broadway	length: 45'	2001	410,712.00	325,147.00	85,565.00
39	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50
40	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50
41	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50
42	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50
43	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50
44	2003 MCI	Transit Bus	12	12/20/2003	7	2016	80%	CA-90-Y130	20%	State/AB 664	1850 Broadway	length: 45'	2003	414,745.28	259,215.78	155,529.50





## **APPENDIX C**

### **GRANTS LIST**

APPENDIX C

City of Benicia  
**Local Transportation Fund**  
 Capital Improvement Projects  
 As of 6/30/2010

Project Description	Mode	BUDGET	Year-to-date		Remaining Balance	Remaining Federal Balance		Remaining State and Local Balance			Remaining Total
			Actual Expenses	Year-to-date		FTA	Grant No.	Date Executed	STAF	Carl Moyer	
Fueling Station Upgrade/Bus Shelter Replacement	Bus	\$ 132,000.00	\$ 57,104.50	\$ 74,895.50	\$ 74,895.50	\$ 74,895.50	CA-96-X068-00	3/18/2009			\$ 74,895.50
Bus Rehab & Install Particulate Traps	Bus	\$ 571,600.00	\$ 279,137.43	\$ 292,662.57	\$ 292,662.57	\$ 234,130.06	CA-96-Y725-00	6/1/2007			\$ 234,130.06
Maintenance Facility	Bus	\$ 550,000.00			\$ 440,000.00		TBD				
Cutaway Bus Replacement	Bus	\$ 73,462.50			\$ 58,770.00		TBD				
Administrative Car	Bus	\$ 27,118.75			\$ 21,695.00		TBD				
Mirivan (2)	Bus	\$ 100,130.00			\$ 80,104.00		TBD				
Radio Equipment	Bus	\$ 40,000.00			\$ 32,000.00		TBD				
Additional Preventive Maintenance	Bus	\$ 26,250.00			\$ 21,000.00		TBD				
Purchase Shop Equipment	Bus	\$ 100,000.00			\$ 80,000.00		TBD				
Shop Truck Replacement	Bus	\$ 40,000.00			\$ 32,000.00		TBD				
Security Cameras on Buses	Bus	\$ 90,000.00			\$ 72,000.00		TBD				
GFI Fanfare Fare Collection System	Bus	\$ 65,000.00			\$ 52,000.00		TBD				
Security Project	Bus	\$ 11,097.50								\$ 6,878.00	\$ 6,878.00
Project TBD	Bus	\$ 15,265.00								\$ 12,212.00	\$ 12,212.00
Park and Ride Facilities	Bus	\$ 3,000,000.00								\$ 3,000,000.00	





DATE: November 10, 2010  
TO: STA TAC  
FROM: Robert Macaulay, Director of Planning  
RE: Solano Sustainable Communities Strategy Update

---

**Background:**

AB 32, the California Global Warming Solutions Act of 2006 is intended to substantially reduce the emission of Greenhouse Gases (GHG), primarily carbon dioxide. SB 375, approved in 2008, is designed to implement a portion of AB 32 by integrating regional decisions on land use planning and transportation investment. This is primarily accomplished by requiring regional Metropolitan Planning Organizations (MPOs) to develop a Sustainable Communities Strategy (SCS) that:

- Accommodates all of the region's growth, both in total numbers and by economic groups;
- Specifies the general location and density of housing development; and
- Ties transportation investments through the Regional Transportation Plan (RTP) to new development or redevelopment, in order to reduce Vehicle Miles Traveled (VMT), the proxy measure for GHG emissions.

SB 375 only addresses emission reductions from reductions in VMT for cars and light trucks. Other initiatives under AB 32 deal with improved vehicle fleet fuel economy, lower carbon fuels, and reduced emissions from heavy trucks, transit and non-transportation sources.

**Discussion:**

ABAG and MTC are now developing the Base Case and Vision scenarios for the SCS, with ABAG having primary responsibility. The Base Case is intended to address a business-as-usual approach, using a modified version of Projections 2009. The Vision Scenario is intended to provide an alternative with more concentrated growth and transit investments. STA and other Congestion Management Agencies have expressed the following concerns to ABAG and MTC:

- The Base Case scenario is supposed to use land use and transportation investments from Projections 2009, with some 'minor strategic improvements.' How will the land use and transportation network changes be proposed, vetted and analyzed?
- With the change from multiple to a single Vision Scenario, will meaningful information on future land use and transportation investment choices actually be provided?
- When will the CMAs and transit providers be asked to submit projects for inclusion in the Regional Transportation Plan (RTP)? Will the CMAs and transit providers have RTP project budget target as in past years?

**Fiscal Impact:**

None.

**Recommendation:**

Informational.



DATE: November 5, 2010  
TO: STA TAC  
FROM: Sam Shelton, Project Manager  
RE: Solano Highways Partnership (SoHIP): Ramp Metering MOU & I-80 Project Development

---

**Background:**

On February 10, 2010, the STA Board adopted the Solano Highways Operation Study, which recommends project packages of operational improvements and policy recommendations relating to a long range Intelligent Transportation System (ITS), ramp metering, High Occupancy Vehicle (HOV) network/lane extensions, and hardscape improvements that visually link corridor segments to areas of Solano County.

To develop the study, the STA and Metropolitan Transportation Commission (MTC) created the Solano Highway Partnership (SoHIP) with the cities of Benicia, Dixon, Fairfield, Vacaville and Vallejo, and Caltrans Districts 3 & 4. The study's appendix includes Memorandums of Understanding (MOU) for the implementation of ramp metering as implemented by the City/County Association of Governments of San Mateo County (C/CAG) and the Santa Clara Valley Transportation Authority (VTA).

*Ramp Metering I-80 Corridor Projects*

As a requirement of the I-80 HOV Lane Project in Fairfield, STA designed ramp metering elements that are expected to be fully functional by February 2012. After the study's adoption in February 2010, MTC and Caltrans have programmed a combination of Corridor Improvement Mobility Account (CMIA) bond funding and recommended Cycle 2 MTC Freeway Performance Initiative (FPI) funding to build ramp metering and other Intelligent Transportation System (ITS) elements (e.g., Closed-Circuit Television Cameras, Vehicle Loop Detection, Changeable Message Signs) between SR 37 in Vallejo to I-505 in Vacaville along I-80. Caltrans has begun the design of the first phase of the FPI on I-80 which must begin construction by December 2012 due to the requirements of CMIA funds.

**Discussion:**

Before operating ramp metering in Solano County, the STA, MTC, Caltrans and the local jurisdiction will need to develop an MOU for Ramp Metering Implementation, similar to MOUs implemented in San Mateo and Santa Clara counties. While the first segment of ramp metering implementation is within the City of Fairfield's jurisdiction, STA wants to engage the SoHIP members and include all the 80 corridor jurisdictions in the MOU. STA plans to hold the first SoHIP ramp metering MOU meeting in early December 2010 and expects the process to involve multiple SoHIP meetings to reach a goal of completing a MOU by September 2011.

**Recommendation:**

Informational.

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Robert Guerrero, Senior Planner  
RE: Solano Napa Travel Demand Model Activities

---

**Background:**

The Solano Napa Travel Demand Model was originally adopted by the Solano Transportation Authority (STA) Board on February 9, 2005. The model was updated twice since then as part of the Metropolitan Transportation Commission's (MTC) I-80 Smarter Growth Study in 2008 and the STA's Regional Traffic Impact Fee (RTIF) in 2009. The STA's Model Technical Advisory Committee (MTAC) was initially established informally to guide the development of the original model and subsequent revisions. Recognizing the growing importance for accurate traffic modeling data and peer review, the STA Board formalized the MTAC in 2009 with formal appointments by each city and the County of Solano. The STA Board also established a Land Use Subcommittee in 2009 to assist the MTAC in providing recommendations to incorporate land use changes into the model.

Cambridge Systematics was selected to provide on-call modeling services related to day to day administration of the model. Administrative tasks include distribution of the model and technical support for member agencies in utilizing the model files. Funding for the administration of the model is provided by contributions from the Napa County Transportation and Planning Agency (NCTPA) and STA planning funds. The current budget for Cambridge Systematics on-call modeling services is \$24,000 with NCTPA contributing \$8,000 towards that budget.

**Discussion:**

STA staff has met with the MTAC two times this year and anticipates a third meeting in December 2010. The two primary discussion items for the next MTAC meeting will be regarding:

1. Anticipated Future Modeling Needs  
STA staff is planning to meet with each of the cities and the County of Solano in November and December to assess how each agency uses the model and what their modeling needs might be in the coming years. The results of these discussions will be brought back to the MTAC with the intent to find opportunities and/or more efficient ways to administer the model in a way that meets the needs of the STA as well as the STA's member agencies.
2. Land Use and Traffic Forecast Data Update Policy  
Two key issues to address are: 1) the timing for incorporating new land use and project information and 2) the frequency of the model updates.

The decision for determining what phase of a land use project can be included in the model is challenging. The issue is that there is a need for the model to account for

anticipated or potential projects; however, this becomes problematic for the model if traffic analysis is concluded based on potential projects that do not actually occur. The result will be inaccurate traffic forecasts. In terms of the frequency of updating the model, tracking various iterations of it may become difficult if the model is updated often. In contrast, the model data may become somewhat irrelevant if the model isn't updated more frequently with updated information.

The MTAC will work to develop a policy to provide clear guidance on these two issues in the coming months.

STA staff is also coordinating with NCTPA staff to potentially establish a separate MTAC for Napa County. The purpose of the Napa MTAC would be to focus on traffic forecasts and land use updates in Napa. In the coming months, STA staff will be providing staff support for the distribution of modeling information and assisting in education NCTPA's member agencies in understanding the model and its function.

Lastly, the MTAC will need to begin considering a complete model update from the current forecast year of 2030 to 2040. This effort will involve new traffic counts, new census data, new network information and new land use data. This effort will require staff time and resources, but will be planned to be consistent with the Association of Bay Area Government's (ABAG)/MTC's Sustainable Communities Strategy and Regional Transportation Plan.

**Financial Impact**

None at this time.

**Recommendation:**

Informational.



DATE: November 17, 2010  
TO: STA TAC  
FROM: Elizabeth Richards, Director of Transit and Rideshare Services  
RE: Solano Senior and Disabled Transportation Study Update Status

---

**Background:**

The STA's initial Comprehensive Transportation Plan (CTP) Transit Element, which was adopted by the STA Board May 2002, recommended further study to focus on new or updated senior and disabled transportation services. The purpose of the study was to develop a concept or vision for future senior and disabled service through extensive public outreach, data collection, projected service demand, and projected funding needed for service providers. The current Senior and Disabled Transportation Study was completed and approved by the STA Board in June 2004.

The CTP is currently being updated. Transportation services for seniors and the disabled have changed, and will continue to evolve, since the completion of the last Senior and Disabled Transportation Study six years ago. The large public response to the two Senior Summits held in 2009 further indicates it is an increasingly important transportation mobility issue and the STA Board authorized the initiating an update to the plan earlier this year.

The proposed update to the Senior and Disabled Transportation Study will provide implementation recommendations that may be incorporated into or provide direction to:

1. The update of the Transit Element of the CTP;
2. Solano County transit providers' short- and long-range transit plans;
3. Identifying new funding revenues for Senior and Disabled transit services and setting priorities for service once these funding sources are identified; and
4. Provide direction to the STA, the County Board of Supervisors, and others, for coordinating senior and disabled transportation services in the county.

**Discussion:**

Public input and involvement during this study effort is a key component. The input already collected from the June and October 2009 Senior Summits will help support this Study. These events have also identified an extensive list of stakeholders including public, private and non-profit organizations that will be invited to participate in identifying the needs and prioritizing solutions as they relate to Senior and Disabled Transportation. The momentum of the Senior Summits was maintained with the establishment of a new STA Committee: Solano Senior and Disabled Transportation Advisory Committee which began meeting in May 2010.

Nelson/Nygaard has been selected as the consultant to conduct this study. The consultant attended the first Committee meeting that was held in May 2010 and is

expected to further engage the Committee throughout the project schedule. At the recent October Senior and Disabled Transportation Advisory Committee the group was given an update and their input was requested. To allow adequate time for this, a separate meeting time for interested Committee members will be held in November.

Receiving input from the Committee is important, but is not the only avenue for outreach. A survey has been developed and distributed in hard copy as well as electronically (see attached). It will be available on-line by the week of November 15. Rochelle Sherlock of Solano's Senior Coalition is a member of the consultant team and has taken the lead on outreach to Solano's senior population. This includes developing an outreach strategy to reach a broad section of seniors throughout Solano County by attending senior oriented events, presentations, focus groups, and distributing surveys. Nelson/Nygaard and Acumen are focusing on the outreach to people with disabilities of all ages. Outreach has begun and will continue into early December. Surveys will be collected through December 15.

Subsequently, the study will progress into developing and prioritizing strategies to address identified service gaps. While transit, paratransit and taxis services are expected to be among the strategies, non-transit strategies are also expected to be identified. As part of the implementation element of the plan, strategies will be presented in categories of short, medium, and long-term with cost estimates and implementation issues. The Study is due to be completed by June 2011.

**Recommendation:**

Informational. "

Attachment :

- A. STA Seniors & Residents with Disabilities  
Transportation Survey



**Solano Transportation Authority**  
**Seniors & Residents with Disabilities**  
**TRANSPORTATION SURVEY**

The Solano Transportation Authority (STA) is updating the countywide plan to address near and long-term transportation needs for seniors and people with disabilities. Whether you currently drive or use other ways to travel, we would like your input to understand your needs now and in the future. Results of the survey will be used to prioritize improvements to existing or new services and programs so that seniors and people with disabilities can maintain their mobility.

Please complete this survey, fold and **mail it back by December 15**. You can also complete the survey on-line by going to [www.surveymonkey.com/s/Solano-survey](http://www.surveymonkey.com/s/Solano-survey) .

**1. How do you get around Solano County? Please rank the top three ways you get around, using 1 for the most often, 2 for the next, and 3 for the third most-often used mode.**

- |   |   |
|---|---|
| <input type="checkbox"/> Drive myself                           | <input type="checkbox"/> Walk             |
| <input type="checkbox"/> Get a ride in a car from someone else  | <input type="checkbox"/> Ride paratransit |
| <input type="checkbox"/> Use public transit (bus, train, ferry) | <input type="checkbox"/> Take a taxi      |
| <input type="checkbox"/> Bicycle                                |   |
| <input type="checkbox"/> Other (specify): _____                 |   |

**2. In the past 12 months, have you used any of the following transportation services (check all that apply).**

- |   |  |
|---|--|
| <input type="checkbox"/> Non-profit transportation service or program<br>(Senior Escort Program, Ride with Pride, PACE, etc); |  |
| <input type="checkbox"/> Private transportation provider (medical transport, etc.)  |  |
| <input type="checkbox"/> Senior Center shuttle  | <input type="checkbox"/> Facility Shuttle        |
| <input type="checkbox"/> Faith-based service  | <input type="checkbox"/> Paid personal assistant |
| <input type="checkbox"/> Other (specify) _____  |  |

**3A. Do you currently have a driver's license?**       Yes       No

**3B. If Yes, do you have a car available for your use?**       Yes       No

**3C. If No, is this due to a disability?**       Yes       No

(more on next page)

---

**4. Do you have any driving limitations?** (I.e., daytime only, not driving on the freeway, only close to home).  Yes  No  
If so, what are they?

---

**5. Do you plan to stay where you live now for the next 5 years?**  
 Yes  No  Don't Know

**6. Do you have a strong family and/or social circle to depend upon for transportation as you age?**  Yes  No

**7. If you currently drive as your primary means of travel, what plans do you have to maintain mobility as you age? (check up to 3)**

Family / friends  Walk  Bike  
 Transit  Taxi  Facility service  
 Other (specify) \_\_\_\_\_

**8. Would any of the following changes to Solano transit services result in you riding more frequently (if you are a current rider) or beginning to ride? Please prioritize the top three with 1 being the most important.**

None, I don't expect to use transit any more than I do now.  
 If transit runs earlier in morning or later in evening  
 If transit is more frequent on weekdays (Monday-Friday).  
 If transit is more frequent on Saturdays and Sundays.  
 If information on bus routes, times, transferring is easier to understand.  
 If bus stop was closer or had better light/had a bench or shelter.  
 If the experience was more pleasant (less crowded, cleaner, felt more safe, etc.).  
 Other (please describe) \_\_\_\_\_

---

**9. Please rate each of the following transportation improvements by circling a number from 1 to 5, with 1 for *least* helpful and 5 for *most* helpful.**

	<u>Least Helpful</u>				<u>Most Helpful</u>
Support & education to <b>reduce driving</b> .....	1	2	3	4	5
More <b>information</b> on how to use services other than driving (transit, private services, bicycling, etc) .....	1	2	3	4	5
Improved <b>inter-city taxi</b> service.....	1	2	3	4	5
More wheelchair- <b>accessible taxis</b> .....	1	2	3	4	5
<b>Lower fares</b> for senior and disabled taxi programs....	1	2	3	4	5
<b>Lower fares</b> on transit service.....	1	2	3	4	5
<b>Shuttles</b> for seniors & disabled to <b>medical</b> facilities ..	1	2	3	4	5
<b>Shuttles</b> for seniors & disabled for other <b>special</b> trips	1	2	3	4	5
<b>Pedestrian</b> Improvements..... (safer crossings, more/wider sidewalks, resting locations)	1	2	3	4	5
<b>Bicycle</b> facility improvements (paths) .....	1	2	3	4	5
Reduced <b>speed limits</b> .....	1	2	3	4	5

**10. Please list the names of up to five places that you think need better public transit access (added bus stops, more frequent service, evening/weekends).**

---



---



---

**11. Please tell us how you would prefer to get your information about public, private, and other transportation services and programs.**

<input type="checkbox"/> Printed Materials	<input type="checkbox"/> Presentations	<input type="checkbox"/> Telephone	<input type="checkbox"/> Friends or family
<input type="checkbox"/> Electronic (websites, email, social media)		<input type="checkbox"/> In-person assistance	
<input type="checkbox"/> Other			

**12. Do you currently use any paratransit services?**                       Yes                       No

13. If you do NOT use paratransit, why not?

---

---

14. Do you use a mobility device?

(Wheelchair, cane, walker, scooter, etc.)

Yes

No

15. Please describe any additional transportation issues or problems in your community that we should be aware of in this project.

---

---

16. What is your ZIP code? \_\_\_\_\_

17. Please indicate if you are

Female or

Male

18. How old are you?

18 or younger

19 to 34

35 to 49

50 to 64

65 to 79

80 or older

**Thank you!** If you have any questions about this survey, call Rochelle Sherlock at (707)-864-3984, or send email to [rochelle\\_sherlock@comcast.net](mailto:rochelle_sherlock@comcast.net).

(fold here)

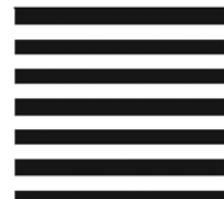


NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**  
FIRST CLASS MAIL PERMIT NUMBER 100 SUISUN, CA

POSTAGE WILL BE PAID BY ADDRESSEE

Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, CA 94585-9899





DATE: November 5, 2010  
TO: STA TAC  
FROM: Liz Niedziela, Transit Program Manager/Analyst  
RE: Unmet Transit Needs Public Hearing for Fiscal Year (FY) 2011-12

---

**Background:**

Transportation Development Act (TDA) Article 4/8 funds are distributed to cities and counties based upon a population formula and are primarily intended for transit purposes. However, TDA funds may be used for streets and roads purposes in counties with a population of less than 500,000, if it is annually determined by the regional transportation planning agency (RTPA) that all reasonable unmet transit needs have been met.

Annually, the Metropolitan Transportation Commission (MTC), the state designated Regional Transportation Planning Agency (RTPA) for the Bay Area, holds a public hearing in the late fall to begin the process to determine if there are any transit needs not being reasonably met in Solano County. Based on comments raised at the hearing and written comments received, MTC staff selects pertinent comments for Solano County's local jurisdictions that will be addressed. The STA coordinates with the transit operators who must prepare responses specific to their operation.

Once STA staff has collected all the responses from Solano County's transit operators, a coordinated response is approved by the STA Board and forwarded to MTC. Evaluating Solano County's responses, MTC staff determines whether or not there are any potential comments that need further analysis. If there are comments that need further analysis, MTC presents them to MTC's Programming and Allocations Committee (PAC) to seek their concurrence on those issues that the STA or the specified transit operator would need to further analyze as part of the Unmet Transit Needs Plan. Until MTC can make a finding that there are no reasonable unmet transit needs, all TDA claims for local streets and roads are held by MTC.

When MTC took final action on the FY 2009-10 Unmet Transit Needs process and concluded that there were no reasonable unmet transit needs, they also took action that directed Rio Vista and the County of Solano to develop a TDA phase out plan. Since MTC took this action, MTC and STA have met with both Rio Vista and County of Solano to discuss the TDA phase out plan for those two jurisdictions. As a result of this, in February 2010 Rio Vista City Council took action directing that Rio Vista no longer use TDA funds for streets and roads beginning FY 2010-11. A strategy to phase the County of Solano out of the Unmet Needs process was approved by the STA Board April 14, 2010. Therefore, the Unmet Transit Needs process is still being required to allow the County of Solano to claim TDA for streets and roads for FY 2011-12.

On August 17, 2010, MTC staff requested that the County of Solano formally commit to phasing out of the Unmet Transit Needs process prior to MTC programming \$580,000 in shifted Cycle 1 funding for additional local streets and roads projects in FY 2010-11 as programmed by the STA.

On August 23<sup>rd</sup>, STA and County of Solano staff discussed phase out funding options. Based on this meeting, a recommendation was made that would meet MTC's FY 2011-12 phase out deadline and enable the programming of \$580,000 of Cycle 1 funds the STA has dedicated for the County of Solano in Cycle 1 (Attachment A).

**Discussion:**

On September 8, 2010, MTC Programming and Allocations Committee authorized MTC staff to proceed with the Unmet Transit Needs Public Hearing for Solano County (Attachment B). This year Unmet Needs Hearing is scheduled to be held on Thursday, December 2, 2010 from approximately 6:00 pm – 8:00 pm at the Solano County Administration Center (SCAC) in the Board of Supervisors Chambers.

STA staff will work with MTC and local transit operators to outreach to the public. MTC produced a flyer announcing the public hearing that has been provided to transit operators to post on their buses and other locations (Attachment C). Transit operators are encouraged to attend and hear the concerns expressed first hand in this process.

The issues raised at the hearing and through written comments will be reviewed and compiled by MTC. The comments that are identified as reasonable unmet needs will be forwarded by MTC to STA.

As FY 2011-12 will be the last year the County of Solano uses TDA for streets and roads, the Unmet Needs process will no longer be required in Solano County since no jurisdiction will be using TDA funds for streets and roads.

**Recommendation:**

Informational.

Attachments:

- A. STA Letter to County re: Summary of Proposed Phasing Out of the Unmet Needs Process by the County of Solano
- B. MTC Programming and Allocations Committee Unmet Transit Needs Public Hearing for Solano County
- C. Solano County Transit Needs Flyer



Solano Transportation Authority

## SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

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

*... working for you!*

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

September 17, 2010

Clifford K. Covey  
Interim Director of Resource Management  
Solano County Resource Management  
675 Texas Street, Suite 5500  
Fairfield, CA 94533

**RE: Summary of Proposed Phasing Out of the Unmet Transit Needs Process by the County of Solano**

Dear Cliff:

I am writing in follow-up to our recent meeting where we discussed options and the timing of the County of Solano phasing out of the Unmet Transit Needs Process that has been utilized to allow the County of Solano to utilize a portion of its local Transportation Development Act (TDA) funds for local streets and roads rehabilitation projects. At the conclusion of this discussion, it was recommended the Solano County consider taking action either through a resolution or via a letter forwarded to the Metropolitan Transportation Commission (MTC) taking action to phase out of the Unmet Transit Needs Process by the conclusion of Fiscal Year (FY) 2011-12 in order to be eligible to receive \$580,000 in Cycle 1 federal Surface Transportation Program (STP) funds in FY 2010-11 or 2011-12.

In recent years, all of Solano County's cities and all of the other Bay Area counties and cities have phased out of the Unmet Transit Needs Process. Beginning in FY 2010-11, the County of Solano is now the only Bay Area local jurisdiction requesting the Unmet Transit Needs Process. In order to accommodate the request of the local agency to utilize local TDA for local streets and roads, MTC schedules an Unmet Transit Needs hearing in Solano County with the assistance of the Solano Transportation Authority (STA). Based on public comments received at the meeting and provided during a two to three week comment period, the STA works with all of Solano's transit operators and the County of Solano to respond to these public comments to help MTC ascertain if there are any reasonable unmet transit needs not being met within the boundaries of the jurisdiction, in this case the County unincorporated area, requesting to use a portion of their TDA funds for local streets and roads. This process does occur in more rural areas of the State of California, but is not common in the more urban regions.

In recent years, the STA has been working with our local transit operators to pursue various opportunities for regional discretionary funds for various transit operations, capital and programs. This effort has been somewhat hampered by Solano County's continued participation in the Unmet Transit Needs Process. In recognition, several of the remaining Solano cities participating in this process have phased out the last three years. Dixon, Suisun City, and Vacaville all phased out joining Benicia, Fairfield and Vallejo in dedicating all of their local TDA funds for transit purposes.

---

MTC has made it clear that they would like to eliminate the Unmet Transit Need Process from the region by the conclusion of Cycle 1 of the regional allocation of flexible federal STP and Congestion Mitigation and Air Quality (CMAQ) funds which covers FY's 2010-11 and 2011-12. Last year, MTC met with the County and the City of Rio Vista, the last two local agencies in Solano County and the Bay Area region still participating in the Unmet Transit Needs Process, to discuss the two agencies phasing out of the process. Subsequently, the Rio Vista City Council agreed to come out of the process beginning in FY 2010-11.

As part of the allocation of the federal cycle funds in Cycle 1, MTC has provided all nine Bay Area Congestion Management Agencies, including STA, with some flexibility (up to 20%) for programming funds between three categories – local streets and roads, regional bike projects, and Priority Development Areas (PDAs)/Transportation for Livable Communities (TLC).

In recognition of MTC's request for the County of Solano to phase out of this process, the STA Board, on April 14, 2010, approved shifting up to 20% of federal Bicycle, Pedestrian, and TLC grant funding during Cycle 1 to the County of Solano for local streets and roads rehabilitation projects. With this action, an estimated total of \$580,000 in Cycle 1 funds will be available to the County of Solano over the two year timeframe (FY's 2010-11 and 2011-12). This action by the STA Board was intended to help relieve the near-term impact of the loss of the County TDA funds being available for local streets and roads.

Currently, the STA Board only has authority to program Cycle 1 funding (FY 2010-11 & FY 2011-12), which includes the shifting of \$580,000 of Cycle 1 bicycle, pedestrian and TLC funding to Solano County for local streets and roads projects. Once Cycle 2 funding is authorized by MTC, STA staff will recommend that STA Board prioritize Cycle 2 funding priorities at that time, including the shift of up to 20% of TLC, bike and pedestrians funds toward County of Solano for local streets and roads as directed by the STA Board on April 14, 2010, and if MTC allows flexing of Cycle 2 funds. As part of this recommendation, STA staff will seek the County TDA funds be used for countywide benefit projects, such Lifeline projects, Senior and Disabled Study Priority projects, Transit Consolidation Implementation, Intercity Transit Funding Agreement increased contributions, implementation of local element of regional transit projects, or pilot multi-jurisdictional projects.

On the transit side, having additional County TDA funds available for transit will provide the County of Solano with the opportunity to help fund Countywide transit priorities such as transit services for senior and disabled citizens (e.g., Taxi Scrip, paratransit, etc.), support for transit capital projects, support for sustaining or improving Solano Express Service (such as new service on SR 12 Jameson Canyon a component of the Solano County Sustainable Communities Strategy for transportation), Lifeline Transit Service for lower income residents, and opportunities for improved transit efficiencies and accountability (Proposed merger of Benicia Breeze and Vallejo Transit into the Solano County Transit (SolTrans) Joint Powers Agreement). It is recognized by the STA that this shift in funds would reduce the County of Solano's ability to rehabilitate rural roadways in future fiscal years during a period of dwindling government resources.

*STA Ltr. to CCovey dated Sept. 17, 2010 re. Summary of Proposed Phasing Out of the Unmet Transit Needs Process by the County of Solano*

---

On August 17, 2010, MTC staff requested that the County of Solano formally commit to phasing out of the Unmet Transit Needs process prior to MTC programming the \$580,000 in shifted cycle one funding for additional local streets and roads projects in FY 2010-11 as programmed by the STA. On August 23rd, STA and County of Solano staff discussed phase out funding options. Based on this meeting, Option B was recommended which would meet MTC's FY 2011-12 phase out deadline and enable the programming of \$580,000 of cycle one funds the STA has dedicated for the County of Solano in cycle 1 shifted funding.

Let me know if you have any questions regarding the specifics of this issue.

Sincerely,



Daryl Halls  
Executive Director

CC: Solano County Board of Supervisors  
James P. Spering, MTC Commissioner and STA Board Member  
STA Board Members  
Michael Johnson, County Administrator, County of Solano  
Birgitta Corsello, Assistant County Administrator  
Paul Wiese, Engineering Manager  
Ann Flemer and Alix Bockelman, Metropolitan Transportation Commission

Attachments:

- A. 08-17-2010 Email from MTC to STA regarding "Block Grant funds: Flex to County for Rehabilitation and TDA Unmet Needs Process"
- B. 09-08-2010 MTC Programming and Allocations Committee agenda item 2d: "Block Grant funds: Flex to County for Rehabilitation and TDA Unmet Needs Process"
- C. STA Unmet Transit Needs Phase Out Recommendation & Five-Year Funding Summary

**THIS PAGE LEFT INTENTIONALLY BLANK.**

## Sam Shelton

---

**From:** Craig Goldblatt [CGoldblatt@mtc.ca.gov]  
**Sent:** Tuesday, August 17, 2010 2:10 PM  
**To:** Sam Shelton  
**Cc:** Alix Bockelman; Bob Bates; Ross McKeown; Daryl Halls; ERichards@sta-snci.com; Janet Adams  
**Subject:** Block Grant funds: Flex to County for Rehabilitation and TDA Unmet Needs Process

Hi, Sam:

Following up on our discussion about Solano's block grant program, we discussed the maximum flexing of amounts from the Regional Bicycle and County TLC programs to the LSR Rehabilitation Program. Through the Strategic Plan process, MTC had concurred that the County of Solano would receive the flexed funds for streets and roads rehabilitation purposes, predicated on a commitment from the County of Solano to phase out their streets and roads claim on TDA funds in 2 years with FY 2011-12 being the last year. As I understand, there has been no formal board action by the County Board of Supervisors to date or letter confirming this understanding by the Public Works Director .

Therefore, MTC is requesting formal communication from the County prior to programming STP funds to their 2012 Pavement Overlay Program, which is the beneficiary of the flex funds. We will not be adding it to the 2011 TIP until we have this documentation; then the project will be added as a TIP amendment to the 2011 TIP. This should not be burdensome to the County as the STP funds they are requesting are not needed until FY 2012.

Let me know if STA or the county has any questions about this.

Craig

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

**September 8, 2010**

**Item Number 2d**

**Unmet Transit Needs Hearings**

---

**Subject:** Unmet Transit Needs Public Hearing for Solano County

**Background:** Each year before Transportation Development Act (TDA) funds can be allocated for streets and roads purposes, MTC must conduct a public hearing to receive testimony to determine whether there are any “unmet transit needs which are reasonable to meet” within the jurisdictions of the claimants. We anticipate that TDA funds will be claimed for streets and roads purposes in Solano County. No other county in the Bay Area claims TDA funds for streets and roads purposes.

In accordance with the provisions of Resolution No. 2380, Revised, MTC will hold an unmet transit needs public hearing in November or December 2010 for the upcoming fiscal year 2011-12. Staff is working with the County of Solano and the Solano Transportation Authority to phase out their use of TDA funds for streets and roads purposes in the coming years. Based on current discussions, FY 2011-12 would be the final year for the county to use TDA for streets and roads. If this schedule is maintained, this would be the last Unmet Needs Hearing in Solano County and the region as a whole.

The final date will be chosen based on the schedules of attending Commissioners, Solano Transportation Authority staff, and MTC staff, who will be managing the hearing. Issues identified at the hearing will be forwarded to the jurisdictions by January 1st and be brought to the Committee in Fall 2011, before any streets and roads claims are brought to the Commission for approval.

**Issues:** None

**Recommendation:** We request the Programming and Allocations Committee’s authorization to proceed with the public hearing.

**Attachments:** None

J:\COMMITTEEPAC\2010 PAC Meetings\09\_Sep10\_PAC\2d\_HearingRequest September UTNeeds.doc



**Metropolitan Transportation Commission  
Programming and Allocations Committee**

September 8, 2010

Item Number 2d

**Unmet Transit Needs Hearings**

---

**Subject:** Unmet Transit Needs Public Hearing for Solano County

**Background:** Each year before Transportation Development Act (TDA) funds can be allocated for streets and roads purposes, MTC must conduct a public hearing to receive testimony to determine whether there are any “unmet transit needs which are reasonable to meet” within the jurisdictions of the claimants. We anticipate that TDA funds will be claimed for streets and roads purposes in Solano County. No other county in the Bay Area claims TDA funds for streets and roads purposes.

In accordance with the provisions of Resolution No. 2380, Revised, MTC will hold an unmet transit needs public hearing in November or December 2010 for the upcoming fiscal year 2011-12. Staff is working with the County of Solano and the Solano Transportation Authority to phase out their use of TDA funds for streets and roads purposes in the coming years. Based on current discussions, FY 2011-12 would be the final year for the county to use TDA for streets and roads. If this schedule is maintained, this would be the last Unmet Needs Hearing in Solano County and the region as a whole.

The final date will be chosen based on the schedules of attending Commissioners, Solano Transportation Authority staff, and MTC staff, who will be managing the hearing. Issues identified at the hearing will be forwarded to the jurisdictions by January 1st and be brought to the Committee in Fall 2011, before any streets and roads claims are brought to the Commission for approval.

**Issues:** None

**Recommendation:** We request the Programming and Allocations Committee’s authorization to proceed with the public hearing.

**Attachments:** None

J:\COMMITTEE\PAC\2010 PAC Meetings\09\_Sep10\_PAC\2d\_HearingRequest September UTNeeds.doc



## Attention Transit Riders

# We Want To Hear From You! You're Invited to a Public Hearing on Solano County Transit Needs

Thursday, December 2, 2010, 6 p.m.

Solano County Administration Center – Board Chambers  
675 Texas Street, Fairfield, CA

The Metropolitan Transportation Commission (MTC) wants to hear your transit needs — both local and commuter services — in Solano County. We invite you to comment on any “unmet” transit needs in Solano County as well as offer support for services you currently use.

Unable to attend? Submit your written comments no later than 4 p.m. on Wednesday, December 8, 2010. (You may use the form on the back of this flyer.) Mail to MTC Public Information, 101 Eighth Street, Oakland, CA 94607; FAX to (510) 817-5848; or e-mail your comments to [info@mtc.ca.gov](mailto:info@mtc.ca.gov).

**Public Transit** is available to the hearing.

For information, call Solano Napa Commuter Information (SNCI) at **1(800) 53-KMUTE (535-6883)**. For specialized transportation, please call your local transit operator:

- **Benicia:** Dial-A-Ride, (707) 748-0808
- **Dixon:** Dixon Read-Ride, (707) 678-5020
- **Fairfield/Suisun City:** DART, (707) 429-2400
- **Rio Vista:** Delta Breeze, (707) 374-2878
- **Unincorporated County:** (707) 784-6765
- **Vacaville:** City Coach, (707) 449-6000
- **Vallejo:** Runabout, (707) 649-1999

*See reverse for driving directions.*

For more information regarding the hearing, call MTC Public Information at:

**(510) 817-5757**

**TDD (510) 817-5769**



## Driving Directions to Solano County Administration Center (SCAC), Board Chambers - 675 Texas St. Fairfield, CA

The Solano County Administration Center (SCAC) is located in downtown Fairfield on Texas Street. The Board Chambers are located on the First Floor just off the main lobby which can be reached from Texas St. or Union St. entries or the adjacent parking structure between Union and Jefferson south of the building. Free public parking is located on many of the adjacent streets as well as on the second level of the parking structure.

### Driving Directions from I-80

#### From the WEST

*(Vallejo/Benicia/Bay Area)*

- Take I-80 East to Hwy 12/East.
- Take Hwy 12 East to Pennsylvania St. (approx. 2.5 miles).
- Turn left Pennsylvania to W. Texas St.
- Turn right on W. Texas St.
- The SCAC is 6 blocks down on the right between Jefferson and Union Streets.

#### From the EAST

*(Vacaville/Dixon/Sacramento)*

- Take I-80 West to Travis Blvd.
- Turn left from the off-ramp to Travis Blvd.
- Take Travis Blvd to Pennsylvania St. (approx. 1 mile).
- Turn right at Pennsylvania to W. Texas.
- Turn left at W. Texas
- The SCAC is 6 blocks down on the right between Jefferson and Union streets.

### Driving Directions from Rio Vista/Hwy 12

- From Rio Vista, take Hwy 12 to Jackson St exit.
- Take Jackson Street 5 blocks to W. Texas St.
- Turn right on W. Texas St.
- The SCAC is 2 blocks down on the right between Jefferson and Union streets.

**Yes, I'd like to comment on transit services in Solano County and offer ideas for improved service.**

*(Please note specific transit service, when appropriate.)*

Name.....

Address.....

City..... State..... Zip.....

E-Mail Address.....

Comments *(please be specific regarding transit services):*

.....

.....

.....

.....

.....

.....

.....

Please e-mail your comments to [info@mtc.ca.gov](mailto:info@mtc.ca.gov) or mail this form to: MTC Public Information, 101-8th Street, Oakland, CA 94607 or fax it to (510) 817-5848 no later than 4 p.m. December 8, 2010.



DATE: November 5, 2010  
TO: STA TAC  
FROM: Liz Niedziela, Transit Program Manager  
RE: 10-Year Transit Fleet and Minor Transit Capital Investment Plan Update

---

**Background:**

Various capital transit funding opportunities become available and will continue over the next several years. Some of these funding opportunities include the State Transportation Improvement Program (STIP), Proposition 1B, and Lifeline.

With the passage of Proposition 1B by the voters in November 2006, The Metropolitan Transportation Commission (MTC) passed Resolution 3814 regarding the distribution and use of the \$347 million of Bay Area share of Proposition 1B Regional Transit capital funds estimated to be available over a ten year cycle. Of this total, Solano County will receive approximately \$500,000 annually for Small Operators/North Counties - Capital Improvements category.

Based on the 10-Year Transit Fleet Plan approved by STA Board in 2007, prioritization was used as the basis of funding the following three transit vehicle replacement projects of \$1,475,912 in Prop 1B matching funds as follows:

Fairfield and Suisun Transit (5 vehicles)	\$400,000
Vacaville Transit (5 vehicles)	\$240,000
<u>Vallejo Transit (20 vehicles)</u>	<u>\$835,912</u>
TOTAL	\$1,475,912

In addition, County has also received and may continue to receive funding from the Lifeline Funding for Transit Operators. MTC's Lifeline Transportation Funding Program is intended to improve mobility for residents of low-income communities and, more specifically, to fund solutions identified through the Community Based Transportation Plans. In the Lifeline Funding Cycle of Fiscal Year (FY) 2009-11, almost \$3.8 million was awarded for bus shelters, replacement vehicles, bike racks, expanding and sustaining Lifeline identified service (Attachment A). The STA is requesting the transit operators provide a status update on these projects.

**Discussion:**

At several recent Consortium meetings, there has been discussion about updating the Transit Capital lists for two key purposes: 1.) show how previous funding allocations have been used to meet transit capital needs, and 2.) to update lists to be prepared when funding opportunities arise. Solano County last went through this exercise in the Fall of 2007. The list from that time has been updated with information received in 2008 which was a limited update. STA staff requested information relating to transit details including unfunded

capital needs in February 2010 to update the 10-Year Transit Fleet (Attachment B) and Minor Transit Capital Investment Plan (Attachment C). Three transit operators (Dixon, Rio Vista, and Vacaville) have updated their transit capital and three transit operators have not. The 10-Year Transit Fleet and Minor Transit Capital Investment Plan is intended to be a guide for not only programming decisions over the next decade but also to be a document that provides detailed information about transit capital priority needs in the county for near-term funding opportunities. It was recommended that STA will update the 10-Year Transit Fleet and Minor Transit Capital Investment Plan at least every two years in association with other capital investment plans.

Over the past year, federal stimulus provided funding to transit operators for transit capital projects (Attachment D). Solano County transit operators received almost \$18 million in funding for transit capital projects from the Federal Transit Administration (FTA). The federal economic stimulus funded projects that need to be updated and/or removed from the Transit Capital List. Attachment D provides details for the transportation projects for Solano County that have received federal stimulus funding. The STA staff is also requesting the transit operators review and update the transit stimulus list by providing completion date and anticipated completion dates.

It is requested each operator email their updated Minor Transit Capital and Fleet Inventory forms to Liz Niedziela. If the operators' 10-Year Transit Fleet and Minor Transit Capital Investment Plans are not updated, STA staff cannot include those transit operators' needs for STA Board approval. The Minor Transit Capital and Fleet Inventory are scheduled to be presented to the Board at its December meeting. Due to the transitions of transit operator's staff, the STA staff has extended the deadline to November 30, 2010.

#### *Instruction for Completing the Transit Capital Forms*

##### **Minor Transit Capital**

This list is organized by jurisdiction and near-term (within 5 years) and long-term. Please update your agency's information. If an item has been funded, complete the green columns to describe where it is in the funded/purchased process and the type of funding used. If a project remains unfunded, complete the yellow columns updating the year, cost and amount that is unfunded. Feel free to offer any comments to clarify any needs, identify if the need has changed, etc.

##### **Fleet Inventory**

The fleet inventory is also organized by jurisdiction. The fleet inventory benchmark is reflective of the 2007 STA Board approved list with a few updates/comments. Each operator is to update the information in the blank columns at the right, add any new vehicles that have been received. A "comments" column has been added for any clarifying notes such as if vehicles have been surplus, don't need to be replaced due to reduced service fleet demands, are new and/or to state the fund source of newly procured vehicles, etc.

##### **Fiscal Impact:**

The 10-Year Transit Fleet and Minor Transit Capital Investment Plan is intended to be a guide for future programming of transit capital funds such as Prop. 1B Transit Capital and other transit capital funds.

##### **Recommendation:**

Informational.

Attachments:

- A. Lifeline Funding
- B. 10-Year Transit Fleet Investment Plan (An enlarged copy of this attachment has been provided to the TAC members under separate enclosure.)
- C. 10-Year Minor Transit Capital Needs
- D. Stimulus Funding For Transit Capital Projects

**LIFELINE FUNDING**

			<b>Total</b>	<b>Status</b>
JARC	Vallejo Transit	Expanding Route 5 to Vallejo Campus (2 Years)	\$250,000	
JARC	Benicia CAC	DRIVES/CARS Programs	\$30,000	
<b>JARC</b>	<b>FAST</b>	<b>Installation of MCI Luggage/Bike Racks</b>	<b>\$45,000</b>	
JARC	FAST	Route 8 Frequency for Travis AFB Shuttle	\$91,834	
<b>TOTAL JARC</b>			<b>\$416,834</b>	

STAF	Vallejo Transit	Route 85 - Sustaining (4 Years)	\$ 500,000	
STAF	Vallejo Transit	Route 1 - Sustaining (4 Years)	\$ 800,000	
STAF	Dixon Read-Ride	Saturday and Weekday Service (4 Years)	\$ 521,159	
STAF	FAST	Route 30 Saturday Service (Year 2010-11)	\$ 68,385	
<b>TOTAL STAF</b>			<b>\$ 1,889,544</b>	

<b>Prop 1B</b>	<b>Dixon Read-Ride</b>	<b>Bus Replacement</b>	<b>\$ 60,000</b>	
<b>Prop 1B</b>	<b>FAST</b>	<b>Shelters</b>	<b>\$ 419,088</b>	
<b>Prop 1B</b>	<b>Vallejo Transit</b>	<b>Shelters</b>	<b>\$ 761,014</b>	
<b>Prop 1B</b>	<b>Vacaville City Coach</b>	<b>Shelters</b>	<b>\$ 109,800</b>	
<b>Prop 1B</b>	<b>Dixon Read-Ride</b>	<b>Bus (local match)</b>	<b>\$ 15,000</b>	
<b>Prop 1B</b>	<b>FAST</b>	<b>Replacement Vehicle</b>	<b>\$ 41,600</b>	
<b>Prop 1B</b>	<b>FAST</b>	<b>Downtown Flex Shuttle</b>	<b>\$ 60,000</b>	
<b>TOTAL PROP 1B</b>			<b>\$ 1,466,502</b>	

**TOTAL Lifeline Funds Awarded \$ 3,772,880**

Capital Projects are in Bold





Status December 2007															
Operator	Bus Number	Manufacturer	Model	Mode of Power	Year of Purchase	Planned Year of Retirement	Tier	Mileage	Date Mileage Taken	Capacity - Seated	Capacity - Standing	Wheel-chair Positions	In Service/ Spare	Intercity, Local FR, Paratransit	Condition
<b>RIO VISTA</b>															
Rio Vista	15	Supreme	Champion	Diesel	1993	2007	1	146,133	9/30/2006	8	0	1	Spare	Local	Poor
Rio Vista	16	Supreme	Champion	Diesel	2001	2010	1	73,928	9/30/2006	8	5	1	In Service	Local	Good
Rio Vista	17	El Dorado National	Aerotech	Diesel	2006	2015	2	0	9/30/2006	16	10	2	In Service	Local	Excellent
Rio Vista	18	El Dorado National	Aerotech	Diesel	2006	2015	2	0	9/30/2006	16	10	2	In Service	Local	Excellent
Rio Vista	124	Diamond Coach	Ford E450	Diesel	2005	2007	1	50,043	9/30/2006	20	10	2	Spare	Local	Excellent

Status/Notes- Feb 2010					Comments
Mileage	Date Mileage Taken	In Service/ Spare	Intercity, Local FR, Paratransit	Condition	(include if vehicle has been surplus, retired, doesn't need replacement, new vehicle, etc)

Status December 2007																
Operator	Bus Number	Manufacturer	Model	Mode of Power	Year of Purchase	Planned Year of Retirement	Tier	Mileage	Date Mileage Taken	Mileage Taken	Capacity - Seated	Capacity - Standing	Wheel-chair Positions	In Service/ Spare	Intercity, Local FR, Paratransit	Condition
<b>VACAVILLE</b>																
Vacaville	901	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	389,524	Marh 2006	30	15	2	In Service	Local FR	Very Good	
Vacaville	902	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	401,756	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	903	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	385,469	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	904	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	397,583	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	905	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	358,661	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	906	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	398,995	Mar-06	30	15	2	Spare	Local FR	Very Good	
Vacaville	907	Gillig	30/96b6ct Phantom	Diesel	1995	2010	1	376,421	Mar-06	30	15	2	Spare	Local FR	Very Good	
Vacaville	908	BlueBird	2903 QBRE	CNG	2001	2013	2	97,810	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	909	BlueBird	2904 QBRE	CNG	2001	2013	2	99,925	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	910	BlueBird	2905 QBRE	CNG	2001	2013	2	94,575	Mar-06	30	15	2	In Service	Local FR	Very Good	
Vacaville	911	BlueBird	2906 QBRE	CNG	2001	2013	2	103,909	Mar-06	30	15	2	Spare	Local FR	Very Good	
Vacaville	912	BlueBird	2907 QBRE	CNG	2001	2013	2	98,982	Mar-06	30	15	2	Spare	Local FR	Very Good	
Vacaville																
Vacaville	954	El Dorado	Ford E350 Turtletop	Diesel	1999	2008	1	98,563	Mar-06	8	0	2	In Service	Paratransit	Good	
Vacaville	955	El Dorado	Ford E350 Turtletop	Diesel	1999	2008	1	97,852	Mar-06	8	0	2	Spare	Paratransit	Good	
Vacaville	956	El Dorado	Ford E350 El Dorado	Diesel	2006	2015	2	23,011	Mar-06	8	0	2	In Service	Paratransit	New	
Vacaville	957	El Dorado	Ford E350 El Dorado	Diesel	2006	2015	2	21,028	Mar-06	8	0	2	In Service	Paratransit	New	
Vacaville	958	El Dorado	Ford E350 El Dorado	Diesel	2006	2015	2	21,009	Mar-06	8	0	2	Spare	Paratransit	New	
Vacaville	959	El Dorado	Ford E350 El Dorado	Diesel	2006	2015	2	22,695	Mar-06	8	0	2	Spare	Paratransit	New	

Status/Notes- Feb 2010					Comments
Mileage	Date Mileage Taken	In Service/ Spare	Intercity, Local FR, Paratransit	Condition	(include if vehicle has been surplusd, retired, doesn't need replacement, new vehicle, etc)



**THIS PAGE LEFT INTENTIONALLY BLANK.**

**STA TRANSIT CAPITAL PLAN - Minor Capital  
Preliminary Project List -2010 Update  
11-Feb-10**

**Near Term**

Jurisdiction	Project	Year	Total Cost	Unfunded	Funded Projects Update		Unfunded Projects Update			Comments
					Status-2010		Status-2010			
					Purchased, Procured, or Funded	Fund Source(s)	Year	Total Cost	Unfunded	
Status December 2007										
Benicia	Bus Stop Amenities	FY 07-08 - Future	\$53,654	\$22,000						
Benicia	Bus Stop Improvement at 1st St	FY 08-09	\$500,000	\$500,000						
Benicia	Office Equipment	FY 08-09	\$25,000	\$25,000						
Benicia	Replace Admin Sedan	FY 11-12	\$30,000	\$30,000						
Dixon	New Dispatch System	FY2007-08	\$15,000	\$15,000						
Fairfield	AVL System	FY 07-08- FY 08-09	\$1,532,940	\$766,470						
Fairfield	Bus Stop Improvements	FY2007-08;FY2008-09	\$151,800							
Fairfield	Transit Equipment (Exterior Graphics; bike racks)	FY2007-08;FY2008-09	\$53,500							
Fairfield	FTC Capital Facilities	FY2007-08;FY2008-09	\$340,000							
Fairfield	Maintenance Equipment	FY2007-08	\$104,100							
Fairfield	Misc.	FY2007-08;FY2008-09	\$100,000							
Rio Vista	Dispatch Software, Office Equip	FY 08-09- FY 10-11	\$50,000	\$50,000						
Rio Vista	Bus Bench	FY2007-08	\$5,119	\$0						
Rio Vista	Particulate Trap	FY2007-08	\$25,000	\$0						
Rio Vista	Radio Base Station & 10 Mobile Units	FY2007-08	\$4,440	\$0						
Rio Vista	Computer Equipment	FY2007-08	\$3,600	\$0						
Rio Vista	Bus Stop Signs & Benches	FY2008-09	\$10,000	\$10,000						
Rio Vista	Administrative Vehicle	FY2008-09	\$25,000	\$25,000						
Rio Vista	Office Equipment	FY2008-09	\$2,500	\$2,500						
Vacaville	Transit Maintenance Tools	FY09/10; FY10/11;FY12/13	\$150,000							
Vacaville	Transit Amenities: Bus Shelters, Benches etc.	FY08/09; FY09/10; FY10/11	\$240,000							
Vallejo	Systemwide Bus Shelter Repl.	FY 06-07	\$250,000	\$150,000						
Vallejo	Misc Support Equipment	FY 06-07	\$50,000	\$10,000						
Vallejo	Port Security FMF	FY 06-07	\$281,250	\$56,250						
Vallejo	Tire Machine	FY 07-08	\$10,000	\$10,000						
Vallejo	Close Monitoring Wells	FY 07-08	\$25,000	\$25,000						
Vallejo	Replace DPF Mufflers	FY 07-08	\$190,000	\$190,000						
Vallejo	Replace Shop Truck	FY 07-08	\$60,000	\$60,000						
Vallejo	9 Computers for Transit Facility	FY 07-08	\$27,000	\$27,000						
Vallejo	Install new DECS for MCI buses	FY 08-09	\$700,000	\$700,000						
Vallejo	Exhaust fan for DPF Cleaner	FY 08-09	\$30,000	\$30,000						
Vallejo	Major Ferry Components Rehab	FY 08-09	\$848,140	\$169,628						
Vallejo	Surveillance Cameras for 60 buses	FY 08-09	\$250,000	\$250,000						
Vallejo	Paratransit Scheduling Software	FY 08-09	\$50,000	\$50,000						
Vallejo	5 Computers for Paratransit Sched	FY 08-09	\$26,000	\$26,000						
Vallejo	Bus Stop Maint/Inventory Software	FY 08-09	\$25,000	\$25,000						
Vallejo	Paving Bus Maintenance Facility	FY 08-09	\$500,000	\$500,000						
Vallejo	Replace Bus Wash	FY 08-09	\$300,000	\$300,000						
Vallejo	Replace Gillig Transmissions	FY 08-09	\$80,000	\$80,000						
Vallejo	Replace Gillig Engines	FY 08-09	\$140,000	\$140,000						
Vallejo	Replace Maint Facility HVAC	FY 08-09	\$100,000	\$100,000						
Vallejo	Renovate Driver Break Room	FY 08-09	\$5,000	\$5,000						
Vallejo	Bus Facility Security Surveillance	FY 08-09	\$50,000	\$50,000						
Vallejo	Replace 10 Computers for Transit	FY 08-09	\$40,000	\$40,000						
Vallejo	Upgrade Base Radio Equipment	FY 08-09	\$150,000	\$150,000						
Vallejo	PT Maint Support Equip - Battery	FY 08-09	\$10,000	\$10,000						
Vallejo	Transit Misc Support Equip	FY 08-09	\$72,000	\$72,000						
Vallejo	Surveillance Cameras for Sereno TC	FY 09-10	\$75,000	\$75,000						
Vallejo	Support Vehicles	FY 09-10	\$85,000	\$85,000						
Vallejo	Seal Shop Floor	FY 09-10	\$100,000	\$100,000						
Vallejo	Security Enhance. O&M Facility	FY 09-10	\$300,000	\$300,000						
Vallejo	Replace 6 Computers for Ferry	FY 09-10	\$25,000	\$25,000						
Vallejo	Replace Misc Office Equipment	FY 09-10	\$50,000	\$50,000						
Vallejo	Expand Dispatch in Bus Ops Fac	FY 10-11	\$700,000	\$700,000						
Vallejo	Systemwide AVL	FY 10-11								
Vallejo	Engine Repower	FY 08-09	\$6,500,000	\$1,300,000						
Vallejo	Engine Repower	FY 09-10	\$6,500,000	\$1,300,000						
<b>5 YEAR TOTAL, MINOR CAPITAL</b>			<b>\$22,026,043</b>	<b>\$8,606,848</b>						

**Longer-term**

Benicia	AVL System	Future	\$475,000	\$475,000						
Rio Vista	Bus Stop and Amenities	Future	\$25,119	\$5,000						
Rio Vista	AVL for Transit Buses	Future	\$150,000	\$150,000						
<b>TOTAL, FUTURE MINOR CAPITAL</b>			<b>\$650,119</b>	<b>\$630,000</b>						

Tier	Local Agency	Project Title	ARRA	Status
T1	City of Benicia	Fueling Station Upgrade	\$ 57,000	
T1	City of Benicia	Replace 12 Bus Shelters	\$ 68,400	
T1	City of Benicia	Operating Assistance	\$ 6,600	
FTA 5311	City of Dixon	Preventative Maintenance for Dixon Re	\$ 48,000	
FTA 5311	City of Dixon	Municipal Service Center	\$ 381,676	
FTA 5311	City of Dixon (STA transferred)	Paratransit Buses (3)	\$ 225,000	
T1	City of Fairfield	FAST Preventative Maintenance	\$ 826,080	
T1	City of Fairfield	Bus Purchase/Replacement (3)	\$ 417,747	
T1	City of Fairfield	GFI Fareboxes	\$ 1,577,660	
T1	City of Fairfield	Operating Assistance	\$ 313,498	
T1-S	City of Fairfield	GFI Fareboxes	\$ 172,340	
T2	City of Fairfield	Bus Purchase/Replacement (6)	\$ 788,484	
FTA 5311	City of Rio Vista	Preventative Maintenance	\$ 75,000	
T1	City of Vacaville	Fixed Route Bus Replacement	\$ 1,734,372	
T1	City of Vacaville	Vacaville Intermodal Station	\$ 482,702	
T1-S	City of Vacaville	Fareboxes	\$ 115,330	
T2	City of Vacaville	Vacaville Intermodal Station	\$ 527,655	
T1	City of Vallejo	Rehab/Preventative Maintenance	\$ 3,238,768	
T1	City of Vallejo	Ferry Terminal ADA, Rehab	\$ 800,000	
T1	City of Vallejo	Bus Maintenance Facility	\$ 812,324	
T1	City of Vallejo	Repower Ferry Engines	\$ 2,000,000	
T1	City of Vallejo	Operating Assistance	\$ 761,232	
T1-S	City of Vallejo	Vallejo Station Bus Transit Center	\$ 439,212	
T2	City of Vallejo	Vallejo Station	\$ 2,009,466	
FTA 5311	City of Vallejo (STA transferred)	Paratransit Buses (1)	\$ 75,000	
			<b>\$ 17,953,546</b>	



DATE: November 5, 2010  
TO: STA TAC  
FROM: Liz Niedziela, Director of Transit and Rideshare Services  
RE: Senior and Disabled Transportation Advisory Committee –  
Including Transit Contractors and Taxi Providers

---

**Background:**

The Solano Transportation Authority works on a wide spectrum of transportation issues. These include mobility for senior citizens and disabled persons. The STA Board-appointed Paratransit Coordinating Council (PCC) is responsible for reviewing and provides input to the STA Board on transportation studies concerning seniors, the disabled, and paratransit services and makes recommendations on the funding priorities of paratransit capital grants. The SolanoExpress Intercity Transit Consortium is comprised of Solano County's six transit operators, Solano County and STA and coordinates on a variety of transit plans, services, and issues including senior and disabled transit services.

In 2004, STA completed a countywide Senior and Disabled Transit Plan. It projected that by 2030 the proportion of the County's population aged 65 and over would more than double from 9% at the time of the study to 19%. The study noted that as people age, they become less likely to maintain their driver's license while still needing to be mobile.

The STA 2009 Board Chair and County Supervisor Jim Spring requested and received support from the STA Board to have STA assist in organizing a countywide public forum specifically on the topic of Senior and Disabled Transportation. The first Summit was held in June 2009. Participants were a wide range of users, major stakeholders and policy makers: public, private and non-profit transportation program and service providers, State legislative staff, MTC and local City Councilmembers.

The Senior and Disabled Transportation Summit II was held in October 2009. At both summits, there was interest expressed and concerns raised about how to continue the dialogue and partnerships' exhibited at the two summits. A new STA Board Advisory Committee consisting of a variety of stakeholders in the senior and disabled community was established to meet this need. The Committee's purpose is to provide a countywide forum for coordination and funding of senior and disabled transportation services. In December 2009, the STA Board authorized and approved the establishment, the purpose and membership categories of the new committee members were recruited for each category.

**Discussion:**

There has been interest expressed to have local transit contractor (MV Transportation) to be included as a member of the committee. MV Transportation is the transit contractor for the City of Benicia's Benicia Breeze, City of Fairfield's Fairfield and Suisun Transit (FAST) and City of Vallejo's Vallejo Transit services. MV Transportation provides fixed-route and paratransit transit services throughout the United States.

The STA staff recommended to the STA Board in October to approve a modification of the Senior and Disabled Transportation Advisory Committee membership to include a Solano Transit Contractors and to Appoint MV Transportation to fill the Solano Transit Contractor category on the Senior and Disabled Transportation Advisory Committee.

A representative from First Transit spoke during Public Comment and also expressed interest in serving on the Advisory Committee. After discussion with the STA Board members, there was consensus to bring this item to the Senior and Disabled Transportation Advisory Committee and its Planning Committee for staff to bring back to the Board with a recommendation. In STA Board discussion, there seemed to be general concurrence to for this new position to be Ex-Officio, a non-voting position.

The Senior and Disabled Transportation Advisory Committee held its meeting on Thursday, October 28<sup>th</sup> and recommended that to the STA Board to add these Ex-Officio Advisory Positions to the Senior and Disabled Advisory Committee to include Transit Contractors (2) and Taxi Provider (1) (Attachment A). This item will be presented at the December STA Board meeting for consideration of approving the updated membership to this committee.

**Recommendation:**

Informational.

Attachment:

- A. Proposed Revised Committee Purpose and Membership

**Advisory Committee  
for  
Solano Seniors, Elderly and Disabled**

**Purpose:** To provide a countywide forum for coordination and funding of senior and disabled transportation services

**Tasks:**

- Provide forum for senior and disabled transportation Issues;
- Identify and advise STA, County of Solano, Cities and Senior Coalition on transportation issues for seniors and disabled individuals;
- Provide forum for coordination of senior and disabled transit services and funding for transit providers and non-profits;
- Develop funding priorities for senior and disabled transportation issues to the STA and serve as advisory committee for update on seniors and disability mobility study ; and
- Development of short-term and long-term funding strategy for seniors and disabled transportation.

<b>Proposed Revised MEMBERSHIP:</b>	
<b>Voting Members</b>	
Transit Operators	<ul style="list-style-type: none"> <li>• Benicia Breeze</li> <li>• Dixon Read-Ride</li> <li>• Fairfield and Suisun Transit</li> <li>• Rio Vista Delta Breeze</li> <li>• Vacaville City Coach</li> <li>• Vallejo Transit</li> </ul>
County of Solano	<ul style="list-style-type: none"> <li>• Health and Social Services</li> <li>• Transportation</li> </ul>
Non-Profit	<ul style="list-style-type: none"> <li>• Faith in Action</li> <li>• Area Agency on Aging</li> </ul>
Paratransit Coordinating Council Representative	
Senior Coalition	
Solano Community College	
Medical Providers	<ul style="list-style-type: none"> <li>• Kaiser</li> <li>• North Bay</li> <li>• Sutter Solano</li> <li>• Dialysis Center</li> <li>• Skilled Nursing Facility</li> </ul>
STA	<ul style="list-style-type: none"> <li>• Staff</li> <li>• 2 Board Member Liaisons</li> </ul>
Members at Large (Eight)	One appointed by each Mayor and one by the Board of Supervisors
<b>Non-Voting Members</b>	
Solano Transit Contractors (3)	<ul style="list-style-type: none"> <li>• MV Transportation</li> <li>• First Transit</li> <li>• Storer Transportation</li> </ul>
Solano Taxi Contractors (TBD)	Checker Cab

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 4, 2010  
TO: STA TAC  
FROM: Judy Leaks, SNCI Program Manager/Analyst  
RE: Solano Employer Commute Challenge 2010 Results

---

**Background:**

The Fourth Annual Solano Commute Challenge (Challenge) was a targeted outreach campaign for Solano County large employers that involved the local business community in addition to employers and employees. The overall goal for this campaign was to increase and sustain Solano County employees' use of alternative transportation. The Challenge for employers and their employees was to "Use transit, carpool, vanpool, bike, or walk to work at least 30 workdays from August through October." Incentives are provided through the Solano Transportation Authority (STA)'s Solano Napa Commuter Information (SNCI) Program to employees and employers who "met" the Commute Challenge.

STA staff contacted the Chamber of Commerces throughout the county to get input and feedback about the Challenge and to confirm suggested employer targets in each of their communities. Campaign materials were sent to the targeted employers in July with telephone follow-up one week later. Information about the Challenge was posted on the STA's SNCI webpage, [www.commuterinfo.net](http://www.commuterinfo.net), along with a registration form where targeted employers and their employees could indicate their interest in participating.

Employees accessed information about the Challenge through the SNCI webpage and also from hardcopy brochures and flyers that were provided to the employers for distribution. New this year, employees were able to track their trips electronically using the 511 Ridematching system's "Trip Diary" tracking system. Employees who did not have internet access or preferred to not use the electronic alternative still had the option of submitting the hard-copy Monthly Commute Logs. There was a learning curve for many who used the electronic "Trip Diary." Staff provided significant assistance to ensure that employees understood the process and would accurately track their trips. As individual employees signed up, they could request information about transit, bicycling, and carpooling/vanpooling options.

**Discussion:**

This year's Commute Challenge ended on October 31, 2010 and the deadline for all Monthly Commute Logs was November 5<sup>th</sup>. As of mid-October, 46 major employers totaling 620 employees registered in the Challenge. Employer participation increased by 7% while employee participation increased 4% over last year. Staff is currently calculating the number of Commute Champions based on electronic and hard-copy commute logs and will have the final tally results by November 12<sup>th</sup>. Nearly 420 employee participants are on track to earn the title "Commute Champion" by meeting or passing the goal, an increase of 16% over last year.

Employers who are on course to become Commute Champion Workplaces (where 20 or more employees became Commute Champions) include AAA in Fairfield, State Compensation Insurance Fund and Genentech in Vacaville, California Vegetable Specialties in Rio Vista, Travis Air Force Base, and the County of Solano.

SNCI Program incentive rewards, in the form of “Commute Bucks” gift certificates, will be distributed by mid December. Employees who are Commute Champions are entered into a drawing for a variety of gift cards. The drawing for those gift certificates will take place at the December STA Board meeting. Staff will coordinate the presentation of employer rewards with the companies, chambers of commerce, and STA Board members.

**Fiscal Impact:**

The Solano Commute Challenge (Challenge) campaign is included in the STA’s Solano Napa Commuter Information program budget and is funded by a combination of Bay Area Transportation for Clean Air (TFCA) and Eastern Solano Congestion Management Air Quality (CMAQ) funds.

**Recommendation:**

Informational.

Attachment:

- A. SCC Employee Final Results Table (To be provided under separate cover.)



DATE: November 8, 2010  
TO: STA TAC  
FROM: Janet Adams, Deputy Executive Director/Director of Projects  
RE: Project Initiation Document (PID) Resource Reductions for Caltrans

---

**Background:**

A Project Initiation Document (PID) is commonly viewed as a Project Study Report (PSR) which is a preliminary engineering report that documents agreement on the scope, schedule, and estimated cost of a project so that the project can be included in a future State Transportation Improvement Program (STIP). Caltrans requires PID's for on-system projects over \$3 million.

The California Transportation Commission (CTC) requires a completed PSR for projects before the project can be added into the STIP. The CTC intends that the process and requirements for PSRs be as simple, timely, and workable as practical, given that a PSR must be prepared at the front end of the project development process, before environmental evaluation and detailed design, and that it must provide a sound basis for commitment of future state funding. A PSR also provides a key opportunity to achieve consensus on project scope, schedule, and proposed cost among Caltrans and involved regional and local agencies.

State statutes provide that Caltrans shall have 30 days to determine whether it can complete the requested report in a timely fashion (in time for inclusion in the next STIP). If Caltrans determines it cannot prepare the report in a timely fashion, the requesting entity may prepare the report. Local, regional and state agencies are partners in planning regional transportation improvements. Input from all parties is required at the earliest possible stages and continues throughout the process. The project sponsor should take the lead in coordination activities. PSRs to be completed by a local agency for projects on the State Highway System still require Caltrans oversight and ultimate approval.

The State Highway Operations & Protection Program (SHOPP) projects, which Caltrans is the lead agency, take priority over local projects given Caltrans' mission for preservation of the State Highway System.

On February 17, 2010, Caltrans requested STA to develop a 3-year PID work plan for all Solano County Projects, covering Fiscal Years (FY) 2010-11 through FY 2012-13. A continued theme is that current State Budget proposals include provisions that the projects are to pay for Caltrans oversight. While there are clearly several questions and concerns that exist with regard to paying for the oversight, details remain to be worked out.

On September 3, 2010, STA was notified that the March 2010 Three-Year Strategic Plan for PIDs was approved. As stated by Caltrans, the March 2010 plan identifies 21 recommendations to improve the overall PID process to be implemented over the next couple of years, including 12 key recommendations that are anticipated to be executed over the next several months.

For Solano County, the following work was in the PID 3-Year Plan:

<b>FY 2010-11</b>	
SOL I-80	Lagoon Valley Blvd Interchange in City of Vacaville
SOL I-80	Interchange Modification/Roundabout @ Hiddenbrooke
SOL I-80	New EB Auxiliary Lanes Airbase Pkwy to Travis in City of Fairfield
SOL I-505	Widen the SB Off-ramp at Vaca Valley Pkwy in City of Vacaville
SOL I-505	Widen Overcrossing to 2 Lanes in each direction and modify existing spread diamond to provide partial cloverleaf design. Vaca Valley Pkwy in Vacaville
Nap/SOL/ SJ SR-12	N Corridor Study SR12 (SR29 to I-5) Study

<b>FY 2011-12</b>	
SOL I-780	Construct Transit Center at Curtola Pkwy and Lemon St. in City of Vallejo
SOL I-80	Reconstruct Interchange I-80 at Pedrick Rd in City of Dixon
SOL I-80	Express Lanes Red Top Rd. to I-505

<b>FY 2012-13</b>	
SOL I-80	Reconstruct Interchange I-80 at "A" Street in City of Dixon
SOL I-80	Reconstruct Interchange I-80 at Pedrick Rd. in City of Dixon

**Discussion:**

While having a project in the 3-Year Work Plan was required for a local agency to begin work with Caltrans oversight, it was not a guarantee that the oversight work would have resources from Caltrans allocated. Over the last 4 years, Caltrans has seen a sharp reduction in the amount of resources that are provided for all preliminary engineering work or Project Initiation Documents. This year, the trend is continuing. On October 19, 2010 STA received a e-mail (Attachment A) from Caltrans that stated:

Through the 2010 Budget Act, the Department of Transportation's 40.50 (PID) Program budget was reduced by \$7,428,000 and 63.7 Personnel Years (PY). This PID reduction was made through the Governor's line-item veto authority and states the following:

"I am reducing this item by \$7,438,000 and 63.7 personnel years because state funds should not be committed to the development of project initiation documents for locally-funded projects that are not on a state highway corridor or do not have funding identified to fund the project. I propose instead that local agencies fund these costs for their projects."

Although the language specifically states that this reduction is targeted at “locally-funded projects that are not on a state highway corridor”, Caltrans Division of Budgets and the Department of Finance (DOF) clarified that the intent is targeted at Project Initiation Documents (PID) for locally-funded projects on the state highway system.

For District 4, the share of reduction is 9.2 PY (a 21% reduction from last year). In order to minimize impact Caltrans is planning to defer most if not all of the proposed "new" non-State Highway Operation and Protection Program (SHOPP) PIDs in the Fiscal Year 2010-11 Work Plan into the next fiscal year. However, this action only addresses approximately half of the required reduction. The rest will be addressed through a reduction to the SHOPP PIDs. Once a copy of the revised overall workplan for FY 2010-11 is provided by Caltrans, it will be forwarded to the TAC.

**Fiscal Impact:**

There are no fiscal impacts to the STA for this issue as this subject is related to the development of priorities for PSRs.

**Recommendation:**

Informational.

Attachment:

- A. Caltrans E-Mail of October 17, 2010

**THIS PAGE LEFT INTENTIONALLY BLANK.**

**Janet Adams**

---

**From:** Patrick Pang [patrick\_pang@dot.ca.gov]  
**Sent:** Tuesday, October 19, 2010 4:16 PM  
**To:** vbhat@accma.ca.gov; aabuamara@ccta.net; bwhitney@tam.ca.gov; dvargas@nctpa.net; chester.fung@sfcta.org; slwong@co.sanmateo.ca.us; eugene.maeda@vta.org; jadams@sta-snci.com; sgause@sctainfo.org  
**Cc:** Lee Taubeneck; li\_lin@dot.ca.gov; Phillip Cox  
**Subject:** PID Reduction

Hello:

Through the 2010 Budget Act, the Department of Transportation's 40.50 (PID) Program budget was reduced by \$7,428,000 and 63.7 Personnel Years (PY). This PID reduction was made through the Governor's line-item veto authority and states the following:

"I am reducing this item by \$7,438,000 and 63.7 personnel years because state funds should not be committed to the development of project initiation documents for locally-funded projects that are not on a state highway corridor or do not have funding identified to fund the project. I propose instead that local agencies fund these costs for their projects."

Although the language specifically states that this reduction is targeted at "locally-funded projects that are not on a state highway corridor", the Department's Division of Budgets and Department of Finance (DOF) clarified that the intent is targeted at Project Initiation Documents (PID) for locally-funded projects on the state highway system.

For District 4, our share of reduction is 9.2 PY (21% reduction from last year). In order to minimize impact to our partners, it is proposed to defer most if not all of the proposed "new" non-SHOPP PIDs in the 10/11 Work Plan into the next fiscal year. Please note that by doing so will only address approximately half of the required reduction. The rest will be addressed through the SHOPP PIDs.

As of now, we have not included the individual "new" Hot Lane PIDs in the reduction plan. In light of the overall Hot Lane Network PSR being undertaken by MTC, I would like a confirmation by COB Wednesday if your county is actually going to start work on these PIDs this year. Every bit of resource helps to reduce impact to the SHOPP programs.

We have to send our revised overall workplan to HQ on Thursday. Li Lin of my staff will be sending you the revised 10/11 Work Plan shortly. Meanwhile, do not hesitate to call us if you have questions.

Thanks.

Pat

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Sam Shelton, Project Manager  
RE: Project Delivery Update

---

**Background:**

As the Congestion Management Agency (CMA) for Solano County, the Solano Transportation Authority (STA) coordinates project funding commitments between project sponsors and funding agencies. This coordination includes recommendations for programming, allocating, and obligating federal, state, and regional funds for a variety of transportation projects. These recommendations are based on the current and projected status of projects recommended for funding by the STA.

This project delivery update is provided to the Solano Project Delivery Working Group (Solano PDWG), the STA's Technical Advisory Committee (TAC), and the STA Board for their review before considering any changes to prior project funding recommendations.

**Discussion:**

*STA Board Recommendations and Improvement Programs*

Between January and July of 2010, the STA Board recommended funding for a variety of transportation projects included in currently approved plans. As the STA does not directly fund projects, other funding agencies program funding for Solano projects in their own improvement programs, such as the Metropolitan Transportation Commission's (MTC) Draft 2011 Transportation Improvement Program (TIP) for federal and regional funds, the California Transportation Commission's (CTC) 2010 State Transportation Improvement Program (STIP) for state funds, and other regional and local grant funding actions (e.g., air district grant programs and local funding swaps). These improvement programs contain the details of how much funding each project receives in specific fiscal years over the next four to five years.

*Programmed Funding Does Not Guarantee Project Funding*

Despite the approved nature of improvement programs, they are based on estimates of available tax dollars, meaning that improvement programs can over-program funding for projects should tax receipts be smaller than expected. In addition to the chance of funding being limited, funding agency "Use it or lose it" project delivery policies contain strict deadlines for current fiscal year programmed funds, which are put in place to expedite the delivery of projects and protect against the loss of funds to other agencies who can spend funds in a timely manner. For example, MTC usually programs more funding than they have available, counting on Bay Area project sponsors being ready to take funds from other regions who miss delivery deadlines. The STIP has a history of running low on funds, forcing the CTC to create additional "allocation plans" that further prioritize STIP funds, leaving programmed projects waiting until later fiscal years for funding, adding to project delays and cost increases.

*Staying on Top of Deadlines and Making Timely Choices*

Attached is a list of projects with programmed funding, which connects project fund sources to delivery deadline policies (Attachment A). MTC's project delivery policies are also attached (Attachments B). This project information is collected by STA staff and reported to Solano PDWG, STA TAC, and STA Board members as they review the feasibility of spending programmed transportation funds and consider project funding alternatives. The earlier a project sponsor realizes that implementing the current funding recommendation for their project is not feasible, the easier it is for the STA and its partner agencies to consider alternative funding scenarios. Project sponsors that wait until deadlines approach or miss deadlines have far few options available.

**Recommendation:**

Informational.

Attachments:

- A. Programmed funding in Solano County, 09-21-10
- B. MTC Resolution 3606, "Milestones, Deadlines, and Consequences", pg 11, 07-23-08

## Solano Transportation Authority (STA)

## Project Delivery Update, 10-26-2010

Projects listed by agency, including known available funding by delivery phase noting total shortfall.

Agency	TIP ID	Project name	Primary Funding Programs	Est. Year Built	Total Available Project Funding (Prior Years to 2014/15)					Shortfall	Status	Next Task and Deadlines
					Preliminary Engineering (PE)		Right-of-Way	Construction	Total			
				Environmental	Design							
Benicia	SOL070045	State Park Road Bridge Widening	CMAQ/ARRA	2010					\$ 2,406	\$ -	Complete	Closeout Project
Benicia	SOL010031	Benicia Intermodal Trans Stations (Military)	RM2	2011	\$ 92	\$ 224	\$ 170	\$ -	\$ 2,514	\$ -	Concept	Request RM2 & start PE
Benicia	SOL110008	Benicia Industrial Pk Multi-Modal Trans Study	RM2	Future	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	Concept	Request RM2 & start PE
Benicia	REG090032	East 2nd Street Overlay	ARRA	2010	\$ -	\$ -	\$ -	\$ -	\$ 197	\$ -	Complete	Closeout Project
Benicia	N/A	Park Road Sidewalk	RM1 (Proposed)	2011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	Concept	Complete concept plan
Benicia	SOL110015	Columbus Parkway Overlay	STP (LS&R C1)	2011	\$ -	\$ -	\$ -	\$ -	\$ 371	\$ -	PE	Request E76 by Feb 2011
Dixon	SOL030001	Dixon Multimodal Transportation Center	STIP	Future	\$ -	\$ 1,330	\$ -	\$ -	\$ -	\$ 26,152	PE	Review Earmarks & Design
Dixon	SOL050007	I-80/Pedrick Road Interchange Modification	Local Impact Fee	Future	\$ 150	\$ 200	\$ 500	\$ -	\$ -	\$ 19,120	Concept	N/A
Dixon	SOL050009	Parkway Blvd/UPRR Grade Separation	Earmark (TEA-21)	Future	\$ 1,260	\$ 290	\$ 1,243	\$ -	\$ -	\$ 11,070	PE	Clear NEPA, Review Earmarks
Dixon	SOL070045	SR-113 Pedestrian Improvements	ECMAQ (SR2S)	2010	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ -	Complete	Closeout Project
Dixon	N/A	West B Street Bicycle and Ped Undercrossing	ECMAQ (Ped)	2015	\$ -	\$ 543	\$ -	\$ -	\$ 1,415	\$ 4,685	PE	Enter Fund swap with Vaca
Dixon	REG090032	Stratford Avenue Rehabilitation	ARRA	2009	\$ -	\$ -	\$ -	\$ -	\$ 218	\$ -	Complete	Closeout Project
Dixon	REG090033	Various Street and Road Rehab (N. Almond)	ARRA	2009	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	Complete	Closeout Project
Fairfield	SOL030002	Fairfield/Vacaville Intermodal Rail Station	RM2/STIP/Earmark	2013	\$ 125	\$ 4,731	\$ 2,060	\$ 21,831	\$ -	\$ -	PE	Request \$4M STIP FY 11/12
Fairfield	SOL991068	Fairfield Transportation Center Phase III	RM2/CMAQ	2013	\$ -	\$ 1,030	\$ -	\$ 6,150	\$ -	\$ -	PE	CON in FY 10/11
Fairfield	SOL070027	W. Texas St. Gateway Project Phase I & II	STP (CMAQ Bike)	2010	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	Complete	Closeout Project
Fairfield	SOL090004	McGary Road Safety Improvement	ARRA (Safety)	2010	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	Complete	Closeout Project
Fairfield	SOL110013	Linear Park Alt Route - Nightingale Dr	CMAQ/TDA	2012	\$ -	\$ 30	\$ -	\$ 250	\$ -	\$ -	PE	Request E76 by Feb 2011
Fairfield	SOL110010	Local Streets and Roads (cycle 1)	STP (LS&R C1)	2012	\$ -	\$ -	\$ -	\$ 1,370	\$ -	\$ -	PE	Request E76 by Feb 2012
Fairfield	REG090032	East Tabor Ave Resurfacing	ARRA	2010	\$ -	\$ -	\$ -	\$ 475	\$ -	\$ -	Complete	Closeout Project
Fairfield	REG090032	Gateway Blvd. Resurfacing	ARRA	2010	\$ -	\$ -	\$ -	\$ 692	\$ -	\$ -	Complete	Closeout Project
Fairfield	REG090032	Suisun Valley Rehabilitation	ARRA	2010	\$ -	\$ -	\$ -	\$ 538	\$ -	\$ -	Complete	Closeout Project
Rio Vista	SOL070019	Rio Vista Signage Improvement Program	Earmark (SAFETEA-LU)	2010	\$ -	\$ 11	\$ -	\$ 261	\$ -	\$ -	PE	Request E76 for CON
Rio Vista	SOL050062	SR 12 Rio Vista Bridge Study	Earmark (SAFETEA-LU)	2010	\$ 453	\$ -	\$ -	\$ -	\$ -	\$ -	Complete	Adopted, Closeout project
Suisun City	SOL110012	Grizzly Island Trail	CMAQ (Bike/SR2S)	2013	\$ 50	\$ 250	\$ -	\$ 1,764	\$ -	\$ -	PE	Request Field review
Suisun City	REG090032	Main Street Rehabilitation	ARRA	2010	\$ -	\$ -	\$ -	\$ 670	\$ -	\$ -	CON	invoice every 6 months
Suisun City	SOL110011	Pintail Dr. Resurface (cycle 1)	STP (LS&R C1)	2012	\$ -	\$ -	\$ -	\$ 437	\$ -	\$ -	Amend	Request E76 by Feb 2011
Suisun City	REG090032	Sunset Avenue Rehabilitation	ARRA	2010	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ -	Complete	Closeout Project
Vacaville	SOL050013	Vacaville Intermodal Station (Allison Dr)	RM2/CMAQ	2010	\$ 620	\$ 990	\$ 2,950	\$ 8,219	\$ -	\$ -	Complete	Closeout Project
Vacaville	NEW	Vacaville Intermodal Station Phase 2	Earmark/RM2	Future	\$ 500	\$ -	\$ -	\$ -	\$ 9,500	\$ -	PE	Request E76 by Feb 2011
Vacaville	SOL070028	Vacaville Downtown Creekwalk	ECMAQ (Ped)	2010	\$ 85	\$ 60	\$ -	\$ 784	\$ -	\$ -	Complete	Closeout Project
Vacaville	SOL070029	Ulatis Creek - Allison to I-80	ECMAQ/YSAQMD	Future	\$ 191	\$ -	\$ -	\$ -	\$ 1,220	\$ -	PE	Fund CON by 20
Vacaville	SOL070026	Ulatis Creek Bike Path (Ulatis Dr to L Town Rd)	ECMAQ/YSAQMD	2013	\$ 66	\$ 195	\$ 180	\$ 630	\$ -	\$ -	ROW	Request E76 by Feb 2012
Vacaville	SOL070047	Peabody/Marshall Rd Ped Safety	ECMAQ/YSAQMD	2009	\$ -	\$ -	\$ -	\$ 396	\$ -	\$ -	Complete	Closeout Project
Vacaville	REG090032	Various Streets Overlay (Allison, Alamo, etc.)	ARRA	2010	\$ -	\$ -	\$ -	\$ 1,376	\$ -	\$ -	Complete	Closeout Project
Vacaville	SOL110016	Local Streets and Roads (cycle 1)	STP (LS&R C1)	2012	\$ -	\$ -	\$ -	\$ 1,324	\$ -	\$ -	PE	Request E76 by Feb 2012
Vacaville	SOL050057	Jepson Pkwy Gateway Enhancement	STIP-TE	2012	\$ -	\$ 120	\$ -	\$ 230	\$ -	\$ -	Amend	CTC Allocation by Apr 2011
Vacaville	REG090032	GPS EVP System Project	ARRA	2010	\$ -	\$ -	\$ -	\$ 320	\$ -	\$ -	Complete	Closeout Project
Vacaville	SOL050059	Nob Hill Bike Path	ECMAQ	2008	\$ 91	\$ -	\$ -	\$ 350	\$ -	\$ -	Complete	Closeout Project
Vallejo	SOL010027	Lemon Street Rehabilitation	STP	2009	\$ -	\$ 29	\$ -	\$ 759	\$ -	\$ -	Complete	Closeout Project
Vallejo	SOL050048	Vallejo Downtown Streetscape, Ph 1	ARRA/TE/CMAQ	2009	\$ 664	\$ -	\$ -	\$ 2,787	\$ -	\$ -	CON	Invoice every 6 months
Vallejo	REG090032	Sereno Dr/Tennessee St. Overlay	ARRA	2009	\$ -	\$ -	\$ -	\$ 1,020	\$ -	\$ -	Complete	Closeout Project
Vallejo	SOL110014	Local Streets and Roads (cycle 1)	STP (LS&R C1)	2012	\$ -	\$ -	\$ -	\$ 1,595	\$ -	\$ -	PE	Request E76 by Feb 2012
Vallejo	SOL050012	Vallejo Curtola Transit Center	RM2	Future	\$ 705	\$ -	\$ -	\$ 11,045	\$ -	\$ -	PE	Clear CEQA, req't RM2 for CON
Vallejo	SOL050023	Vallejo Station Pedestrian Links	CMAQ (TLC)	2012	\$ -	\$ -	\$ -	\$ 2,340	\$ -	\$ -	CON	Invoice every 6 months
Vallejo	SOL950035	Vallejo Station Intermodal	STIP/RM2/5309	2012	\$ 200	\$ 5,800	\$ 9,000	\$ 64,128	\$ -	\$ -	CON	Invoice every 6 months
Vallejo	SOL990018	I-80/American Canyon Rd overpass Improv	Local Impact Fee	Future	\$ -	\$ -	\$ -	\$ 5,230	\$ -	\$ -	PE	Complete PSR

Agency	TIP ID	Project name	Primary Funding Programs	Est. Year Built	Total Available Project Funding (Prior Years to 2014/15)					Shortfall	Status	Next Task and Deadlines
					Preliminary Engineering (PE)		Right-of-Way	Construction				
					Environmental	Design						
Solano County	SOL050046	Old Town Cordelia Enhancements	ARRA/STIP-TE/CMAQ	2010	\$ 265	\$ -	\$ -	\$ 465	\$ -	Complete	Closeout Project	
Solano County	SOL050061	I-80 HOV Lanes Turner Overcrossing	Earmark (SAFETEA-LU)	2010	\$ 1,400	\$ 2,359	\$ -	\$ -	\$ -	Complete	Study Complete	
Solano County	SOL070012	Cordelia Hills Sky Valley Ped Corridor	Earmark (SAFETEA-LU)	2013	\$ -	\$ 175	\$ 2,475	\$ 50	\$ -	PE	Clear NEPA	
Solano County	SOL070021	Travis AFB: South Gate Improvement Project	Earmark (SAFETEA-LU)	2014	\$ -	\$ 187	\$ 160	\$ 2,617	\$ -	PE	Clear NEPA	
Solano County	SOL070048	Travis AFB: North Gate Improvement Project	Earmark (SAFETEA-LU)	Future	\$ 558	\$ -	\$ -	\$ -	\$ 4,050	PE	Clear NEPA	
Solano County	SOL090015	Redwood Fairgrounds Dr. I/C Imp (STUDY)	Earmark (SAFETEA-LU)	Future	\$ 1,500	\$ -	\$ -	\$ -	\$ -	PE	Clear NEPA	
Solano County	SOL090035	Vacaville Dixon Bike Route (Phase 5)	ECMAQ/TDA	2012	\$ -	\$ 362	\$ -	\$ -	\$ 8,050	PE	Clear NEPA	
Solano County	SOL090027	2011 Pavement Overlay Program	FAS	2011	\$ -	\$ -	\$ -	\$ 1,807	\$ -	PE	Request E76 by Feb 2011	
Solano County	SOL110017	Solano County:STP overlay 2012 (cycle 1)	LS&R, BP Flex, TDA	2012	\$ -	\$ -	\$ -	\$ 2,255	\$ -	PE	Send MTC TDA Phase out info	
Solano County	REG090032	2009 ARRA Various Streets Overlay (Phase 1)	ARRA	2009	\$ -	\$ -	\$ -	\$ 2,000	\$ -	Complete	Closeout Project	
Solano County	REG090032	2009 ARRA Various Streets Overlay (Phase 2)	ARRA	2010	\$ -	\$ -	\$ -	\$ 360	\$ -	Complete	Closeout Project	
STA	SOL070020	I-80/I-680/SR 12 Interchange Project	RM2, STIP, CMIA, TCRP	2015	\$ 30,000	\$ 75,036	\$ 26,525	\$ 73,264	\$ -	PE	Clear NEPA/CEQA	
STA	SOL090003	EB I-80 Cordelia Truck Scales Relocation	RM2, TCIF	2014	\$ 5,800	\$ 17,700	\$ 3,000	\$ 74,400	\$ -	ROW	invoice every 6 months	
STA	SOL030003	I-80/I-680/SR12 North Connector	RM2, STIP, TCRP	2010	\$ 5,500	\$ 2,000	\$ -	\$ 28,964	\$ -	Complete	Closeout project	
STA	SOL110002	I-80 HOV conversion to Express Ln (Fairfield)	Bridge Tolls	2015	\$ 500	\$ -	\$ -	\$ -	\$ 39,600	PE	begin study	
STA	SOL110001	I-80 Express Lanes (Vacaville)	Bridge Tolls	2020	\$ 600	\$ -	\$ -	\$ -	\$ 190,600	PE	begin study	
STA		<i>Jepson Parkway: Phases shown below</i>	STIP	Varies	\$ 2,499	\$ 2,400	\$ 3,800	\$ 30,457	\$ 157,000	Varies		
STA	SOL110003	Jepson: Vanden Rd from Peabody to LT	STIP	2015	\$ 2,499	\$ 2,400	\$ 3,800	\$ 30,457	\$ -	PSE	complete design	
STA	SOL11005/6	Jepson: LT Road from Vanden to Orange	STIP	Future	\$ -	\$ -	\$ -	\$ -	\$ 65,900	PE	N/A	
STA	SOL110004	Jepson: Walters Rd Ext - Peabody Rd Widen	STIP	Future	\$ -	\$ -	\$ -	\$ -	\$ 91,100	PE	N/A	
STA	NAP010008	SR 12 (Jamieson Canyon Road) Widening	CMIA, STIP, TCRP	2015	\$ 7,300	\$ 7,550	\$ 18,391	\$ 105,700	\$ -	ROW	acquire ROW	
STA	REG090071	STA Safe Routes to School Program	CMAQ	Prgm	\$ 1,029	\$ -	\$ -	\$ -	\$ -	ongoing	request E76 for PE	
STA	SOL991066	Eastern Solano / SNCI Rideshare Program	CMAQ, AQ	Prgm	\$ 445	\$ -	\$ -	\$ -	\$ -	ongoing	request E76 for PE	
STA	SOL970033	CMA Planning Activities	STP, 4% planning	Prgm	\$ 500	\$ -	\$ -	\$ -	\$ -	ongoing	N/A	
<b>*GRAND TOTAL</b>					\$ 65,772	\$ 126,002	\$ 74,254	\$ 499,578	\$ 628,497			

\* Total project funding exceeds 2011 TIP totals because prior year funds are included.

\*\* Caltrans SHOPP projects and various Caltrans grant projects are not yet included in this report.

Milestone	Deadline	Authority	Consequence of Missed Deadline
Programming in TIP	Agency committed to obligate funds by April 30 of the year listed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA.
Field Review (If applicable)	Within 12 months of inclusion in TIP	Regional	Restrictions on future programming, obligations and OA until deadline is met.
Pre-Draft Environmental Document Submittal (Non-Cat Ex)	12 months prior to obligation of Right of Way or Construction funds	Regional	Reprogramming of funds.
MTC Annual Obligation Plan	Beginning of each federal fiscal year	Regional	Funds not identified in MTC's annual Obligation Plan do not receive priority for OA and may need to wait until after May 1 to receive obligation/ transfer of funds.
Disadvantaged Business Enterprise (DBE) Goals (If Applicable)	Start by January 1, complete by February 1, of year programmed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA if not obligated by April 30.
Obligation/ FTA Transfer Request Submittal	February 1 of year programmed in TIP	Regional	Project loses priority for OA. Other projects in region may be given OA.
Obligation/ Transfer to FTA	April 30 of year programmed in TIP	Regional	Deprogramming of funds and redirection to other projects that can use the OA.
Release of Unused OA	May 1	Caltrans	Unused OA is made available for other regions to access.
End of Federal Fiscal Year. - OA no Longer Available	August 30	Caltrans, Federal	FHWA Obligation system shut down. Unused OA at the end of the fiscal year is taken for other projects. No provision that the funds taken will be returned.
Program Supplement Agreement (PSA)	60 days after receipt from Caltrans 6 months after obligation	Caltrans	Restrictions on future programming, obligations and OA until deadline is met. De-obligation by Caltrans after 6 months.
Construction Advertisement	6 months after obligation	Regional	Restrictions on future programming, obligations and OA until deadline is met
Construction Award	9 months after obligation	Regional	Restrictions on future programming, obligations and OA until deadline is met
Invoicing & Reimbursement	Agency must invoice and receive reimbursement at least once every 6 to 12-months following obligation of funds	Caltrans, Federal, Regional	Explanation in writing if funds not invoiced in past 6-month period. (Caltrans) Deobligation if project inactive for 12 months. (FHWA) Restrictions on future programming, OA and obligations if agency has not invoiced and received reimbursement at least once every 12-months after obligation. (MTC)
Liquidation	6 years after obligation	State of California	Loss of State Budget Authority and de-obligation by State of California
Project Close-Out	6 months after final invoice	Caltrans, Regional	Explanation in writing. (Caltrans) Restrictions on future programming, obligations and OA. (MTC)

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
 TO: STA TAC  
 FROM: Sara Woo, Associate Planner  
 RE: Funding Opportunities Summary

**Discussion:**

Below is a list of funding opportunities that will be available to STA member agencies during the next few months. Attachment A provides further details for each program.

	<b>FUND SOURCE</b>	<b>AMOUNT AVAILABLE</b>	<b>APPLICATION DEADLINE</b>
1.	Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)	Approximately <b>\$20 million</b>	Application Due On First-Come, First Served Basis
2.	Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)	Approximately <b>\$10 million</b>	Application Due On First-Come, First-Served Basis
3.	Caltrans Bicycle Transportation Account (BTA) Grant*	<b>Estimated \$7 million based on previous cycles</b>	Application Due (Anticipated Date): December 1, 2010
4.	Highway Safety Improvement Program (HSIP)*	Approximately <b>\$50 million</b> for FFY 2010/11	Application Due December 9, 2010
5.	Caltrans Community-Based Transportation Planning Grants*	Budget is <b>\$3 million</b> , each project not to exceed \$300,000	Grants for 2011/12 due April 1, 2011 (anticipated deadline)
6.	Caltrans Environmental Justice: Context-Sensitive Planning*	Budget is <b>\$3 million</b> , each project not to exceed \$300,000	Grants for 2011/12 due April 1, 2011 (anticipated deadline)

\*New funding opportunity

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachment:

- A. Detailed Funding Opportunities Summary

**THIS PAGE LEFT INTENTIONALLY BLANK.**

**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.

<b>Fund Source</b>	<b>Application/Program Contact Person**</b>	<b>Application Deadline/Eligibility</b>	<b>Amount Available</b>	<b>Program Description</b>	<b>Additional Information</b>
<b>Carl Moyer Memorial Air Quality Standards Attainment Program (for San Francisco Bay Area)</b>	Anthony Fournier Bay Area Air Quality Management District (415) 749-4961 <a href="mailto:afournier@baaqmd.gov">afournier@baaqmd.gov</a>	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	Approximately <b>\$20 million</b>	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.	Eligible Projects: cleaner on-road, off-road, marine, locomotive and stationary agricultural pump engines <a href="http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx">http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/Carl-Moyer-Program.aspx</a>
<b>Carl Moyer Off-Road Equipment Replacement Program (for Sacramento Metropolitan Area)</b>	Gary A. Bailey Sacramento Metropolitan Air Quality Management District (916) 874-4893 <a href="mailto:gbailey@airquality.org">gbailey@airquality.org</a>	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	Approximately <b>\$10 million</b> , 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.	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 <a href="http://www.airquality.org/mobile/moyererp/index.shtml">http://www.airquality.org/mobile/moyererp/index.shtml</a>

Fund Source	Application/Program Contact Person**	Application Deadline/Eligibility	Amount Available	Program Description	Additional Information
<b>Caltrans Bicycle Transportation Account (BTA) Grant*</b>	Ken McGuire Caltrans <b>(916) 653-2750</b> <a href="mailto:ken.mcguire@dot.ca.gov">ken.mcguire@dot.ca.gov</a> 111 Grand Avenue (94612) P.O. Box 23660 Oakland, CA 94623-0660	<b>December 1, 2010 (anticipated deadline)</b>  Eligible Applicants: Cities and Counties with an adopted Bicycle Transportation Plan (BTP)	<b>\$7.2 million</b> total expected to be allocated, max for one applicant is \$1.8 million	This program provides state funds for city and county projects that improve safety and convenience for bicycle commuters.	Eligible Projects: (1) new bikeways serving major transportation corridors; (2) new bikeways removing travel barriers; (3) secure bicycle parking; (4) bicycle-carrying facilities on public transit; (5) installation of traffic control devices to improve safety; (6) elimination of hazardous conditions on existing bikeways; (7) planning; (8) improvement and maintenance of bikeways <a href="http://www.dot.ca.gov/hq/LocalPrograms/bta/BTACallForProjects.htm">http://www.dot.ca.gov/hq/LocalPrograms/bta/BTACallForProjects.htm</a>
<b>Highway Safety Improvement Program (HSIP)*</b>	Sylvia Fung Caltrans <b>(510) 286-5226</b> 111 Grand Avenue (94612) P.O. Box 23660 Oakland, CA 94623-0660	<b>December 9, 2010</b>  Eligible Applicants: Cities and Counties	<b>\$50 million</b>	This program provides funds for reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.	Eligible Projects: (1) intersection safety improvement; (2) pavement/shoulder widening; (3) rumble strips or other warning devices; (4) skid-resistant surface at an intersection; (5) improve of pedestrian or bicyclist safety or for persons w/ disabilities <a href="http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm">http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm</a>

<b>Fund Source</b>	<b>Application/Program Contact Person**</b>	<b>Application Deadline/Eligibility</b>	<b>Amount Available</b>	<b>Program Description</b>	<b>Additional Information</b>
<b>Community-Based Transportation Planning Grants*</b>	Russ Walker Caltrans (916) 651-6886 <a href="mailto:russ_walker@dot.ca.gov">russ_walker@dot.ca.gov</a>	<b>Grants for 2011/2012 due April 1, 2011 (anticipated deadline)</b>  Eligible Applicants: Cities and Counties	Budget is <b>\$3 million</b> , each project not to exceed \$300,000; this grant requires a local 20% match with a maximum 10% in-kind contribution allowed	This program provides planning funds that support livable communities (such as long-term economic development, multimodal linkages, and jobs/housing balance), coordinate land-use and transportation planning, reflect community values, and include non-traditional participants in transportation decision making.	Eligible Projects: Long-term sustainable community studies/plans, blueprint planning follow-up or refinement, rural smart growth, transit oriented/adjacent development or “transit village” studies/plans, infill studies/plans, etc <a href="http://www.dot.ca.gov/hq/tpp/grants.html">http://www.dot.ca.gov/hq/tpp/grants.html</a>
<b>Environmental Justice: Context-Sensitive Planning*</b>	Jorge Rivas Caltrans (916) 654-6236 <a href="mailto:jorge_rivas@dot.ca.gov">jorge_rivas@dot.ca.gov</a>	<b>Grants for 2011/2012 due April 1, 2011 (anticipated deadline)</b>  Eligible Applicants: Cities and Counties	Budget is <b>\$3 million</b> , each project not to exceed \$300,000; this grant requires a local 10% match with a maximum 5% in-kind contribution allowed	This program provides funding for transportation planning-related projects that promote environmental justice in local planning; contribute to the early and continuous involvement of low-income and minority communities in the planning and decision-making process; improve mobility and access for under-served communities; and create a business climate that leads to more economic opportunities, services and affordable housing.	Eligible Projects: Transit Innovation studies/plans, comprehensive mobility studies/plans, context-sensitive streetscapes or town center studies, complete street studies, context-sensitive community development planning, community-friendly goods movement transportation corridors, ports, and airports studies, etc <a href="http://www.dot.ca.gov/hq/tpp/grants.html">http://www.dot.ca.gov/hq/tpp/grants.html</a>

**THIS PAGE LEFT INTENTIONALLY BLANK.**



**STA Board Meeting Highlights  
October 13, 2010  
6:00 p.m.**

---

**TO:** City Councils and Board of Supervisors  
(Attn: City Clerks and County Clerk of the Board)  
**FROM:** Johanna Masielat, STA Clerk of the Board  
**RE:** Summary Actions of the October 13, 2010 STA Board Meeting

Following is a summary of the actions taken by the Solano Transportation Authority at the Board Meeting of October 13, 2010. If you have any questions regarding specific items, please call me at (707) 424-6008.

**BOARD MEMBERS PRESENT:**

Pete Sanchez, Chair	City of Suisun City
Harry Price, Vice Chair	City of Fairfield
Elizabeth Patterson	City of Benicia
Jack Batchelor, Jr.	City of Dixon
Jan Vick	City of Rio Vista
Len Augustine	City of Vacaville
Erin Hannigan (Alternate Board Member)	City of Vallejo
Jim Spering	County of Solano

**BOARD MEMBERS ABSENT:**

Osby Davis	City of Vallejo
------------	-----------------

**ACTION – FINANCIAL ITEMS**

**A. Issue Request for Proposals for Detailed Preliminary Engineering and Final Design for Early Construction Packages for the I-80/I-680/State Route (SR) 12 Interchange Recommendation:**

Authorize the Executive Director to:

1. Issue a Request for Proposals (RFP);
2. Select two consultant teams to provide detailed preliminary engineering and final design services; and
3. Award contracts up to a total of \$15.5 million.

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

## **ACTION – NON-FINANCIAL ITEMS**

### **A. Implementation Priorities for I-80 Corridor Projects**

#### Recommendation:

Approve the following implementation priorities for the I-80 Corridor:

1. The I-80/I-680/SR 12 Interchange Project;
2. I-80 Red Top to I-505 Express Lanes Project; and
3. I-80 Freeway Performance Initiative (FPI) Traffic Operations System along the I-80.

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

### **B. STA's Draft 2011 Legislative Priorities and Platform**

#### Recommendation:

Authorize the Executive Director to distribute the Draft 2011 Legislative Priorities Platform for a 30-day review and comment period.

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

### **C. Status of Vallejo Baylink Ferry Transition to the Water Emergency Transportation Authority (WETA)**

#### Recommendation:

Approve the following:

1. The Principles of Support for Vallejo Baylink Ferry Transition to WETA as specified in Attachment C; and
2. Authorize the Executive Director to forward these Principles to MTC, Vallejo, and WETA.

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

## **CONSENT CALENDAR ITEMS**

On a motion by Board Member Board Augustine, and a second by Board Member Patterson, the STA Board approved Consent Calendar Items A through K with the exception to pull for discussion Item K, Senior and Disabled Transportation Advisory Committee – Appointment of Transit Contractor.

### **A. STA Board Meeting Minutes of September 8, 2010**

#### Recommendation:

Approve STA Board Meeting Minutes of September 8, 2010.

### **B. Review Technical Advisory Committee (TAC) Draft Minutes for the Meeting of September 29, 2010**

#### Recommendation:

Receive and file.

- C. Fiscal Year (FY) 2010-11 Indirect Cost Allocation Plan (ICAP)**  
Recommendation:  
 Approve the following:
1. ICAP Rate Application for FY 2010-11; and
  2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.
- D. Congestion Mitigation Air Quality (CMAQ)/Transportation Development Act (TDA) Funding Swap Between the City of Dixon & the City of Vacaville**  
Recommendation:  
 Authorize the Executive Director to enter into a funding agreement between the City of Dixon and the City of Vacaville to swap \$975,000 of Transportation Development Act (TDA) funds by the end of 2015.
- E. Appointment of Bicycle Advisory Committee (BAC) Member**  
Recommendation:  
 Appoint Nancy Lund as City of Benicia’s representative to the STA Bicycle Advisory Committee for a three-year term.
- F. Appointment of Paratransit Coordinating Council (PCC) Member**  
Recommendation:  
 Appoint Alicia Roundtree as a Social Service Provider representative to the PCC for a three-year term.
- G. Contract Amendment for Parsons Brinckerhoff (PB) for Construction Management Services for the I-80/I-680/State Route (SR) 12 Interchange Complex Projects**  
Recommendation:  
 Approve Contract Amendment for PB in the amount of \$475,800 for additional CM services required for the I-80/I-680/SR 12 Interchange Complex projects.
- H. Mitigation Agreement for I-80 Eastbound Cordelia Truck Scales Relocation Project**  
Recommendation:  
 Authorize the Executive Director to finalize and execute an agreement with Elsie Gridley Mitigation Bank for \$9,000 for seasonal wetland mitigation for the I-80 Eastbound Cordelia Truck Scales Relocation Project.
- I. Resolutions of Local Support for Solano Napa Commuter Information (SNCI) & Safe Routes to School (SR2S) Programs**  
Recommendation:  
 Approve the following:
1. Program an additional \$305,000 of Eastern Solano Congestion Mitigation and Air Quality funds to the STA’s Safe Routes to School Program; and
  2. Adopt Resolution 2010-15 for \$1,116,000 for the STA’s Safe Routes to School Program; and,
  3. Adopt Resolution 2010-16 for \$445,000 for the STA’s SNCI Program.
- J. Bay Area Air Quality Management District (BAAQMD)’s Fiscal Year(FY) 2011-12 Transportation Fund for Clean Air (TFCA) Program Manager Fund Policies**  
Recommendation:  
 Authorize the STA Chair to send a letter to the BAAQMD commenting on the draft TFCA Program Manager Fund Policies for FY 2011-12.

**K. Senior and Disabled Transportation Advisory Committee – Appointment of Transit Contractor**

Recommendation

Approve the following:

1. Modify the Senior and Disabled Transportation Advisory Committee membership to include a Solano Transit Contractor as shown on Attachment A; and
2. Appoint MV Transportation to fill the Solano Transit Contractor category on the Senior and Disabled Transportation Advisory Committee.

After discussion, there was consensus by the STA Board to bring this item to the Senior and Disabled Transportation Advisory Committee and its Planning Committee for staff to bring back to the Board with a recommendation.

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

**A. MTC Report:**

None presented.

**B. Caltrans Report:**

None presented.

**C. STA Reports:**

1. **State Budget/State Legislative Update** presented by Gus Khouri.
2. **Presentation of Express Bus Intermodal Stations**
  - a. **Benicia Intermodal Project Status Update** presented by Charlie Knox
  - b. **Fairfield Transportation Center (FTC) Parking Expansion Project Status Update** presented by Wayne Lewis
  - c. **City of Vallejo Transit Center at Curtola & Lemon Project Status Update** presented by David Kleinschmidt
  - d. **Vacaville Transportation Center Project Status Update** presented by Rod Moresco
3. **Presentation of SolanoExpress FY 2009-10 Annual Ridership** presented by Liz Niedziela
4. **Presentation of STA's 13<sup>th</sup> Annual STA Awards Nominees** presented by Jayne Bauer
5. **Directors Reports:**
  - a. **Planning:**

Robert Macaulay described STA's public outreach effort to provide information to property owners along the SR 12 Jameson Canyon corridor regarding bicycle and pedestrian trails. He noted an open house is planned for October 19, 6:00 – 8:00 p.m. at the Solano County Office of Education.
  - b. **Project:**

None presented.
  - c. **Rideshares**

Elizabeth Richards provided a report on the SNCI Program community and employer events.

**INFORMATIONAL ITEMS - NO DISCUSSION**

- A. Solano Sustainable Communities Strategy Update**
- B. SolanoExpress Fiscal Year (FY) 2009-10 Annual Ridership Report**
- C. 3-Year Project Initiation Document (PID) Priorities for Caltrans**
- D. California Transit Association (CTA) Unfunded Transit Needs Study**
- E. Notice of Proposed Urban Area Criteria for 2010 Census Status - Transit Urbanized Boundaries**
- F. Unmet Transit Needs Process for Fiscal Year (FY) 2010-11 and FY 2011-12**
- G. Safe Routes to School Program Update**
- H. Fiscal Year (FY) 2009-10 Abandoned Vehicle Abatement (AVA) Program Annual Report**
- I. State Route (SR) 12 Jameson Road Canyon Bicycle and Pedestrian Corridor Study Status and Open House**
- J. Funding Opportunities Summary**
- K. STA Board Meeting Schedule for 2010 and 2011**

**ADJOURNMENT**

The STA Board meeting was adjourned at 7:30 p.m. The next regular meeting of the STA Board is scheduled for **Wednesday, December 8, 2010, 6:00 p.m., Suisun City Hall Council Chambers.**

**THIS PAGE LEFT INTENTIONALLY BLANK.**



DATE: November 5, 2010  
TO: STA TAC  
FROM: Johanna Masiclat, Clerk of the Board  
RE: STA Board and Advisory Committee Meeting Schedule for the Remainder  
of Calendar Year 2010 and Meeting Schedule for Calendar Year 2011

---

**Background:**

Attached are the STA Board and Advisory Committee Meeting Schedule for the Remainder of Calendar Year 2010 and Meeting Schedule for Calendar Year 2010 that may be of interest to the STA TAC.

**Fiscal Impact:**

None.

**Recommendation:**

Informational.

Attachments:

- A. STA Board and Advisory Committee Meeting Schedule for the Remainder of Calendar Year 2010
- B. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2011



**STA BOARD AND ADVISORY  
COMMITTEE MEETING SCHEDULE  
REMAINDER OF CALENDAR YEAR 2010**

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Thurs., November 18	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Thurs., November 18	1:30 p.m.	Paratransit Coordinating Council (PCC)	Suisun City Hall	Confirmed
Wed., November TBD	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., December 29	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Tentative
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative

**SUMMARY:**

STA Board: Meets 2<sup>nd</sup> Wednesday of Every Month  
 Consortium/TAC: Meets *Last* Wednesday of Every Month  
 BAC: Meets 1<sup>st</sup> Thursday of every *Odd* Month  
 PAC: Meets 3<sup>rd</sup> Thursday of every *Odd* Month  
 PCC: Meets 3<sup>rd</sup> Thursdays of every *Odd* Month



**STA BOARD AND ADVISORY  
COMMITTEE MEETING SCHEDULE  
CALENDAR YEAR 2011**

DATE	TIME	DESCRIPTION	LOCATION	STATUS
Thurs., January 6	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., January 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., January 20	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., January 20	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., January 26	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., February 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., February 23	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., March 3	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., March 9	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., March 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., March 17	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., March 30	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., April 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., April 27	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., May 5	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., May 11	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., May 19	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., May 19	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Tentative
Wed., May 25	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., June 8	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., June 29	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., July 7	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Tentative
Wed., July 13	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs., July 21	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., July 21	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
July 27 (No Meeting)	SUMMER RECESS	Intercity Transit Consortium	N/A	N/A
		Technical Advisory Committee (TAC)	N/A	N/A
August 10 (No Meeting)	SUMMER RECESS	STA Board Meeting	N/A	N/A
Wed., August 31	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., September 1	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., September 7	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Thurs. September 15	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., September 15	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., September 28	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., October 12	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., October 26	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Thurs., November 3	6:30 p.m.	Bicycle Advisory Committee (BAC)	STA Conference Room	Confirmed
Wed., November 9	6:00 p.m.	STA's 14 <sup>th</sup> Annual Awards	TBD – Rio Vista	TBD
Thurs., November 17	1:00 p.m.	Paratransit Coordinating Council (PCC)	TBD	Confirmed
Thurs., November 17	6:00 p.m.	Pedestrian Advisory Committee (PAC)	STA Conference Room	Confirmed
Wed., November 30	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Confirmed
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Confirmed
Wed., December 14	6:00 p.m.	STA Board Meeting	Suisun City Hall	Confirmed
Wed., December 28	10:00 a.m.	Intercity Transit Consortium	STA Conference Room	Tentative
	1:30 p.m.	Technical Advisory Committee (TAC)	STA Conference Room	Tentative

**SUMMARY:**

STA Board: Meets 2<sup>nd</sup> Wednesday of Every Month  
 Consortium/TAC: Meets Last Wednesday of Every Month  
 BAC: Meets 1<sup>st</sup> Thursday of every *Odd* Month  
 PAC: Meets 3<sup>rd</sup> Thursday of every *Odd* Month  
 PCC: Meets 3<sup>rd</sup> Fridays of every *Odd* Month

