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# A G E N D A

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
PLACER COUNTY AIRPORT LAND USE COMMISSION  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

**Wednesday, October 23, 2019  
9:00 a.m.**

**Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue  
Auburn, CA 95603**

- A. Flag Salute**
- B. Roll Call**
- C. Closed Session – Conference Room A** **Action**  
Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9):  
  
NAME OF CASE: Sierra Club v. Caltrans, PCTPA, et al. (Sacramento County Superior Court Case No. 34-2018-80002859) (CEQA Litigation – SR 65 Widening Project)
- D. Approval of Action Minutes: September 25, 2019** **Action**  
Pg. 1
- E. Agenda Review**
- F. Public Comment**
- G. Consent Calendar: Placer County Transportation Planning Agency** **Action**  
These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.
1. City of Lincoln Funding Agreement for Projects Using Low Carbon Transit Operations Program (LCTOP) Funds - \$72,642 **Pg. 5**

**Board of Directors Meeting Agenda**  
**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**  
**AIRPORT LAND USE COMMISSION**  
**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICE AGENCY**  
**October 23, 2019**  
**Page 2**

- |           |   |                         |
|-----------|---|-------------------------|
| 2.        | Authorization for Investment of PCTPA Funds with the Local Agency Investment Fund   | Pg. 24                  |
| <b>H.</b> | <b>9:00 A.M. – PUBLIC WORKSHOP: 2019 Unmet Transit Needs Process and Schedule</b><br><i>Staff presentation: Kathleen Hanley</i>   | <b>Action</b><br>Pg. 26 |
| <b>I.</b> | <b>Consent Calendar: Western Placer Consolidated Transportation Services Agency</b><br>These items are expected to be routine and noncontroversial. They will be acted upon by the Board at one time without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion. | <b>Action</b><br>Pg. 28 |
| 1.        | Authorization for Investment of WPCTSA Funds with the Local Agency Investment Fund  | Pg. 29                  |
| <b>J.</b> | <b>FY 2019/20 Budget Amendment #1 – Western Placer Consolidated Transportation Services Agency</b><br><i>Staff presentation: Kathleen Hanley</i>  | <b>Action</b><br>Pg. 31 |
| <b>K.</b> | <b>Health Express Services Letter of Task Agreement and Master Agreement</b><br><i>Staff presentation: Kathleen Hanley</i>  | <b>Action</b><br>Pg. 33 |
| <b>L.</b> | <b>FY 2019/20 Overall Work Program (OWP) and Budget – Amendment #1</b><br><i>Staff presentation: Luke McNeel-Caird</i>  | <b>Action</b><br>Pg. 81 |
| <b>M.</b> | <b>2020 Regional Transportation Improvement Program (RTIP) Adoption</b><br><i>Staff presentation: Luke McNeel-Caird</i>   | <b>Action</b><br>Pg. 84 |
| <b>N.</b> | <b>Placer-Sacramento Gateway Plan Project Overview</b><br><i>Staff presentation: David Melko</i>  | <b>Info</b><br>Pg. 88   |
| <b>O.</b> | <b>Transportation Funding Outreach Strategy Update</b><br><i>Staff presentation: Mike Luken</i>   | <b>Info</b><br>Pg. 89   |
| <b>P.</b> | <b>Executive Director’s Report</b>  | <b>Info</b><br>Pg. 90   |
| <b>Q.</b> | <b>Board Direction to Staff</b>   |                         |
| <b>R.</b> | <b>Informational Items</b>  | <b>Info</b>             |
| 1.        | PCTPA TAC Minutes – October 8, 2019   | Pg. 91                  |
| 2.        | Status Reports  |                         |

**Board of Directors Meeting Agenda**  
**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**  
**AIRPORT LAND USE COMMISSION**  
**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICE AGENCY**  
**October 23, 2019**  
**Page 3**

- a. PCTPA – October 23, 2019 Pg. 94
  - b. AIM Consulting – Report for September Pg. 96
  - c. FSB – Report for September Pg. 99
  - d. Key Advocates – Report for September Pg. 103
  - e. Newspaper Articles Pg. 107
3. PCTPA Receipts and Expenditures – August 2019 *Under separate cover*  
PCTPA Financial Reports – June 30, 2019  
WPCTSA Financial Reports – June 30, 2019

***Next Regularly Scheduled PCTPA Board Meeting***  
***December 4, 2019***  
***9:00 AM***

*The Placer County Board of Supervisors' Chambers is accessible to the disabled. If requested, this agenda, and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact PCTPA for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact PCTPA by phone at 530-823-4030, email ([ssabol@pctpa.net](mailto:ssabol@pctpa.net)) or in person as soon as possible and preferably at least 72 hours prior to the meeting.*

Following is a list of our 2019 Placer County Transportation Planning Agency (PCTPA) meetings.

Board meetings are typically held the **fourth Wednesday of the month** at 9:00 a.m. except for November and December meetings which are typically combined meetings. PCTPA meetings are typically held at the Placer County Board of Supervisors' Chambers, 175 Fulweiler Avenue, Auburn, California.

<b>PCTPA Board Meetings – 2019</b>	
Wednesday, January 23	Wednesday, July 24
Wednesday February 27	Wednesday, August 28
Wednesday, March 27	Wednesday, September 25
Wednesday, April 24	Wednesday, October 23
Wednesday, May 22 – 3:00 PM	Wednesday, December 4
Wednesday, June 26	



# MINUTES

## REGULAR MEETING OF THE Placer County Transportation Planning Agency Western Placer Consolidated Transportation Services Agency Placer County Airport Land Use Commission

September 25, 2019 at 9:00 AM  
Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue  
Auburn, CA 95603

### ROLL CALL

Ken Broadway  
Trinity Burruss, Vice Chair  
Jan Clark-Crets  
Jim Holmes, Chair  
Bruce Houdesheldt  
Paul Joiner  
Cheryl Maki  
Jaime Wright

### STAFF

Kathleen Hanley  
Aaron Hoyt  
Shirley LeBlanc  
Mike Luken, Executive Director  
David Melko  
Solvi Sabol

### **CLOSED SESSION: Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9). Name of Case: Sierra Club v. Caltrans, PCTPA, et al. (Sacramento County Superior Court Case No. 34-2018-80002859) (CEQA Litigation – SR 65 Widening Project)**

There was no closed session held on this item.

### **APPROVAL OF ACTION MINUTES – AUGUST 28, 2019**

Upon motion by Maki and second by Joiner, the action minutes of August 28, 2019 were unanimously approved.

### **PUBLIC COMMENT**

Lee Bastien, Sheridan Municipal Advisory Council, commented that the Bishop Pumpkin Farm in Wheatland is now open and will be open for six weeks. They are expecting over 100,000 visitors and traffic backs up to Riosa Road during this time on weekends. Mr. Bastien also commented that he has experienced stop and go traffic on SR 65 northbound from Pleasant Grove to Sunset during the evening commute hours.

### **CONSENT CALENDAR: PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

It was moved, seconded (Houdesheldt/Joiner) and passed by unanimous vote that the following PCTPA Consent items be approved:

1. FY 2019/20 City of Colfax Claim for Local Transportation Funds (LTF) - \$138,622
2. FY 2019/20 City of Colfax Claim for State Transit Assistance (STA) Funds - \$14,062
3. FY 2019/20 Placer County Claims for Local Transportation Funds (LTF): \$ 6,943,026

4. FY 2019/20 Placer County Claim for State Transit Assistance (STA) – \$1,053,900
5. FY 2019/20 County of Placer Claim for State of Good Repair Funds (SGR) Funds: \$306,910
6. Letter of Task Agreement for Polling Services for FY 2019/20 – Fairbank, Maslin, Maullin, Metz & Associates (FM3): \$83,250

**AIRPORT LAND USE COMMISSION (ALUC)**

**PUBLIC HEARING: PLACER COUNTY WINERY AND FARM BREWERY ORDINANCE ZONING TEXT AMENDMENTS CONSISTENCY DETERMINATION**

David Melko, Senior Transportation Planner, explained and presented on the Airport Land Use Commission’s role in determining a consistency determination with regard to Placer County Winery and Farm Brewery Ordinance Zoning Text Amendments.

Chair Holmes opened the Public Hearing at approximately 9:20 am. Testimony was heard from Nikki Streegan, Senior Planner for the Placer County Planning Division and Marilyn Jasper, Public Interest Coalition – Sierra Club.

It was moved/seconded (Joiner/Maki) to find that Placer County’s Winery and Farm Brewery Ordinance Zoning Text Amendments are consistent subject to parcels in Compatibility Zones A and B1 meeting Airport Land Use Compatibility Plan (ALUC) requirements.

**PUBLIC WORKSHOP ON DRAFT PLACER COUNTY 2040 REGIONAL TRANSPORTATION PLAN (RTP) AND ENVIRONMENTAL IMPACT REPORT (EIR)**

Aaron Hoyt, Senior Transportation Planner, presented on and summarized the 2020 RTP and EIR and went over the next steps in the process. Hoyt explained that the draft RTP and EIR is currently out for public review through October 14. The final RTP and EIR will be released on November 22 and brought back to the Board on December 4 to adopt and certify.

**I-80/SR 65 INTERCHANGE IMPROVEMENTS PROJECT - PHASE 1 CONSTRUCTION COMPLETION**

Luke McNeel-Caird, Deputy Executive Director, introduced Jeff Johnson, Construction Project Manager – Caltrans and Rod Murphy, Project Manager – Caltrans, and acknowledged their efforts in delivering Phase 1 of the I-80/SR 65 Interchange Improvements on budget and four months ahead of schedule.

McNeel-Caird provided a presentation to the Board on completion of Phase 1 of the I-80/SR 65 Interchange Improvements. The most recent quarterly update video which focused on the construction of the interchange was shown. Mike Luken and the Board thanked Luke McNeel-Caird on his tireless efforts on this project.

**EXECUTIVE DIRECTOR’S REPORT**

Mike Luken, Executive Director, reported on the following:

1. Introduction of Ed Scofield as the newest PCTPA staff member.
2. SAFE Vehicle Rule: The federal government has enacted new fuel standards which impacts our air quality analysis and Mike Luken stated it “has a great impact on what we do here at PCTPA and has “far reaching implications”. California has filed a lawsuit against the Environmental Protection Agency (EPA) for inaction of this rule. Luken explained there will be no temporary injunctions. Luken stated it puts future air quality plans in question. The EPA is moving to invalidate our existing air quality plan and that has “real, immediate implications on virtually every project is the MTIP (Metropolitan Transportation Improvement Program)”. Luken said we

don't know the timeline of the impact. Luken said we will be in constant communication with the Board on this issue.

3. A legislative task force is looking at Transportation Development Act (TDA) funds and how they are used including fare box recovery measures and reducing the local control of TDA funds after transit has been paid for.
4. AB 1413 is on the Governor's desk for signing consideration. The bill does not include the unincorporated area of south Placer County and projects must be tied back to the contiguous cities that are in the bill. We will be updating revenue forecasts and exploring equity considerations with respect to the unincorporated area not being subject to a transportation sales tax.
5. Funding Strategy Outreach: We are currently directing people to the Keep Placer Moving website through advertising on seven electronic billboards in South Placer County. We are getting tens of thousands of hits through various social media sources. Our video which demonstrates the need for transportation funding will be played in every theatre in South Placer County. We are sponsoring or have sponsored several events including Roseville Splash, Hot Chili Cool Cars (Rocklin), Lincoln Showcase, the Hot Pint Fun Run and Roseville State of the City.
6. We are in the middle of our emergency response study to explore how implemented transportation improvements in the expenditure plan will impact the time to get to a hospital i.e., Kaiser Permanente and Sutter Roseville.
7. We will be doing Funding Strategy focus groups in late October and polling in January and March of 2019. We are working on a master schedule of all the meetings we will be having from March through May and will present this in an upcoming meeting. Luken stated it will be a "very, very busy schedule."

The next scheduled PCTPA Board meeting is October 23, 2019.

#### **ADOURN**

Chair Holmes adjourned the meeting at approximately 10:21. a.m.

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Mike Luken, Executive Director

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Jim Holmes, Chair

A video of this meeting is available online at <http://pctpa.net/agendas2019/>.



## ***MEMORANDUM***

**TO:** PCTPA Board of Directors

**DATE:** October 23, 2019

**FROM:** Mike Luken, Executive Director

**SUBJECT:** CONSENT CALENDAR

Below are the Consent Calendar items for the October 23, 2019 agenda for your review and action.

1. City of Lincoln Funding Agreement for Projects Using Low Carbon Transit Operations Program (LCTOP) Funds - \$72,642  
PCTPA is the grant recipient for FY 18/19 Low Carbon Transit Operations Program (LCTOP) funding on behalf of the City of Lincoln. Caltrans approved the allocation request to implement the Regional Bus Stop Enhancement Program Phase III. The project includes construction of three bus stop and related improvements within the City of Lincoln totaling \$72,642. The Funding Agreement contains the terms of reimbursements, project schedule, certification and assurances, and reporting requirements related to the delivery of the project and LCTOP program requirements. A copy of the Funding Agreement between PCTPA and the City of Lincoln is attached. Staff recommends approval.
2. Authorization for Investment of PCTPA Funds with the Local Agency Investment Fund  
The Local Agency Investment Fund (LAIF) is a voluntary investment alternative for California's local governments and is administered by the California State Treasurer under Government Code 16429.1 et. seq. The LAIF program offers local agencies and special districts the opportunity to participate in a major portfolio which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office at no additional cost to the taxpayer. Due to the nature of cash inflows and outflows, PCTPA frequently has the need to temporarily invest excess cash for varying lengths of time. Participation in LAIF provides a safe, secure means to safeguard PCTPA's monies while earning a competitive interest rate. The attached resolution authorizes investment of monies in LAIF and designates PCTPA staff (Executive Director, Deputy Executive Director, and Fiscal/Administrative Officer) authorized to make transactions. Participation in LAIF is consistent with PCTPA's Investment Policy Statement. Staff recommends approval.

MWL:ss



CHERYL MAKI  
City of Auburn  
TRINITY BURRUSS  
City of Colfax  
PAUL JOINER  
City of Lincoln  
BRIAN BAKER  
Town of Loomis  
KEN BROADWAY  
City of Rocklin  
JOHN ALLARD  
City of Roseville  
JIM HOLMES  
KIRK UHLER  
Placer County  
JAIME WRIGHT  
Citizen Representative  
MIKE LUKEN  
Executive Director

September 25, 2019

Jennifer Hanson,  
City Manager  
City of Lincoln  
600 6th Street  
Lincoln, CA 95648

**SUBJECT: FUNDING AGREEMENT 19-01 BETWEEN THE CITY OF LINCOLN AND THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA) FOR THE REGIONAL BUS STOP ENHANCEMENT PROJECT PHASE III**

Dear Mrs. Hanson:

This letter, when countersigned, authorizes funding by the Placer County Transportation Planning Agency (PCTPA) for work to be performed by City of Lincoln for the Regional Bus Stop Enhancement Project Phase III.

- Funding Agreement:** This Funding Agreement is the statement of contract specific requirements applicable to the work effort to be undertaken by the City of Lincoln for the Regional Bus Stop Enhancement Project Phase III. The Regional Bus Stop Enhancement Project Phase III will be funded under the Low Carbon Transit Operations Program (LCTOP) that was established in the Transit, Affordable Housing, and Sustainable Communities Program created by the California Legislature in 2014 (SB 862). The Regional Bus Stop Enhancement Project Phase III Grant incorporates projects in the City of Lincoln as requested through the LCTOP FY 2018/19 grant application. The grant application is incorporated into this Funding Agreement.
- Term:** City is to commence work immediately and shall be completed no later than December 31, 2020 according to the project schedule / milestones provided in the Low Carbon Transit Operations Program grant application for FY 2018/19.
- Scope of Services:** City will perform the tasks / milestones to manage, construct, and/or install equipment associated with the Regional Bus Stop Enhancement Project Phase III in the City of Lincoln as described in the Low Carbon Transit Operations Program grant application and outlined in the program guidelines for FY 2018/19.





**FY 2018-2019 LCTOP  
Allocation Request**

**Lead Agency Information**

<b>Name:</b>	Placer County Transportation Planning Agency		
<b>Address:</b>	299 Nevada Street		
<b>City, State Zip Code:</b>	Auburn, CA 95603		
<b>County:</b>	Placer	<b>Regional Entity:</b>	Placer
<b>Agency Website:</b>	<a href="http://www.pctpa.net">www.pctpa.net</a>		
<b>Approved Title VI (Date)*:</b>	9/28/2018		
<b>Link to Agency's Approved Title VI Plan:</b>	<a href="http://pctpa.net/resources/title-vi-plan/">http://pctpa.net/resources/title-vi-plan/</a>		

\*Please provide a copy of your FTA/Caltrans Approval Letter as an attachment to your FY18-19 LCTOP Allocation Request.

Allocation Request Prepared by	
<b>Name:</b>	Aaron Hoyt
<b>Title:</b>	Senior Planner
<b>Phone #:</b>	530-823-4032
<b>E-mail:</b>	<a href="mailto:ahoyt@pctpa.net">ahoyt@pctpa.net</a>

Contact (if different then "Prepared by")	
<b>Name:</b>	
<b>Title:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

Authorized Agent	
<b>Name:</b>	Michael W. Luken
<b>Title:</b>	Executive Director
<b>Phone #:</b>	530-823-4030
<b>E-mail:</b>	<a href="mailto:mluken@pctpa.net">mluken@pctpa.net</a>

Legislative District Numbers						
<b>Assembly*:</b>	6					
<b>Senate*:</b>	4	1				
<b>Congressional*:</b>	4					

\*if you have more Districts please provide an attachment

**Project Summary**

<b>Name:</b> <i>No more than 180 characters.</i>	Regional Bus Stop Improvement Project Phase III					
<b>Description (Short):</b> <i>No more than 370 characters.</i>	The project would purchase, construct, and install bus stop enhancements in the City of Lincoln. Enhancements may include but are not limited to: benches, shelters, trash cans, solar lighting, bike racks, bus shelter concrete pads, passenger waiting areas, sidewalk, and curb gutter improvements to meet current state and federal standards and improve customer accessibility.					
<b>Type:</b>	Capital					
<b>Sub-Type</b>	Purchase, construct, and/or install transit-related amenities or infrastructure to encourage increased transit ridership					
<b>Total Years of Rollover:</b>	0		<b>Remaining years of Rollover:</b>	0		
<b>Start date (anticipated):</b>	7/1/2019		<b>End date (anticipated):</b>	12/31/2019		
<b>General Area (City/County):</b>	City of Lincoln					
<b>Specific Area (Lat-Long of the project in decimal degrees separated by a comma "," (e.g., 34.413775, -119.848624). For multiple locations, list each separated by a semicolon ";")</b>	38.887911, -121.307413; 38.871161, -121.296000; 38.901036, -121.284173					
<b>Project Life</b> - For capital projects, state the "Useful Life" of the project. For operation projects state the number of months service will be funded.						
<b>Capital:</b>	15 years		<b>Operations:</b>			
<b>Funding:</b>	<b>99313:</b>	\$72,642	<b>99314:</b>	\$0	<b>Total:</b>	\$72,642
<b>Approved LONP:</b>			<b>LONP Approval date:</b>			

**FY 2018-2019 LCTOP  
Allocation Request**

**Funding Information**

<i>LCTOP Allocation Year</i>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>Total</b>
<b>PUC 99313 Amount:</b>		\$72,642					\$72,642
<b>PUC 99314 Amount:</b>		\$0					\$0
<b>Total LCTOP Funds:</b>	\$0	\$72,642	\$0	\$0	\$0	\$0	\$72,642
<b>Other GGR Funds:</b>							\$0
<b>Other Funds:</b>							\$0
<b>Total Project Cost:</b>	\$0	\$72,642	\$0	\$0	\$0	\$0	\$72,642

<b>Lead Agency:</b>	Placer County Transportation Planning Agency	<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>	Aaron Hoyt	\$72,642	99313
<b>Contact Phone #:</b>	530-823-4032		99314
<b>Contact E-mail:</b>	ahoyt@pctpa.net		

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Contributing Sponsor:</b>		<b>Amount:</b>	<b>PUC Funds Type:</b>
<b>Contact Person:</b>			99313
<b>Contact Phone #:</b>			99314
<b>Contact E-mails:</b>			

<b>Total FY 18-19 LCTOP Funding</b>	<b>\$72,642</b>
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**Supplanting Funds** - Describe how the LCTOP funds will not supplant other funding sources.  
Without the funding from LCTOP, this bus stop improvement project would not be constructed at this time.

**Fully Funded Project** - Provide a description of the status of all the funds to be used to completely fund this project.  
The LCTOP funding will cover the entire cost of the bus stop improvements.

**FY 2018-2019 LCTOP  
Allocation Request**

**Funding Plan**

Proposed Total Project Cost								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$72,642	\$0	\$0	\$0	\$0	\$0	\$72,642
Veh/Equip Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operations/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	\$0	\$72,642	\$0	\$0	\$0	\$0	\$0	\$72,642

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON		\$72,642						\$72,642
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$72,642	\$0	\$0	\$0	\$0	\$0	\$72,642

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Funding Source:								
Component	Prior	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	Total
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**FY 2018-2019 LCTOP  
Allocation Request**

**FY 2018-2019 LCTOP  
Allocation Request**

**Funding Plan**

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Total</b>
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Total</b>
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Total</b>
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Total</b>
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Funding Source:</b>								
<b>Component</b>	<b>Prior</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>Total</b>
PA&ED								\$0
PS&E								\$0
R/W								\$0
CON								\$0
Veh/Equip Purchase								\$0
Operations/Other								\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FY 2018-2019 LCTOP  
Allocation Request

**Project/Agency Information**

**Project Description** - Describe the project using comprehensive overall project description regarding improvements to be made and/or increased level of service (include for operations projects number of trips, span, frequency improvements and number of days of operation; for capital projects include product specifications). *No more than 10 lines* .

This project will enhance three existing bus stops in the downtown area of the City of Lincoln by adding various amenities and improvements including but not limited to: new benches, shelters, concrete pads and ramps, signage, lighting, trash receptacles, bike racks, irrigation modification, and landscape replacement. An evaluation and assessment of all transit stops within the City was conducted in 2016 and staff identified several stops that could benefit from improvements to enhance accessibility to all customers and riders, and to ensure compliance with state and federal accessibility laws and regulations. It is anticipated that a one percent increase in annual boardings will occur as a result of the new bus shelter improvements and an additional one half of a boarding per day will occur as a result of the accessibility improvements.

**Agency Service Area** - Describe the project area including the city, town, community (rural, suburban, urban & demographics). *No more than 10 lines*.

The City of Lincoln was first incorporated in 1890 with a population of 961 residents. Fast forward to March 2019 and the population has grown to 48,591. The City has a traditional grid street system core around the downtown while more suburban type neighborhoods and street network surround the core. The City contracts for transit services with Placer County Transportation (PCT) who provides local and regional bus service that is sustainable, accessible, community-focused transportation options that are environmentally-conscious and attractive to riders in the region. PCT provides transit services throughout the region and also contracts with adjacent jurisdictions; the City of Rocklin and Town of Loomis. The downtown area caters to a younger population between the ages of 20-40 and is typically associated with a lower income level than compared to other areas in town. The residents in this area are generally mixed but there is a slightly higher Hispanic population. By enhancing the downtown bus shelters, transit will be more enticing to local riders looking to jump onto the bus and transfer over to Rocklin or Roseville. Downtown Lincoln is a unique destination with mom and pop restaurants and boutique shops. Many residents will want to venture down that way and then travel into other

**Agency Service** - Describe the service you provide and how the project plays into your overall operations plan. *No more than 10 lines*.

Lincoln transit services are operated by Placer County Transportation (PCT). PCT provides one (1) Compressed Natural Gas (CNG) fixed route bus that operates the Lincoln Circulator (Route 70) that circles the downtown area up to the Twelve Bridges Library and back on hourly headways between 6:30 AM and 6 PM Monday through Friday and from 8 AM to 4 PM on Saturdays. The Lincoln Circulator has 31 bus stops from which passengers can hop on and connect to the Lincoln/Rocklin/Sierra College Route 20 at the Lincoln Library. PCT Route 20 has destinations in the City of Rocklin, the Roseville Galleria Mall, and Sierra College. Passengers can also transfer to the PCT Auburn Light Rail Bus (Route 10) and connect with the Sacramento Regional Transit Light Rail at I-80 and Watt Avenue.

**Agency Fare** - Describe the fare structure for your system and how the project will affect that structure if at all.

**FY 2018-2019 LCTOP  
Allocation Request**

Transit fare is only \$1.25 each way for the general public. Senior, Youth, and Disabled are \$.60. There are 24-hour passes available for purchase and there's also the option of a multi-day pass. The project will have no affect on the fare structure.



**Project/Agency Information (continued)**

**Project Costs** - Describe the assumptions and process for how the projects costs were developed. *No more than 10 lines.*

Staff went through a formal bidding process requesting a bids on bus stop improvements for 21 bus stops in the City. A total of 5 bids were received. A cost for each bus stop improvement was provided by each bidding Contractor and based on available funding, only 17 stops were selected. The remaining 3 stops will be paid for using this allocation of LCTOP funds. The first bus stop improvement will cost \$16,550 and will include some clearing, grubbing, concrete removal, and excavation work. There will be improvements made to reset the bus shelter and lay down a new concrete pad and sidewalk. The second site job will cost \$9,752 and will include clearing, grubbing, and removal of concrete sidewalk. New concrete will be poured. The third project will cost \$16,334 and will include clearing, grubbing, removal of concrete sidewalk and pouring of new concrete. The total cost for all improvements will be \$42,636. The City of Lincoln is evaluating first mile/last mile connectivity and ADA improvements that could be constructed with the remaining \$30,006. The City anticipates that the improvements could include additional removal of concrete slab and re-pouring of concrete that would cost roughly \$3,000 per location. The locations and extent of the improvements are to be determined and the City will

**Project Planning** - Explain the planning process this project went through, including any public outreach/input, or worksho

In 2016, City of Lincoln staff completed an evaluation of passenger amenities and accessibility at all 31 transit stops. Through that review, City staff identified 21 stops that would benefit from improvements in order to enhance accessibility to all customers and riders, and to ensure compliance with state and federal accessibility laws and regulations. On January 26, 2016, City Council authorized funding for the Transit Stop Improvement Project (CIP 386). An engineering firm was hired for pre-design services. 21 transit stops were further analyzed for compliance with Americans with Disabilities Act (ADA) regulations. 17 of the sites had recommended improvements; the transit budget only had enough means to fund 13 of the projects. One of the sites will be redone through a construction project in 2020, and the remaining 3 will be covered using these LCTOP funds. Input taken at City Council hearings, through unmet transit need reports, and the short-range transit plan assisted in the development of bus stop improvement options.

**Environmental Justice** - Explain how your agency designed the project to avoid substantial burden on *any* low income disadvantaged community.

This project was designed to decrease the negative affects of pollution on the low income disadvantaged communities within our service area and was completed in compliance with all state and federal Civil Rights requirements. The re-construction of the bus shelters and associated accessibility improvements will protect passengers from inclement weather and provide a safe and accessible sidewalk to each bus stop, preventing passengers from walking on the shoulder of the road.

**FY 2018-2019 LCTOP  
Allocation Request**

**Project GHG Benefits**

**Greenhouse Gas Reductions** - Describe qualitatively how this project will reduce greenhouse gas emissions. For example, expanded/enhanced transit service will improve headways thus making transit a more convenient option of transportation thus increasing ridership, reducing Vehicle Miles Traveled (VMT) and reducing GHG.

The project will reduce greenhouse gases by enhancing bus stops and improving multimodal accessibility to bus routes in the City of Lincoln. This will increase the comfort, convenience, safety and accessibility to the bus service which will hopefully entice new customers to consider transit.

**Greenhouse Gas Reductions** - Please provide quantitative information requested below and explanation/support for the data provided.

	<b>Value</b>	<b>Explanation</b>
<b>Year 1 (Yr1)</b> - <i>First year of service, or year that capital improvements will be completed.</i>	2020	These bus stop improvements will be completed in 2020.
<b>Year F (YrF)</b> - <i>Final year that the service is funded or the final year of the capital improvements useful life.</i>	2035	The end of the useful life for these transit improvements is expected to be 2035.
<b>Project Yr1 Ridership</b> - <i>Estimated annual ridership contributed by the new service or capital improvement in Yr1.</i>	316	The existing 2018 ridership on the Lincoln Circulator Route is 31,600. The improved convenience and accessibility of the new and improved bus stops are anticipated to generate a 1% increase in ridership. The 1% increase is based on 316.
<b>Project F Yr. Ridership</b> - <i>Estimated annual ridership contributed by the new service or capital improvement in YrF.</i>	316	The existing 2018 ridership on the Lincoln Circulator Route is 31,600. The improved convenience and accessibility of the new and improved bus stops are anticipated to generate a 1% increase in ridership. The 1% increase is based on 316.
<b>Adjustment (A)</b> - <i>Adjustment factor to account for transit dependency. Default: 0.5 for local bus service and 0.83 for long distance commute service.</i>	0.50	Using the default for local bus.
<b>Trip Length (L)</b> - <i>Length (miles) of average auto trip reduced or average passenger trip length (miles).</i>	12.56	Trip length is based on percentage of trips transferring to other routes to extend the length of their trip. It is estimated that 40% of Lincoln passengers transfer to the PCT route to Sierra College and 25% transfer on to other routes.
<b>Project Useful Life</b>	15	<b>This is calculated based on the values above.</b>
<b>Total Project Ridership Increased</b>	4,740	<b>This is calculated based on the values above.</b>
<b>Total Project VMTs Reduced</b>	29,767	<b>This number is calculated based on the values above.</b>
<b>Estimated Total Project GHG (mtco2) Reduction:</b>	11.64	<b>This number is calculated based on the values from above and the QM-Tool tab.</b>
<b>LCTOP Emission Reductions /Total LCTOP Funds Requested</b>	160.17143	<b>This number is calculated based on the values from above and the QM-Tool tab.</b>

**FY 2018-2019 LCTOP  
Allocation Request**

**Project Benefits**

**Job Support Benefits (Refer to Read Me for more information)**

<b>Primary Project Activity</b> <i>(select from drop down)</i>	Construction or installation of transit or rail infrastructure or s
<b>% of Project Budget Associate with Primary Activity</b>	100%
<b>Secondary Project Activity</b> <i>(select from drop down)</i>	
<b>% of Project Budget Associate with Tertiary Activity</b>	
<b>Secondary Project Activity</b> <i>(select from drop down)</i>	
<b>% of Project Budget Associate with Tertiary Activity</b>	

**Travel Cost Savings Benefits**

	<b>Value</b>	<b>Explanation</b>
<b>Standard Fare Cost for Project (\$/Trip)</b>	<b>\$0.00</b>	Project will not provide service
<b>Reduced Fare Cost (\$/Trip)</b>	<b>\$0.00</b>	Project will not reduce fares
<b>Transit Facility Parking Cost (\$/Trip)</b>	<b>\$0.00</b>	Project will not provide service
<b>Avoided Parking Cost (\$/Trip)</b>	<b>\$0.00</b>	Project will not provide service
<b>Avoided Toll Cost (\$/Trip)</b>	<b>\$0.00</b>	Project will not provide service

**Transit Mode Share (increase mobility):** Describe how this project will increase transit mode share (increase mobility).

The proposed project will improve the safety, accessibility and comfort of the city's bus stops. By increasing the appeal and accessibility of the bus stops within the city, hopefully more residents will have an interest to consider an alternative transportation method to their existing vehicle. The more efficient we can make the system, and the more user-friendly we can make the bus stops, the better chances we have of increasing ridership. These improvements will help us get there.

**Co-Benefits - Check all additional Benefits/Outcomes.**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Improved Safety</b>          | <input type="checkbox"/> <b>Coordination with Educational Institution</b>           |
| <input checked="" type="checkbox"/> <b>Improved Public Health</b>   | <input type="checkbox"/> <b>College</b> <input type="checkbox"/> <b>Grades K-12</b> |
| <input type="checkbox"/> <b>Reduced Operating/Maintenance Costs</b> | <input type="checkbox"/> <b>Promotes Active Transportation</b>                      |
| <input type="checkbox"/> <b>Increase System Reliability</b>         | <input type="checkbox"/> <b>Promotes Integration w/ other modes</b>                 |
| <input type="checkbox"/> <b>Other Benefits</b>                      |   |

**Co-Benefits - Describe benefits indicated above and other benefits not listed.**

The project will improve public safety by adding better lighting and signage to the existing bus shelters. Increased lighting will help riders be more aware of their surroundings. The project will also make improvements to damaged sidewalks and curb ramps. Making these improvements will enhance the all around safety for the passengers and hopefully increase ridership. Increased ridership equates to an improved health for the general public by providing a better quality of air because less cars are on the road creating greenhouse gas emissions.

**FY 2018-2019 LCTOP  
Allocation Request**

**Priority Populations Benefits**

<b>Does your Service Area have a Disadvantaged Community? (as defined by SB 535)</b>	No
<b>Is the project located within the boundaries of a disadvantaged community census tract?</b>	No
<b>Is the project located within the boundaries of a low-income community census tract?</b>	Yes
<b>Is the project located outside of a disadvantaged community, but within 1/2 mile of a disadvantage community and within a low-income census tract?</b>	No
<b>Is the project a new or expanded transit service that connects with transit service serving a disadvantaged communities?</b>	No
<b>Is the project a transit fare subsidies or network and fare integration technology improvements, including, but not limited to, discounted or free student transit passes</b>	No
<b>Is the project a purchase of zero-emission transit buses and/or supporting infrastructure?</b>	No

<b>Identify the Project Census Tract(s) (please use the 10-digit identification code):</b>	6061021401
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<b>Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need. (For more information please review Read Me):</b>	B. Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) and select a project with documented broad community support; or
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<b>Identify Specific Common Needs of Priority Populations (if you select letter D. in question above):</b>	
--	--

**Priority Populations Community Need:** Describe, in detail the identified community need(s) and how the project meets the need(s), including the levels of community engagement.

Communities around the downtown Lincoln area are considered lower income, and some population characteristics include: poverty, unemployment and housing burden, transportation issues, etc. The project will improve transit stops within the low-income community to increase safety and comfort through new installation of lights, shelters, benches, etc. In 2016, City of Lincoln staff completed an evaluation of passenger amenities and accessibility at all 31 transit stops. City staff identified 21 stops that would benefit from improvements in order to enhance accessibility to all customers and riders, and to ensure compliance with state and federal accessibility laws and regulations. One of the sites will be redone through a construction project in 2020, and 3 will be covered using these LCTOP funds. Input taken at City Council hearings, through unmet transit need reports, and the short-range transit plan assisted in the development of bus stop improvement options.

<b>Identify the Specific Priority Population Benefit:</b>	I. Project improves transit stations or stops within a disadvantaged or low-income community to increase safety and comfort (e.g. lights, shelters, benches).
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**FY 2018-2019 LCTOP  
Allocation Request**

**DAC Benefit** - Explain, in your own words, how the project will benefit Disadvantaged Community(ies) within your service area.

N/A

**Low-Income Community or Low-Income Household Benefit** - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

Some of the households around the downtown Lincoln area are designated as lower-income and bare the issues of: poverty, unemployment, burden of finding housing, lack of transportation, and accessibility issues getting to and from around town. This project will improve transit stops within the lower-income community and increase the safety, accessibility, and level of comfort through new installation of lighting, shelters, benches, and revitalized rampways and curbsides. This revitalization will entice more residents to consider taking transit for their means of travel.

**Low-Income Community or Low-Income Household within 1/2 a mile of a Disadvantaged Community Benefit** - Explain, in your own words, how the project will benefit Low-Income Community(ies) or Low-Income Households within the project area.

N/A.

<b>Amount funds to benefit a DAC: \$</b>	
<b>Amount funds to benefit Low-Income Households &amp; Residents: \$</b>	72,642
<b>Amount funds to benefit Low-Income Households or Resident within 1/2 mile of a DAC: \$</b>	



## FY 2018-2019 LCTOP Certifications and Assurances

**Lead Agency:** Lead Agency

**Project Title:** Project Title

**Prepared by:** Prepared by

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).

### Certifications and Assurances

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

#### C. Reporting

1. The Lead Agency must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
  - d. Project Outcome Reporting as defined by CARB Funding Guidelines.
2. Other Reporting Requirements: CARB is developing Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

#### D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with

## Certifications and Assurances

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

### A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the “Project Closeout” report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency’s external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance





## FY 2018-2019 LCTOP

of the Lead Agency’s contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

### F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor’s LCTOP funded projects at Caltrans’ discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

\_\_\_\_\_  
 Print Authorized Agents Name.  
 (Print Authorized Agent)

\_\_\_\_\_  
 Print Authorized Agents Name.  
 (Title)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**City of Lincoln Funding Agreement #19-01**

**September 25, 2019**

**Page 3**

Attachment: A. Regional Bus Stop Enhancement Project Phase III LCTOP FY 2018/19  
Grant Application  
B. LCTOP Certifications and Assurances for FY 2018/19

c: Angela Frost, City of Lincoln  
Aaron Hoyt, PCTPA

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**IN THE MATTER OF: AUTHORIZING  
INVESTMENT OF MONIES IN THE  
LOCAL AGENCY INVESTMENT FUND**

**RESOLUTION NO. 19-29**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held at Auburn, California, this October 23, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

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Chair  
Placer County Transportation Planning Agency

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Executive Director

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Placer County Transportation Planning Agency (PCTPA) hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of PCTPA;

**NOW THEREFORE, BE IT RESOLVED**, that PCTPA hereby authorizes the deposit and withdrawal of PCTPA monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following PCTPA officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

<u>Title</u>	<u>Name</u>
<u>Executive Director</u>	<u>Michael W. Luken</u>
<u>Deputy Executive Director</u>	<u>Luke McNeel-Caird</u>
<u>Fiscal/Administrative Officer</u>	<u>Shirley LeBlanc</u>

Section 2. This resolution shall remain in full force and effect until rescinded by PCTPA by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

**TO:** PCTPA Board of Directors **DATE:** October 23, 2019

**FROM:** Kathleen Hanley, Assistant Planner

**SUBJECT:** 9:00 AM PUBLIC HEARING: 2019 UNMET TRANSIT NEEDS  
PROCESS AND SCHEDULE

**ACTION REQUESTED**

Conduct a public hearing to obtain public testimony on unmet transit needs that may exist in Placer County.

**BACKGROUND**

The Unmet Transit Needs (UTN) process is one of the key responsibilities for Regional Transportation Planning Agencies (RTPAs) such as PCTPA. The Transportation Development Act (TDA) provides two funding sources for transportation; Local Transportation Funds (LTF) and State Transit Assistance (STA). TDA stipulates that PCTPA must conduct an annual public outreach process to determine whether there are any unmet transit needs that are reasonable to meet in Placer County prior to making LTF allocations not directly related to public transit.

PCTPA focuses on requests for service that meet the adopted definition of an “unmet transit need” and are consistent with the criteria for being considered “reasonable to meet.” Services may include establishing, contracting for, or expanding transportation services. The definition was updated by the Board of Directors on May 14, 2014, and is shown in Attachment 1. On August 28, 2018, staff presented the Board with the 2019 Unmet Transit Needs Process and Schedule.

**DISCUSSION**

In addition to the public hearing held at the October Board meeting, PCTPA has distributed an online survey throughout September and October, and held a public workshop in Kings Beach on October 3<sup>rd</sup>. The online survey was advertised through social media, an email database, and the distribution of flyers in English, Spanish, and Tagalog by local jurisdictions. Public comments can be submitted at the October 24<sup>th</sup> public hearing, or via phone, fax, mail, e-mail, and through the on-line survey at [pctpa.net/utn](http://pctpa.net/utn). The public comment period for this year’s unmet transit needs process will conclude on October 31, 2019.

Following the close of the public comment period, PCTPA will summarize and analyze the testimony and prepare a report. The draft report will be reviewed by the Social Services Transportation Advisory Council (SSTAC) in January 2020. The final report will be presented to the TAC and Board in February 2020.

KH:LM:MWL:ss

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**TDA DEFINITIONS**

**Pursuant to PUC Section 99401.5(c)**

**Adopted 11/8/92**

**Amended 3/23/94**

**Amended 9/22/99**

**Amended 9/27/06**

**Amended 5/14/14**

**Unmet Transit Need**

An unmet transit need is an expressed or identified need, which is not currently being met through the existing system of public transportation services. Unmet transit needs are also those needs required to comply with the requirements of the Americans with Disabilities Act.

**Reasonable To Meet**

Unmet transit needs may be found to be "reasonable to meet" if all of the following criteria prevail:

- 1) Service, which if implemented or funded, would result in the responsible service meeting the farebox recovery requirement specified in California Code of Regulations Sections 6633.2 and 6633.5, and Public Utilities Code 99268.2, 99268.3, 99268.4, and 99268.5.
- 2) Notwithstanding Criterion 1) above, an exemption to the required farebox recovery requirement is available to the claimant for extension of public transportation services, as defined by California Code of Regulations Section 6633.8, and Public Utilities Code 99268.8.
- 3) Service, which if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of Local Transportation Funds, State Transit Assistance Funds, Federal Transit Administration Funds, and fare revenues and local support, as defined by Sections 6611.2 and 6611.3 of the California Administrative Code, which may be available to the claimant.
- 4) Community support exists for the public subsidy of transit services designed to address the unmet transit need, including but not limited to, support from community groups, community leaders, and community meetings reflecting a commitment to public transit.
- 5) The need should be in conformance with the goals included in the Regional Transportation Plan.
- 6) The need is consistent with the intent of the goals of the adopted Short Range Transit Plan, as amended, for the applicable jurisdiction.



Consolidated  
Transportation  
Services Agency

## ***MEMORANDUM***

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**TO:** WPCTSA Board of Directors

**FROM:** Michael Luken, Executive Director

**SUBJECT:** CONSENT CALENDAR

**DATE:** October 23, 2019

Below are the Consent Calendar items for the October 23, 2019 agenda for your review and action.

1. Authorization for Investment of WPCTSA Funds with the Local Agency Investment Fund  
The Local Agency Investment Fund (LAIF) is a voluntary investment alternative for California's local governments and is administered by the California State Treasurer under Government Code 16429.1 et. seq. The LAIF program offers local agencies and special districts the opportunity to participate in a major portfolio using the investment expertise of the State Treasurer's Office at no additional cost to the taxpayer. The attached resolution authorizes investment of monies in LAIF and designates staff (Executive Director, Deputy Executive Director, and Fiscal/Administrative Officer) authorized to make transactions. Staff recommends approval.

MWL:ss

**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

**IN THE MATTER OF: AUTHORIZING  
INVESTMENT OF MONIES IN THE  
LOCAL AGENCY INVESTMENT FUND**

**RESOLUTION NO. 19-30**

The following resolution was duly passed by the Western Placer Consolidated Transportation Services Agency at a regular meeting held at Auburn, California, this October 23, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

---

Chair  
Western Placer Consolidated Transportation  
Services Agency

---

Executive Director

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Western Placer Consolidated Transportation Services Agency (WPCTSA) hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of WPCTSA;

**WHEREAS**, the Joint Exercise of Powers Agreement for WPCTSA, dated November 8, 2008, specifies the Placer County Transportation Planning Agency (PCTPA) agrees and consents to provide staff and act as Treasurer for WPCTSA, pursuant to Section 6. Administration and Section 20. Agreement of PCTPA to Provide Staff and Act as Treasurer;

**NOW THEREFORE, BE IT RESOLVED**, that WPCTSA hereby authorizes the deposit and withdrawal of WPCTSA monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.



**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following PCTPA officers holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

<u>WPCTSA Title</u>	<u>PCTPA Title as Administrative Agent</u>	<u>Name</u>
<u>Executive Director</u>	<u>Executive Director</u>	<u>Michael W. Luken</u>
<u>Deputy Executive Director</u>	<u>Deputy Executive Director</u>	<u>Luke McNeel-Caird</u>
<u>Fiscal/Administrative Officer</u>	<u>Fiscal/Administrative Officer</u>	<u>Shirley LeBlanc</u>

Section 2. This resolution shall remain in full force and effect until rescinded by WPCTSA by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.



Consolidated  
Transportation  
Services Agency

## MEMORANDUM

**TO:** WPCTSA Board of Directors

**DATE:** October 23, 2019

**FROM:** Kathleen Hanley, Assistant Planner

**SUBJECT:** FY 2019/20 BUDGET AMENDMENT #1 – WESTERN PLACER  
CONSOLIDATED TRANSPORTATION SERVICES AGENCY

### ACTION REQUESTED

Adopt FY 2019/20 Budget Amendment #1.

### BACKGROUND

WPCTSA must adopt an annual budget and amendments thereto for income and expenditures, based on projections for the coming year, consistent with the adopted Short Range Transit Plan.

### DISCUSSION

Attachment 1 provides the Amendment #1 operating budget for FY 2019/20. Operating revenues total \$2,272,226, an increase of 2.3 percent compared to the original budget adopted by the Board in June. This increase reflects final State Transit Assistance (STA) and Local Transportation Fund (LTF) allocations.

Operating expenditures total \$2,050,081, an increase of 8.7 percent compared to the adopted June budget. The increase in operating expenditures is due to increased costs for the Health Express service with the start of a new contract, which is included in the Board's October agenda for consideration. A minor decrease in staff administration costs helps offset the proposed increases.

A projected end of the year surplus of \$222,145 is shown, which will be carried over into FY 2020/21.

Staff recommends approval of the FY 2019/20 Budget Amendment #1. The TOWG and TAC concur with the staff recommendation.

### **Attachments:**

WPCTSA FY 2019/20 Budget Amendment #1

KH:LM:MWL:ss

Attachment 1: Western Placer CTSA Proposed Operating Budget Summary  
FY 2019/20

October 2019

	FY 2019/20 Amendment #1	FY 2019/20 Adopted	Difference Amendment #1 vs. Adopted
<b>Operating Expenditures</b>			
PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1)	\$ 121,511	\$ 122,934	\$ (1,423)
Legal Services	\$ 7,500	\$ 7,500	\$ -
Placer Collaborative Network (PCN) Membership	\$ 250	\$ 250	\$ -
WPCTSA Seniors First Board Member Annual Contribution	\$ -	\$ -	\$ -
Accounting Services	\$ 500	\$ 500	\$ -
Fiscal Auditors (TDA)	\$ 5,500	\$ 5,500	\$ -
Outreach	\$ 7,500	\$ 7,500	\$ -
Direct Expenses (2)	\$ 7,500	\$ 7,500	\$ -
Subtotal PCTPA Administration	\$ 150,261	\$ 151,684	\$ (1,423)
<b>Programs</b>			
MV Transit - Health Express (3)	\$ 650,558	\$ 507,081	\$ 143,477
Seniors First - Health Express Program Management (4)	\$ 100,000	\$ 100,000	\$ -
Seniors First - My Rides (4)	\$ 276,860	\$ 276,860	\$ -
Transit Ambassador Program (5)	\$ 30,000	\$ 30,000	\$ -
Short Range Transit Plan Implementation (6)	\$ 200,000	\$ -	\$ 200,000
Call Center Study (7)	\$ 40,000	\$ -	\$ 40,000
Transit Planning (8)	\$ 20,000	\$ 260,000	\$ (240,000)
Retired Vehicle Program	\$ -	\$ -	\$ -
Bus Pass Subsidy Program (9)	\$ 15,000	\$ 15,000	\$ -
South Placer Transit Information Center (Call Center) (10)	\$ 300,000	\$ 300,000	\$ -
Subtotal Existing & New Programs	\$ 1,632,418	\$ 1,488,941	\$ 143,477
<b>Subtotal Operating Expenditures</b>			
	\$ 1,782,679	\$ 1,640,625	\$ 142,054
Operating Reserve (11)	\$ 267,402	\$ 246,094	\$ 21,308
<b>Total Operating Expenditures</b>	<b>\$ 2,050,081</b>	<b>\$ 1,886,718</b>	<b>\$ 163,362</b>

Operating Revenue	Amendment #1	Proposed	Proposed vs.
FY 2019/20 LTF Article 4.5 (12)	\$ 1,110,737	\$ 1,049,739	\$ 60,998
FY 2018/19 State Transit Assistance PUC 99313 (13)	\$ 108,829	\$ 118,881	\$ (10,052)
Interest Income (14)	\$ 6,000	\$ 6,000	\$ -
Carryover (15)	\$ 897,800	\$ 897,401	\$ 399
Seniors First match toward Health Express - Hospital Funds (16)	\$ 60,000	\$ 60,000	\$ -
Seniors First match toward My Rides - A4AA Funds (16)	\$ 38,860	\$ 38,860	\$ -
Seniors First match toward My Rides - Other Sources (16)	\$ 50,000	\$ 50,000	\$ -
Federal Transit Administration (FTA) Section 5310	\$ -	\$ -	\$ -
<b>Total Operating Revenue</b>	<b>\$ 2,272,226</b>	<b>\$ 2,220,881</b>	<b>\$ 51,345</b>

Operating Revenue to Expenditure Comparison	Amendment #1	FY 2019/20	Proposed vs.
Carryover to FY 2020/21	\$222,145	\$334,163	\$ (112,017)

Notes

1. Per PCTPA Final OWP and Budget FY 2019/20, May 2019.
2. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
3. Reflects greater service level recommended by SRTP and estimated 7.5% increase in operating cost, consistent with Placer County Transit's Dial-A-Ride budget.
4. Per Seniors First MyRides and Health Express Agreement approved June 2018.
5. Per Transit Ambassador Program Agreement with Roseville Transit approved November 2017.
6. Reflects planning consultant services to implement SRTP goals and recommendations.
7. Reflects planning consultant services to study peer Call Centers and recommend future administration of the South Placer Transit Information Center.
8. Reflects planning consultant services to review Health Express service, update South Placer Transit Information website, and print South Placer Transit Guides.
9. Bus pass reimbursement for participating social service organizations based on approved agreements.
10. Per Call Center Agreement with Roseville Transit approved November 2017.
11. Government Finance Officers Association recommends an operating reserve or contingency of up to 15%.
12. Final LTF apportionment approved by PCTPA Board in August 2019.
13. Final STA allocation approved at 4.0 percent by PCTPA Board in August 2019.
14. Interest income estimate.
15. Per fiscal year final records, September 2019.
16. Revenue attributable to non-profit match for programs.



**TO:** WPCTSA Board of Directors **DATE:** October 23, 2019

**FROM:** Kathleen Hanley, Assistant Planner

**SUBJECT:** HEALTH EXPRESS SERVICE LETTER OF TASK AGREEMENT AND MASTER AGREEMENT

**ACTION REQUESTED**

Authorize Executive Director to negotiate and sign Letter of Task Agreement #20-01 and Master Agreement with MV Transportation, Inc. to provide Health Express Service.

**BACKGROUND**

WPCTSA's non-emergency medical transportation service, known as Health Express, is currently provided by MV Transportation, Inc. under a contract approved by the WPCTSA Board in May 2013. The final option year of that contract ends October 31, 2019.

As with the previous contract, WPCTSA and the Placer County Department of Public Works (DPW) conducted a joint procurement for the Health Express and Placer County Dial-A-Ride services to take advantage of savings from a larger economy of scale. The procurement process was managed by Placer County Procurement Services Division, who released the Request for Proposals (RFP) on June 13, 2019. Twenty-five firms were directly notified of the RFP and one proposal was received. The proposal was scored by an evaluation panel, consisting of representatives from WPCTSA, DPW, Lincoln, Rocklin, and Seniors First. All members of the evaluation panel recommended DPW and WPCTSA enter into contract negotiations with MV Transportation.

**DISCUSSION**

MV Transportation's proposal maintains Health Express service area and policies, while expanding service hours from about 4,500 annually to 6,800, as recommended by the WPCSTA Short Range Transit Plan. These additional service hours will allow Health Express to accommodate the increasing demand for trips to medical appointment, particularly from the more rural areas of south Placer County. The Letter of Task Agreement and full Scope of Services is included in Attachment 1.

The proposal includes a significant cost increase over the current contract. This increase reflects increasing fixed costs and fuel costs consistent with other paratransit services in the region, and additional funds to cover expanded service hours. The cost for Year 1 of this new contract, \$650,558, is within WPCTSA's budgeted resources for FY 2019/20 and is reflected in Budget Amendment #1, which is included in the Board's October agenda for consideration. The proposal is also consistent with the recently adopted WPCTSA Short Range Transit Plan.

Staff recommends that the Board authorize the Executive Director to execute the Letter of Task Agreement #20-01 and Master Agreement. The TOWG and TAC both concur with the staff recommendation.

KH:LM:ML:ss



October 23, 2019

**NAME**

MV Transportation, Inc.

**ADDRESS**

SUBJECT: LETTER OF TASK AGREEMENT #20-01  
BETWEEN MV TRANSPORTATION, INC. AND THE WESTERN PLACER  
CONSOLIDATED TRANSPORTATION SERVICES AGENCY

Dear **NAME**:

This letter, when countersigned, authorizes work under the Master Agreement between the Western Placer Consolidated Transportation Services Agency (WPCTSA) and MV Transportation, Inc., dated October 23, 2019.

1. Incorporated Master Agreement: This Letter of Task Agreement is the statement of contract-specific requirements applicable to the work effort to be undertaken by MV Transportation, Inc. to operate the Heath Express transit service.
2. Term: The base term of this agreement shall be for a period of three (3) years, commencing on November 1, 2019 and terminating on June 30, 2022. This agreement may be extended beyond the termination date on the mutual agreement of the parties for two (2) one (1) year periods. The rates of compensation for these option periods shall be as specified in Attachment B: Project Budget.
3. Scope of Services: Consultant will perform the tasks as outlined in Attachment A: Scope of Services. Kathleen Hanley, Assistant Planner, will act as WPCTSA's Project Manager.
4. Personnel: Consultant will provide their own personnel to perform the work in this Letter of Agreement. Consultant will provide administrative support and overhead expenses.

5. Compensation: For services rendered, Consultant compensation be made as set forth herein. The amount to be paid shall not exceed the amounts specified in Attachment B: Project Budget. WPCTSA agrees to pay Contractor for performance of the services set forth in this Agreement as follows:
  - a. Payment of a fixed hourly rate per revenue vehicle hour as shown in the table in Attachment B: Project Budget. The Hourly Rate Charges shall be consideration for the cost of performing those services set forth in Attachment A: Scope of Services, which may vary according to the level of service and shall include those cost elements specified in Attachment B.
  - b. Payment of a Monthly Fixed Cost per service month as shown in the table in Attachment B: Project Budget. The monthly rate shall be consideration for the cost of performing those services set forth Attachment A: Scope of Services, which must be provided or available regardless of level of service, including cost elements specified in Contractor's Cost Proposal.
  - c. On a monthly bases, WPCTSA shall reimburse MV Transportation, Inc for the motor vehicle fuel that is documented to have been used during that period in the provision of the transit services covered by this agreement. WPCTSA shall reimburse Contractor at the actual cost of the fuel being used without markup of any kind and net of any discounts and rebates received by or available to Contractor.
  - d. In the event WPCTSA orders changes which, during any budget period, result in a cumulative total increase or decrease of less than 15 percent from the total annual revenue vehicle hours specified in Attachment A: Scope of Services, compensation shall be adjusted according to the Hourly Rate and Monthly Fixed Charges set forth in Attachment B: Project Budget. In the event WPCTSA orders changes which, during any budget period, result in a cumulative total increase or decrease of greater than 15 percent from the total annual revenue vehicles hours specified in Attachment A: Scope of Services, an adjustment of the rates specified may be negotiated.
  
6. Reporting and Payment: Contractor shall submit invoices to WPCTSA monthly as follows:
  - a. Hourly Rate Charges shall be directly traceable by operator trip sheets and/or time cards, which will be available for review by WPCTSA.
  - b. Fixed Monthly Rate Charges shall be invoiced monthly in arrears.
  - c. Monthly Management Report as specified in Attachment A: Scope of Services, detailing the services provided by the Contractor during the preceding period.
  - d. All invoices and reports must be submitted to the attention of the Executive Director.
  - e. Failure to submit accurate and timely Monthly Management Reports will result in the withholding of payment until an accurate Monthly Management Report is received.



**ATTACHMENT A: SCOPE OF SERVICES**

	<b><u>Page</u></b>
<b>I. Introduction</b>	5
<b>II. Project Description and Services</b>	5
A. Operating Days	6
B. Operating Hours	6
C. Service Area	7
D. Shift Days Per Week	7
E. Reporting Location	7
F. Driver Transportation	7
G. Beginning Service Level	8
<b>III. Service Modification</b>	8
A. Emergency Adjustments	8
B. Non-Substantial Changes in Service Level	8
C. Substantial Changes in Service Level	8
<b>IV. Service Delivery</b>	8
<b>V. Contractor General Requirements and Obligations</b>	9
A. Organization	9
B. Liaison	9
C. Roles of Each Party	10
D. Drug and Alcohol Testing	13
E. Operating of WPCTSA Equipment	13
F. Pickup and Discharge of Passengers	13
G. Receiving Fares and Counting Passengers	13



<i>H. Daily Bus Inspections and Defect Reports</i>	13
<i>I. Accident/Incident Reports</i>	14
<i>J. Insurance</i>	14
<i>K. Driver Performance</i>	15
<i>L. Vehicle Cleanliness</i>	15
<i>M. Uniforms</i>	15
<i>N. Fueling</i>	15
<i>O. California Labor Code and Industrial Welfare Commission Wage Order</i>	15
<i>P. Vehicle Maintenance and Repair</i>	15
<b>VI. Compensation and Payment</b>	21
<i>A. Basis of Compensation</i>	21
<i>B. Submission of Invoice</i>	21
<i>C. Payment</i>	21
<i>D. Other Expenses</i>	21
<b>VII. Personnel</b>	22
<i>A. General</i>	22
<i>B. Contract Operations Supervisor</i>	23
<i>C. Written Job Descriptions</i>	23
<i>D. Employee Handbook</i>	23
<b>VIII. Training and Safety Program</b>	24
<i>A. Minimum Driver Training</i>	24
<i>B. Additional Training Required of All Drivers</i>	26
<i>C. Mechanics Training</i>	26
<i>D. All Employees</i>	26
<i>E. Driver Uniforms, Dress Code, Appearance, Courtesy</i>	27

<i>F. Employee Work Rules</i>	27
<i>G. Safety Program</i>	29
<b>IX. Public Relations and Information</b>	29
<i>A. Reservations and Scheduling</i>	29
<b>X. Performance Standards</b>	33
<b>XI. Records, Reports, Fare Box Revenues</b>	33
<i>A. Records</i>	33
<i>B. Records Access</i>	34
<i>C. Financial Records</i>	34
<i>D. Vehicle Records</i>	34
<i>E. Reports Due on a Monthly Basis</i>	34
<i>F. California Highway Patrol (CHP) Compliance Reports</i>	35
<i>G. Complaints/Requests</i>	35
<i>H. Reports to Be Prepared by WPCTSA</i>	35
<i>I. Fare Box Revenues</i>	36
<i>J. Monthly Pass and Ticket Sales</i>	36
<i>K. Other Reporting</i>	36
<b>XII. Definitions</b>	36
<b>XIII. Emergencies; Natural Disasters</b>	38
<b>XIV. Health Express Service Area Map</b>	39
<b>XV. Obligations of WPCTSA</b>	40
<b>XVI. General Provisions and Insurance</b>	40
<b>XVII. Federal Transit Administration (FTA) Clauses</b>	40

## **SCOPE OF SERVICES**

Contractor agrees to perform its duties, obligations, and functions in accordance with this Scope of Services.

### **I. Introduction**

The Western Placer Consolidated Transportation Services Agency (WPCTSA) partners with Seniors First, Inc., a non-profit organization, hereinafter referred to as Program Manager, to provide a non-emergency transportation service known as Health Express.

### **II. Project Description and Services**

The Health Express provides primarily advance-reservation, shared-ride demand responsive non-emergency medical transportation to residents of Western Placer County age 60 and above, individuals with disabilities, or as a last resort to other individuals if no other transportation is available. Requests for service may be made at least one day and up to two weeks in advance of the service day or, for trips that are taken on a regular basis at the same day and time each week, can be set up as subscription trips. Same day trip requests will be accommodated if capacity is available.

Health Express is not an Americans with Disabilities Act (ADA) complementary paratransit service. Under the California Transportation Development Act (TDA), Health Express service is considered a specialized transportation service; and under Federal Transit Administration (FTA) regulations, Health Express qualifies as a public transportation alternative beyond the ADA.

The CONTRACTOR shall provide licensed, experienced transit drivers for use in the Health Express service. CONTRACTOR will supply the supervision, dispatch, customer service, route training, and all supplies (including uniforms) necessary to work the required shifts. The CONTRACTOR will provide all vehicles for use in the Health Express service.

The service described herein is the entire Health Express Service. Exhibit A to this Scope of Services is the Health Express existing service schedule and is attached and incorporated hereto. The Health Express service area map is incorporated and attached hereto.

#### **A. Operating Days**

Health Express operates five days per week Monday through Fridays. Health Express will operate no services on the following holidays or the weekdays on which these holidays are officially celebrated.

1. New Years Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

When a holiday falls on a Saturday, the preceding Friday is recognized as the holiday. When a holiday falls on a Sunday, the holiday is recognized on the following Monday.

WPCTSA reserves the right to direct the operation of reduced levels of service on unofficial holidays and during holiday periods. The Program Manager shall provide no less than ten (10) days notice to CONTRACTOR of the day(s) designated for the holiday schedule.

The CONTRACTOR shall post notice of holiday schedule (if service is provided) in all vehicles used to provide Health Express service at least one (1) week in advance of each upcoming holiday.

**B. Operating Hours**

Health Express service operates five days per week Monday through Friday from 7:00 am to 5:00 pm., for a total span of ten hours per day. Health Express services will typically be scheduled so that the first pick-up is no earlier than 7:00 am and the last pick-up is scheduled no later than 4:30 pm.

The CONTRACTOR is expected to operate a total of 6800 annual vehicle revenue service hours of Health Express service for the service area defined below as Placer County and Sacramento.

Minor variations in schedules may be made with Program Manager written approval.

**C. Service Area**

1. Placer County

Health Express serves Placer County residents who reside within the defined boundaries of Western Placer County along Highway 80; the service area from  $\frac{3}{4}$  miles east of Colfax to Roseville at I-80 West to the Sacramento county line will be covered. Refer to Exhibit B-1, Health Express Service Area. The service area includes the following cities: Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville and unincorporated Placer County, including the communities of Sheridan and Foresthill.

2. Sacramento

CONTRACTOR will also operate Health Express two partial days per week, Tuesdays and Thursdays, (up to six hours each day) for Placer residents to go to medically related appointments in the Sacramento area. The destinations that will be supported by Health Express fall in the neighborhood of the following regional medical facilities:

1. Shriners' Hospital
2. Mercy General Hospital
3. UC Davis Medical Campus
4. Sutter Memorial Hospital
5. Sutter General Hospital
6. Sutter Cancer Center
7. Mather VA Clinic
8. McClellan VA Clinic

9. Mercy San Juan Hospital Campus

In the event that few or no Sacramento trips are scheduled, CONTRACTOR will utilize that capacity to schedule additional Placer trips. Where possible, CONTRACTOR shall perform other Health Express trips in the event of long waiting periods for clients in Sacramento.

**D. Shift Days per Week**

CONTRACTOR shall be responsible for scheduling work in such a way as to comply with Wage Order 9 and allowed exceptions. Any monetary penalties incurred by the CONTRACTOR under Wage Order 9 as a result of Call Center and/or the Program Manager scheduling will be reimbursed to the CONTRACTOR.

**E. Reporting Location**

CONTRACTOR shall be responsible for the driver reporting location.

**F. Driver Transportation**

CONTRACTOR and its driver(s) shall be responsible for transportation to and from the reporting location.

**G. Beginning Service Level**

"Beginning Service Level" is hereby specified as 6,800 vehicle revenue service hours per year. This assumes 254 operating days per year with approximately 27 vehicle revenue service hours per day Monday through Friday.

**III. Service Modification**

**A. Emergency Adjustments**

Temporary emergency adjustments in service may be initiated by CONTRACTOR only in the event of an emergency or circumstances which require a detour or an adjustment in routing or scheduling under circumstances where there is no opportunity for the CONTRACTOR to first confer with the Program Manager; provided, however, that such adjustments do not constitute a "substantial change" as defined below.

CONTRACTOR shall notify the Program Manager immediately of a temporary emergency adjustment. The Program Manager shall specify steps to be taken by CONTRACTOR to notify patrons of the change in routing and/or scheduling necessitated by such emergency adjustments, and/or modifications to the emergency adjustment made by CONTRACTOR.

**B. Non-Substantial Changes in Service Level**

The Program Manager may order non-substantial increases, decreases or other alterations to the service upon written notice to the CONTRACTOR. Said notice shall specify the change(s) requested and the effective date(s). CONTRACTOR shall be allowed thirty (30) days to implement non-substantial changes; however, Program Manager shall endeavor to provide CONTRACTOR with earlier notice whenever possible.

**C. Substantial Changes in Service Level**

Any proposed change in the service level shall be deemed a “substantial change” for purposes of this Agreement if such results in one or more of the following conditions:

1. An increase of 15% or more in revenue vehicle hours system-wide, as computed from the Beginning Service Level;
2. A decrease of 15% or more in revenue vehicle hours system-wide, as computed from the Beginning Service Level;
3. The cumulative total of non-substantial service changes over a period of time that results in a service level either more than 15% above, or less than 15% below the established Beginning Service Level.
4. Changes in laws, regulations or rules that result in a substantial change to the scope of work or increases to driver wages beyond those anticipated in the cost proposal

A substantial service change will be subject to re-negotiation of CONTRACTOR’s pricing to the satisfaction of all parties.

**IV. Service Delivery**

Currently, Health Express service is available Monday-Friday to and from all areas of the service area, except for Foresthill and Sheridan. Health Express service to and from Foresthill and Sheridan is only available on Wednesdays. Health Express service to and from allowed Sacramento County medical centers is only available on Tuesdays and Thursdays. The Health Express service area map is displayed included herein.

Health Express services should continue to be assigned geographically, but the Program Manager and CONTRACTOR should work together to designate service days and geographies to maximize the efficiency and cost-effectiveness of service delivery. In particular, CONTRACTOR and Program Manager should ensure that unused capacity for Foresthill, Sheridan, and Sacramento trips are reallocated as necessary.

During FY 2017/2018, Health Express operated six vehicles transporting 5,251 passengers. In addition, Health Express operated a total of 4,478 revenue vehicle hours, covering 67,116 revenue vehicle miles.

**V. Contractor’s General Requirements and Obligations**

**A. Organization**

CONTRACTOR is an independent CONTRACTOR.

1. Operations

CONTRACTOR shall provide the necessary supervisorial, technical and operating expertise for the daily operation of Health Express services as specified by WPCTSA. All services rendered shall be subject to the control of the WPCTSA and coordinated with its Program Manager.

All employees, facilities, vehicles and equipment, fuel, maintenance and repair, supplies and services, and other items and materials needed for the operation and supervision of Health Express at a level necessary for the proper completion of this Agreement shall be furnished by CONTRACTOR unless WPCTSA

specifically identifies an element of equipment or aspect of service to be its responsibility.

2. Assistance

CONTRACTOR shall assist and cooperate with WPCTSA and its Program Manager in meeting the objectives of providing quality non-emergency medical transportation services.

**B. Liaison**

CONTRACTOR shall establish and maintain close liaison activities, coordination, and cooperation with the Program Manager on matters relating to operations, monitoring, reporting and service performance measurements.

CONTRACTOR shall be available for liaison activities as follows:

1. Meet and confer with the Program Manager on a regular basis. In addition, an authorized representative of the CONTRACTOR shall be available either by phone or in person to make decisions or provide coordination as necessary with the Program Manager.
2. Represent the CONTRACTOR at the WPCTSA Board of Director meetings.
3. Attend quarterly coordination meetings between CONTRACTOR, WPCTSA, South Placer Transit Information Center, and Program Manager.
4. Attend meetings with community organizations, user groups, and/or local, state and federal agencies as required and upon request of the Program Manager.
5. Advise the PROGRAM MANGER on suggestions that may improve service, efficiency, or performance.
6. Provide, at no additional charge, prompt review and comment on proposed transit plans, equipment, and operational changes.

**C. Roles of Each Party**

1. WPCTSA Duties and Responsibilities

WPCTSA shall perform the following responsibilities and duties with respect to Health Express service: establish and set overall program policy; determine core service design, planning, and operational decisions; approve program budgets; identify potential funding and develop grant applications; if necessary complete any competitive procurement for the selection of any contractors or other third parties to assist with the management, supervision and/or operation of Health Express; and prepare public information and marketing materials. During the span of this Agreement, WPCTSA may transfer these duties and Responsibilities to Placer County as part of an effort to consolidate transit services within Placer County.

- a. Monthly Reporting and Invoicing  
WPCTSA will review and verify the CONTRACTOR monthly Management Report and invoice, including reported operational and performance data. Any errors or omissions shall be referred to the CONTRACTOR for correction or completion. Upon verification of a complete and correct invoice and management report, WPCTSA will submit payment.

WPCTSA shall also monitor the cumulative operation of vehicle revenue service hours of Health Express service by CONTRACTOR to ensure that budgeted expenditures are not exceeded without changes as specified herein.

- b. Complaints  
WPCTSA shall approve CONTRACTOR procedures for handling passenger complaints. WPCTSA shall review monthly copies of all passenger complaints and CONTRACTOR responses in a format approved by WPCTSA.

## 2. Program Manager Duties and Responsibilities

WPCTSA's Program Manager, Senior's First, shall perform the following responsibilities and duties with respect to Health Express service:

- c. Day-to-Day Administration  
Program Manager shall be responsible for day-to-day administration of the Health Express services; including monitoring, observing, and administering the delivery of Health Express services in a manner sufficient to ensure CONTRACTOR compliance with the terms and conditions as set forth in this Scope of Services.

Program Manager will maintain communications with CONTRACTORS' dispatch offices so as to knowledgeably respond to service inquiries, complaints, and unanticipated events. Program Manager will maintain a daily service log recording inquiries, complaints, and other events related to service delivery and performance.

Program Manager will also identify potential funding opportunities and develop grant applications.

- d. Trip Scheduling  
Program Manager will coordinate the geographic assignment of Health Express trips with the CONTRACTOR to ensure the most efficient and cost-effective provision of non-emergency medical transportation services. Any changes in the scheduled Health Express trips that might be requested by the CONTRACTOR must be preapproved by the Program Manager.



e. Registration of Passengers

Program Manager shall conduct passenger registration, to include the in-take of passenger applications, coordinating the screening of applicants, determination of passenger eligibility, development of passenger profiles and maintenance and update of the client database. Until implementation of the passenger registration process by the Call Center occurs, the Program Manager shall administer all Health Express passenger registrations. When passenger registration is taken by the Call Center, the passenger registration database developed by the Program Manager shall be made available electronically to the South Placer Transit Information Center.

3. CONTRACTOR Duties and Responsibilities

In addition to all others set forth herein, CONTRACTOR shall accept and perform the following responsibilities and duties with respect to its operation of Health Express. The omission of a duty or responsibility herein below shall not relieve CONTRACTOR of its obligation to perform such duty or accept such responsibility, so long as it is usual, customary, and generally accepted within the public transportation industry as being an integral element of operating a public transportation dial-a-ride, demand-response, or paratransit system, or services of a similar kind and character such as Health Express.

a. Operations Supervisor

CONTRACTOR shall designate an Operations Supervisor, experienced in public transportation operations and supervision, authorized to act on CONTRACTOR's behalf, subject to the approval of the WPCTSA, who shall provide overall supervision of Health Express services operated under the terms of this Agreement. It is understood that, while employed full-time, the Operations Supervisor may have other responsibilities in addition Health Express services.

CONTRACTOR shall assure WPCTSA that the Operations Supervisor designated for this Agreement will not be replaced by CONTRACTOR without the written consent of WPCTSA. Should the services of the Operations Supervisor become unavailable to CONTRACTOR, the resume and qualifications of the proposed replacement shall be submitted to WPCTSA for approval as soon as possible, but in no event later than five (5) working days prior to the departure of the incumbent Operations Supervisor, unless CONTRACTOR is not provided with such notice by the departing employee. WPCTSA shall respond to CONTRACTOR concerning acceptance of the candidate for replacement Operations Supervisor.

The Operations Supervisor shall work cooperatively with the Program Manager in matters relating to service quality, providing operational and other data as described in this Scope of Services; for example, responding to Program Manager request to address comments from Health Express passengers and others and responding to specific requests for other assistance as the need arises.

During all times when Health Express services are in operation the Operations Supervisor designated to act for the Operations Supervisor shall be available either by phone or in person at the CONTRACTOR's facility to make management and operational decisions regarding Health Express operations and provide coordination as necessary, and shall be authorized to act on behalf of CONTRACTOR regarding all matters pertaining to this Scope of Services.

b. Drivers

CONTRACTOR drivers will, when requested by WPCTSA or its Program Manager, hand out notices to passengers or otherwise render assistance in Health Express customer relations, promotion, monitoring, and supervisory functions.

CONTRACTOR drivers will record ridership information in accordance with procedures approved by WPCTSA. Drivers shall have available at all times during operation of any vehicle an accurate time piece set each day to conform to a common system time.

Health Express is a curb-to-curb service unless door-to-door service is requested. CONTRACTOR shall provide door-to-door service to qualified passengers that require assistance. The driver, for safety and other reasons must stay within the sight of the vehicle at all times. Passengers will not be escorted past ground floor lobby or the main door of any residence or public building. Drivers will wait to ensure that passengers are inside the destination's first door before departing. If the passenger needs a wheelchair lift to board the vehicle, the driver will assist.

c. Road Supervisors

CONTRACTOR shall provide road supervision as necessary to monitor drivers and vehicles and assist drivers in revenue service.

d. Trip Scheduling

All advance reservation requests for dial-a-ride service will be taken by the South Placer Transit Information Call Center. When call requests are taken by the Call Center, the prepared trip manifests will be transmitted to the CONTRACTOR electronically for review, finalization, and transmission drivers. When necessary, calls taken by the Call Center will be transferred or referred to the CONTRACTOR for special consideration or assistance.

All "same day" reservations requests will be forwarded to the CONTRACTOR by the Call Center. The CONTRACTOR shall accommodate same-day trip requests as time, capacity and planning permit. CONTRACTOR shall have at least one (1) dispatcher in the office on duty at all times when a dial-a-ride vehicle is in revenue service or deadheading.

**D. Drug & Alcohol Testing**

The CONTRACTOR shall establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of the State of California, or WPCTSA, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655 and review the testing process.

CONTRACTOR shall certify annually its compliance with Part 655 before March 15 and to submit the Management Information System (MIS) reports before March 15 to the Program Manager. To certify compliance the CONTRACTOR shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

**E. Operating of WPCTSA Equipment**

CONTRACTOR shall provide the equipment necessary to perform Health Express services.

**F. Pickup and Discharge of Passengers**

CONTRACTOR shall pick up and discharge passengers only at an approved location unless otherwise directed by the Program Manager in writing.

**G. Receiving Fares and Counting Passengers**

CONTRACTOR will be required to record passenger boarding in accordance with procedures provided by the Program Manager. Drivers will be required to operate magnetic card readers, if available, along with standard fare boxes for cash paying passengers.

**H. Daily Bus Inspections and Defect Reports**

CONTRACTOR drivers are required to perform an inspection of each revenue vehicle prior to and at the conclusion of daily operation. The pre-trip inspection shall include a daily cycling of the wheelchair lift on the bus. To maximize efficiency and consistency with Placer County Transit's Dial-a-Ride Service, CONTRACTOR vehicles used for Health Express service should have an Automated Vehicle Location, Pre-Trip Inspection System and Security Surveillance System installed. In this event, WPCTSA will require all CONTRACTOR drivers to perform vehicle inspections using hand held units as part of their daily duties in accordance with procedures identified by the Program Manager..

The Program Manager maintains the rights to inspect, examine, or test at any reasonable time any of the facilities, records, (including, but not limited to, financial, personnel or maintenance) or equipment used in the performance of the work, or otherwise monitor CONTRACTOR'S work in order to assure compliance with this Scope of Service.

**I. Accident/Incident Reports**

CONTRACTOR shall develop, implement and maintain formal procedures for response to accidents, incidents, service interruptions, and complaints, subject to Program Manager review and approval prior to initiating services under this Agreement.

Occurrences to be addressed include, but are not necessarily limited to: vehicle accidents, passenger injuries, passenger disturbances, in-service vehicle failures, lift failures of vehicles in service, and Health Express vehicles operating more than thirty (30) minutes behind promised schedule. All traffic accidents involving transit system vehicles, irrespective of injury, shall be reported to the Placer County Sheriff or Highway Patrol, as appropriate. CONTRACTOR will advise such agency of the accident and request a police unit to investigate the accident.

Accident reports are to be submitted to WPCTSA and the Program Manager within one (1) business day for injury accidents, and within two (2) business days for non-injury accidents. Telephone notification on all injury accidents shall be provided to the Program Manager within thirty (30) minutes of the occurrence of any accident or incident involving a Health Express vehicle or service that requires emergency services and/or the transport for medical treatment of a passenger, a member of the public or an employee of the CONTRACTOR.

CONTRACTOR drivers will be responsible for completing incident reports for vehicle and non-vehicle incidents, accidents, and collisions during performance of this Agreement. Incident reporting will be completed on a form prescribed by the Program Manager.

**J. Insurance**

CONTRACTOR shall maintain at all times insurance coverage which meets the requirements set forth in this Agreement.

**K. Driver Performance**

Failure of a driver to perform duties in a manner required by this Agreement or as directed by the Program Manager will be cause for the CONTRACTOR to remove a driver from service.

**L. Vehicle Cleanliness**

CONTRACTOR drivers shall maintain the cleanliness of the vehicle interior, passenger windows, windshields and mirrors during operation.

**M. Uniforms**

CONTRACTOR drivers shall report to work in uniform supplied by CONTRACTOR and shall be in uniform at all times while in service or otherwise on duty. Drivers shall be required to maintain a neat and clean appearance at all times while on duty. The design, type, and logo of the uniforms shall be subject to Program Manager approval. Uniforms will identify the company name of the CONTRACTOR and depict the Health Express logo.

**N. Fueling**

CONTRACTOR is responsible for fueling CONTRACTOR vehicles used for Health Express service.

**O. California Labor Code and Industrial Welfare Commission (IWC) Wage Order No.9 2001**

CONTRACTOR drivers are subject to California Labor Code and IWC Wage Order 9-2001 (Wage Order 9). Wage Order 9 concerns meal and rest periods for non-exempt employees and provides for at least a thirty (30) minute unpaid meal period for a work period of more than five (5) consecutive hours and a second meal period of at least thirty (30) minutes for a work period of more than ten (10) consecutive hours. These meal periods may be waived by mutual consent of the employer and employee when employees' work periods of not more than six (6) hours will complete the day's work or when the employees' total hours worked for the day is no more than twelve (12) hours and the first meal period was duty-free. Given the nature of the work employees in the transportation industry perform, when drivers cannot be relieved of all duty as contemplated by Section 11.C. of IWC Wage Order No. 9-2001, the driver will be given an on-duty meal period. Therefore, the employee may receive a paid meal period rather than a duty-free meal period.

**P. Vehicle Maintenance and Repair**

1. General

CONTRACTOR shall perform at its own expense all preventive maintenance, repairs, major component rebuild/replacement, and cleaning necessary to maintain vehicles and support vehicles in the safest, most efficient working condition at all times.

Each vehicle shall meet all applicable laws and codes for operating on public streets in the State of California, all safety requirements as called for in California Administrative Code, Title 13, and conform to all California Highway Patrol regulations and orders.

All preventive maintenance, repairs, and major component rebuilding/replacement shall be performed in accordance with the original equipment manufacturers (OEM) specifications and applicable warranty conditions, the CONTRACTOR'S maintenance program as specified in his/her Proposal, and the best general practices of the transit industry.

CONTRACTOR, or individual mechanics employed by CONTRACTOR, shall provide required miscellaneous small items and materials related to maintenance of transit system vehicles, such as small tools, cleaning materials and supplies, rags, nuts and bolts, office supplies, etc.

CONTRACTOR shall also maintain a vehicle parts inventory, including an adequate stock of commonly used items that is properly organized to allow quick retrieval of needed items for repairs and other work. CONTRACTOR shall also actively maintain a system of ordering and restocking commonly used items on a regular basis.

2. Preventive Maintenance and Minor Repairs

CONTRACTOR will be financially responsible for labor and material costs for preventive maintenance and minor repairs.

CONTRACTOR Preventive Maintenance Inspection (PMI) Program shall meet or exceed OEM specifications and requirements. CONTRACTOR shall adhere to PMI Program detailed in the CONTRACTOR'S Proposal, unless altered by mutual Agreement.

CONTRACTOR'S PMI Program PMI inspections and repairs shall occur at, or before, the designated time or mileage intervals, whichever occurs first.

CONTRACTOR'S PMI Program must include, at a minimum, but not be limited to the following:

- a. All lubrication and oil filter change intervals shall be performed in accordance with OEM specifications and requirements, and the schedule provided in the CONTRACTOR'S Proposal.
- b. Brake inspections and adjustments shall be performed at intervals that ensure the safe and efficient operation of the braking system.
- c. All mechanical, electrical, fluid, air, hydraulic systems, fire extinguishers, first aid kits, and other vehicle components and accessories related to safety shall be inspected at least once weekly and repaired or items replaced as needed to maintain safe operation and working order.
- d. All components of the vehicle bodies, windows, appurtenances, and frames shall be maintained in a safe, sound and undamaged condition at all times. Repairs (including body, glass, and all vehicle appurtenances) shall be made expeditiously.
- e. The interior passenger compartment shall be free of exhaust fumes from the engine, engine compartment, and exhaust system of the vehicle.
- f. Heating and air conditioning systems shall be maintained, and used to ensure that the passenger compartment is comfortably maintained on all in-service runs. CONTRACTOR shall maintain the heating and air conditioning systems in an operable condition throughout the entire year.
- g. Seats shall be maintained in proper condition at all times. All tears, gum, graffiti, and other damage shall be repaired in a professional manner immediately upon their discovery. CONTRACTOR shall replace seat covers which are worn or cannot be professionally repaired, using materials which are identical in design and color as those materials being replaced unless supplies of such materials are no longer available commercially.
- h. All wheelchair lift-related equipment shall be inspected, serviced, and lubricated at intervals necessary to ensure that the wheelchair lifts are fully operational

whenever the vehicle is used in revenue service. Each wheelchair lift shall be cycled each day the lift-equipped vehicle is in revenue service to ensure working condition.

3. Major/Heavy Repairs  
CONTRACTOR will be financially responsible for labor and material costs for major repairs. For purposes of this Agreement, major repairs include: rebuilding/replacement of engines, transmissions, running gears, wheelchair lifts, suspension components, brake overhauls and damage as a result of collision. Major repairs may be accomplished by CONTRACTOR'S personnel and/or by outside specialty vendors.
4. Cleaning  
CONTRACTOR shall provide all labor and materials necessary to keep vehicles clean at all times. CONTRACTOR shall wash the exteriors of the vehicles, including support vehicles, at least weekly, and shall clean the interiors of the vehicles daily by picking up all litter, sweeping the floor, and cleaning the windows if required. CONTRACTOR shall mop vehicle floors and clean all other interior items including interiors of the windows weekly.
5. Maintenance Records and Inspections  
CONTRACTOR shall retain and make available records of all maintenance and inspections during the term of the Agreement plus option year(s) to WPCTSA, the California Highway Patrol (CHP), and/or other regulating agencies with jurisdiction when requested.

Program Manager maintains the rights to inspect, examine and test, at any reasonable time, vehicles and equipment used in the performance of the work in order to ensure compliance with this Agreement. Program Manager inspections shall not relieve the CONTRACTOR of the obligation to continually monitor the condition of vehicles and equipment to identify and correct all substandard or unsafe conditions immediately upon discovery. CONTRACTOR shall transport all such vehicles at CONTRACTOR'S expense to designated inspection facilities when requested by Program Manager.

In the event that CONTRACTOR is instructed by WPCTSA, the CHP, or any other regulatory agency to remove any vehicle from service due to mechanical and/or safety reasons, CONTRACTOR shall make any and all specified corrections and repairs to the vehicle and resubmit the vehicle for inspection and testing before it is placed back into service.

6. Fuel  
CONTRACTOR shall purchase fuel required for the operation of all Health Express vehicles using a system that accurately records purchase of all fuel by CONTRACTOR for billing purposes and that will allow the Program Manager to reconcile all fuel transactions by date and vehicle number.

CONTRACTOR shall be responsible to obtain state and federal tax exemptions applicable to the purchase and consumption of fuel for use in public transit

vehicles. In this regard, CONTRACTOR shall obtain required permits and administer fuel transactions in a manner that fully complies with all applicable state and federal requirements.

CONTRACTOR will be reimbursed for the documented cost of fuel used in the operation of Health Express, which will be included in the CONTRACTOR's monthly invoice. CONTRACTOR shall also provide a monthly report to detailing gallons dispensed and miles per gallon for each Health Express vehicle for the previous month and for the year to date.

7. Reporting

CONTRACTOR shall be responsible for collection and maintenance of data pertaining to all phases of Health Express service, as specified hereunder, and/or necessary for the preparation of required reports throughout the term of the Agreement and make those records available to WPCTSA and the Program Manager at no cost.

8. Warranty Work

CONTRACTOR shall comply with all warranty specifications and requirements of the Original Equipment Manufacturer (OEM).

CONTRACTOR shall guarantee that his/her Preventive Maintenance Program will not invalidate or shorten the warranty coverage provided by the OEM.

9. Vehicles, Equipment and Facilities

CONTRACTOR shall provide all vehicles, equipment and facilities necessary for the operation of Health Express services pursuant to this Agreement. Prior to initiation of services under this Agreement, CONTRACTOR shall procure or otherwise provide the following vehicles, equipment and facilities:

a. Vehicle Type

CONTRACTOR is responsible for providing an adequate number of vehicles to meet service levels described in this scope of services. Vehicles may be either paratransit type cutaway vehicles capable of seating a minimum of eight (8) ambulatory passengers plus space for two (2) wheelchair passengers or accessible minivans with capacity for up to six ambulatory passengers or one (1) wheelchair passenger and 2-3 ambulatory passengers or both. All vehicles will be equipped with seatbelts for all passengers and appropriate securement systems for wheelchairs and other mobility devices. Paratransit-type cutaway vehicles shall be equipped with passenger lifts capable of accommodating, at a minimum, a standard wheelchair as defined in Section 37.3 of 49 CFR Part 37 (see "Federal Register", Volume 56, No. 173, September 6, 1991, Page 45624 (Americans with Disabilities Act)).



b. Vehicle Appearance and Signage

All vehicles used in providing Health Express service shall be painted white and shall display the Health Express logo, signage, striping, and decals provided by the CONTRACTOR.

In addition, on all vehicles, there shall be external signage depicting an ADA / Wheelchair Accessible symbol, and to the left of the front door a decal that shall read: "Health Express service is provided by the Western Placer Consolidated Transportation Services Agency, Sutter Health and Kaiser Permanente." Also, the phone number to call shall be identified for the Call Center.

The style and appearance of any and all logos, signage, striping, and decals applied to vehicles used in Health Express service shall be approved by Program Manager and WPCTSA before application to the vehicles.

It is understood that replacement vehicles not displaying the specified signage may operate for short periods not to exceed five (5) service days to permit regular maintenance or unscheduled repair of designated Health Express vehicles. Any replacement vehicle required for a period exceeding five days must display temporary or permanent signage as specified herein.

c. Legal Requirements

Vehicles, equipment, accessories and modifications furnished for this Agreement shall conform to the provisions of the California Vehicle Code, Federal Motor Safety Standards, the California Code of Regulations, Title 13, Motor Carrier Safety Regulations, California Emissions Standards and the Americans with Disabilities Act.

i. Radios and Communications Equipment

All vehicles used in Health Express service, including back-up vehicles, shall be equipped with two-way radios under central dispatch control or other voice communications system able to send and receive transmissions throughout the service area. All mobile and base radio equipment shall be provided, installed and maintained by CONTRACTOR. CONTRACTOR shall provide Program Manager with a copy of the necessary radio license and will be responsible for proper radio procedures and for any actions or fines imposed by the FSS for improper use of the system.

Additionally, WPCTSA may, at its cost, equip any or all CONTRACTOR provided vehicles used to operate Health Express service with communications and/or automated vehicle location and pre-trip inspection equipment at its discretion. Ownership of such equipment, if installed in CONTRACTOR vehicles, remains with WPCTSA under all circumstances.

ii. Operations and Maintenance Facility

CONTRACTOR shall be responsible for securing, establishing and maintaining a facility for the operation, maintenance and administration of Health Express.

At a minimum, the operations and maintenance facility shall have the following:

1. A location that is located within the designated Health Express service area or in a location which has been agreed to in writing by WPCTSA.
2. An enclosed workspace protected from the weather of sufficient size to allow maintenance personnel to service at least two (2) vehicles of the type being operated by CONTRACTOR in Health Express service.
3. A paved shop floor capable of withstanding the weight of the transit vehicles being operated under this Agreement.
4. Adequate area to clean the vehicles in accordance with the Agreement.
5. Adequate secured storage area for tools, equipment and parts.
6. A security fenced, paved and lighted area for overnight vehicle parking with adequate space for all vehicles.
7. Adequate and appropriately equipped space for administrative personnel, dispatching and information staff, driver lounge or ready room, and training/safety meetings.

iii. Telephone System

CONTRACTOR shall provide telephone service and communication equipment for the dispatch and administration of Health Express service with a local (toll-free) telephone number.

10. Vehicle Towing

CONTRACTOR shall be responsible to provide towing of any Health Express vehicle due to mechanical failure or damage, at CONTRACTOR'S sole expense.

11. Emissions Control Programs

CONTRACTOR at its expenses shall be responsible to:

- a. Perform and certify such tests of equipment required to meet local, State, and federal requirements related to exhaust smoke and engine emissions;
- b. Maintain, as necessary, any applicable California Air Resources Board (CARB) Voluntary Compliance Program objectives subject to Health Express operations;
- c. Administer a smog check program for Health Express vehicles;
- d. For emissions testing; and

- e. Conduct repairs as required to meet emissions standards.

**VI. COMPENSATION AND PAYMENT**

**A. Basis of Compensation**

CONTRACTOR compensation shall be made in accordance with Section five (5) of the Agreement. The CONTRACTOR'S bid price is included as Attachment B to this Letter of Task Agreement.

**B. Submission of Invoice**

CONTRACTOR invoice shall be made in accordance with Section six (6) of the Agreement.

**C. Payment**

CONTRACTOR payment shall be made in accordance with Section six (6) of the Agreement upon verification of the accuracy and completeness of the CONTRACTOR invoice by the Program Manager.

**D. Other Expenses**

CONTRACTOR shall not be entitled to any other expenses unless otherwise expressly agreed in writing by the parties.

**VII. PERSONNEL**

**A. General**

CONTRACTOR shall be responsible for the employment of all employees necessary to perform Health Express service. Such employees include all management personnel, supervisors, drivers, dispatchers, road supervisors, safety and training personnel, dispatchers, clerks, mechanics, service personnel, field maintenance personnel, and any other personnel necessary to the proper completion of this Agreement

CONTRACTOR shall be responsible for supervision of all employees necessary to perform Health Express service. Such responsibilities shall include employee recruitment, screening, selection, training, supervision, employee relations, evaluation, retention and termination.

CONTRACTOR shall use appropriate driver screening and selection criteria in order to employ drivers. These criteria will include Department of Motor Vehicles license check and physical examination sufficient to meet all applicable requirements for Health Express vehicle operations.

CONTRACTOR shall develop, implement, and maintain an employee substance abuse/alcohol abuse testing program for all employees in safety sensitive positions including personnel engaged in the operation, maintenance and control of Health Express vehicles and equipment. Such program shall meet requirements stated in Section V.D. of Scope of Services.

CONTRACTOR shall make all reasonable efforts to ensure that employees having contact with the public in the course of their duties are of good moral character. Any such employee who is convicted of a felony or a crime involving moral turpitude before or during the time of his/her employment shall not be permitted to continue to hold a position of employment involving contact with the general public.

CONTRACTOR shall at all times comply with applicable state and federal employment laws, including section 1735 of the California Labor Code and Title VI of the Civil Rights Act of 1964, as amended.

Nothing in this section shall be construed by either CONTRACTOR or WPCTSA to be in conflict with the language and intent of the Independent CONTRACTOR provisions of this Agreement.

1. **Full-Time Supervisory Personnel**  
CONTRACTOR shall provide all supervisory personnel necessary to responsibly operate Health Express service including a single point of contact Operations Supervisor overseeing the service.
  
2. **Sole Employees of CONTRACTOR**  
CONTRACTOR employees shall at all times be and remain the sole employees of CONTRACTOR, and CONTRACTOR shall be solely responsible for payment of all employee's wages and benefits. CONTRACTOR shall comply with all applicable State and federal laws with respect to employer's liability, workers' compensation, unemployment insurance and other forms of Social Security, and also with respect to withholding of income tax at its source from the wages of said employees.

CONTRACTOR shall indemnify and hold harmless WPCTSA from and against any and all liability, damages, claims, costs and expenses of whatever nature arising from labor issues between the CONTRACTOR and any of its employees or job applicants.

CONTRACTOR shall be solely responsible for its own legal representation relating to any labor issues between the CONTRACTOR and any of its employees, job applicants or other persons

WPCTSA and/or the Program Manager shall not attempt to directly discipline or terminate any CONTRACTOR employee. Program Manager may advise CONTRACTOR of any employee's inadequate performance which may have a negative impact on the services being provided, and CONTRACTOR shall take prompt and appropriate action to remedy the situation

**B. Operations Supervisor**

CONTRACTOR shall employ a full-time Operations Supervisor at the CONTRACTOR's facility. The Operations Supervisor shall be the primary day-to-day liaison between the Program Manager and CONTRACTOR and be responsible for all CONTRACTOR activities.

**C. Written Job Descriptions**

CONTRACTOR shall maintain written job descriptions, including the details of job duties, minimum requirements, and pay ranges, of all employee classes required to operate and maintain the Health Express service. All job descriptions shall be subject to approval by the Program Manager, except compensation matters.

**D. Employee Handbook**

CONTRACTOR shall produce and supply to all operating and maintenance personnel, an up-to-date, comprehensive procedures Employee Handbook. The Employee Handbook shall address:

1. Driver Qualifications: Job description, training requirements, evaluation procedures and policies, license requirements, and minimum performance standards.
2. Driver Duties: Pre-trip checkout inspection procedures, marketing support, dress code, incident and accident reporting, and general duties.
3. General Rules and Policies: Work rules, personnel policies, including absenteeism and extra board procedures, transfers, fare collection, employment Agreements, traffic/safety rules, run selection and bids, late and missed trip policies.
4. Vehicle Orientation: Standard operating procedures, including vehicle maneuvering, wheelchair lift operation, radio procedures, passenger assistance and customer relations (including the elderly and handicapped), accident and emergency/hazardous conditions driving procedures, defensive driving, role of dispatcher/road supervisor, alcohol and drug abuse policies, mandated testing program, employee benefits and assistance program, etc.
5. Monthly Reports, Invoices, and Information Requests – Standard operating procedures for preparing accurate monthly reports and invoices required in Section XI-E of this Scope of Services. The standard operating procedures should also cover responding timely with appropriate information and data in response to special information requests from Placer County

**VIII. TRAINING AND SAFETY PROGRAM**

CONTRACTOR shall have a comprehensive, ongoing training, safety and safety awards program for all employees. CONTRACTOR shall have a certified trainer to perform and oversee these duties. Certificates of training for each employee shall be made available for COUNTY inspection on demand.

**A. Minimum Driver Training**

Prior to driving in passenger service under this contract, driver shall possess at all times a valid Class B driver's license with passenger endorsements allowing passenger transport in a Class B vehicle carrying more than 15 passengers. The driver must possess a Verification of Transit Training (VTT), School Bus, Student Pupil Activity Bus (SPAB) or General Public Paratransit Vehicle (GPPV) certificate prior to operating a County bus in service. The CONTRACTOR shall provide a DMV printout for each driver identifying the proper endorsements. The CONTRACTOR shall bear all costs associated with acquiring the DMV report(s).

Drivers must be able to operate and perform routine tasks typical of bus operations on a public transit vehicle in passenger service, operate a public transit vehicle safely and legally, and practice principles of good customer service.

CONTRACTOR shall ensure that each driver pass a basic skills driving test administered by the CONTRACTOR's certified trainers before being approved to operate in service and be enrolled in the DMV pull notice program before being to operate in service. The test will include but is not limited to the following elements:

- Pre and post trip vehicle inspection
- Basic vehicle operations
- Basic driving skills; and
- On route drive test

Drivers assigned to this contract shall undergo a minimum of four (4) hours classroom instruction on Health Express Service policies, procedures, defensive driving, vehicle code, driver notices, vehicle components, radio procedures, vehicle inspection and check-out, schedules, routes, transfer policies, fare collection, accident procedures, state rules and regulations, accident report writing, passenger relations, plus;

Fifteen (15) hours individual classroom instruction from a certified Transportation Safety Institute Instructor while out of service, plus twenty (20) hours behind the wheel instruction from a qualified driving instructor while out of service, plus twenty (20) hours behind the wheel instruction from a qualified driving instructor while in service.

Four (4) hours of supervised empathy and wheelchair training regarding passengers with disabilities. Functional training shall include complete instruction on the function of wheelchair lift components, operation of lift with and without power, wheelchair loading, tie down procedures, emergency procedures. Empathy training shall include passenger handling, each trainee riding an in-service bus in a mobility aid, and one-on-one discussions with disabled passengers.

Completion of driving at least twenty (20) hours in-service before being allowed to drive in service unsupervised.

**B. Additional Training Required of All Drivers**

1. Vehicle Type Training

No CONTRACTOR driver shall be allowed to operate equipment in Health Express service until he/she has been trained and signed off by a qualified instructor as to his/her successful attainment of the skills necessary to properly operate the vehicle type to which he/she has been assigned.

2. Ongoing Driver Training

CONTRACTOR drivers shall undergo a minimum of eight (8) hours annually for every driver employed as required for the renewal of the Verification of Transit Training Certificate. (See Department of Motor Vehicles Form DL260).

3. Driver Evaluation

CONTRACTOR Operations Supervisor or a supervisor shall ride along with each driver while in service at least once every six (6) months for the purpose of evaluating passenger relations, driving technique, fare collection procedures, ADA procedure compliance, schedule adherence, and disabled passenger handling techniques.

4. Accidents

Whenever a driver is involved in a preventable accident and whenever a driver is involved in two (2) or more non-preventable accidents in any twelve (12) month period, Contractor's qualified instructor shall ride with that driver and perform an evaluation and re-training, if necessary.

**C. Mechanics Training**

CONTRACTOR shall provide an on-going certified training program for all skilled maintenance employees, including cross-training on all aspects of vehicle maintenance and repair.

CONTRACTOR shall ensure that each maintenance employee is trained or retrained in at least one area of specialty every twelve (12) months (e.g., Air Conditioning Maintenance, Engine Rebuild, Transmission Rebuild, Drive Axle Rebuild, Brake Maintenance/Rebuild, and Air System Maintenance) that would support operation of a safe vehicle fleet.

All maintenance staff must be approved by the Project Manager before operating a bus on public streets or unsupervised in the yard.

**D. All Employees**

CONTRACTOR shall actively participate in the ongoing transit education of its employees. This includes sending employees to conferences, seminars, classes, courses, and meetings related to their job function. Americans with Disabilities Act sensitivity training and Customer Service should be covered in ongoing transit education.

**E. Administrative Employees**

Employees with the responsibility of answering phones, preparing reports, and sending written correspondence shall be appropriately trained to use computers, Excel, Microsoft Word, Outlook, customer service and general office procedures

**F. Driver Uniforms, Dress Code, Appearance, Courtesy**

CONTRACTOR shall provide and maintain clean, similar uniforms to be approved by the Program Manager for all drivers and shall enforce a dress and appearance code, also subject to approval of the Program Manager.

At a minimum, dress requirements shall include:

- a. Clean, similar, pinstriped/solid color, button-up shirts for all drivers, provided by CONTRACTOR. Shirts shall have an embroidered Placer County Transit logo sewn on the right shoulder or chest.
- b. Clean, similar, solid color jackets or sweaters for all drivers, provided by CONTRACTOR, for use during cold or rainy weather. Jackets/sweaters shall have an embroidered Placer County Transit logo sewn on the right shoulder or chest.
- c. Clean, similar, solid color full-length pants, trousers, or skirts, provided by CONTRACTOR.
- d. Clean matching socks and clean solid color shoes with closed toe and heel.
- e. Drivers may wear matching neck, bow, or string ties with their uniforms.
- f. Drivers may wear matching hats with their uniforms as long as they do not depict any logo or emblem other than the Placer County Transit or Dial-A-Ride logo.

CONTRACTOR shall supervise all drivers to the end that they are courteous to all patrons at all times and in all situations, and that they respond to patrons' questions regarding use of the transit system or connecting systems accurately and courteously.

#### **G. Employee Work Rules**

The following rules shall be enforced by the CONTRACTOR:

1. Uniforms
  - a) Must be worn at all times when on duty
  - b) Shall be clean and presentable at all times
  - c) Uniform designs and colors subject to COUNTY approval
2. Gratuities
  - a) Shall not be accepted
  - b) All cash shall go into fare box without being handled by the driver
3. Knowledge of Routes
  - a) Drivers shall have thorough knowledge of PCT Fixed Route and Dial-A-Ride services and all transit connections.
  - b) Drivers shall also have a basic knowledge of fare/transfer policies, routing, and transfer locations with surrounding transit agencies and connecting PCT routes.
4. General Rules
  - a) No one, including drivers, is permitted to smoke aboard buses at any time.
  - b) No one is permitted to eat or drink aboard buses at any time. Drivers are not to eat or drink aboard buses at any time when passengers are also on board, or while driving.



- c) Drivers shall NEVER use boisterous language, profanity, or act uncivil to anyone while in a Placer County Transit uniform, on or off duty.
- d) While in uniform, no employee shall purchase, consume, or be under the influence of any alcoholic beverage.
- e) While on duty, no employee shall purchase, consume, or be under the influence of any illegal narcotic, intoxicant, or harmful drug.
- f) Drivers shall be responsible for keeping all buses clean and sanitary during their shift.
- g) Daily Bus Inspections and Defect Reports  
Drivers are required to perform an inspection of each revenue vehicle prior to and at the conclusion of daily operation. The pre-trip inspection shall include a daily cycling of the wheelchair lift on the bus.
- h) Employees may use buses and support vehicles only in accordance with their assigned duties.
- i) Employees must conduct themselves and operate buses in a safe and courteous manner at all times.
- j) No one shall be permitted to solicit on the bus.
- k) No item longer than five (5) feet will be allowed on the bus. Fishing poles must be broken down to less than five (5) feet in length and must have hooks removed or protected in such a manner as to avoid snagging clothing or other objects or possessions of passengers.
- l) No animals, except service animals for the disabled, shall be permitted on the bus. No exceptions.
- m) All information regarding accidents shall be confidential. Employees shall refrain from speaking to anyone concerning any accident unless it is to Police, Fire Department, supervisory personnel, or other person(s) involved in the accident as required by law.
- n) Drivers providing service must maintain passenger pickup and drop-off schedules. If it becomes necessary to leave service, the Dispatcher shall be notified immediately.
- o) Buses shall stop in safe locations. When practical, the bus driver shall pull the bus off the road or as close to the curb as possible.
- p) No vehicle shall be operated when its condition is unsafe.
- q) Drivers shall utilize the fare box system properly, recording ridership data in the format required by the Public Works Manager/Transit Services.
- r) Drivers shall NEVER leave a bus unattended unless the transmission is placed in park or neutral, the parking brake is set, and the engine is turned off, and keys removed.
- s) Drivers shall NEVER leave passengers on an unattended bus unless the transmission is placed in park or neutral, the parking brake is set, the engine is turned off, and the door is operational such that, in an emergency, passengers may easily push the front doors open.
- t) Any passenger indicating the presence of a disability or impediment which inhibits their ability to board the bus using the steps, may request the use of the passenger lift, whether in a mobility device or standing.
- u) Drivers are NEVER to handle passenger fares. If the fare box is disabled to the extent that it will not accept fares, the bus shall be replaced at the earliest possible time. Until that time, any boarding passengers shall be allowed to board without paying a fare. The ONLY exception to this rule is

in the case where a disabled passenger is unable to place their fare into the fare box and requests that the driver do so on their behalf. In this rare case, Dispatch shall be notified immediately of the request.

Each driver provided by Contractor will be required to pass a basic skills driving test administered by County's certified trainers and be enrolled in Placer County Transit's SAMBA/DMV pull notice program (for review only) before being approved to operate in service.

## **H. Safety Program**

CONTRACTOR shall assume full responsibility and liability for assuring that the safety of passengers, operations personnel, and Health Express vehicles and equipment are maintained at the highest possible level and in proper working order throughout the term of this Agreement. CONTRACTOR shall comply with all applicable FTA, CHP, OSHA, and WPCTSA requirements.

CONTRACTOR shall develop, implement, and maintain in full compliance with California Law (SB198) a formal Safety Illness and Injury Prevention Program including periodic safety meetings, participation in safety organizations, safety incentives offered by CONTRACTOR to drivers and other employees, and participation in risk management activities under the auspices of CONTRACTOR'S insurance carrier or other organization.

CONTRACTOR shall provide a copy of said Safety Program, including evidence of compliance with SB-198, and subsequent program update to WPCTSA.

CONTRACTOR shall participate in the State of California Department of Motor Vehicles "Employer Pull Program" for appropriate monitoring of employer driver license activity.

CONTRACTOR will require all drivers, dispatch personnel, vehicle maintenance mechanics, and supervisors to participate in the Placer County Safety Program.

## **IX. PUBLIC RELATIONS AND INFORMATION**

### **A. RESERVATIONS AND SCHEDULING**

#### **1. Call Center**

All Health Express rides are scheduled and reserved by telephone.

The majority of Health Express telephone reservations will be centralized at the South Placer Transit Information Center (Call Center). Call Center reservation staff will handle calls for trip reservations and scheduling, inquiries, cancellations, subscription requests, special service requests, and calls to customers when Health Express will be late or is unable to locate the passenger.

Phone reservation hours for the Call Center are 8:00 am to 5:00 pm, seven days a week. When trip requests are taken by the Call Center, the prepared trip manifests will be transmitted to the Program Manager electronically for review and finalization. The Program Manager will transmit the final trip manifests to the CONTRACTOR. All "same day" reservations requests will be forwarded to the

Program Manager by the Call Center. The Program Manager and the CONTRACTOR will work to accommodate same-day trip requests as time, capacity and planning permit. The Program Manager will transmit the final "same day" trip manifests to the CONTRACTOR. CONTRACTOR shall have at least one (1) dispatcher in the office on duty at all times when a Health Express vehicle is in revenue service or deadheading.

Call Center and Program Manager staffing levels will be adequate for call levels throughout the Agreement. In 2018, the Program Manager currently averages approximately 30± calls per day in connection with the Health Express service.

Program Manager shall conduct passenger registration, including the intake of passenger applications, coordinating the screening of applicants, determination of passenger eligibility, development of passenger profiles and maintenance and update of the client database. Until implementation of passenger registration by the Call Center occurs, the Program Manager shall administer all Health Express passenger registrations. When passenger registration is taken by the Call Center, the passenger registration database developed by the Program Manager shall be made available electronically to Call Center.

If the CONTRACTOR receives a new passenger during hours that the Call Center is not operating, the CONTRACTOR shall contact the Program Manager who shall register the client into the database and transmit that to the Call Center.

2. Telephone, Reservations, Scheduling and Dispatching

Rides will be scheduled through the Call Center on an advance reservation basis, unless otherwise specified by WPCTSA. Reservations will be accepted by the Call Center from one to fourteen days, including weekends and holidays, ahead of the desired day of travel. Reservations will be accepted on "same days" of operation by the Program Manager.

Pursuant to Section 37.131(b) of 49 CFR Part 37, WPCTSA shall require CONTRACTOR to serve trip requests for the service day following the trip request provided that the trip is requested prior to close of business the previous day. The Program Manager will work with the CONTRACTOR to accommodate same-day trip requests as time, capacity and planning permit.

CONTRACTOR shall ensure that any incoming calls it receives for trip requests are Health Express service information shall be forwarded to the Call Center. In the event the CONTRACTOR cannot connect to the Call Center, the CONTRACTOR will forward the call to the Program Manager. CONTRACTOR shall **not** schedule demand-response trip requests.

3. Scheduling Rides

Upon accommodating a request for service by the Call Center, the scheduled pickup time will be stated to the customer as a 15-minute span of time before and after the scheduled pick-up time including the day and the date, e.g., "Your

scheduled time is 9:05. The driver will pick you up between 8:50 and 9:20 am on Thursday, November 6. Please be ready.”

If no vehicle will be available at the requested time the Call Center will suggest alternative pickup times within at most a window of 60 minutes before to 60 minutes after the requested pickup time (pursuant to Section 37.131(b) (2) of 49 CFR Part 37), provided that the passenger is not late for or required to leave early from work, medical, or other critical trips. If no alternative pickup time can be agreed upon, the Call Center may deny service for that trip and record that transaction as an “adversarial” trip denied. If no rides are available within the 60-60 window, the trip is to be recorded as a “capacity” trip denial. The Call Center will report to the Program Manager on a monthly basis all trip requests that cannot be fulfilled within the above parameters.

4. Subscription Trips

Subscription trips will comprise no more than fifty percent of the total available service at any given time of day, unless there is unused demand-response capacity as determined by WPCTSA and the CONTRACTOR. The Call Center will call customers back within five working days when scheduling subscription trip requests to inform the customers whether it was possible to schedule their standing rides.

5. Customer Service

CONTRACTOR shall transfer general service information requests and questions regarding other transit services to the Call Center.

CONTRACTOR shall provide and utilize an automated telephone answering system to announce general Health Express service information during hours not covered by the Call Center.

CONTRACTOR shall maintain a telephone line dedicated to the Health Express service at his/her expense. This phone number shall be used solely for the purpose of dispatching and the Program Manager and the Call Center, and shall not be used by the CONTRACTOR for any other purpose.

CONTRACTOR shall ensure all drivers are courteous to all patrons at all times and in all situations, and that they respond to passenger questions regarding use of Health Express accurately and courteously.

6. Public Information

CONTRACTOR shall provide and post notices of holiday or special service schedules in all Health Express vehicles at least seven (7) service days in advance of each upcoming holiday or special services.

Program Manager shall provide Health Express service brochures, maps, flyers, and other public information materials to the CONTRACTOR and the CONTRACTOR shall be responsible for distributing them to Health Express passengers in person, on vehicles or posting appropriate items in vehicles.

CONTRACTOR shall, when requested by the Program Manager, distribute surveys to passengers and/or otherwise provide reasonable assistance in the Program Manager's monitoring and marketing activities.

7. System Promotion

All development, preparation and production of public information, promotional, outreach and marketing activities with respect to Health Express service shall be the responsibility of WPCTSA and the Program Manager. CONTRACTOR shall, however, cooperate with WPCTSA and Program Manager in any such activities by making available needed equipment, facilities, and reasonable levels of personnel assistance at no additional cost or expense to WPCTSA. CONTRACTOR shall also distribute Health Express informational materials, respond to passenger requests for information, and generally assist and support the Health Express advertising and public informational efforts.

8. Commercial Advertising

Public services advertising with a central focus on the public welfare and designed to inform and educate rather than to sell a commercial product or service, shall be allowed on Health Express vehicles subject to the review and approval of the Program Manager.

Any commercial advertising posting in or on vehicles used for Health Express service shall be at the discretion of and approved in advance by the Program Manager. Revenue from such commercial advertising shall be the property of CONTRACTOR.

9. Complaints

CONTRACTOR shall follow procedure for handling passenger complaints as specified in its Proposal and approved by Program Manager. CONTRACTOR shall provide on a monthly basis to the Program Manager copies of all passenger complaints and responses in a format approved by Program Manager.

**X. PERFORMANCE STANDARDS**

CONTRACTOR shall strive at all times to provide Health Express service in a manner that will increase system productivity while achieving customer service expectations. Recognizing that the goals of productivity and customer service levels may conflict, the following standards are intended to be reasonably attainable by CONTRACTOR, fair to the customer, and consistent with WPCTSA expectations. WPCTSA commits to working with the CONTRACTOR in their implementation of these standards.

<b>Health Express Performance Standards</b>	
<b>Criteria</b>	<b>Standards</b>
Trips Served	25% of same day requests served 100% of next day requests served
Punctuality	95% of all trips to be picked up within 15 minutes prior to scheduled pickup time and 15 minutes after scheduled pickup time

Trip Time	80% of all trip times completed within 30 minutes 90% of all trip times completed within 45 minutes 100% of all trip times completed within 60 minutes
Trip Denials	No more than 5% of all eligible Health Express trip requests shall be denied.
Missed Trips	Zero scheduled pickups shall be missed
Subscription Trips	No more than 50%
Ridership	2.0 passenger trips per vehicle revenue hour

CONTRACTOR, WPCTSA, and the Program Manager shall meet quarterly to evaluate performance of the Health Express service based upon these standards. If the standards are not fulfilling their intended purpose, they shall be adjusted based upon recommendations provided by the CONTRACTOR with concurrence of the Program Manager, and final decision by WPCTSA. Should it be found that CONTRACTOR'S performance has contributed to CONTRACTOR'S failure to achieve these standards, CONTRACTOR shall take all reasonable actions requested by the Program Manager to correct deficiencies in performance. Should deficiencies continue to persist, WPCTSA may take whatever additional action is necessitated by the circumstances and provided for in the Agreement of which this Scope of Services is a part.

**XI. RECORDS, REPORTS, FARE BOX REVENUES**

**A. Records**

CONTRACTOR shall be responsible for collection and maintenance of data pertaining to all phases of the Health Express service, as specified hereunder, and/or necessary for the preparation of required reports.

**B. Records Access**

WPCTSA and other authorized governmental agencies or any of their duly authorized representatives shall have access to any computer files, books, documents, maintenance records, papers and records of any type of the CONTRACTOR, which are directly pertinent to this Agreement, for the purpose of making audit, examination, copies, excerpts and transcriptions of CONTRACTOR'S files. CONTRACTOR shall maintain all these records for a period of at least three (3) years following termination of the Agreement.

**C. Financial Records**

CONTRACTOR shall maintain accurate and complete books, records, data and documents in conformance with generally accepted accounting principles and in such detail and form so as to meet applicable local, state and federal requirements.

A complete and separate set of books, accounts, and/or records shall be maintained by CONTRACTOR, which shall show details of transactions pertaining to the management, maintenance, and operation of Health Express services operated under the terms of this Agreement

System transactions shall not be comingled with CONTRACTOR's other operations, if any. CONTRACTOR's records shall be kept with sufficient detail to constitute an audit trail to verify that any and all costs charged to the system created by this Agreement are in fact due to operations pursuant to this Agreement and not due to separate operations by CONTRACTOR.

**D. Vehicle Records**

CONTRACTOR shall keep and maintain maintenance records on vehicles and equipment used for this Agreement for a minimum of three (3) years.

**E. Reports Due on a Monthly Basis**

CONTRACTOR shall submit to the Program Manager and WPCTSA a Management Report and invoice for the preceding month within ten (10) business days of the start of each month. The format of the monthly Management Report shall be subject to approval by the Program Manager and WPCTSA.

The monthly Management Report shall include, but may not be limited to, the following data collected by the CONTRACTOR:

1. Total one-way passenger trips by category
2. Total unduplicated persons served
3. Total vehicle revenue hours and vehicle revenue miles
4. Total deadhead hours and deadhead miles
5. Total vehicle hours and vehicle miles
6. Total passenger fare revenue by category (when fares implemented)
7. Number and percentage of trips performed on time
8. Number of cancellations by type (early and late cancellation, no show)
9. Number of trip denials, including adversarial denials
10. Number of subscription clients
11. Summary of breakdowns, road calls, incidents and accidents
12. Complaints and compliments
13. Current driver list for both WPCSTA and PCDAR services and employee training status
14. Summary of driver shift assignments to both WPCTSA and PCDAR services
15. Summary of vehicle maintenance tasks performed
16. Summary of one-way passenger trips by origin-destination city

CONTRACTOR shall collect all of the required data noted above on a daily basis.

CONTRACTOR shall also make available driver count sheets upon request by the Program Manager.

The monthly Management Report shall also contain a general summary of unusual events, issues, problems, evaluations, and CONTRACTOR suggestions for service improvements.

**F. California Highway Patrol (CHP) Compliance Reports**

CHP safety compliance/inspection reports are to be submitted to WPCTSA within two (2) business days after CHP submits said report(s) to CONTRACTOR.

**G. Complaints/Requests**

CONTRACTOR shall receive complaints, compliments, and requests regarding Health Express services from passengers or from the public with courtesy. CONTRACTOR shall keep a written record of each complaint, compliment or request received.

CONTRACTOR shall respond to all complaints, compliments or requests received, and transmit such records and responses to the Program Manager on a monthly basis.

**H. Reports to Be Prepared by WPCTSA**

All reports required by the Transportation Development Act (TDA), the Federal Transit Administration, and other similar government agencies, shall be prepared and submitted by the WPCTSA, using CONTRACTOR compiled data as appropriate.

**I. Fare Box Revenues**

All fare box revenues collected by the CONTRACTOR shall be retained by the CONTRACTOR and shall be credited on the CONTRACTOR's monthly invoice to the WPCTSA.

WPCTSA reserves the right to set fare rates for Health Express passengers. Such rates may be revised from time to time by the WPCTSA, and set at such level as may be determined to be in the best interest of the WPCTSA. The Program Manager shall provide CONTRACTOR with at least ten (10) business day's notice before revised fares are to become effective.

Fares shall be deposited by passengers in locked fare boxes provided by CONTRACTOR. Drivers shall not make change or handle passenger fares in any way. CONTRACTOR shall post notices on all buses that the correct change for fares is required.

CONTRACTOR shall remove fare box vaults from the vehicles on a daily basis. And the vault contents shall be deposited in a CONTRACTOR bank account by CONTRACTOR's employees, as directed by the Program Manager. CONTRACTOR shall provide to the Program Manager its control and deposit procedure.

**J. Pass and Ticket Sales**

CONTRACTOR shall be assigned a supply of tickets, passes or fare cards of a type and in a combination approved by the Program Manager for resale by drivers on vehicles. CONTRACTOR shall be responsible for ensuring an adequate supply of such tickets, passes or fare cards are available on each vehicle for purchase by customers.

At the termination of this agreement, the Program Manager shall receive any unused tickets, passes or fare cards from the CONTRACTOR.

**K. Other Reporting**



CONTRACTOR shall be responsible for the preparation of certain operational reports and records as required by law enforcement, the Department of Motor Vehicles, the WPCTSA, or any other federal, state, regional or local agency having jurisdiction over the activities being performed by the CONTRACTOR.

## XII. **DEFINITIONS**

As used throughout the Agreement, exhibits and attachments, the following terms shall have the meanings set forth below:

- A. Advanced Reservation:** Describes the process of requesting trips and receiving trip confirmation prior to the day service is requested.
- B. Americans with Disabilities Act of 1990 (ADA):** Federal civil rights legislation which mandates accessibility for people with disabilities. Included is a requirement that all public transit agencies operating fixed route bus service provide complementary paratransit service to persons functionally unable to use accessible fixed route systems.
- C. CONTRACTOR:** (insert name of selected CONTRACTOR).
- D. Curb-to-Curb Service:** A type of paratransit service where, on both the origin and destination end of the trip, the driver gets out of the vehicle and assists the passenger between the vehicle and a sidewalk or other waiting area no more than 15 feet from the vehicle.
- E. Deadhead (Miles and Hours):** The miles and hours that a vehicle travels when out of revenue service. Deadhead includes leaving or returning to the garage or yard facility, changing routes, or when there is no expectation of carrying revenue passengers. However, deadhead does not include charter service, school bus service, operator training, or maintenance training.
- F. Demand Response:** Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations.
- G. Door-to-Door Service:** A premium type of paratransit service where, on both the origin and/or destination end of the trip, the driver gets out of the vehicle and meets/escorts the passenger to the door of the main lobby, residence, or building. The driver is responsible for assisting the passenger throughout the trip. Drivers are not allowed to enter a residence and must keep the vehicle in sight at all times.
- H. Dwell Time:** The amount of time spent by vehicle and driver at each pick-up and drop-off waiting for the passenger(s) to appear, during passenger boarding, deboarding and wheelchair securement. Dwell time is included in the Vehicle Revenue Hour computation.
- I. Executive Director:** The Executive Director of the WPCTSA or their designee.
- J. Federal Transit Administration (FTA):** A branch of the U.S. Department of

Transportation (USDOT) established to improve transportation throughout the nation. The FTA provides funding and assistance to regional transportation agencies, among various other programs.

- K. Holidays:** No Health Express service is provided and the Program Manager office is closed on the following holidays: New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas, the Day after Christmas, and the Day before New Years (December 31<sup>st</sup>). When a holiday falls on a Saturday, the preceding Friday is recognized as the holiday. When a holiday falls on a Sunday, the holiday is recognized on the following Monday.
- L. Late/Early Trip:** Any scheduled trip on which the paratransit vehicle does not arrive within the scheduled 30-minute window, but arrives within 30 minutes of the scheduled 30-minute window.
- M. Medical Care:** The delivery of services related to the maintenance of health, prevention, diagnosis, or treatment of disease, illness, injury, or other physical or mental condition by licensed health care professionals.
- N. Medical Facilities:** Refers to an institution, place, building or agency that furnishes, conducts and operates services related to the maintenance of health, prevention, diagnosis, or treatment of disease, illness, injury, or other physical or mental condition.
- O. Missed Trip:** Any scheduled trip on which the paratransit vehicle arrives more than 30 minutes before or after the scheduled 30-minute pick up window or does not arrive at all.
- P. Non-Emergency Medical Transportation:** Non-emergency medical transportation is a "last resort" advance reservation, shared-ride transportation service for Placer County residents for the purpose of obtaining medical related services.
- Q. No-Show:** A scheduled passenger who does not appear at the designated location for vehicle boarding within 5 minutes of an on-time vehicle arrival or calls Health Express to cancel the trip less than one (1) hour before the scheduled pickup time.
- R. On-Time Trip:** For paratransit services, a vehicle shall be on time if it arrives at the designated pickup location within the 30-minute pick-up window communicated to the passenger.
- S. Program Manager:** The third party entity, Seniors First, which is designated by WPCTSA to provide management, administrative, and supervision of Health Express transportation services as specified herein.
- T. Same Day Service:** Describes a service where the ride is reserved the same day as the scheduled ride.

- U. Shift Hours:** The total number of hours worked by the CONTRACTOR's employee including pre and post trip inspections (non-revenue service hours), deadhead, and vehicle revenue hours.
- V. South Placer Transit Information Center:** The South Placer Transit Call Center (Call Center) offers a consolidated "one stop" Call Center which serves as the centralized location for providing alternative transportation information and/or booking demand response trips for participating South Placer County transit operators and/or private/non-profit providers of transportation services. The City of Roseville is contracted by the WPCTSA to operate the Call Center. Participating transit agencies currently retain their own dispatch function to make any modifications necessary to the manifest for next day services for its drivers and customers, and to insert or remove any same day trip changes and services (cancel or add).
- W. Subscription Service:** Paratransit trips to and from the same origin and destination at the same time and day at least once a week. Subscription services do not require the passenger to call in their request for each trip; only to cancel for one or more days.
- X. Total Passenger Trips or Unlinked Passenger Trips:** The number of passengers who board a vehicle used to provide client transportation. "Unlinked" means that the passengers are counted each time they board a vehicle, no matter how many vehicles they use to travel from their origin to their destination. Also known as "ridership" or "boardings."
- Y. Total Unduplicated Persons Served:** The number of individual persons who receive transportation services during a specified period. A statistic important to social service agencies.
- Z. Vehicle Hours (Miles) (VH/VM):** The hours (miles) that a vehicle is scheduled to or actually travels from the time it pulls out from its garage or dispatching point to go into revenue service to the time it pulls in from revenue service. It is often called platform time. This includes deadhead distance and time. This definition is consistent with the National Transit Database definition.
- AA. Vehicle Revenue Hours (Miles) (VRH/VRM):** The hours (miles) that a vehicle is available to the general public and for demand response service includes all travel and time from the point of the first passenger pick-up to the last passenger drop-off, as long as the vehicle does not return to the garage or dispatching point. In addition, VRH and VRM include the distance and time to pick-up the next passenger. This does not include deadhead distance and time. This definition is consistent with the National Transit Database definition.
- BB. Vehicle Wait Time:** The period of time a vehicle is required to wait for the passenger to appear to begin boarding after arriving at a pick-up location for an on-time pickup. For a vehicle arriving before the specified 30-minute pick-up window, the wait time does not begin until the beginning of the pick-up window.

- CC. Western Placer Consolidated Transportation Services Agency (WPCTSA):** Refers to the Western Placer Consolidated Transportation Service Agency ("CTSA") which is a joint powers agency with the power to provide social service transportation, including services for the elderly and individuals with disabilities who cannot use conventional transit services, and perform any and all other duties of a consolidated transportation service agency pursuant to Government Code section 15975(a) and the Mills-Alquist- Deddeh Act (Public Utilities Code Section 99200, *et seq.*).

**XIII. EMERGENCIES; NATURAL DISASTERS**

In the event of an emergency or natural disaster, CONTRACTOR shall make available, to the maximum extent possible, transportation and communications services and facilities to assist WPCTSA and local emergency response agencies in ameliorating such incidents. To the extent WPCTSA requires CONTRACTOR to provide such emergency service and facilities; CONTRACTOR shall be relieved of the obligation to fulfill the duties and responsibilities to operate Health Express services as herein described. Further, CONTRACTOR shall be entitled to be paid reasonable compensation for providing such emergency services and facilities, provided however, that the amount of such compensation and time of its payment shall be mutually agreed upon by CONTRACTOR and WPCTSA following the conclusion of the emergency or disaster, or at such other time as they may mutually agree.

**XIV. HEALTH EXPRESS SERVICE AREA**



**XV. OBLIGATIONS OF WPCTSA**

WPCTSA shall have no obligation(s) other than specified in the Agreement for Western Placer Consolidated Transportation Services Agency Non-Emergency Medical Transportation (Health Express) Program

**XVI. GENERAL PROVISIONS AND INSURANCE**

CONTRACTOR should refer to the Agreement for Western Placer Consolidated Transportation Services Agency Non-Emergency Medical Transportation (Health Express) Program for General Provisions. CONTRACTOR minimum insurance requirements shall be made in accordance with Section 24 of the Agreement.

**XVII. FEDERAL TRANSIT ADMINISTRATION (FTA) CLAUSES**

The Federal Government requires that activities financed, in part, with Federal funds and performed by a third party CONTRACTOR and its sub-contractors on behalf of a Federal grantee must be carried out in accordance with Federal requirements.

Activities performed resulting from the original contract to this and any other prior or subsequent contract amendments thereto are financed, in part, by a grant from the United States Department of Transportation (DOT), Federal Transit Administration (FTA), and are therefore subject to the applicable grant terms, conditions, and regulations.

Accordingly, any CONTRACTOR and its sub-contractors performing activities under this Agreement must adhere to the Federal regulations stated herein as a condition of satisfactory performance.

All subcontracts and sub-contractors employed as a result of this Agreement are subject to the same conditions and regulations as set forth herein unless specifically exempted.

The Prime CONTRACTOR shall ensure that its subcontractors at all tiers are made aware of and comply with these Federal regulations. The Prime CONTRACTOR will be held liable for compliance failures by its subcontractors.

Failure to comply will render the Prime CONTRACTOR responsible for damages and/or contract termination.

**Federally Required and Other Model Contract Clauses  
-For Transit Operation/Management Contract -**

*Excerpt from Federal Transit Administration Best Practices Procurement & Lessons Learned Manual October, 2016 – FTA Report No. 0105 – Appendix A*

**A.1 ACCESS TO RECORDS AND REPORTS**

- A.2 BONDING REQUIREMENTS (Not Required for this Contract)**
- A.3 BUS TESTING (Not Required for this Contract)**
- A.4 BUY AMERICA REQUIREMENTS (Not Required for this Contract)**
- A.5 CARGO PREFERENCE REQUIREMENTS (Not Required for this Contract)**
- A.6 CHARTER SERVICE**
- A.7 CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT**
- A.8 CIVIL RIGHTS LAWS AND REGULATIONS**
- A.9 DISADVANTAGED BUSINESS ENTERPRISE (DBE)**
- A.10 EMPLOYEE PROTECTIONS**
- A.11 ENERGY CONSERVATION**
- A.12 FLY AMERICA**
- A.13 GOVERNMENT-WIDE DEBARMENT AND SUSPENSION**
- A.14 LOBBYING RESTRICTIONS**
- A.15 NO GOVERNMENT OBLIGATION TO THIRD PARTIES**
- A.16 PATENT RIGHTS AND RIGHTS IN DATA (Not Required for this Contract)**
- A.17 PRE-AWARD AND POST-DELIVERY AUDITS OF ROLLING STOCK PURCHASES**
- A.18 PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS**
- A.19 PUBLIC TRANSPORTATION EMPLOYEE PROTECTIVE ARRANGEMENTS**

**A20 RECYCLED PRODUCTS (Not Required for this Contract)**

**A21 SAFE OPERATION OF MOTOR VEHICLES**

**A22 SCHOOL BUS OPERATIONS**

**A23 SEISMIC SAFETY (Not Required for this Contract)**

**A24 SUBSTANCE ABUSE REQUIREMENTS**

**A25 TERMINATION**

**A26 VIOLATION AND BREACH OF CONTRACT**



**ATTACHMENT B: PROJECT BUDGET**

**PROPOSED COST, HHEALTH EXPRESS SERVICE**

<b>COST FORMULA</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
1. Cost per VRH	\$42.23	\$43.30	\$44.58	\$46.18	\$47.44
2. Monthly Fixed Cost	\$30,282.82	\$29,702.18	\$30,570.14	\$31,117.68	\$31,708.22
Projected Annual VRH (a)	6,800	6,800	6,800	6,800	6,800
Months in Year	12	12	12	12	12
3. Annual VRH Cost	\$287,164.00	\$294,440.00	\$303,144.00	\$314,024.00	\$322,592.00
4. Annual Fixed Costs	\$363,393.83	\$356,426.17	\$366,841.66	\$373,412.17	\$380,498.64
<b>TOTAL COST (3+4)</b>	<b>\$650,557.83</b>	<b>\$650,866.17</b>	<b>\$669,985.66</b>	<b>\$687,436.17</b>	<b>\$703,090.64</b>

This Cost Proposal Form is to be used to submit the proposed contractor's firm cost proposal for all work described in the RFP and Scope of Services. The Vehicle Revenue Hour Detail and Fixed Cost Detail forms must contain the proposed annual costs by category.

Notes: (a): VRH may change by 15% without renegotiation of costs

Name of Firm: MV Transportation, Inc.

Authorized Signature: 

Print Name and Title: Dennis Shipman, Senior Vice President Business Development

Date: September 25, 2019

**ANNUAL VEHICLE REVENUE COST DETAIL, HEALTH EXPRESS**

<b>COST CATEGORIES</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
Driver Wages	\$173,590.47	\$177,436.12	\$182,965.24	\$189,716.38	\$194,852.11
Driver Fringe Benefits	\$38,516.16	\$39,862.83	\$40,885.33	\$42,790.49	\$43,924.94
Rev Veh Maintenance	\$26,478.91	\$27,591.03	\$28,752.39	\$29,965.28	\$31,232.07
Fuel	\$48,578.46	\$49,550.03	\$50,541.03	\$51,551.85	\$52,582.89
Other(specify)					
<b>TOTAL VRH COST</b>	<b>\$287,164.00</b>	<b>\$294,440.00</b>	<b>\$303,144.00</b>	<b>\$314,024.00</b>	<b>\$322,592.00</b>
<b>PROJECTED ANNUAL VRH</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>	<b>6,800</b>
<b>TOTAL COST PER VRH</b>	<b>\$42.23</b>	<b>\$43.30</b>	<b>\$44.58</b>	<b>\$46.18</b>	<b>\$47.44</b>

**ESTIMATED ANNUAL FUEL COST**

	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
Projected Total Vehicle Miles (a)	132,147	132,147	132,147	132,147	132,147
Projected Total Gasoline Use (gallons)	12,461	12,461	12,461	12,461	12,461
<b>Estimated Annual Fuel Cost</b>	<b>\$ 48,578.46</b>	<b>\$ 49,550.03</b>	<b>\$ 50,541.03</b>	<b>\$ 51,551.85</b>	<b>\$ 52,582.89</b>
Assumed Cost/Gal Gasoline	\$ 3.90	\$ 3.98	\$ 4.06	\$ 4.14	\$ 4.22
Calculated Cost/VRH	\$ 7.14	\$ 7.29	\$ 7.43	\$ 7.58	\$ 7.73
(a) Revenue + Deadhead Miles					

**FIXED COST DETAIL, HEALTH EXPRESS SERVICE**

(Note: Costs shown are to be the ANNUAL fixed costs by category)

<b>COST CATEGORY</b>	<b>Year One</b>	<b>Year Two</b>	<b>Year Three</b>	<b>Year Four</b>	<b>Year Five</b>
General Manager Salary	\$17,155	\$17,670	\$18,200	\$18,746	\$19,309
General Manager Fringe	\$2,208	\$2,264	\$2,321	\$2,394	\$2,470
Ops Supervisor Salary	\$12,992	\$13,382	\$13,783	\$14,196	\$14,622
Ops Supervisor Fringe	\$2,114	\$2,163	\$2,215	\$2,286	\$2,360
Maintenance Mgr Salary	\$19,752	\$20,344	\$20,955	\$21,583	\$22,231
Maint. Mgr Fringe	\$2,510	\$2,570	\$2,631	\$2,712	\$2,796
Other Wages (Disp, RS Maint)	\$64,578	\$68,951	\$72,983	\$75,031	\$76,715
Other Fringe (Disp, RS Maint)	\$10,937	\$11,355	\$11,749	\$12,105	\$12,440
Hiring/Training	\$5,076	\$5,228	\$5,385	\$5,547	\$5,713
Safety					
Uniforms	\$707	\$728	\$750	\$772	\$795
Non-Revenue Vehicles	\$1,782	\$1,836	\$1,891	\$1,948	\$2,006
Janitorial					
Telephone, Computer, Printer, Radio	\$13,590	\$13,710	\$14,418	\$14,850	\$15,296
Utilities Maint and Repairs	\$5,125	\$5,153	\$5,437	\$5,600	\$5,768
Office Supplies	\$373	\$384	\$396	\$408	\$420
Accounting					
<b>INSURANCE:</b>					
General Liability	\$1,821	\$1,819	\$1,877	\$1,931	\$1,978
Automobile Liability	\$16,746	\$16,890	\$16,976	\$17,066	\$17,165
Collision/Comprehensive	\$2,328	\$2,328	\$2,328	\$2,328	\$2,328
Workers Compensation	\$29,642	\$30,529	\$31,585	\$32,767	\$33,635
Other (Moving)	\$8,136				
Other (Facility Expense)	\$17,083	\$17,596	\$18,124	\$18,668	\$19,228
Other (Vehicle & Bus. Lic. DriveCam )	\$6,617	\$6,816	\$7,020	\$7,231	\$7,447
Corporate Support	\$36,126	\$29,974	\$30,921	\$31,999	\$32,888
Depreciation and Interest	\$48,121	\$46,899	\$45,888	\$43,108	\$41,776
Additional Costs (Detail Attached)					
Management Fee/Profit	\$37,873	\$37,838	\$39,012	\$40,136	\$41,110
<b>TOTAL FIXED COST</b>	<b>\$363,394</b>	<b>\$356,426</b>	<b>\$366,842</b>	<b>\$373,412</b>	<b>\$380,499</b>
<b>NUMBER OF MONTHS IN YEAR</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>TOTAL MONTHLY FIXED COSTS</b>	<b>\$30,283</b>	<b>\$29,702</b>	<b>\$30,570</b>	<b>\$31,118</b>	<b>\$31,708</b>

[Note: Listing of typical cost items on this provided form does not require Contractor to provide this position, utility or service.]

**TO:** PCTPA Board of Directors **DATE:** October 23, 2019

**FROM:** Mike Luken, Executive Director  
Luke McNeel-Caird, Deputy Executive Director

**SUBJECT:** FY 2019/20 OVERALL WORK PROGRAM (OWP) AND BUDGET – AMENDMENT #1

**ACTION REQUESTED**

Authorize the Executive Director to adopt Resolution No. 19-27, approving the FY 2019/20 Overall Work Program and Budget (OWP) – Amendment #1; and submit the OWP to Caltrans.

**BACKGROUND**

Each Regional Transportation Planning Agency (RTPA) must submit a draft OWP to Caltrans no later than March 1 of each year, with final version submitted by June 1. The Final FY 2019/20 OWP and Budget was adopted by the Board in May 2019.

The OWP provides a description of the activities to be undertaken by the agency in the coming year, along with detailed budget information. The attached Amendment #1 to the Final OWP has been developed in compliance with these requirements and reflects the latest information on finances and work activities, as well as comments received from the Board, Caltrans, and jurisdictions. It is expected that the OWP will be amended periodically during the fiscal year to reflect any new information, work activities, and/or budget changes.

**DISCUSSION**

There are several notable changes to the FY 2019/20 OWP Amendment #1, attached and summarized below:

***Work Program***

- Expansion of Work Element 12, Intergovernmental Coordination, to add participation in the California Council of Governments (CALCOG) Regional Leaders Academy, with costs covered by a Rural Counties Task Force grant.
- Expansion of Work Element 27, Airport Land Use Commission (ALUC), including 1) update the Airport Land Use Compatibility Plan to reflect the updated Auburn Airport Layout Plan and Narrative Report and 2) review existing ALUC fee structure.
- Expansion of Work Element 33, Bikeway Planning, to add participation in the six-county Regional Parks and Trails Strategic Development Plan. This Work Element also includes updating the Countywide Bikeway Map.
- Expansion of Work Element 42, Highway 65 Widening, to add the Board approved consultant budget adjustment for the modified Phase 1 design to create a shovel ready project.
- Expansion of Work Element 43, I-80 Auxiliary Lanes, to add funding approved by the Board to complete design and right-of-way.

**PCTPA Board of Directors**

**FY 2019/20 OVERALL WORK PROGRAM (OWP) AND BUDGET – AMENDMENT #1**

**October 2019**

**Page 2**

- Addition of Work Element 46, Mobility Action Plan, to add the recently received Caltrans grant funding, which will be used to identify projects and prepare grant applications for the next round of state funding in 2022 (Cycle 3).
- Expansion of Work Element 50, Project Programming and Reporting, to add funding for consultant assistance to prepare grant applications for the upcoming state funding in 2020 (Cycle 2).
- Expansion of Work Element 60, Regional Transportation Funding Strategy, to add Board approved budget changes to the funding strategy consultant, including adding consultant funding to update the sales tax projections.

Ongoing planning and implementation efforts include participating in the close out of Phase 1 of the I-80/SR 65 Interchange Improvement construction (WE 41), finalizing design and right-of-way for Highway 65 Widening Phase 1 (WE 42) and I-80 Auxiliary Lanes (WE 43), environmental and design approval for Highway 49 Sidewalks (WE 44), and completing the Placer-Sacramento Gateway Plan (WE 45).

As always, the Work Program maintains our strong focus on core Agency activities, such as Transportation Development Act (TDA) administration, State and Federal transportation programming compliance, Freeway Service Patrol and Congestion Management Program implementation, and management of various Joint Powers Authorities (JPAs) including the South Placer Regional Transportation Authority (SPRTA) and the Western Placer Consolidated Transportation Services Agency (CTSA).

***Staffing***

Staffing levels remain the same as in FY 2018/19 with 7.0 full time equivalent staff.

***Budget***

Staff is pleased to again provide the Board with a balanced budget of \$6,629,217.

The notable changes for the budget are the nearly \$1.3 million in increased revenue and expenditures primarily associated with the expansion of work elements for the Highway 65 Widening, I-80 Auxiliary Lanes, new Mobility Action Plan, and Freeway Service Patrol detailed in the Overall Work Program.

LM:MWL:ss

Attachment

# PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: APPROVING AMENDMENT #1      RESOLUTION NO. 19-27  
TO THE FISCAL YEAR 2019/20 OVERALL WORK  
PROGRAM AND BUDGET**

The following resolution was duly passed by the Placer County Transportation Planning Agency (PCTPA) at a regular meeting held October 23, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage.

---

Chair  
Placer County Transportation Planning Agency

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Executive Director

**WHEREAS**, pursuant to California Government Code, Title 7.91, Section 67910, PCTPA was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, California Government Code Section 29532.1c identifies PCTPA as the designated regional transportation planning agency for Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, it is the intent and policy of PCTPA to improve and maximize the efficiency of transportation services in Placer County; and

**WHEREAS**, the Fiscal Year (FY) 2019/20 Overall Work Program and Budget (OWP) is the primary management tool for the PCTPA, identifies the activities and a schedule of work for regional transportation planning in Placer County exclusive of the Lake Tahoe Basin, and is a requirement of the Memorandum of Understanding between the PCTPA and Caltrans; and

**WHEREAS**, the Final FY 2019/20 OWP was approved on May 22, 2019; and

**WHEREAS**, Amendment #1 to the FY 2019/20 OWP adjusts staff time, professional services, and funding between work elements based on expenditures to date and projections for the remainder of FY 2019/20.

**NOW, THEREFORE, BE IT RESOLVED** that PCTPA hereby approves the Amendment #1 to the FY 2019/20 OWP.

**TO:** PCTPA Board of Directors **DATE:** October 23, 2019

**FROM:** Luke McNeel-Caird, Deputy Executive Director

**SUBJECT:** **2020 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM  
(RTIP) ADOPTION**

**ACTION REQUESTED**

Adopt Resolution 19-28, adopting the 2020 Regional Transportation Improvement Program (RTIP) for Placer County.

**BACKGROUND**

The State Transportation Improvement Program (STIP) is made up of two components: 75% comes from the Regional Transportation Improvement Programs (RTIPs) provided by each of the 58 counties, and 25% comes from Caltrans' Interregional Transportation Improvement Program (ITIP). Each STIP cycle, the California Transportation Commission (CTC) adopts a Fund Estimate of transportation money available over the following five years. This is then broken down by formula to specify a target "county share" amount for each Regional Transportation Planning Agency, such as Placer, to program their RTIP.

The current 2018 STIP covers FY 2018/19 through 2022/23. The 2020 STIP adds two years, FY 2023/24 and FY 2024/25, to the current program. In previous RTIP cycles, PCTPA has provided funding for the Highway 49 operational improvements in Auburn, the I-80/Sierra College Boulevard Interchange in Rocklin, and the I-80/Douglas Boulevard Interchange in Roseville. All of these projects have received their programmed allocations and have completed construction.

In 2002, the Board took a bold move to request a \$78 million advance of Placer's county shares to match a large commitment of Caltrans discretionary ITIP dollars to fully fund Phase 1 of the Lincoln Bypass. Had the Board not taken this daring approach, the Lincoln Bypass would likely have never been funded and the City of Lincoln would be substantially different in nature. Now, along with subsequent commitments of Corridor Mobility Improvement Account (CMIA) funding from the 2006 Proposition 1B infrastructure bonds, local development impact fees, and federal earmarks, the \$291 million Phase 1 of Lincoln Bypass opened to traffic in October 2012.

**DISCUSSION**

Every two years, the CTC adopts a fund estimate projecting five-years of gas taxes to determine capacity in the STIP and State Highway Operations and Protection Program (SHOPP). With the passage of Senate Bill 1, additional funding has been infused into both the STIP and SHOPP.

***Highway Program***

The currently adopted 2018 STIP estimated a negative balance of \$25 million for Placer County by FY 2022-23. Now the CTC currently estimates this interest-free advance balance to be down to approximately \$15.6 million by FY 2027-28. While this is good news, the situation does not

**PCTPA Board of Directors  
2020 RTIP ADOPTION  
October 2019  
Page 2**

affect our overall approach, as we have long recognized our advance would take a long time to repay. Meanwhile, the residents, visitors, and businesses of Placer County are already enjoying the use of the Lincoln Bypass.

While PCTPA has an advance of funds, the CTC still allows us to program funds to support the Agency's requirements to plan, program, and monitor regional transportation projects. Staff therefore recommends the following as our 2020 RTIP submittal:

***Planning, Programming, and Monitoring (PPM) - \$0.723 million RTIP***

These funds cover the Agency's costs to plan, program, and monitor the projects contained in the RTIP and ITIP, to ensure that projects are within the scope and costs programmed, assuring that projects move as quickly as possible to construction, and that the timely use of funds requirements are met. The CTC is allowing us to program \$723,000 for FY 2020/21 through FY 2024/25.

Staff is recommending that the maximum amount of funds allowable be programmed in PPM as an offset of administrative funding from the Transportation Development Act (TDA)'s Local Transportation Fund (LTF). Staff is recommending the \$723,000 be spread over the five year RTIP period, with \$145,000 in FY 2020/21, \$144,000 in FY 2021/22 through FY 2023/24, and \$146,000 in FY 2024/25, a decrease from the \$165,000 programmed in the current fiscal year.

LM:MWL:ss



**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**IN THE MATTER OF: THE 2020 REGIONAL  
TRANSPORTATION IMPROVEMENT  
PROGRAM (RTIP)**

**RESOLUTION NO. 19-28**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held October 23, 2019 by the following vote on roll call:

AYES:

NOES:

ABSENT:

Signed and approved by me after its passage

---

Chair  
Placer County Transportation Planning Agency

---

Executive Director

**WHEREAS**, pursuant to California Government Code, Title 7.91, Section 67910, the Placer County Transportation Planning Agency (PCTPA) was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, California Government Code Section 29532.1c identifies PCTPA as the designated regional transportation planning agency for Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, it is the intent and policy of PCTPA to improve and maximize the efficiency of transportation services in Placer County; and

**WHEREAS**, the PCTPA has reviewed funding policies and considered comment received from its member jurisdictions on their transportation needs and priority projects; and

**WHEREAS**, PCTPA places the highest emphasis on delivering needed projects as quickly and cost effectively as possible; and

**WHEREAS**, State law requires the adoption of a Regional Transportation Improvement Program (RTIP) by each regional transportation planning agency every two years, to be adopted by the California Transportation Commission (CTC) into the State Transportation Improvement Program (STIP);

**NOW, THEREFORE, BE IT RESOLVED THAT** the Placer County Transportation Planning Agency hereby submits the following projects and recommendations for the Placer County 2020 Regional Transportation Improvement Program to the California Transportation Commission.

**Regional Transportation Improvement Program**

**Planning, Programming, and Monitoring**

The PCTPA requests the CTC program Regional Choice funds to PCTPA for planning, programming, and monitoring of the county's RTIP program as follows:

- FY 2020/21 - \$145,000
- FY 2021/22 - \$144,000
- FY 2022/23 - \$144,000
- FY 2023/24 - \$144,000
- FY 2024/25 - \$146,000

**Interregional Transportation Improvement Program**

No ITIP funding requests are proposed.

**TO: PCTPA Board of Directors**

**DATE: October 23, 2019**

**FROM: David Melko, Senior Transportation Planner**

**SUBJECT: PLACER-SACRAMENTO GATEWAY PLAN PROJECT OVERVIEW**

**ACTION REQUESTED**

None. For information and discussion only.

**BACKGROUND**

Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017, was passed and signed into law in April 2017. SB1 created a variety of funding programs such as Local Streets and Roads, Local Partnership, and Solutions for Congested Corridors.

In January 2019, the Board approved a contract with Fehr and Peers to prepare a comprehensive multimodal Corridor Plan for Interstate 80 (from Auburn to downtown Sacramento) and State Route 65 (from Lincoln to Interstate 80). The corridor plan, branded as the Placer-Sacramento Gateway Plan (Gateway Plan), is the first comprehensive multimodal corridor plan developed under SB1 in the Sacramento region. The Gateway Plan is sponsored by four agencies: PCTPA, SACOG, CCJPA and Caltrans District 3, and is being developed in collaboration with a project development team of 14 public agencies.

Projects seeking Solutions for Congested Corridors funding must be included in the Gateway Plan. They are expected to achieve a variety of transportation performance metrics, including safety, congestion, accessibility, economic development, job creation and retention, air quality and greenhouse gas emissions reduction, and efficient land use. These performance metrics will form the basis for how projects are evaluated by the California Transportation Commission (CTC) when seeking program funding. Solutions for Congested Corridors funding can only be used for the construction phase of the project.

The first cycle of funding for the Congested Corridors Program was programmed by the CTC in May 2018. The second cycle of funding begins in FY 2021/22. Applications for the second cycle of funding is anticipated to be due in spring 2020 with funding awarded in June 2020. PCTPA intends to apply for Cycle 2 funding.

**DISCUSSION**

The Gateway Plan process represents a comprehensive multimodal approach to address Interstate 80 and State Route 65 corridor congestion and quality of life issues through investment in transportation and related environmental solutions.

PCTPA staff along with the plan consultant Fehr and Peers will provide the Board with an overview of the Gateway Plan development process, summarizing planning progress to date and identifying key next steps toward plan acceptance and application submittal for Congested Corridors Program funding.

DM:LM:MWL:ss

**TO:** PCTPA Board of Directors

**DATE:** October 23, 2019

**FROM:** Mike Luken, Executive Director

**SUBJECT:** TRANSPORTATION FUNDING OUTREACH STRATEGY UPDATE

**ACTION REQUESTED**

For information only

**BACKGROUND**

*Subcounty District Legislation Update*

AB1413 (Gloria) was approved by the Assembly and Senate this summer. The bill is now on the Governor's desk awaiting signature. In approving the bill, the Senate modified AB1413 to be a "pilot" bill applicable to San Diego, Solano and Placer Counties only. Furthermore, the Senate required that the subdistrict in these three counties be made up of contiguous cities and either include the entire unincorporated area or none of the unincorporated area. A copy of the bill being considered by the Governor is attached to this memo. The Governor has until October 13, 2019 to sign, veto or let the proposed bill become law. Staff and Mark Watts will provide an update at the October Board meeting.

Although the proposed South Placer sales tax district projection was almost all from the four incorporated cities, the sales tax consultant HDL companies will be preparing a revised analysis to determine the impact on revenue over the 30-year life of a theoretical measure without the unincorporated area.

*Transportation Funding Outreach Program*

Public outreach continues at a high level to drive South Placer residents to educational information on the KeepPlacerMoving.com website. PCTPA has recently sponsored and conducted outreach with booths at Roseville Splash 2019, Hot Chili/Cool Cars, the Hot Pink Fun Run, Roseville State of the City and the Eggplant festival. Staff also has a table at the Galleria at Roseville on selected weekends from October forward. Electronic billboard use was conducted in late summer as schools returned and social media outreach continues at a very high level. Our outreach video is being played in all movie theaters and for all movie screenings in South Placer from October 4 through the end of the year. Op-eds from local elected officials started over the Summer and will continue through March 2020. The I-80/SR 65 Interchange update videos also continue to focus on the need for additional funding for South Placer.

*Polling Research*

At the August Board meeting, FM3's contract for polling was modified to include focus groups, a survey in January and a survey in March after the primary election. Focus groups will be held in late October. Staff will provide polling results at the January Board meeting with the purpose of deciding the proposed sales tax district boundary.

MWL:ss

**TO:** PCTPA Board of Directors

**DATE:** October 23, 2019

**FROM:** Mike Luken, Executive Director

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**ACTION REQUESTED**

For information only

**BACKGROUND**

**SAFE Rule**

As reported during the Executive Director's Report in September, the Administration had imposed the SAFE Vehicle Rule for vehicle emissions requirements across the nation. Twenty-three (23) states, led by California, immediately filed a lawsuit against the Environmental Protection Agency to overturn this decision. The impact on this rule would be to restart the preparation of the State Implementation Plan (SIP) for air quality and put almost \$11 Billion in transportation projects in the Sacramento Region and \$130 Billion in statewide transportation projects on hold until a new plan could be prepared with standards which are the subject of the lawsuit. The EPA also sent notice to the California Air Resources Board that the current air quality plans in certain regions of the state, including the Sacramento Region, are invalid and should be redone. This could move the timeline for Sacramento projects, especially non-exempt (expansion) projects, on-hold much sooner. SACOG and PCTPA are working closely to assess the impacts of this decision. Staff will have additional material to report at the October Board meeting.

**Transportation Development Act (TDA) Statewide Task Force**

The Assembly and Senate Transportation Committees commissioned a report from the California Transportation Association to propose improvements in farebox return methodology and make recommendations to potentially restrict the use of transportation development act/local transportation funds (LTF) to transit activities. The improvement in farebox return methodology and performance goals is long overdue and needed. The restriction of LTF funds to transit only activities could have a large impact on Placer jurisdictions. After initially being allowed to be part of the TDA Task Force through membership in the Rural Counties Task Force, we were then not invited to a number of subsequent meetings. As of the date of this memo, we have been invited back to the table and will participate in the TDA Task Force with our aim of providing jurisdictions similar to Placer County, with the ability to retain local control and flexibility on how to use these funds for transit, alternative transportation and roads projects once unmet transit needs are met. Staff will have additional information to report at the October Board meeting.

**Baseline Road**

Staff from Roseville, Placer County, Sutter County, the development community and PCTPA have been meeting over the last couple months to determine if a bi-county funding plan could be assembled to expand Riego Road/Baseline Road to accommodate commute traffic beyond its current congested capacity. Staff will report to the Board periodically on the progress of this important effort.

MWL:ss

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
AIRPORT LAND USE COMMISSION  
WESTERN PLACER CONSOLIDATED TRANSPORTATION  
SERVICES AGENCY**

**Technical Advisory Committee Meeting Minutes**

**October 8, 2019 – 3:00 p.m.**

**ATTENDANCE**

**Technical Advisory Committee (TAC)**

Chris Ciardella, City of Auburn  
Wes Heathcock, City of Colfax  
Araceli Cazarez, City of Lincoln  
Keith Jukes, City of Rocklin  
Jason Shykowski, City of Roseville  
Mike Dour, City of Roseville  
Jake Hanson, City of Roseville  
Mark Johnson, City of Roseville  
Amber Conboy, Placer County  
Will Garner, Placer County  
Katie Jackson, Placer County  
Richard Moorehead, Placer County  
Shannon Roberts, Caltrans

**Staff**

Kathleen Hanley  
Aaron Hoyt  
Mike Luken  
Luke McNeel-Caird  
David Melko  
Solvi Sabol

**FY 2019/20 Overall Work Program and Budget – Amendment #1**

Luke McNeel-Caird provided an overview of the amendments to the FY 2019/20 Overall Work Program (OWP) – Amendment #1. The OWP was provided to the TAC a week prior to the TAC meeting. Luke noted the major amendments include, (1) WE 12, Intergovernmental Coordination, which adds participation in the CALCOG Leadership Academy and is funded by a Rural Counties Task Force grant, (2) WE 27, Airport Land Use Commission (ALUC) to update the Airport Land Use Compatibility Plan to reflect the Auburn Airport Layout Plan and Narrative Report and review of the existing ALUC fee structure, (3) WE 33, Bikeway Planning, to add participation in the SACOG six-county Regional Parks and Trails Strategic Development Plan and to update the countywide Bike Map, (4) WE 42, Highway 65 Widening, to add approved consultant budget adjustment for the modified Phase 1 design, (5) WE 43, I-80 Auxiliary Lanes, to add funding approved by the Board to complete design and right-of way, (6) WE 46, Mobility Action Plan, to add Caltrans Planning Grant Funding used to identify projects and prepare grant applications for the next round of state funding in 2022, (7) WE 50, Project Programming and Reporting, to add funding for consultant assistance to prepare grant applications for Cycle 2 in 2020, (8) WE 60, Regional Transportation Funding Strategy, to add budget changes to the funding strategy consultant which includes consultant funding to update the sales tax projections. The TAC concurred with taking FY 2019/20 OWP – Amendment #1 to Board in October.

**2020 Regional Transportation Improvement Program (RTIP)**

Luke McNeel-Caird explained that the STIP consists of two components – (1) 75% RTIP and (2) 25% Caltrans ITIP. Each county's share is determined by formula to program their RTIP. In 2002 PCTPA

requested a \$78 million dollar advance of Placer County's shares to help fund the Lincoln Bypass. Luke reported our balance is down to \$15 million dollars and is expected to be paid back in the mid-2030s. Despite this advance, CTC allows for programming of funds to plan, program, and monitor (PPM) our regional transportation projects. Luke said we'll be recommending the Board adopt a resolution to program \$723,000 in PPM for FY 2020/21 through FY 2024/25. The TAC concurred.

### **Congestion Mitigation and Air Quality (CMAQ) & Regional Surface Transportation Block Grant Program (RSTBP) Guidelines**

Luke McNeel-Caird provided the CMAQ and RSTBGP guidelines and estimates to the TAC. Two options for distribution of these funding pots were brought to the TAC for consideration in September. The TAC supported in concept 'Option 2' for both CMAQ and RSTBGP. CMAQ Option 2 provides for the minimum discretionary plus funding for the Highway 49 Gap Closure project totaling \$1.2 million dollars and discretionary funding for an express bus totaling \$1 million dollars. RSTBGP Option 2 funds the traditional jurisdictional projects share and matching funds for the I-80 Auxiliary Lanes project. We are waiting on the final Caltrans estimates and plan to bring a call for projects to the TAC in November. Board adoption is expected to occur in December.

### **Placer Sacramento Gateway Plan Presentation**

David Melko provided a flow chart and map which shows the Placer Sacramento Gateway Plan. David said we will be providing the Board with an overview and presentation of the plan development process at the October meeting. It's expected the Plan will be released the third week of November. The public will have 30 days to weigh in on the plan development. David said we'll be giving the Board a formal presentation in December which will include a short list of projects we will be recommending for Cycle 2 funding under SB 1, Congested Corridors. The final plan will come back to the Board in January with a request to authorize the Executive Director to apply for Cycle 2 funding. David added that the presentation will be made available to the project development team members.

### **Public Hearing: 2019 Annual Unmet Transit Needs**

Kathleen Hanley said we started taking Unmet Transit Needs (UTN) comments in September and the public is invited to provide comments through October. A public hearing will be held at the October to Board meeting where the public can provide UTN related testimony. Additionally, comments can be provided through an online survey, phone, fax, mail, and email. Kathleen reminded the TAC that the UTN process is required if LTF allocations are not wholly dedicated for funding public transit services. The comments will be analyzed through the fall and recommendations will be brought to the Social Services Transportation Advisory Council (SSTAC) in January 2020 and presented to the TAC and Board in February 2020.

### **WPCTSA – FY 2019/20 Budget Amendment #1**

Kathleen Hanley provided WPCTSA Budget Amendment #1 for FY 2019/20 to the TAC. Kathleen explained the only significant change is the increase in operating expenditures due to the increased Health Express services provided by MV Transportation under the new contract. The TAC concurred taking WPCTSA Amendment #1 to the Board for adoption in October.

### **Other Issues/Upcoming Deadlines**

- a) PCTPA Board Meeting: October 23, 2019
- b) Next TAC Meeting: Wednesday, November 20, 2019
- c) Mike Luken explained that we are looking at how the Governor's Executive Order 19-9 to align transportation funding with climate goals will affect the future of the state's funding priorities.

Luke McNeel-Caird will be attending CTC meeting to find out more detail. We will report back to the TAC.

- d) SAFE Rule: Mike said are closely watching the SAFE Rule and how it may impact project delivery, SACOG's MTP/SCS and state and Sacramento air quality attainment plan. SACOG is working on finding solutions to ensure projects move forward. We will keep the TAC up to date as we get more information.
- e) Mike explained that at this time the Governor has not yet signed AB 1413.



**TO: PCTPA Board of Directors**

**DATE: October 23, 2019**

**FROM: David Melko, Senior Transportation Planner**

**SUBJECT: STATUS REPORT**

**1. Freeway Service Patrol (FSP)**

FY 2019/20 1<sup>st</sup> Quarter statistical summary for Placer FSP is attached. For the 1<sup>st</sup> Quarter there were 816 total assists and 18 survey comments submitted. Motorists rated the service as “excellent.”

MWL:ss

**PCTPA FSP 1st Quarter ((2019/20) Statistical Summary**

Total Assists = 816

Vehicle Type	Percent	Count	Vehicle Origin	Percent	Count	Was the driver courteous and helpful?	Percent	Count
Car/Minivan/Wagon	53.4%	423	Found by You	63.4%	517	Yes, very	100.0%	23
Sport Utility Vehicle/Crossover	18.2%	144	Dispatched by CHP	22.3%	182			
Pickup Truck	18.4%	146	Partner Assist	12.5%	102	How did FSP know you needed help?	Percent	Count
Other	2.2%	17	Directed by CHP Officer	0.6%	5	Driver saw me	78.3%	18
Truck - Over 1 Ton	1.6%	13	Blank	0.1%	1	Others	21.7%	5
Big Rig	4.3%	34						
Motorcycle	0.4%	3	Vehicle Action	Percent	Count	How would you rate this service?	Percent	Count
RV/Motorhome	1.3%	10	Towed to Drop Zone	13.4%	109	Excellent	100.0%	23
Truck - Under 1 Ton	0.3%	2	Traffic Control	12.9%	105			
Blank	3.0%	24	Tagged Vehicle	10.8%	88	How did you hear about FSP?	Percent	Count
			Quick Fix / Repair	18.5%	151	Other/Friend	8.7%	2
Vehicle Problem	Percent	Count	Called for Private Assistance	5.6%	46	Hadn't heard until today	78.3%	18
Accident	20.7%	169	None - Not Needed	11.3%	92	Was helped previously	4.4%	1
Mechanical	23.3%	190	None - Motorist Refused Service	1.2%	10	Have see trucks driving around	8.7%	2
Flat Tire	20.2%	165	Debris Removal	4.3%	35			
Abandoned	10.9%	89	Escort Off Freeway	4.4%	36	How long did you wait before FSP arrived?	Percent	Count
Out of Gas	8.6%	70	Towed Off Freeway	9.4%	77	Less than 5	30.4%	7
Driver Related	2.6%	21	Other	2.2%	18	5 - 10 minutes	17.4%	4
Overheated	2.3%	19	Provided Transportation	1.8%	15	10 - 15 minutes	30.4%	7
Debris	2.7%	22	Partner Assist	4.2%	34	20 - 30 minutes	8.7%	2
Other	2.0%	16				Over an hour	0.0%	0
Unsecured Load	1.1%	9	Vehicle Location	Percent	Count			
None - Not Needed	3.2%	26	Right Shoulder	74.1%	587	Total Comments		18
Electrical	1.0%	8	Left Shoulder	10.2%	81			
Car Fire	0.1%	1	In Freeway Lane(s)	5.6%	44	Other Metrics		
Partner Assist	1.4%	11	Ramp/Connector	10.1%	80	Average Duration (Minutes)		12.8
Locked Out	0.0%	0	Unable to Locate	0.0%	0	Overtime Assists		19
			Blank	3.0%	24	Overtime Blocks		26
Source: <a href="http://www.sacfsp.com/admin">http://www.sacfsp.com/admin</a>						Multi-Vehicle Assist		87

## MEMORANDUM

**TO:** Mike Luken  
**FROM:** AIM Consulting  
**DATE:** October 4, 2019  
**RE:** September Monthly Report

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The following is a summary of communications and public information work performed by AIM Consulting (AIM) on behalf of Placer County Transportation Planning Agency (PCTPA) in the month of September.

AIM assisted with media relations and public information. AIM maintained, drafted, published, and promoted content for PCTPA social media to share current information about PCTPA projects, programs, and activities.

Below are activity summaries of AIM's work:

### **Funding Strategy**

AIM continued to work with PCTPA to support its efforts in discussing the need for local transportation infrastructure funding.

### **PCTPA.net & Social Media**

AIM continued posting social media updates on the PCTPA Facebook, Twitter, and Instagram to highlight the work being done by and on behalf of PCTPA, other transportation projects in the Placer region, and current transportation news.

Key social media posts included:

- Roseville Transit – Unmet Transit Needs Survey
- Interstate 80 / Highway 65 Interchange Ribbon Cutting - Gold Country Media Article
- Mike's Message Blog Post
- Interstate 80 / Highway 65 Interchange Ribbon Cutting Recap Video
- Interstate 80 / Highway 65 Interchange Completion – KCRA Update
- City of Roseville Road Resurfacing
- Interstate 80 / Highway 65 Interchange Project Update Video

- Capitol Corridor BOGO Deal
- Unmet Transit Needs Event
- Downtown Roseville Bridges and Trails Project
- KeepPlacerMoving – Lincoln Showcase
- Roseville Bike Fest

Current social media page statistics include:

- Facebook – 1,645 Followers
- Twitter – 982 Followers
- Instagram – 225 Followers

Key website analytics include:

- Total page views for the PCTPA website during September: 3,104
  - 23% of views were on the Home Page
  - 4% of views were on the Roadway Projects Page
  - 3% of views were on the Placer County Bike Map Page
- Total page views for Interstate 80 / Highway 65 Interchange Improvements website during September: 1,047

## Newsletter #42

AIM promoted the 42<sup>nd</sup> edition of the PCTPA newsletter. Articles include Executive Director Mike Luken’s Message, PCTPA Board Perspective: Trinity Burruss, an article about Freeway Service Patrol, and an article about the Placer Sacramento Gateway Plan Project.

AIM began developing topics for the 43<sup>rd</sup> edition of the PCTPA newsletter.

## Media Relations

AIM continued to monitor industry and local news to identify outreach opportunities as well as support the Agency’s efforts to address local transportation and transit issues.

AIM developed and distributed a media release as part of the Interstate 80 / Highway 65 Interchange Project ribbon cutting. Media coverage included articles from Gold Country Media.

## Project Assistance

AIM managed the Interstate 80 / Highway 65 website and collected community email sign-ups. AIM also managed social media and community comments regarding the project. AIM provided Caltrans with weekly email sign-up updates to include their weekly construction email distribution list.

AIM, in partnership with PCTPA and Caltrans, coordinated logistics for and attended the Interstate 80 / Highway 65 Interchange Project Phase I ribbon cutting ceremony.

AIM, in partnership with PCTPA and CCJPA, coordinated logistics for an informational video about the Capitol Corridor. Logistics included scheduling and filming on the Capitol Corridor train as well as local business owners in Auburn.

**October 5, 2019**

**TO:** Mike Luken, Executive Director, Placer County Transportation Planning Agency

**FROM:** Cherri Spriggs-Hernandez, Principal, FSB Core Strategies

**RE:** September Report of Activities for Funding Strategy Outreach Effort

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Areas of focus this month were as follows:

**Legislation – In Progress**

- Continued to assist with legislative outreach

**Research – In Progress**

- Began to prepare for October Focus Groups

**Stakeholder Outreach – In Progress**

- Updated stakeholder universe
- Continued to meet individually with key stakeholders
- Held Stakeholder Meeting on September 23

**Partner Collaboration – In Progress**

- Connected with key partners
- Staffed and coordinated Roseville Splash, Rocklin Cool Cars and Lincoln Showcase
- Coordinated and attended various presentations
- Continued speakers bureau/community engagement scheduling

**Earned Media/Collateral Development – In Progress**

- Began working on expenditure plan piece
- Recut one minute video for movie theater advertising
- Finalized movie theater placements
- Finalized various paid advertising partnerships
- Continued rapid response on social media advertisements

**Account Management – In Progress**

- Met/Spoke with PCTPA Leadership regarding a variety of strategic developments
- Continued Implementing Draft FY 2019-2020 Plan
- Prepared monthly report

FY-2019/20 OUTREACH PLAN	ELEMENTS
<b>July 2019</b>	<ul style="list-style-type: none"> <li>● Op-Ed SB 1 Funding</li> <li>● Social Media with AIM</li> <li>● Legislative Support</li> <li>● Tier III &amp; Tier IV Presentations</li> <li>● Advertising</li> <li>● Non-Profit Stakeholder Meeting</li> <li>● Stakeholder Meeting</li> <li>● Rocklin Chamber July Mixer at Quarry Park</li> <li>● Roseville Galleria Table</li> <li>● Expenditure Plan Booklet Production</li> </ul>
<b>August 2019</b>	<ul style="list-style-type: none"> <li>● Op-Ed, I 80/Highway 65 Interchange Design and Safety Improvements</li> <li>● Social Media Coordination with AIM</li> <li>● Legislative Support</li> <li>● Tier III &amp; Tier IV Presentations</li> <li>● Advertising</li> <li>● Electronic Billboards</li> <li>● Roseville Galleria Table</li> <li>● Lincoln Chamber Executive Director's Breakfast</li> <li>● Expenditure Plan Booklet Production</li> </ul>
<b>September 2019</b>	<ul style="list-style-type: none"> <li>● Op-Ed, Emergency Response</li> <li>● Social Media Coordination with AIM</li> <li>● Legislative Support</li> <li>● Advertising</li> <li>● Electronic Billboards</li> <li>● Tier III &amp; Tier IV Presentations</li> <li>● Rocklin Chamber Hot Chili Cool Cars</li> <li>● Roseville Splash</li> <li>● Roseville Chamber</li> <li>● Focus Groups</li> <li>● Stakeholder Meeting</li> <li>● Expenditure Plan Booklet Production</li> </ul>
<b>October 2019</b>	<ul style="list-style-type: none"> <li>● Op-Ed, Highway 65 Widening</li> <li>● Social Media Coordination with AIM</li> <li>● Legislative Support</li> <li>● Advertising</li> <li>● Tier III &amp; Tier IV Presentations</li> <li>● Funding Strategy Town Hall Meeting</li> <li>● Direct Mail – Transportation Needs &amp; Funding</li> <li>● Stakeholder Meeting</li> <li>● Loomis Eggplant Festival</li> <li>● Roseville Galleria Table</li> </ul>
<b>November 2019</b>	<ul style="list-style-type: none"> <li>● Op-Ed, Emergency Responders</li> <li>● Social Media Coordination with AIM</li> <li>● Roseville Galleria Table</li> <li>● Survey Development</li> </ul>

FY-2019/20 OUTREACH PLAN	ELEMENTS
	<ul style="list-style-type: none"> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Funding Strategy Town Hall Meeting</li> <li>• Advertising</li> </ul>
<b>December 2019</b>	<ul style="list-style-type: none"> <li>• Op-Ed, Local Match &amp; Visitor Funding</li> <li>• Social Media Coordination with AIM</li> <li>• Survey Development</li> <li>• Stakeholder Meeting</li> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Advertising</li> <li>• Electronic Billboards</li> <li>• Direct Mail – Transportation Needs &amp; Funding</li> <li>• Roseville Galleria Table</li> <li>• Earned Media Story Re: Transportation Needs &amp; Funding</li> </ul>
<b>January 2020</b>	<ul style="list-style-type: none"> <li>• Op-Ed, I-80/Highway 65 Interchange Design and Safety Improvements Update</li> <li>• Survey in the Field</li> <li>• Lincoln State of the City</li> <li>• Social Media Coordination with AIM</li> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Roseville Galleria Table</li> </ul>
<b>February 2020</b>	<ul style="list-style-type: none"> <li>• Op-Ed, Local Transportation Funding Update</li> <li>• Lincoln BEA/State of the City</li> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Social Media Coordination with AIM</li> <li>• Stakeholder Meeting</li> </ul>
<b>March 2020</b>	<ul style="list-style-type: none"> <li>• Op-Ed, Economic Development</li> <li>• Social Media Coordination with AIM</li> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Roseville Galleria Table</li> <li>• Stakeholder Meeting</li> <li>• Survey Development</li> <li>• Advertising</li> <li>• Direct Mail – Transportation Needs &amp; Funding</li> </ul>
<b>April 2020</b>	<ul style="list-style-type: none"> <li>• Op-ed, Transportation Needs &amp; Funding</li> <li>• Tier III &amp; Tier IV Presentations</li> <li>• Social Media Coordination with AIM</li> <li>• Roseville Galleria Table</li> <li>• Stakeholder Meeting</li> <li>• Survey in the Field</li> <li>• Social Media Coordination with AIM</li> </ul>
<b>May 2020</b>	<ul style="list-style-type: none"> <li>• Op-Ed, Board Decision to Proceed, County Supervisor and PCTPA Board Chair</li> <li>• PCTPA Board Decision to Proceed</li> <li>• Placer BOS Votes to Place on the Ballot</li> <li>• Cities/Town Votes to Place on the Ballot</li> </ul>



FY-2019/20 OUTREACH PLAN	ELEMENTS
	<ul style="list-style-type: none"> <li>• Earned Media Story Re: Decision</li> <li>• Stakeholder Meeting</li> <li>• Roseville 2020</li> <li>• Rocklin State of the City</li> <li>• Roseville Galleria Table</li> <li>• Social Media Coordination with AIM</li> </ul>



1701 Pennsylvania Avenue  
Suite 300  
Washington, D.C. 20006  
(202) 722-0167

September 30, 2019

To: PCTPA  
From: Sante Esposito  
Subject: September Monthly Report

### **Infrastructure**

Over the past month, Congressman DeFazio, Chair of the Transportation and Infrastructure Committee, has had two meetings on infrastructure - one with the White House and one with DOT. He is not saying with whom he met. We don't know who in the White House but we do know he met with Secretary Elaine Chao at DOT. He is also not saying what was talked about although his staff told us that the general purpose of both meetings was to jump start the infrastructure process. So far, the Senate has been focusing on reauthorization of the highway program although not much progress is expected the rest of this year. DeFazio's Committee is far behind the Senate on that effort partly because his priority is infrastructure. Also in the House, the Dems on Ways and Means are drafting some sort of infrastructure financing piece - we're hearing a national infrastructure bank. Not sure how this fits into the big picture. Having said all that, the mid-Sept White House infrastructure meeting with the congressional leadership has still not been scheduled. Don't know the reason although DOT staff guesses that it's because of all the on-going non-policy disputes between the President and Congress - his taxes, alleged hush money payments, stays at his resort, etc. Clearly time is running out for doing anything really substantive this year. We're hoping for a least some agreement on an overall outline.

### **Senate Environment and Public Works Committee Highway Bill**

No change since the last report. To review, the EPW Committee reported its version of the highway bill - "America's Transportation Infrastructure Act." The bipartisan bill would authorize \$287 billion in highway spending, 90- percent of which would be distributed to the states by formula. The bill also features a title on climate change, which would authorize \$10.8 billion for various programs addressing resiliency and other climate issues over the next five fiscal years. That includes \$1 billion for electric, hydrogen, and natural gas vehicle charging and fueling stations. It would also provide billions for programs aimed at curbing emissions and reducing congestion and truck idling. The legislation would also streamline infrastructure permitting and set a two-year target for environmental reviews. Lastly, the bill would authorize \$12.5 million per year to fund state and regional pilot testing of user-based alternative revenue mechanisms to the gas tax. The action by the Committee is intended to jump start the

reauthorization process. However, notwithstanding its action, other Senate Committees – Finance (revenues), Commerce (rail, trucking and safety) and Banking (transit) – would still have to provide their titles to the bill. Action by those Committees is expected at the earliest in the fall. The House is behind the Senate in terms of schedule. At best, House committee actions would occur in the fall but more than likely spill over until next year. The current highway program expires Sept. 30, 2020.

## **FY20 Appropriations in General**

On Sept. 27, the President signed into law the FY20 Continuing Resolution to fund the government until Nov. 21. Previously, on Sept. 19, the House, on a bipartisan vote of 301-123, passed the Resolution. That action was necessary given the House has passed only 10 of 12 appropriations bills and the Senate has reported (not passed) only 9 of 12. The Senate followed suit with passage on Sept. 26, also on a bipartisan vote of 81-16.

## **FY20 Transportation Appropriations Bill**

On June 25, the House passed a minibus that includes the FY20 Transportation Appropriations bill. In total, the bill provides \$137.1 billion, an increase of \$6 billion above the 2019 enacted level and \$17.3 billion above the President’s budget request. Included in the bill: TIGER, \$1B; Amtrak, \$1.3B; highways, \$49B; and, transit, \$2.3B.

On September 19, the Senate reported its version which provides \$1B for BUILD grants, \$46.3 B for highways, \$17.7 B for aviation, \$2.9 B for rail, \$13 B for transit, \$904 M for maritime, and \$972 M for safety.

## **Bill Tracking**

S.352 — 116th Congress (2019-2020)

### **BUILD Act**

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Finance Increases from \$15 billion to \$20.8 billion the national limitation on the amount of tax-exempt highway or surface freight transfer facility bonds.

H.R.180 — 116th Congress (2019-2020)

### **Build America Act of 2019**

Sponsor: Rep. Hastings, Alcee L. [D-FL-20] (Introduced 01/03/2019) Cosponsors: (7, now 10)

Committees: Transportation and Infrastructure and Ways and Means Directs the Department of Transportation (DOT) to carry out a national infrastructure investment grant program for capital investments in surface transportation infrastructure. Projects eligible for funding under the program include, at a minimum, highway and bridge projects, public transportation projects, passenger and freight rail transportation projects, and port infrastructure investments. In distributing grants under the program, DOT shall ensure an equitable geographic distribution of funds, an appropriate balance in addressing the needs of urban and rural areas, and investment in a variety of transportation modes. At least 20% of grant funds must be set aside for projects in rural areas. The bill amends the Internal Revenue Code to: (1) establish a National Infrastructure

Investment Trust Fund, and (2) increase the tax on gasoline other than aviation gasoline and on diesel fuel or kerosene.

S.146 — 116th Congress (2019-2020)

**Move America Act of 2019**

Sponsor: Sen. Hoeven, John [R-ND] (Introduced 01/16/2019) Cosponsors: (1)

Committees: Finance Allows tax exempt Move America bonds and Move America tax credits to be used for certain infrastructure projects. A Move America bond is treated as a tax-exempt private facility bond with certain exceptions. At least 95% of the net proceeds from the issuance of the bond must be used for infrastructure projects. The bill specifies exceptions and modifications to existing rules for bonds regarding land acquisition, government ownership, rehabilitation expenditures, and the alternative minimum tax. The bonds are subject to a volume cap equal to 50% of a state's current private activity bond volume cap. States may exchange all or a portion of the volume cap for Move America tax credits to be allocated to taxpayers. The credits include (1) an equity credit for a portion of the basis of each qualified facility; and (2) an infrastructure fund credit for investments in qualified infrastructure funds, including a state infrastructure bank, a water pollution control revolving fund, or a drinking water treatment revolving loan fund.

H.R.658 — 116th Congress (2019-2020)

**National Infrastructure Development Bank Act of 2019**

Sponsor: Rep. DeLauro, Rosa L. [D-CT-3] (Introduced 01/17/2019) Cosponsors: (60, now 61)

Committees: Energy and Commerce, Transportation and Infrastructure, Financial Services and Ways and Means

S.353 — 116th Congress (2019-2020)

**RAPID Act**

Sponsor: Sen. Cornyn, John [R-TX] (Introduced 02/06/2019) Cosponsors: (1)

Committees: Environment and Public Works

S.403 — 116th Congress (2019-2020)

**IMAGINE Act**

Sponsor: Sen. Whitehouse, Sheldon [D-RI] (Introduced 02/07/2019) Cosponsors: (5, now 7)

Committees: Environment and Public Works

H.R.228 — 116th Congress (2019-2020)

**Increase Transportation Alternatives Investment Act of 2019**

Sponsor: Rep. Velazquez, Nydia M. [D-NY-7] (Introduced

01/03/2019) Cosponsors: (2) Committees: Transportation and Infrastructure Directs the Department of Transportation (DOT) to ensure that states give preference under the Surface Transportation Block Grant Program to eligible projects that (1) are located in areas that are undergoing extensive repair or reconstruction of transportation infrastructure, including federal-aid highways, federally owned roads open for public travel, passenger rail facilities, and public transportation facilities; and (2) will provide transportation alternatives related to the closure of transportation infrastructure in such areas. DOT shall (1) carry out a competitive grant program to support community efforts to invest in transportation alternatives; and (2) give preference in

awarding grants to projects located in such areas. Entities eligible for grants include state and local governments, metropolitan planning organizations, and rural planning organizations.<sup>[1]</sup><sub>SEP</sub>

H.R.2220 — 116th Congress (2019-2020)

**To amend the Intermodal Surface Transportation Efficiency Act of 1991 with respect to high priority corridors on the National Highway System, and for other purposes.**

**Sponsor:** Rep. Babin, Brian [R-TX-36] (Introduced 04/10/2019) **Cosponsors:** (10)

**Committees:** Transportation and Infrastructure

H.R.880 — 116th Congress (2019-2020)

**Surface Transportation Investment Act of 2019**

**Sponsor:** Rep. Brownley, Julia [D-CA-26] (Introduced 01/30/2019) **Cosponsors:** (1)

**Committees:** Ways and Means and Transportation and Infrastructure. This bill limits or repeals certain tax benefits for major integrated oil companies, including (1) the foreign tax credit for companies that are dual capacity taxpayers, (2) the tax deduction for intangible drilling and development costs, (3) the percentage depletion allowance for oil and gas wells, and (4) the tax deduction for qualified tertiary injectant expenses.

The bill modifies the definition of "major integrated oil company" to include certain successors in interest that control more than 50% of the crude oil production or natural gas production of the company. The bill establishes a Transportation Block Grant Fund and appropriates to the fund amounts equal to the increase in revenues as a result of this bill. The funds must be used for making grants under the Surface Transportation Block Grant Program.

H.R.1586 — 116th Congress (2019-2020)

**BRIDGE Act of 2019**

**Sponsor:** Rep. Butterfield, G. K. [D-NC-1] (Introduced 03/07/2019) **Cosponsors:** (now with 3)

**Committees:** House - Energy and Commerce, Education and Labor

S.1518 — 116th Congress (2019-2020) **Rebuild America Now Act**

**Sponsor:** Sen. Sullivan, Dan [R-AK] (Introduced 05/16/2019) **Cosponsors:** (4)

**Committee:** Environment and Public Works. To improve the processes by which environmental documents are prepared and permits and applications are processed and regulated by Federal departments and agencies, and for other purposes.

H.R.3134 — 116th Congress (2019-2020) **To direct the Secretary of Transportation to assist States to rehabilitate or replace certain bridges, and for other purposes.** **Sponsor:** Rep.

Langevin, James R. [D-RI-2] (Introduced 06/05/2019) **Cosponsors:** (2)

**Committee:** Transportation and Infrastructure. To direct the Secretary of Transportation to assist States to rehabilitate or replace certain bridges, and for other purposes.

H.R.880 — 116th Congress (2019-2020)

**Surface Transportation Investment Act of 2019**

**Sponsor:** Rep. Brownley, Julia [D-CA-26] (Introduced 01/30/2019) **Cosponsors:** (1)

**Committees:** Ways and Means and Transportation and Infrastructure

## Sacramento Business Journal

October 4, 2019

By: Ben van der Meer

Roseville city officials said the city's trajectory for economic growth is strong, as part of their State of the City presentation Friday at **Adventist Health's** headquarters. Here are some takeaways from the presentation.

1. Mayor **John Allard** said the city's office occupancy is 91%, while retail space, at 96%, and industrial, at 98%, are even higher. The latter, he said, is especially at a premium with supply relative to demand.
2. Among the industrial users taking up space is restaurant and bar industry wholesaler Restaurant Depot LLC, which will open a distribution center in the city, according to Allard. **Anixter International Inc.** (NYSE: AXE), a telecom equipment supplier, recently opened its office with 150 employees in Roseville, relocated from Sacramento.
3. In Roseville's downtown, the city has approved selling the post office building to a developer who will build a hotel, condo and retail project on the site. There are also more than 200 workforce or affordable housing units either recently completed or **planned** in the city's downtown and Old Town areas, often in projects with a commercial component as well.
4. City officials are hoping for Gov. **Gavin Newsom's** signature on Assembly Bill 1413, which would allow the **Placer County Transportation Planning Agency** to designate only a portion of the county for a measure to raise taxes for transportation projects. Doing so would allow PCTPA, as soon as 2020, to put a measure on the ballot for south Placer County voters to decide on a tax to fund projects such as **Placer Parkway** and expansion of Highway 65.
5. After his presentation, Allard said he's happy with the city's economic development team, which has four full-time staff. "We definitely need to encourage more office construction," he said, adding the city is prodding developers for such projects, as well as **new industrial development**.

**Politico Pro**  
**October 9, 2019**  
By: Debra Kahn

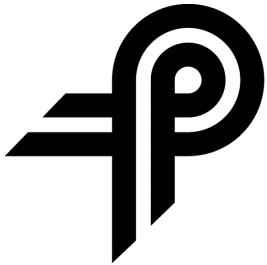
### **Amtrak can sell bus-only tickets under bill signed by Newsom**

Amtrak can sell bus tickets to passengers not taking a train under a bill signed on Tuesday by Gov. Gavin Newsom.

[CA SB742 \(19R\)](#), by Sen. Ben Allen (D-Santa Monica), amends existing law to allow regional rail and bus operators who receive state funding to transport passengers who aren't connecting to or from a train line.

Amtrak provides bus service around the state in areas connecting to its three intercity rail lines, but hasn't been allowed to transport non-rail customers, which has led to buses operating well below capacity. Under the previous rules, Amtrak was only allowed to sell bus tickets to passengers who are either coming from a train or connecting to a train, a provision that benefited bus operators like Greyhound.

The bill requires Amtrak and the regional rail operators that do business with it to consult with other transit agencies and bus operators in the area to avoid duplicating services.



PLACER COUNTY  
TRANSPORTATION  
PLANNING AGENCY

*Final*



# OVERALL WORK PROGRAM AND BUDGET

## AMENDMENT #1 FISCAL YEAR 2019/20

*October 23, 2019*





<b>WORK ELEMENT</b>	<b>TITLE</b>	<b>PAGE NO.</b>
<b>05</b>	<b>Agency Administration: Indirect Labor</b>	<b>1</b>
<b>10</b>	<b>Agency Administration: Overall Work Program</b>	<b>3</b>
<b>11</b>	<b>Transportation Development Act Admin</b>	<b>4</b>
<b>12</b>	<b>Intergovernmental Coordination</b>	<b>6</b>
<b>13</b>	<b>Intergovernmental Advocacy</b>	<b>8</b>
<b>14</b>	<b>Communications and Outreach</b>	<b>10</b>
<b>15</b>	<b>Building Administration</b>	<b>13</b>
<b>20</b>	<b>SACOG/MPO Planning Integration</b>	<b>14</b>
<b>21</b>	<b>Regional Transportation Plan Public Outreach</b>	<b><u>15 18</u></b>
<b>23</b>	<b>Consolidated Transportation Services Agency (CTSA) Administration</b>	<b><u>17 20</u></b>
<b>27</b>	<b>Airport Land Use Commission/Aviation Planning</b>	<b><u>19 22</u></b>
<b>33</b>	<b>Bikeway Planning</b>	<b><u>21 24</u></b>
<b>35</b>	<b>Rail Program</b>	<b><u>22 26</u></b>
<b>40</b>	<b>Placer Parkway</b>	<b><u>24 28</u></b>
<b>41</b>	<b>I-80/SR 65 Interchange Improvements</b>	<b><u>25 29</u></b>
<b>42</b>	<b>Highway 65 Widening</b>	<b><u>27 31</u></b>
<b>43</b>	<b>I-80 Auxiliary Lanes</b>	<b><u>29 33</u></b>
<b>44</b>	<b>SR 49 Sidewalk Gap Closure</b>	<b><u>31 35</u></b>
<b>45</b>	<b>Corridor Mobility Plan</b>	<b><u>32 37</u></b>
<b><u>46</u></b>	<b><u>Mobility Action Plan</u></b>	<b><u>38</u></b>
<b>50</b>	<b>Project Programming and Reporting</b>	<b><u>33 40</u></b>
<b>60</b>	<b>Regional Transportation Funding Strategy</b>	<b><u>38 45</u></b>
<b>80</b>	<b>Freeway Service Patrol (FSP)</b>	<b><u>43 47</u></b>
<b>100</b>	<b>South Placer Regional Transportation Authority (SPRTA) Administration</b>	<b><u>45 49</u></b>

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# OVERALL WORK PROGRAM FOR 2019/20

## OVERVIEW

The FY 2019/20 Overall Work Program (OWP) documents the management, budgetary, and monitoring activities performed annually by the Placer County Transportation Planning Agency (PCTPA). It is developed annually for Caltrans review and for approval by the PCTPA Board of Directors. This version of the OWP is the result of input from jurisdiction management, public works and planning officials, air district management, tribal governments, elected officials, and the general public. This document also provides an application format for Caltrans-administered funding programs, such as FHWA grants.

Twenty-~~four~~<sup>three</sup> work elements are proposed that include specific objectives, budgets, and products. Several of these work elements are funded by a mixture of State, federal and local programs. The remaining are funded solely by TDA funds. This work program has a number of important characteristics:

1. The work program is action oriented. Its primary objective is to implement a programming and funding strategy that will address the mobility needs of Placer County residents, businesses, and visitors. Of key overall importance is the implementation of the Regional Transportation Plan, which serves as a guiding force for transportation improvements over the next 20 years, and its integration with SACOG's Metropolitan Transportation Plan (MTP) and Sustainable Communities Strategy (SCS) and other activities that support regional planning as covered under Work Element 20. Also included here are strategies and studies to address major transportation issues or hot spots including: (1) Placer Parkway; (2) I-80/SR 65 Interchange Improvements; (3) Highway 65 Widening; (4) Bikeway Planning; (5) Airport Planning ; (6) Rail Program; (7) Regional Transportation Funding Strategy, (8) I-80 Auxiliary Lanes, (9) SR 49 Sidewalk Gap Closure, (10) Corridor Mobility Plan, (11) Mobility Action Plan, and (12+) Transit Planning.
2. The work program reflects a pro-active approach to identifying future transportation project needs (e.g., TDA Administration, Capitol Corridor Rail, implementation of the Regional Transportation Plan, Regional Transportation Funding Strategy, Corridor Mobility Plan, Mobility Action Plan, Bikeway Planning).
3. The work program provides a greater emphasis on implementation of previously identified needs, including administration of the South Placer Regional Transportation Authority, project management and delivery, and leading the preconstruction of the I-80 Auxiliary Lanes, SR 49 Sidewalk Gap Closure, and Highway 65 Widening.
4. The work program includes a comprehensive effort to assist member jurisdictions in maintaining the high level of compliance with "use it or lose it" timely use of funds requirements and significant increases in reporting and monitoring required in the use of SB 1 funding.

5. The work program reflects a multimodal approach. Effort has been divided between planning for transit, highways, rail, aviation, pedestrian facilities, and bikeways.
6. The work program reflects the strong commitment to partnerships with other regional agencies in approaching interregional transportation needs.
7. The work program reflects the more pronounced need to participate in regional, state, and federal discussions regarding planning and funding transportation projects.
8. The work program will assure that PCTPA meets all state and federal planning requirements.
9. The work program funding allocation system meets TDA requirements.

The 2019/20 OWP is a product of cooperative efforts by PCTPA's member jurisdictions, including the Cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, the Town of Loomis, and Placer County, as well as other interested agencies. Equally important, the OWP is consistent with state and federal funding priorities.

## **INTRODUCTION**

The mission of the Placer County Transportation Planning Agency (PCTPA) is derived from its numerous state and local designations. The agency has been designated in state law as the Regional Transportation Planning Agency (RTPA) for Placer County. PCTPA is also the county's Congestion Management Agency (CMA), a statutorily designated member of the Capitol Corridor Joint Powers Authority (CCJPA), the designated Local Transportation Authority for transportation sales tax purposes, and the airport land use planning body and hearing board for Lincoln, Auburn, and Blue Canyon Airports. As part of their Joint Powers Agreement, PCTPA is the designated administrator for the South Placer Regional Transportation Authority and the Western Placer Consolidated Transportation Services Agency. Under an agreement with the Sacramento Area Council of Governments (SACOG), PCTPA also represents Placer jurisdictions in federal planning and programming issues. Since PCTPA has a Local Agency-State Agreement for federal aid projects, it is also eligible to administer federal projects.

**Regional Transportation Planning Agency:** PCTPA was created by Title 7.91 of the government code commencing with Section 67910 as the transportation planning agency for Placer County excluding Lake Tahoe. PCTPA has also been designated as the Regional Transportation Planning Agency (RTPA) for Placer County excluding Lake Tahoe in Section 29532.1(c) of the Government Code. Previous to this designation, PCTPA operated under the name of the Placer County Transportation Commission (PCTC) and operated as a local county transportation commission as specified under Section 29532(c) of the Government Code.

PCTPA has executed a memorandum of understanding and Master Fund Transfer Agreement with the State Department of Transportation on January 26, 1996, and updated in 2012 and 2014 identifying the

responsibilities of PCTPA as the RTPA and providing the administrative structure to implement these responsibilities.

As an RTPA with an urbanized population of over 50,000, PCTPA is responsible for preparing a Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP) pursuant to Section 65080 of the Government Code.

**Local Transportation Fund Administration:** As the transportation planning agency, PCTPA allocates the Local Transportation Fund (LTF) to Placer County public transportation agencies pursuant to Section 29532 of the Government Code. The administration of these funds includes the establishment of a Social Services Transportation Advisory Council, the implementation of a citizen participation process appropriate for Placer County, annual recommendations for productivity improvements for transit operators, the performance of an annual fiscal audit of all LTF claimants, the implementation of a triennial performance audit of all LTF claimants, and the preparation of an annual unmet transit needs determination.

PCTPA receives an allocation of LTF funds for the administration of the LTF fund pursuant to Section 99233.1 of the Public Utilities Code and for transportation planning pursuant to Section 99233.2 of the Public Utilities Code and Section 6646 of the Government Code.

It is the responsibility of PCTPA to establish rules and regulations to provide for administration and allocation of the LTF and State Transit Assistance (STA) Funds in accordance with applicable sections of the Government Code, Public Utilities Code and Administrative Code included within the Transportation Development Act. It is also the responsibility of PCTPA to adhere to the applicable rules and regulations promulgated by the former Secretary of the Business, Transportation and Housing Agency (now the California State Transportation Agency) of the State of California as addressed in the Transportation Development Act, Title 3, Division 3, Chapter 2, Article II, Section 29535.

Under SB 45, signed by Governor Wilson in October 1997, Regional Transportation Planning Agencies (RTPAs) such as PCTPA are responsible for selection of projects, known as the Regional Transportation Improvement Program (RTIP), to be funded with the county's share of STIP funds. This power also comes with the responsibility of ensuring that the projects are on schedule and within budgetary constraints.

**Federal Transportation Planning and Programming:** PCTPA has executed memoranda of understanding (MOUs) with Caltrans and the Sacramento Council of Governments (SACOG) on April 11, 2001, with updates in 2005 and 2016, to govern federal transportation planning and programming in Placer County. This agreement integrates the PCTPA Regional Transportation Plan (RTP) and RTIP within the SACOG process.

Pursuant to these agreements, PCTPA receives a "fair share" allocation of both federal urbanized Surface Transportation Block Grant Program (STBGP) funds and Congestion Mitigation and Air Quality Improvement (CMAQ) funds. PCTPA nominates projects for these funds, and SACOG has agreed to select these nominated projects unless they fail to meet a federal requirements. SACOG cannot add projects to the PCTPA nominations.

PCTPA submits the state mandated RTP, developed pursuant to Section 65080.5 of the Government Code, to SACOG for inclusion in the federal Metropolitan Transportation Plan. As part of this agreement, SACOG conducts a federal air quality conformity test on the Placer County transportation program and plan.

PCTPA receives an allocation of federal STBGP funds for Placer County. Pursuant to Section 182.6 of the Streets and Highways Code, PCTPA can exchange the non-urbanized funds for State gas tax funds.

PCTPA allocates these exchange funds to jurisdiction projects based upon an MOU signed by all Placer jurisdictions dated November 2, 1994. The STBGP funding exchange formula and allocation was updated to reflect TEA 21, approved by the PCTPA Board on January 27, 1999, and is updated annually as appropriate to reflect the current Federal transportation bill.

**Administration of Federal Aid Projects:** PCTPA executed a Local Agency - State Agreement for Federal Aid Projects (Agreement 03-6158) with the State of California on March 2, 1994 and reauthorized on October 10, 2016. The execution of this agreement qualifies PCTPA to administer federally funded projects.

**Passenger Rail Administration:** Pursuant to Section 14076.2(b) of the Government Code, PCTPA is statutorily designated as a member of the Capitol Corridor Joint Powers Authority (CCJPA). Through an interagency agreement with Caltrans, the CCJPA administers the intercity rail service on the San Jose-Auburn railroad corridor.

**Airport Land Use Commission:** PCTPA was designated the Airport Land Use Commission (ALUC) for Placer County by the Board of Supervisors (December 17, 1996) and the Placer County City Selection Committee (October 24, 1996) pursuant to Section 21670.1(a)(b) of the Public Utilities Code. PCTPA acts as the hearing body for land use planning for Placer County airports. PCTPA is also responsible for the development of airport land use plans for Placer County airports as specified in Section 21674.7 of the Public Utilities Code.

Placer County, Auburn, and Lincoln each collect a fee on development projects by local ordinance in the area governed by the airport land use plan. This fee is passed on to PCTPA to help defray the cost of project review.

**South Placer Regional Transportation Authority (SPRTA) Administration:** PCTPA was designated as the administrator of the SPRTA under the terms of the Authority's Joint Powers Agreement dated January 22, 2002. As such, PCTPA provides staffing and management of the Authority, and is reimbursed for these services under a staffing agreement.

**Local Transportation Authority (PCLTA):** PCTPA was designated as the transportation sales tax authority for Placer County by the Placer County Board of Supervisors on August 22, 2006. In the event that a transportation sales tax is adopted by Placer's voters, PCTPA, acting as the PCLTA, would administer the sales tax expenditure plan.

**Western Placer Consolidated Transportation Services Agency (WP CTSA) Administration:**

PCTPA was designated as the administrator of the WPCTSA under the terms of the Agency's Joint Powers Agreement dated October 13, 2008. As such, PCTPA provides staffing and management of the Agency, and is reimbursed for these services under a staffing agreement.



## **PCTPA ORGANIZATION**

The nine-member PCTPA Board consists of three members appointed by the Placer County Board of Supervisors and one member each from the incorporated cities of Auburn, Colfax, Lincoln, Loomis, Rocklin and Roseville.

PCTPA has provided for seven full-time staff members to implement the FY 2019/20 OWP. The organization of PCTPA is summarized in Figure 1.

The PCTPA reorganized its staffing structure and became a separate and independent agency on May 1, 1992. Previous to this reorganization, PCTPA was staffed by the Placer County Public Works Department.

## **GEOGRAPHIC LOCATION**

PCTPA's jurisdiction includes a portion of northern California between the Sacramento Metropolitan area and the Nevada State line, as shown in Figure 2. In total, Placer County contains 1,506 square miles ranging in elevation from 160 feet to nearly 9,500 feet.

PCTPA represents the County, five incorporated cities, and one incorporated town located within the political boundary of Placer County. Transportation planning services are provided to the following incorporated cities with their corresponding January 1, 2019 populations: Auburn (14,392), Colfax (2,073), Lincoln (48,277), Loomis (6,887), Rocklin (69,249) and Roseville (139,643). Unincorporated Placer County, excluding the Tahoe Basin portion of Placer County, has a population of 105,030. These population estimates are based upon information provided by the California Department of Finance (DOF) in their 2019 DOF E-1 Report as updated in May 2019.

## **AGENCY COORDINATION**

PCTPA coordinates regional transportation planning activities with other public agencies including the Sacramento Area Council of Governments (SACOG), the Tahoe Regional Planning Agency (TRPA), the State Department of Transportation (Caltrans), the California Transportation Commission (CTC), adjacent RTPAs (Nevada County Transportation Commission, El Dorado County Transportation Commission), the United Auburn Indian Community of the Auburn Rancheria, and other interested groups.

## **COMMUNITY PARTICIPATION**

In an ongoing effort to encourage participation of all communities in the transportation planning process, and in compliance with Title VI, the PCTPA solicits input through various policy, technical, and public forums. Outreach to the United Auburn Indian Community is specifically included.

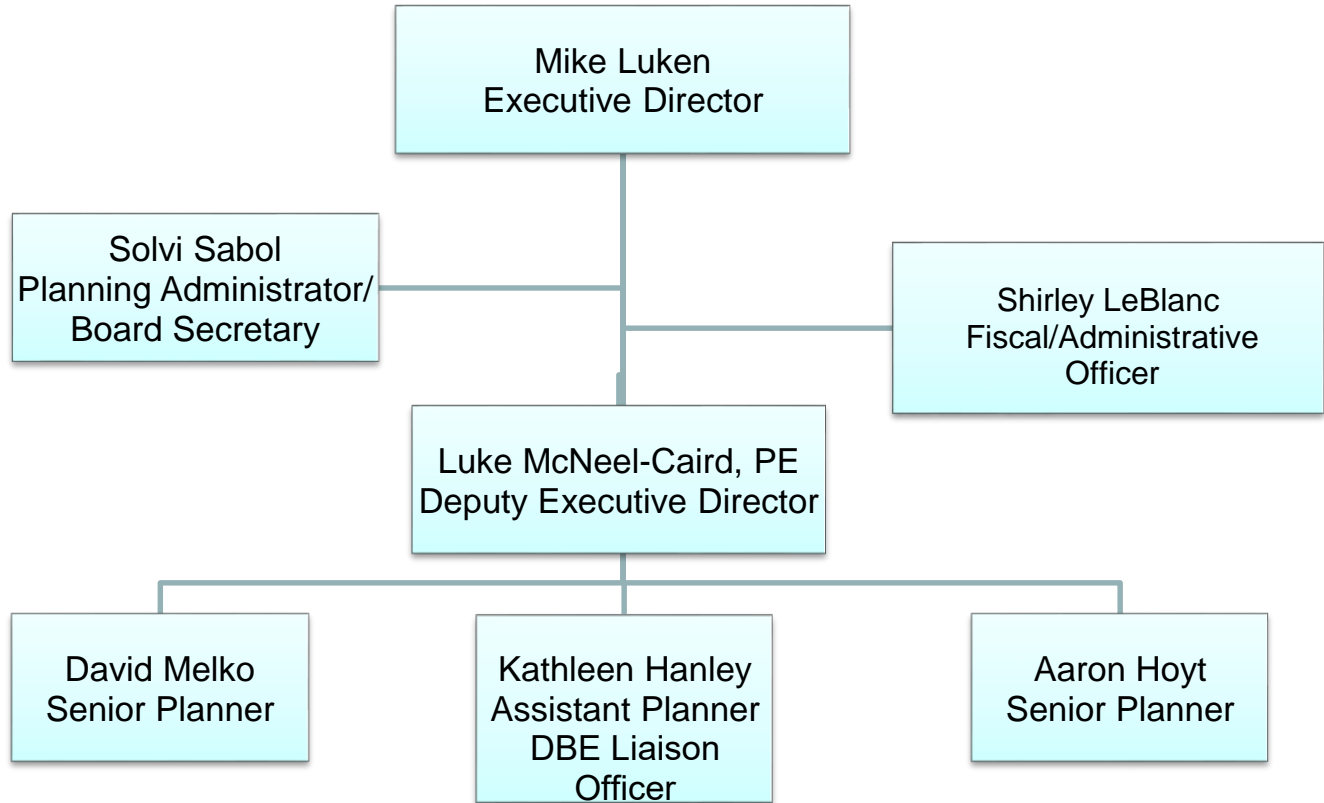
PCTPA conducts public hearings regarding the development and adoption of major planning documents such as the Regional Transportation Plan, the Regional Transportation Improvement

Program, and the annual unmet needs hearing. Additional public hearings and workshops are held for individual work projects as indicated.

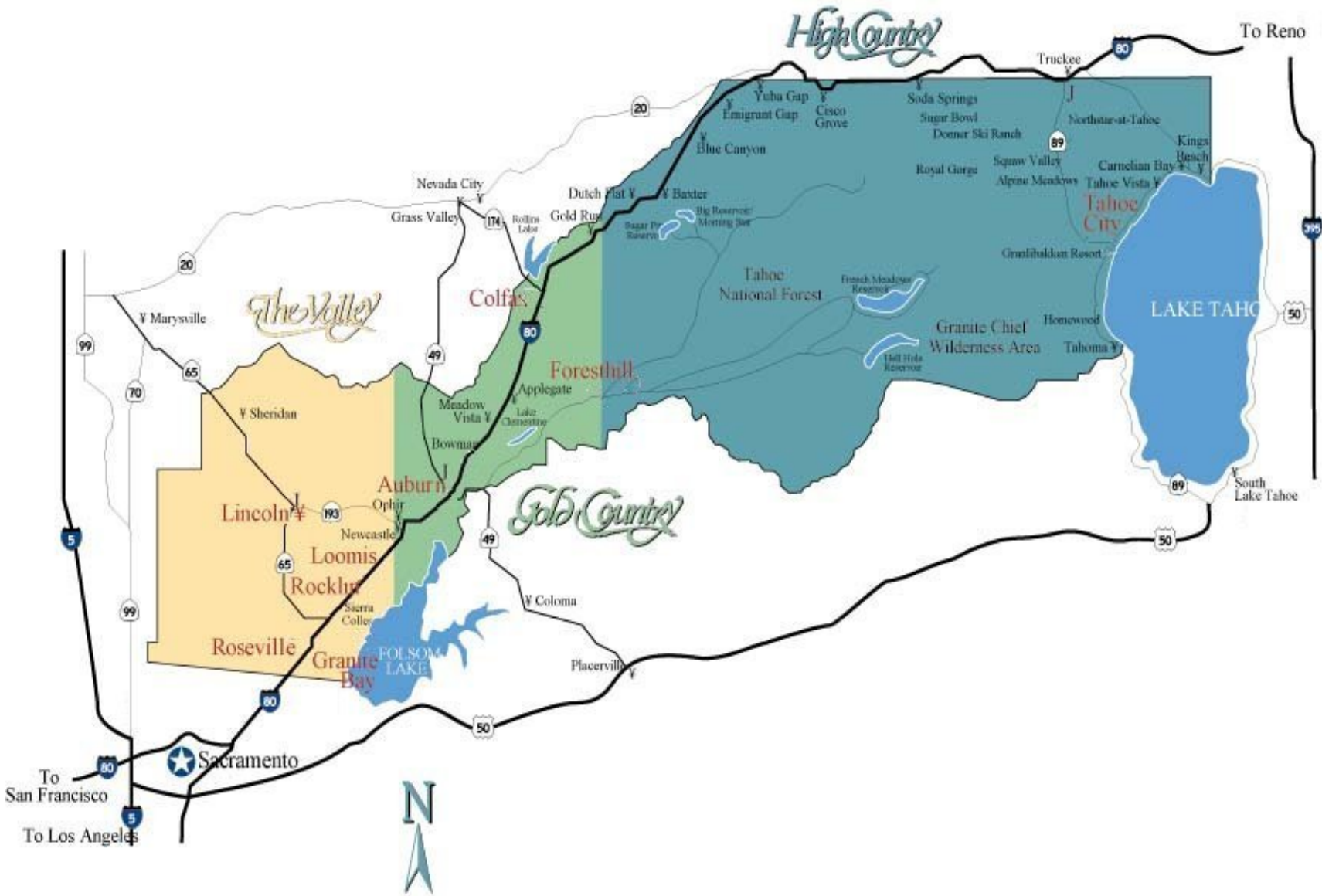
The community information and participation effort has been enhanced by expansion of the agency web page and social media on the Internet, to provide citizens with greater access to agency documents and activities, establishment of a speaker's bureau, and greater emphasis on working with local media outlets. See Work Element 14: Communications and Outreach and individual project work elements for further details.

FY 2019/20

# PCTPA Organizational Chart



**Figure 2**  
**Placer County Location**



## FEDERAL PLANNING FACTORS

Federal Planning Factors are issued by Congress to emphasize specific planning issues from a national perspective, and must be identified in local planning documents. The following summary outlines how and where these planning factors are addressed in the Agency's Overall Work Program:

### **Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.**

- SACOG/MPO Planning Integration (WE 20)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Placer Parkway (WE 40)
- I-80/SR 65 Interchange Improvements (WE 41)
- Highway 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- Project Programming and Reporting (WE 50)
- Regional Transportation Funding Strategy (WE 60)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*The economic vitality of Placer County depends on the ability of businesses, employees, and recreational travelers to get to and from their destinations quickly and easily through a variety of transportation modes. We plan and maintain our transportation systems with a goal of minimizing delays and maximizing choice and efficiency, thereby supporting the economic vitality of the area.*

### **Increase the safety of the transportation system for motorized and non-motorized users**

- Transportation Development Act Administration (WE 11)
- SACOG/MPO Planning Integration (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail Program (WE 35)
- SR 49 Sidewalks Gap Closure (WE 44)
- Project Programming and Reporting (WE 50)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*Safety is an important consideration in project identification, selection, and implementation.*

### **Increase the security of the transportation system for motorized and non-motorized users**

- Transportation Development Act Administration (WE 11)
- Intergovernmental Coordination (WE 12)
- SACOG/MPO Planning Integration (WE 20)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Bikeway Planning (WE 33)
- SR 49 Sidewalks Gap Closure (WE 44)
- Project Programming and Reporting (WE 50)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*Security of our transit and road systems are a key consideration in project identification, selection, and implementation.*

### **Increase the accessibility and mobility of people and for freight**

- TDA Implementation (WE 11)
- SACOG/MPO Planning Integration (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail Program (WE 35)
- Placer Parkway (WE 40)
- I-80/SR 65 Interchange Improvements (WE 41)
- Highway 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Project Programming and Reporting (WE 50)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*Along with integration and connectivity, accessibility and mobility are the cornerstones of our transportation system maintenance and expansion decisions, and extends to all modes.*

### **Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns**

- TDA Implementation (WE 11)
- Intergovernmental Coordination (WE 12)
- Intergovernmental Advocacy (WE 13)
- SACOG/MPO Planning Integration (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail Program (WE 35)
- Placer Parkway (WE 40)

- I-80/SR 65 Interchange Improvements (WE 41)
- Highway 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Regional Transportation Funding Strategy (WE 60)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)

*Environmental assessments, aggressive expansion of alternative transportation modes, and coordination with governmental entities with land use authority are the ways that PCTPA addresses environmental concerns and connections between transportation and land use.*

### **Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight**

- TDA Implementation (WE 11)
- Intergovernmental Coordination (WE 12)
- Intergovernmental Advocacy (WE 13)
- SACOG/MPO Planning Integration (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail Program (WE 35)
- I-80/SR 65 Interchange Improvements (WE 41)
- Highway 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)

*Along with accessibility and mobility, integration and connectivity are the cornerstones of our transportation system maintenance and expansion decisions, and extends to all modes.*

### **Promote efficient system management and operation**

- TDA Implementation (WE 11)
- Intergovernmental Advocacy (WE 13)
- SACOG/MPO Planning Implementation (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Project Programming and Reporting (WE 50)
- Regional Transportation Funding Strategy (WE 60)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*The ever increasing demand for transportation combined with a severe lack of adequate transportation funding has necessitated PCTPA's longstanding focus on increasing the efficiency of our existing transportation systems.*

### **Emphasize the preservation of the existing transportation system**

- TDA Implementation (WE 11)
- SACOG/MPO Planning Implementation (WE 20)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Project Programming and Reporting (WE 50)
- Regional Transportation Funding Strategy (WE 60)
- Freeway Service Patrol (WE 80)

*With transportation funding at a premium, high emphasis is placed on preserving what we've got.*

### **Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation**

- Intergovernmental Coordination (WE 12)
- SACOG/MPO Planning Integration (WE 20)
- Placer Parkway (WE 40)
- I-80/ SR 65 Interchange Improvements (WE 41)
- Highway 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- Regional Transportation Funding Strategy (WE 60)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service patrol (WE 80)

*A truly multi-modal transportation system is able to endure unexpected events while maintaining the mobility of the region. This can only occur through cross-jurisdictional communication and implementation of best practices.*

### **Enhance travel and tourism**

- Transportation Development Act Admin (WE 11)
- Intergovernmental Coordination (12)
- Communication and Outreach (14)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- Bikeway Planning (WE 33)
- SR 49 Sidewalks Gap Closure (WE 44)
- Regional Transportation Funding Strategy (WE 60)
- Corridor Mobility Plan (WE 45)
- Mobility Action Plan (WE 46)
- Freeway Service Patrol (WE 80)

*Reliable transportation options are central to maintaining and attracting visitors to Placer County's vibrant agricultural and historical tourism of the foothills and the national/international draw of the Sierra Nevada's and Lake Tahoe regions.*



## CALTRANS REGIONAL PLANNING ACTIVITIES

As the State Department of Transportation, Caltrans has numerous roles and responsibilities for planning, programming, constructing, operating, and maintaining the state’s transportation system. Caltrans acts as a partner with PCTPA, jurisdictions, tribal governments, and other agencies to implement their various responsibilities. One arm of this effort is the Caltrans’ regional planning activities, which are described below:

ACTIVITY	DESCRIPTION	PRODUCTS
System Planning	Completion of system planning products used by Caltrans and its transportation partners consistent with the System Planning Work plan.	<ul style="list-style-type: none"> <li>• Corridor Studies</li> <li>• Operational Studies</li> <li>• Preliminary Investigations</li> </ul>
Advance Planning	Completion of pre-programming studies (e.g., Project Initiation Documents) so as to be ready to program resources for capital projects.	Project Initiation Documents (PIDs), as indicated in the current Two-Year PID Work Plan.
Regional Planning	Participate in and assist with various regional planning projects and studies.	Participation in the following projects and studies: <ul style="list-style-type: none"> <li>▪ Overall Work Programs (OWP) Development, Review, and Monitoring</li> <li>▪ Regional Transportation Plan (RTP) Development, Review, and Monitoring</li> <li>▪ Participation in Annual Coordination Meetings with Caltrans and Partners</li> <li>▪ Coordination with Caltrans via Technical and Policy Advisory Committees, and ad hoc meetings to discuss projects, plans, issues, etc.</li> <li>▪ Participation in Caltrans Headquarters Office of Regional Planning led meetings to discuss new and revised guidelines and updates to the Planning Program.</li> </ul>
Local Development Review Program	Review of local development proposals potentially impacting the State Highway System.	Assistance to lead agencies to ensure the identification and mitigation of local development impacts to the State Highway System that is consistent with the State’s smart mobility goals.

## **WORK ELEMENT 05**

### **AGENCY ADMINISTRATION: INDIRECT LABOR**

**PURPOSE:** To provide management and administration to all work elements in the Overall Work Program and to conduct day to day operations of the agency.

**BACKGROUND:** PCTPA is a public agency responsible for the administration, planning and programming of a variety of transportation funds. These activities require ongoing organization, management, administration and budgeting. This work element is intended to cover all of the day to day administrative duties of the agency and governing Board.

To clarify for purposes of allowable charges for Caltrans Rural Planning Assistance (RPA) and to specify indirect cost activities for the purposes of Caltrans Indirect Cost Allocation Plan (ICAP), this work element is split into two parts. Work Element 05 includes the majority of the administrative activities of the Agency, including accounting, agenda preparation, Board meetings, personnel activities, front desk coverage, budgeting, general management, and similar tasks.

Work Element 10 separates out the activities related to the development, update, and reporting of the Overall Work Program and Budget.

**PURPOSE:** To specify those elements of the overall Agency Administration that are billable as indirect labor under an approved Indirect Cost Allocation Plan (ICAP).

#### **WORK PROGRAM:**

- Develop agendas and materials for Technical Advisory Committee **Monthly**
- Develop agendas and materials for other PCTPA committees **As Needed**
- Conduct PCTPA Board regular monthly meetings and special meetings as required **Monthly**
- Administer PCTPA FY 2019/20 operating budget **Ongoing**
- Provide general front desk support, including greeting visitors, answering phones, opening and directing mail, and responding to inquiries **Ongoing**
- Participate in staff meetings to coordinate administrative and technical activities **Monthly**
- Prepare quarterly financial reports for auditors and PCTPA Board **Quarterly**
- Prepare timesheets to allocate staff time to appropriate work elements **Ongoing**
- Perform personnel duties, including employee performance reviews, recognitions, and/or disciplinary actions **Annually/as needed**
- Recruit and hire new employees **As needed**
- Administer PCTPA benefit programs **Ongoing**
- Update Administrative Operating Procedures and Personnel Policies to reflect changes in State and Federal law **As Needed**
- Prepare payroll and other agency checks **Bi-weekly**
- Prepare quarterly and annual tax reports **Quarterly**
- Maintain transportation planning files, correspondence and data **Ongoing**
- Maintain ongoing bookkeeping and accounting **Ongoing**

**WORK ELEMENT 05 (continued)**  
**AGENCY ADMINISTRATION: INDIRECT LABOR**

- Maintain and update computer systems and equipment, including all information technology (IT) related tasks **Ongoing**
- Update PCTPA Bylaws to reflect changes in State and Federal law **As Needed**
- Attend governmental and professional conferences and training sessions, such as those offered by the American Planning Association (APA), Urban Land Institute (ULI), American Leadership Forum (ALF), and Institute for Transportation Studies (ITS) **As justified**

**PRODUCTS:**

- PCTPA meeting agendas and staff reports, paper and online versions **Monthly**
- List of warrants **Monthly**
- Quarterly reports of PCTPA operating budget status **Quarterly**
- Updated Bylaws, Operating Procedures and Personnel Policies **As Needed**
- Employee performance reviews **Annually**
- Actuarial analysis of benefit programs **As needed**
- Employee timesheets **Bi-weekly**
- Reports and updates to Board and/or member agencies on Federal, State, and regional programs and policies **Ongoing**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
Various – proportionately spread across all other work elements/fund types	\$358,946\$356,473	PCTPA	\$358,946\$356,473

**WORK ELEMENT 10**  
**AGENCY ADMINISTRATION: OVERALL WORK PROGRAM**

**PURPOSE:** To specify those elements of the overall Agency Administration that are billable as direct costs to Rural Planning Assistance (RPA) funds.

**WORK PROGRAM:**

- Prepare FY 2018/19 Overall Work Program and Budget close out documents **July 2019 – August 2019**
- Prepare amendments to FY 2019/20 Overall Work Program (OWP) and Budget **August 2019 - October 2019, January - ~~February~~March 2020, or as needed**
- Prepare FY 2020/21 Overall Work Program and Budget **January 2020 – May 2020**
- Review and monitor new and proposed programs and regulations applying to transportation planning, such as the Regional Planning Handbook, that may need to be addressed in the Overall Work Program **Quarterly/as needed**

**PRODUCTS:**

- Quarterly progress reports on FY 2019/20 Overall Work Program **Quarterly**
- Conduct FY 2018/19 closeout with Caltrans staff **August 2019**
- FY 2019/20 Overall Work Program and Budget amendments **October 2019, ~~March~~February 2020, or as needed**
- Preliminary Draft FY 2020/21 Overall Work Program and Budget **February 2020**
- Final FY 2020/21 Overall Work Program and Budget **May 2020**

<b>REVENUES</b>		<b>EXPENDITURES</b>		
2019/20 LTF	<del>\$20,841</del> <u>\$20,324</u>	PCTPA	<del>\$45,841</del> <u>\$45,324</u>	
Rural Planning Assistance Funds	<u>25,000</u>			
<b>TOTAL</b>	<del>\$45,841</del> <u>\$45,324</u>		<u>\$45,324</u>	
Percent of budget:				
<del>0.86%</del> <u>0.68%</u>				

## **WORK ELEMENT 11**

### **TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION**

**PURPOSE:** To effectively administer all aspects of the Transportation Development Act (TDA) in the jurisdiction of the Placer County Transportation Planning Agency.

**BACKGROUND:** As the Regional Transportation Planning Agency, the most basic responsibility of PCTPA is to administer TDA funds and related programs. Currently, PCTPA administers TDA funds of nearly \$25 million annually. These funds operate public transit, maintain and construct local roads, and construct bicycle and pedestrian paths. Under the TDA, PCTPA is also responsible for carrying out the annual unmet transit needs process, fiscal audits, performance audits, transit planning, and transit coordination.

#### **WORK PROGRAM:**

- Solicit public comments on unmet transit needs throughout Placer County **September 2019 – December ~~October~~ 2019**
- Review and summarize all comments received regarding unmet transit needs **December 2019**
- Evaluate current existing services and their effectiveness in meeting transit needs and demand **December 2019 – January 2020**
- Prepare a report recommending a finding on unmet transit needs **January 2020 - February 2020**
- Provide for the management of the Local Transportation Fund (LTF) **Ongoing**
- Prepare a final estimate of LTF and STA apportionments for FY 2019/20 **August 2019**
- Prepare a preliminary estimate of LTF and STA apportionments for FY 2020/21 **February 2020**
- Assist claimants with the preparation of project lists, annual claims, and local program administration **Ongoing**
- Provide for the review, approval, and processing of all LTF and other TDA claims and financial transactions **Ongoing**
- Update policies governing review, approval, and processing of all LTF and other TDA claims to ensure timely compliance with TDA law **As needed**
- Maintain a financial status report of TDA and STA claims **Ongoing**
- Provide for an annual financial and compliance audit of PCTPA and each claimant by an independent auditing firm **September 2019 – March 2020**
- Update and administer five year plan for Bicycle and Pedestrian Account funds **Ongoing**
- Monitor legislation pertinent to the Transportation Development Act **Ongoing**
- Provide technical assistance to paratransit operators and monitor activities **Ongoing**
- Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC) **Ongoing**
- Facilitate and monitor activities of the Transit Operators Working Group **Quarterly**
- Coordinate planning efforts for FTA funds to avoid duplication of services and maximize resources **Ongoing**

**WORK ELEMENT 11 (continued)**  
**TRANSPORTATION DEVELOPMENT ACT ADMINISTRATION**

**PRODUCTS:**

- Final Findings of Apportionment for FY 2019/20 **August 2019**
- Preliminary Annual Findings of Apportionment for FY 2020/21 **February 2020**
- A report summarizing the unmet transit needs testimony, including analysis and recommendations for findings of unmet transit needs **February 2020**
- Financial and Compliance Audits of PCTPA and all TDA claimants **March 2020**
- TDA and STA claims **Ongoing**
- SSTAC meeting agendas **Ongoing**
- Transit Operators Working Group meeting agendas **Ongoing**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
2019/20 LTF	<del>\$171,762</del> <u>\$161,320</u>	PCTPA	<del>\$130,562</del> <u>\$120,120</u>
		Legal	500
		Notifications and outreach	1,000
		Fiscal Audit Consultant	<u>39,700</u>
<b>TOTAL</b>	<del>\$171,762</del> <u>\$161,320</u>		<del>\$171,762</del> <u>\$161,320</u>
Percent of budget:			
<del>3.21%</del> <u>2.43%</u>			

## **WORK ELEMENT 12 INTERGOVERNMENTAL COORDINATION**

**PURPOSE:** To share information and coordinate with outside agencies and jurisdictions on matters pertinent to the development of effective transportation plans and projects.

### **BACKGROUND:**

PCTPA works very closely and continuously with numerous outside agencies as a way of coordinating our planning efforts. In particular, we work with the Sacramento Area Council of Governments (SACOG), as the Metropolitan Planning Organization (MPO) for our area, to implement Federal and State transportation programs. While many of our interactions are specified under our Memorandum of Understanding, regional interests and overlapping jurisdictions provide additional need for close coordination. On a larger regional basis, PCTPA works closely with the Tahoe Regional Planning Agency (TRPA) and Nevada County Transportation Commission (NCTC) on connections both to and within the Truckee/North Tahoe area. On a statewide basis, we work closely to coordinate and share information with the California Transportation Commission (CTC), as well as other regional agencies through groups such as the Regional Transportation Planning Agency (RTPA) Group, Rural Counties Task Force (RCTF), and California Association of Councils of Government (CALCOG). In addition, PCTPA works in close coordination with the Placer County Air Pollution Control District (APCD) in regards to transportation/air quality issues.

Given PCTPA's somewhat unique mix of rural and urban perspective, expertise in transportation planning and funding, and proximity to Sacramento, PCTPA staff is often asked to advise or participate on advisory committees and ad-hoc efforts on a variety of transportation planning issues. As many of these efforts spring up in response to current situations, it's impossible to anticipate every instance that might occur throughout a given year. These can range from providing input on multi-jurisdiction corridor plans to strategic planning on improving mobility in a particular geographic area to participating on a task force to develop guidelines to implement the Governor and/or State Legislature's latest transportation initiative.

### **WORK PROGRAM:**

- Participate in ad hoc and standing Caltrans policy and technical advisory committees, such as the Regional-Caltrans Coordinating Group **Bi-monthly/as scheduled**
- Participate in ad hoc and standing SACOG policy and technical advisory committees, such as Regional Planning Partnership and Transportation Committee **Monthly/as scheduled**
- Participate at California Transportation Commission meetings and workshops **Monthly/as scheduled**
- Participate in Statewide Regional Transportation Planning Agency Group meetings and subcommittees **Monthly/as scheduled**
- Participate in Statewide Rural Counties Task Force meetings **Bi-monthly/as scheduled**
- Participate in information sharing activities at California Council of Governments (CALCOG) meetings and conferences **Bi-monthly/as scheduled**
- Participate in Tahoe-focused planning efforts **As scheduled**

**WORK ELEMENT 12 (continued)**  
**INTERGOVERNMENTAL COORDINATION**

- Coordinate with the Placer County Air Pollution Control District, Sacramento Metropolitan Air Quality Management District, SACOG, and the California Air Resources Board to develop strategies to reduce air pollution **Ongoing**
- Attend city council and Board of Supervisors meetings **As needed**
- Coordinate and consult with the United Auburn Indian Community of the Auburn Rancheria, including attending tribal meetings **As needed**
- Coordinate with and inform jurisdictions on potential changes in State or Federal planning policies **As needed**
- Hold technical workshops for Placer County jurisdictions **As needed**
- CALCOG California Academy for Regional Leaders **Bi-monthly**

**PRODUCTS:**

- Staff reports to Board and jurisdictions on pertinent topics **As needed/in accordance with above schedules**
- Commentary on white papers, draft plans and policies, and similar correspondence and communications to other governmental agencies **As needed/in accordance with above schedules**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
FY 2019/20 LTF		PCTPA	<del>\$121,988</del> <u>\$132,651</u>
State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM)	20,000	<u>CALCOG Travel Expenses</u>	<u>\$4,000</u>
<u>CALCOG Grant</u>	<u>\$4,000</u>		
<b>TOTAL</b>	<del>\$101,988</del> <u>\$112,651</u>		<del>\$121,988</del> <u>\$136,651</u>
Percent of budget:	<del>2.28%</del> <u>2.06%</u>		



## **WORK ELEMENT 13 INTERGOVERNMENTAL ADVOCACY**

**PURPOSE:** To represent Agency needs and priorities with outside agencies and jurisdictions on matters pertinent to transportation planning, programming, and funding.

**BACKGROUND:** The actions of State and Federal legislative bodies and regulatory agencies have a huge impact on the effectiveness of PCTPA's efforts to plan, program, fund, and implement transportation improvements. Legislative bodies and regulatory administrators often propose policies to improve one issue while creating major challenges elsewhere. It is therefore critical to represent the Agency's positions with these entities, make sure they understand the impacts, and do our best to ensure that their actions and activities reflect PCTPA needs. Staff efforts are augmented by our Federal and State advocates, who advise and advocate on our behalf, as well as teaming with other entities with like interests, all with an eye to maximize the effectiveness of our efforts.

In FY 2016/17, the Board directed staff to explore the introduction of legislation to allow Placer to subdivide the county into transportation sales tax districts. The goal of this effort is to have legislation adopted by the State in 2019.

### **WORK PROGRAM:**

- Participate in Sacramento Metro Chamber's annual Cap-to-Cap and State legislative advocacy effort **January 2020 – June 2020**
- Participate in Statewide California Council of Governments (CALCOG) advocacy efforts **Ongoing/as needed**
- Participate with ad-hoc coalitions and groups to advocate for shared priorities in transportation projects and funding, such as the Fix Our Roads coalition **As needed**
- Develop annual Federal legislative and advocacy platform **November 2019 – January 2020**
- Develop annual State legislative and advocacy platform **November 2019 – February 2020**
- Monitor and analyze pertinent legislation **Ongoing**
- Monitor and analyze regulatory agency directives and policies **Ongoing**
- Communicate Agency positions on pertinent legislation and regulatory directives **As needed**
- Meet with State and Federal legislators and their staff to discuss Agency issues **As needed**
- Assist, facilitate, and advocate for jurisdiction transportation issues with State and Federal agencies **As needed**
- Craft and advocate for Board sponsored legislation, such as for a transportation sales tax district **July 2019 - ongoing**

### **PRODUCTS:**

- Attend Self-Help Counties Focus on the Future Conference ~~October 2019~~ November 2019
- 2019 Federal Legislative Platform **January 2020**
- 2019 State Legislative Platform **February 2020**
- Information packages or proposals for priority programs and projects **As needed**
- Information packages on high priority projects for Federal and State advocacy **March 2020**
- Analysis and recommendations on Federal and State legislative proposals **As needed**

**WORK ELEMENT 13 (continued)**  
**INTERGOVERNMENTAL ADVOCACY**

- Letters supporting or opposing pertinent legislation **As needed**
- Transportation sales tax district legislation text and amendments **July 2019/as needed**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
FY 2019/20 LTF	<del>\$108,787</del> <u>\$114,847</u>	PCTPA	<del>\$36,287</del> <u>\$42,347</u>
Interest	<u>4,000</u>	Travel/direct expenses	10,000
		State Advocacy Consultant	30,000
		Federal Legislative Advocate	<u>36,500</u>
<b>TOTAL</b>	<del>\$112,787</del> <u>\$118,847</u>		<del>\$112,787</del> <u>\$118,847</u>
Percent of budget:			
<del>2.11%</del> <u>1.79%</u>			

## **WORK ELEMENT 14 COMMUNICATIONS AND OUTREACH**

**PURPOSE:** To inform the public of the Agency's activities and issues of interest, and to gather effective public input

**BACKGROUND:** As the transportation system in California and in Placer County faces more and greater challenges, it is even more critical that the public be aware and informed about transportation issues, the role of PCTPA, and the activities we are doing now and planning for the future. This awareness translates to a higher level of public discussion and informed approaches to dealing with transportation issues.

As the Regional Transportation Planning Agency (RTPA) for Placer County, PCTPA serves as a clearinghouse of information about transportation issues as they may affect citizens, businesses, and travelers. Many of those issues are in regards to future plans, while others may concern existing conditions. This work element is intended to cover all of the day to day communications activities of the Agency and governing Board.

This work element covers the more general outreach and input that is important to dealing with transportation issues. Specific outreach for specific efforts, including transit and rail, I-80/SR 65 Interchange, SR 65 Widening, I-80 Auxiliary Lanes, SR 49 Sidewalks Gap Closure, and the Regional Transportation Funding Strategy are covered under those work elements. Advocacy and lobbying, including policy advocacy outreach or requests for project funding, are covered under Work Element 13: Intergovernmental Advocacy.

### **WORK PROGRAM:**

- Develop and distribute informational pieces to the public, such as brochures, about Agency activities and responsibilities **Ongoing**
- Provide outreach and presentations to interested groups, such as Municipal Advisory Committees, Chambers of Commerce, neighborhood associations, and business groups, on Agency activities and responsibilities **Ongoing/as requested**
- Provide information about transportation options for the general public, including distribution of schedules and informational pieces about transit trip planning, at the Agency offices **Ongoing**
- Solicit and facilitate input of public on transportation issues by specifically including Agency website address, e-mail address, phone number, fax number, and physical address in all outreach materials. **Ongoing**
- Seek opportunities for partnerships with jurisdictions, tribal governments, community groups, and others to provide greater breadth of outreach **Ongoing**
- Review local newspapers and news outlets' coverage of issues that affect transportation and disseminate to Boardmembers, jurisdictions, the public, and other appropriate parties **Ongoing**
- Provide prompt responses to public inquiries and concerns, including raising them to Advisory Committee or Board attention as appropriate **Ongoing**
- Design, update, and keep current agency website - [www.pctpa.net](http://www.pctpa.net) **Ongoing**
- Post agenda and minutes on agency web site **Monthly**

**WORK ELEMENT 14 (continued)**  
**COMMUNICATIONS AND OUTREACH**

- Provide recordings of Agency Board meetings to local media for broadcast on community television **Monthly**
- Provide outreach and respond to inquiries by the media to provide information and analysis of transportation issues that face Placer County and highlight agency activities and input opportunities, including television, radio, newspapers, and other media **Ongoing**
- Implement and update social media policy to guide staff and consultants in the parameters for social media postings on behalf of the Agency **Ongoing/As needed**
- Develop and implement social media program to highlight transportation programs, projects, issues, and other information pertinent to the traveling public **Ongoing**
- Develop and distribute “e-newsletter” with updates on transportation projects and programs, spotlighting current and upcoming transportation issues **Bi-monthly**
- Hold meetings, workshops, and/or events to capture public attention, disseminate information, and/or solicit input about transportation issues **Ongoing**
- Bring attention to milestones on transportation projects and programs through signage, events, social media, websites, and other appropriate methods **Ongoing/As needed**
- Develop marketing and outreach materials for programs that provide transportation options in Placer County **Ongoing**
- Create, maintain and update agency websites that provide education and information regarding transportation options in Placer County **Ongoing**
- Provide support for alternatively fueled vehicles, including EV charging station **Ongoing**
- Actively participate as a member of the TNT/TMA and support public education and outreach activities applicable to the Truckee-North Tahoe area **Ongoing**

**PRODUCTS:**

- Information pieces, such as Power Point presentations and brochures, about Agency activities and responsibilities **Ongoing**
- PCTPA “e-newsletter” **Bi-monthly**
- Social media postings **Ongoing**
- Community television DVDs of Board meetings **Monthly**
- Agency web site updates **Ongoing**
- Board agenda postings on website **Monthly**
- Project and event signage **As needed**
- Meeting notifications and advertising **As needed**
- Project and event website construction and maintenance **As needed**
- Fact sheets, program and project summaries, and other printed materials **As needed**
- Coordinated Transit Schedules **Ongoing**
- Nevada Station Electric Vehicle Station operation reports **Ongoing**
- TNT/TMA progress reports and invoices **Quarterly**

**WORK ELEMENT 14 (continued)**  
**COMMUNICATIONS AND OUTREACH**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
FY 2019/20 LTF	<del>\$126,972</del> <u>\$127,215</u>	PCTPA	<del>\$110,573</del> <u>\$110,816</u>
CMAQ	<u>40,501</u>	Communications Consultant	47,500
		Meeting notifications/advertising	1,000
		TNT/TMA Education/Outreach	6,400
		Alternative Fuel Vehicle	<u>2,000</u>
		Marketing/Support	
<b>TOTAL</b>	<del>\$167,473</del> <u>\$167,716</u>		<del>\$167,473</del> <u>\$167,716</u>
Percent of budget:			
<del>3.13%</del> <u>2.53%</u>			

**WORK ELEMENT 15  
BUILDING ADMINISTRATION**

**PURPOSE:** To provide management and administration of the Agency's office property.

**BACKGROUND:** The Agency purchased the Nevada Station building, located adjacent to the Auburn Multimodal Station, to serve as the Agency’s permanent office space. The office property totals 16,810 square feet, and includes several rental spaces in addition to the Agency's area. Management and operation of the facility is part of that ownership responsibility.

**WORK PROGRAM:**

- Maintain accounting for revenue and expenses for the office property **Ongoing**
- Collect rents as scheduled, implementing collection procedures as necessary **Monthly**
- Work with tenants and contractors to ensure all maintenance and repair issues are identified and resolved quickly and completely **Ongoing**
- Contract with qualified individuals and firms to provide maintenance and repairs on a timely and cost-effective basis **As needed**
- Work with leasing agent to secure tenants and negotiate leases **As needed**

**PRODUCTS:**

- Accounts receivable, accounts payable, balance sheets, and other accounting records **Ongoing**
- Tenant leases **As needed**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
Building revenue funds	<del>\$33,539</del> <u>\$33,373</u>	PCTPA	<del>\$33,539</del> <u>\$33,373</u>
Percent of budget:			
<del>0.63%</del> <u>0.50%</u>			

## **WORK ELEMENT 20**

### **SACOG/MPO PLANNING INTEGRATION**

**PURPOSE:** To update the Placer County Regional Transportation Plan and coordinate with SACOG on the development of the Metropolitan Transportation Program (MTP) and Sustainable Communities Strategies (SCS).

**BACKGROUND:** Regional Transportation Planning Agencies (RTPAs) are required to update their RTPs every five years. The current Placer County Regional Transportation Plan (RTP) 2036 was adopted by the Board in February 2016. The RTP provides the long-range, comprehensive direction for transportation improvements within Placer County. The RTP includes regional transportation goals, objectives, and policies that guide the development of a balanced, multi-modal transportation system. The RTP also includes a financial analysis that forecasts transportation funding available over the twenty year horizon of the plan.

PCTPA actively participated with SACOG and our other regional partners in the update of the six-county Metropolitan Transportation Plan (MTP), which was adopted concurrently with the PCTPA RTP in February 2016. Technical reasons for this joint effort include reference to the PCTPA/SACOG Memorandum of Understanding (MOU) dated April 11, 2001, which states SACOG provides air quality conformity and other federal requirements for the RTP.

The SACOG MTP also meets all the latest requirements of SB375 and AB32, which includes the consideration of the integration of land use, transportation, and air quality. Moreover, the plan also includes the required Sustainable Communities Strategies to implement these plans. The collaborative approach provided by the coalition of transportation partners throughout the six-county region means improved interregional coordination, as well as ensuring that Placer projects and priorities are integrated into a cohesive regional plan as provided in the MOU.

Staff kicked off the development of the 2040 RTP in FY 2017/18. The 2040 RTP will incorporate the most recent planning requirements identified in the 2017 RTP Guidelines for RTPAs, the latest project information, and revenue assumptions for the region. The 2040 RTP will incorporate the work of and coordination with SACOG's MTP/SCS update to ensure consistency between the planning efforts due to the complexity and dynamic planning environment in the Sacramento Region. The parallel schedules of the two efforts creates an opportunity to maximize efficiencies and effectiveness in addressing Placer's needs and goals. The technical coordination with SACOG will consist of the following activities:

- Regional Transportation Modeling and Analysis – PCTPA (SACOG Project #100-002-01P)
  - This project includes SACOG staff time for Placer County-related travel demand and transportation modeling, data assembly, analysis, and monitoring work.

## **WORK ELEMENT 20 (continued)**

### **SACOG/MPO PLANNING INTEGRATION**

- Data Development, Monitoring, and Support – PCTPA (SACOG Project #100-005-02P)
  - This project includes SACOG staff time for work on updating Placer County-related housing, employment, land use, and local agency general plan data and 2016 base year conditions for the 2020 MTP/SCS. The inventories developed under this project are used to both support work by internal teams and member agency staff through SACOG’s Information Resources Center.
- 2020 Metropolitan Plan/Sustainable Communities Strategy (MTP/SCS) – PCTPA (SACOG Project #100-006-04P)
  - This project includes SACOG staff time for Placer County-related MTP/SCS implementation work.

#### **PREVIOUS WORK:**

- Developed materials and co-hosted public workshop with SACOG **October 2018**
- Developed draft list of transportation projects and revenue assumptions **July-September 2018**
- Coordinated with SACOG and update anticipated transportation funding through 2040 **July – December 2018**
- Updated RTP elements for each transportation mode **October 2018 – March 2019**
- Released Notice of Preparation for environmental document **May June 2019**

#### **WORK PROGRAM:**

##### PCTPA

- Participate in statewide RTP Guidelines update efforts **As needed**
- Monitor and track amendments to the SACOG 2016 MTP/SCS and/or the PCTPA RTP **Monthly**
- Work with SACOG on the update of the Placer County-related portion of the travel demand model (SACOG Project #100-002-01P) **Quarterly**
- Work with SACOG on the update of socio-economic data for the Placer County-related portion of the travel demand model (SACOG Project #100-005-02P) **Quarterly**
- Congestion Management Plan updates **As needed**
- Prepare RTP environmental document **July June 2019 – December 2019**

##### SACOG

- Tracking and data assembly for Placer County, including integration of efforts with the Congestion Management Process **Quarterly**
- Update land use, demographic, and transportation datasets representing conditions in 2016 that are integral to the development of the MTP/SCS **June 2019 – February 2020**
- Maintain up-to-date inventories of available data on housing, employment, land use, and local agency general plans in the region **June 2019 – July 2020**
- Integrate housing, employment, and general plan information with parcel data sets and land development economic data **June 2019 – July 2020**
- Support local implementation of the MTP/SCS principles with technical planning assistance **Quarterly**



**WORK ELEMENT 20 (continued)**  
**SACOG/MPO PLANNING INTEGRATION**

- Develop funding and implementation strategies for near-term significant projects identified in the 2020 MTP/SCS that provide regional benefit **February 2020 – June 2020**

**PRODUCTS:**

PCTPA

- Amendments to the PCTPA RTP **As needed**
- Coordination with SACOG on travel demand modeling and MTP/SCS implementation **Monthly**
- SACOG travel demand model transportation network (SACOG Project #100-002-01P) **February 2020**
- SACOG travel demand model employment file (SACOG Project #100-005-02P) **February 2020**
- Coordinate with SACOG on Congestion Management Plan updates **As needed**
- PCTPA/SACOG RTP/MTP workshop agenda and materials **As needed**
- RTP progress reports and documents **July 2019 – June 2020**
- Release Draft RTP Document for public comment **August 2019**
- Release Draft RTP Environmental Document for public comment **August 2019**
- Adopt Final RTP Document **December 2019**
- Adopt Final RTP Environmental Document **December 2019**

SACOG

- Data support and coordination between the 2020 MTP/SCS and PCTPA RTP update **December 2019**
- Update of the transportation model network including Placer County **February 2020**
- Land Use inventories used in MTP base year, RHNA funding round (housing permits and total units, employment / jobs, affordable housing inventory) for Placer County **June 2020**
- Transportation infrastructure inventories used in ATP Funding, Outside Agency Grant Applications (bike lanes, transit lines & stations, bike share infrastructure) for Placer County **June 2020**
- Economic activity data for Peer Benchmarking, Progress Report (Moody's, Bureau of Economic Analysis, ACS) for Placer County **June 2020**
- Environmental data layers for MTP EIR Analysis & Documentation (flood zones, wetlands, open space, farmland & crops, Williamson Act) for Placer County **June 2020**
- Support local jurisdictions interested in using the MTP/SCS to take advantage of the CEQA streamlining benefits in SB 375 with data and modeling tools, as applicable **Quarterly**

**WORK ELEMENT 20 (continued)**  
**SACOG/MPO PLANNING INTEGRATION**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$171,200</del> <u>\$194,564</u>	SACOG	<del>\$443,875</del> <u>\$478,689</u>
Rural Planning Assistance	397,000	PCTPA	<del>163,324</del> <u>151,875</u>
		Legal	1,000
Planning, Programming, and Monitoring (PPM)	<u>60,000</u>		
		Environmental/Traffic Consultant	<u>20,000</u>
<b>TOTAL</b>	<del>\$628,200</del> <u>\$651,564</u>		<del>\$628,200</del> <u>\$651,564</u>
Percent of budget:			
<del>11.74%</del> <u>9.83%</u>			

## **WORK ELEMENT 21**

### **REGIONAL TRANSPORTATION PLAN PUBLIC OUTREACH**

**PURPOSE:** To engage the public on the development of the 2040 Regional Transportation Plan (RTP) development through a series of on-line virtual workshops.

**BACKGROUND:** Regional Transportation Planning Agencies (RTPAs) are required to update their RTPs every five years. With the adoption of the 2017 RTP Guidelines for RTPAs, there is greater pressure to ensure measurable benefits not only in the RTP investment portfolio, but through our education and outreach efforts. We also learned through a series of statistically valid public polls implemented during the development of our 2036 RTP, adopted in February 2016, that residents are generally unaware of planned transportation improvements and program throughout the region.

In an effort to continually improve our outreach efforts and satisfy the updated RTP Guidelines, PCTPA received a Rural Planning Assistance (RPA) grant from Caltrans to enhance our 2040 RTP outreach efforts. The grant will assist PCTPA in going beyond the traditional workshop outreach format to develop “virtual workshop” that residents can participate in at their convenience. The “virtual workshops” will be grounded with a strong social media and direct email campaign that employs questionnaires, interactive web maps, and preference surveys to gain input on various subjects. This is especially important in a county such as Placer that transitions from a suburban development pattern in southwestern to much smaller rural communities in the foothills and the resort destinations in the Tahoe Resort Triangle area.

#### **PREVIOUS WORK:**

- Developed a Public Outreach Plan and identify stakeholders from various public, private and community-based organizations in Placer County **March - April 2019**
- Developed a series of on-line virtual workshops targeted at understanding Placer residents’ opinions on transportation issues, funding priorities for transportation improvements, and validating transportation projects **March – June 2019**
- Developed and implemented social media posts and direct email campaigns to drive stakeholders to on-line virtual workshops **March – June 2019**

#### **WORK PROGRAM:**

- Incorporate on-line virtual workshop feedback into RTP report chapters **July 2019 – August 2019**
- Notify the public about the Public Review period for the Draft 2040 RTP and Environmental Document **August 2019**
- Notify the public about the Adoption and Certification of the Final 2040 RTP and Environmental Document **December 2019**
- Prepare and submit progress reports and reimbursement requests to Caltrans **Ongoing**

#### **PRODUCTS:**

- Public Involvement Summary Memo **July 2019**
- RTP Fact Sheets and Material **July – December 2019**

**WORK ELEMENT 21 (continued)**  
**REGIONAL TRANSPORTATION PLAN PUBLIC OUTREACH**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$427</del> <u>\$422</u>	PCTPA	<del>\$1,427</del> <u>\$1,422</u>
FY 17/18 Rural Planning Assistance Grant	<u>10,000</u>	Public Outreach Consultant	<u>9,000</u>
<b>TOTAL</b>	<del>\$10,427</del> <u>\$10,422</u>		<del>\$10,427</del> <u>\$10,422</u>
Percent of budget:			
<del>0.19%</del> <u>0.16%</u>			

## **WORK ELEMENT 23**

### **WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY (CTSA) ADMINISTRATION**

**PURPOSE:** To provide staffing and administrative support for the Western Placer Consolidated Transportation Services Agency (CTSA) Joint Powers Authority (JPA).

**BACKGROUND:** The Consolidated Transportation Service Agency (CTSA) designation was created by California law as a means of strengthening and coordinating the social service transportation programs of nonprofit organizations and, where appropriate, to serve as the focus for consolidation of functional elements of these programs, including the provision of transportation services. For Placer County, the CTSA designation was held by Pride Industries from 1997 until they resigned effective December 31, 2007.

When no other suitable candidate was found to undertake the role, the seven jurisdictions of Placer County formed a Joint Powers Authority to take on the role of the CTSA. The result was the Western Placer CTSA JPA, which was created on October 13, 2008 by Placer County and the cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, and the Town of Loomis to provide CTSA services. Under the terms of the JPA, PCTPA provides administrative services for the JPA.

#### **WORK PROGRAM:**

- Provide administrative, accounting, and staff support for the CTSA JPA **Ongoing**
- Oversee the implementation of CTSA as delineated in the Joint Powers Agreement, including Health Express, My Rides, Transit Ambassador Program, and the South Placer Transportation Call Center per Memorandum of Understanding **Ongoing**
- Implement bus pass subsidy program **Ongoing**
- Implement WPCTSA and Fixed Route SRTP recommendations as needed **Ongoing**
- Develop agenda items for CTSA Board and advisory committees **Monthly/as needed**
- Provide financial information to Board **Ongoing**
- Provide information and reports to interested groups, and citizens **Ongoing**

#### **PRODUCTS:**

- Joint Powers Agreement amendments **As needed**
- Memorandum of Understanding amendments **As needed**
- CTSA FY 2019/20 Budget updates **As needed**
- CTSA FY 2020/21 Budget **May 2020**
- Contracts for CTSA transit services **Annually/as needed**
- CTSA Board agendas and minutes **Quarterly/as needed**
- CTSA financial reports **Quarterly**
- Reports, audits, and other documentation required of CTSA's **July 2019 – June 2020/as needed**

**WORK ELEMENT 23 (continued)**  
**CTSA ADMINISTRATION**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF – Article 4.5	<del>\$122,934</del> <u>\$121,511</u>	PCTPA	<del>\$122,934</del> <u>\$121,511</u>
<b>TOTAL</b>	<del>\$122,934</del> <u>\$121,511</u>		<del>\$122,934</del> <u>\$121,511</u>
Percent of budget:			
<del>2.30%</del> <u>1.83%</u>			

## **WORK ELEMENT 27**

### **AIRPORT LAND USE COMMISSION/AVIATION PLANNING**

**PURPOSE:** To administer the Placer County Airport Land Use Commission (ALUC), Airport Land Use Comprehensive Plan (ALUCP), and related aviation activities.

**BACKGROUND:** PCTPA's aviation planning activities include administration of the Airport Land Use Commission (ALUC), and providing technical assistance. Placer County has two public-use airports at Auburn and Lincoln, and an emergency airstrip at Blue Canyon.

PCTPA coordinates with the California Department of Transportation, Division of Aeronautics for ALUC planning activities and funding. As the designated Airport Land Use Commission (ALUC) for Placer County, PCTPA is responsible for defining planning boundaries and setting standards for compatible land uses surrounding airports. ALUCs have two primary functions under State law. The first is the adoption of land use standards that minimize the public's exposure to safety hazards and excessive levels of noise. The second is to prevent the encroachment of incompatible land uses around public-use airports. This involves review of land use proposals near airports as delineated in the Airport Land Use Compatibility Plan. This analysis, particularly for more complex reviews, may require the use of consultant services.

While the Truckee- Tahoe Airport is predominantly in Nevada County, part of the runways and overflight zones are in Placer County. Under agreement reached in 2010, the ALUC designation for the Truckee-Tahoe Airport lies with the Nevada County Transportation Commission (NCTC), augmented by a representative appointed by the Placer County Board of Supervisors so that Placer interests are represented appropriately.

A key task for the ALUC is the implementation of the Airport Land Use Compatibility Plan (ALUCP). This adds a review of local land use proposals in the areas surrounding the airports to determine whether they are consistent with the current ALUCP adopted in early 2014. ~~The City of Auburn updated their Airport Master Plan, which is expected to be completed in 2019, which triggers the need to update the ALUCP to make sure the two documents conform. The City of Auburn submitted their updated Airport Layout Plan and Narrative Report for consistency review in May 2019 and the ALUC Board directed staff in August 2019 to update the ALUCP to make sure the two documents conform.~~

#### **WORK PROGRAM:**

- Participate in interagency aviation meetings **As Needed**
- Review development projects for consistency with ALUCP **As Needed**
- Provide staff support for aviation agencies, local jurisdictions and ALUC **Ongoing**
- Administer funds and programs for local jurisdictions **Ongoing/as needed**
- Participate in RTPA Aviation group **Quarterly**
- Work with SACOG to represent Placer interests in the ALUCP for the McClellan Airport **In accordance with SACOG schedule/as needed**
- Review Auburn Airport Layout Plan and Narrative Report Update Master Plan Update for consistency with ALUCP ~~As Needed~~ May 2019 – August 2019

**WORK ELEMENT 27 (continued)**  
**AIRPORT LAND USE COMMISSION/AVIATION PLANNING**

- Update the ALUCP to reflect the Auburn Airport **Layout Plan and Narrative Report Update Master Plan Update** **In accordance with City of Auburn schedule September 2019 – FY 2020/21**
- Review existing ALUC fee structure to determine need to update

**PRODUCTS:**

- Determinations of land use proposal consistency with ALUCP, including public hearings **As needed**
- Updated jurisdiction land use plans/maps, zoning codes, or other planning documents to reflect the updated ALUCP **According to jurisdiction schedule**
- Grant proposals, funding plans, and interagency agreements **Ongoing/as needed**
- ALUC meeting agendas **As needed**
- Request for Proposal and contract to update the ALUCP to reflect the Auburn Airport **Layout Plan and Narrative Report Update Master Plan Update** **In accordance with City of Auburn schedule September 2019 – FY 2020/21**
- Updated ALUC Fee Structure **June 2020**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$96,580</del> <u>\$115,094</u>	PCTPA	<del>\$63,580</del> <u>\$75,794</u>
ALUC Fees	6,500	Legal	1,000
City of Auburn	<del>13,000</del> <u>6,700</u>	Airport Conformity Consultant	7,500
		Outreach and Notification Expenses	4,000
		ALUCP Consultant	<u>40,000</u>
<b>TOTAL</b>	<del>\$116,080</del> <u>\$128,294</u>		<del>\$116,080</del> <u>\$128,294</u>
Percent of budget:			
<del>2.17%</del> <u>1.94%</u>			



## **WORK ELEMENT 33 BIKEWAY PLANNING**

**PURPOSE:** To provide ongoing bicycle planning, safety education and coordination services.

**BACKGROUND:** In FY 2010/11, PCTPA completed the North Tahoe-Truckee Resort Triangle Bicycle and Trail Plan with the Tahoe Regional Planning Agency (TRPA), Nevada County Transportation Commission (NCTC), and the North Lake Tahoe Resort Association (NLTRA) in support of the NLTRA's goal to become designated as a Bicycle Friendly Community, which has now been achieved. In FY 2016/17 and 2017/18, staff led an update to the 2002 Regional Bikeway Plan for the unincorporated communities in western Placer County, which was adopted in June 2018. The Regional Bikeway Plan provided a new vision for bikeways within the rural communities, between incorporated cities, and the touring routes enjoyed by enthusiasts with an eye toward identifying projects to compete in the statewide Active Transportation Program.

PCTPA will update, print, and distribute the Countywide Bikeway Map as it has annually since 2010. Staff will also continue to monitor bicycle planning and implementation needs, and coordinate with SACOG, Caltrans, and jurisdictions on bicycle issues.

PCTPA will also partner with SACOG on a Caltrans Sustainable Communities funded six-county Regional Parks and Trails Strategic Development Plan. This study is a joint effort between SACOG, EDCTC, PCTPA, and Valley Vision to develop a community and business-supported vision and strategic implementation approach for a connected regional trail system using public outreach, data analysis, and project prioritization. The ultimate system will create low-stress access for disadvantaged populations to parks and other community destinations to add to the region's sustainability and quality of life through increased active transportation opportunities that can improve public health.

### **WORK PROGRAM:**

- Coordinate efforts with PCTPA's Bicycle Advisory Committee and other stakeholders, including SACOG and Caltrans **Ongoing**
- Coordinate with local jurisdictions on bicycle funding opportunities and grant programs **Ongoing**
- Participate in the Regional Bicycle Steering Committee and regional marketing efforts of May is Bike Month **February 2020 – May 2020**
- Using enhanced computer software capabilities, update countywide bikeway maps in-house **Ongoing**
- Print and distribute updated countywide bicycle maps **June 2020/Ongoing**
- Coordinate efforts with Caltrans District 3 on their district-wide bicycle facilities mapping effort **As needed**
- Explore opportunities for acquisition of abandoned railroad rights-of-way for bikeways **As needed**
- Participate in SACOG Regional Parks and Trails Strategic Development Plan **As needed**

**WORK ELEMENT 33 (continued)**  
**BIKEWAY PLANNING**

**PRODUCTS:**

- Bikeway funding applications **As needed**
- Updated Placer Countywide Bikeway Map **May 2020/As needed**
- Regional Bicycle Steering Committee agendas **July 2019 – February 2020**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$22,929</del> <u>\$24,556</u>	PCTPA	<del>\$20,229</del> <u>\$21,856</u>
CMAQ	\$2,000	Graphics/printing	4,700
<b>TOTAL</b>	<del>\$24,929</del> <u>\$26,556</u>		<del>\$24,929</del> <u>\$26,556</u>
Percent of budget:			
<del>0.47%</del> <u>0.40%</u>			

## **WORK ELEMENT 35**

### **RAIL PROGRAM**

**PURPOSE:** To support and enhance the success of Capitol Corridor rail service in Placer County, to administer the agency's passenger rail, freight rail and rail grade crossing programs, and to maximize the rail funding available to local jurisdictions.

**BACKGROUND:** PCTPA's rail program includes rail system planning, rail program administration and financing, and technical assistance. PCTPA's top rail priority is intercity rail and therefore is an active member of the Capitol Corridor Joint Powers Authority (CCJPA) and its subcommittees. Intercity rail requires extensive work and coordination with Amtrak, Union Pacific, Caltrans and the CCJPA. PCTPA also provides a critical network of support for the service, working with jurisdictions and CCJPA staff to provide stations, platforms, connector buses, and other amenities required for the ongoing success of the service. The State provides operating funds to CCJPA under the provisions of interagency and fund transfer agreements.

The long-standing focus of Placer's rail program is to enhance rail service to Placer County. One manifestation of that priority has been work to extend passenger service to Reno. A Reno Rail Conceptual Plan was completed in FY 2004/05, but further efforts have been on hold pending ongoing discussions and negotiations with Union Pacific Railroad about the capacity improvements that would be needed to make partially or completely implement these plans. An underlying recognition with these enhancements to passenger rail is that it would also support and enhance goods movement, and may be moved forward through use of State grants for Cap and Trade.

More recently, the rail passenger capacity improvement discussion has focused on improvements to the UP rail "bottleneck" between Sacramento and Roseville. In November 2015, the CCJPA adopted the environmental document for the Third Track capacity improvements, with the focus of providing the Capitol Corridor 10 round trips daily to Roseville. The next steps in this effort, to design and construct the Third Track facilities, entails extensive coordination to build agreements with key parties, including CCJPA, PCTPA, UP, and the City of Roseville.

While the footprint of the High Speed Rail line in California is not planned to extend to Placer County, the CCJPA will be acting as a key feeder line. For that reason, PCTPA staff is also working closely with CCJPA to ensure that Placer interests are best served as the High Speed Rail line moves forward.

Finally, PCTPA staff represents Placer County's jurisdictions before state, federal and regional rail agencies, as well as the CTC. PCTPA also assists jurisdictions coordination with Caltrans, Union Pacific and the PUC to improve at-grade crossings.

#### **WORK PROGRAM:**

- Participate in CCJPA and other interagency rail committees and meetings **Monthly**
- Coordinate with state and federal agencies and legislators to ensure and enhance the long term viability of rail service in Placer County **Ongoing**
- Serve as information clearinghouse for jurisdictions, tribal governments, and the public regarding rail services and facilities in Placer County **Ongoing**

**WORK ELEMENT 35 (continued)**  
**RAIL PROGRAM**

- Monitor and expedite improvements to rail facilities and services in Placer County, including Third Track project **Ongoing**
- Work with the CCJPA and local transit to provide timely connections to rail service **Ongoing**
- Coordinate rail and transit programs with other agencies and jurisdictions **Ongoing**
- Work with jurisdictions, CCJPA, and Amtrak to increase train frequencies to Placer stations, including negotiations for agreements with Union Pacific **Ongoing**
- Work with CCJPA to ensure Placer interests are represented in High Speed Rail feeder route planning **Ongoing**
- Work with member agencies, elected officials, and others to pursue operational and funding strategies outlined in the Reno Rail Conceptual Plan **Ongoing**
- Participate with Caltrans in their upcoming Statewide Rail Plan **Ongoing according to Caltrans' schedule**
- Work with CCJPA on annual marketing program for Placer County **July 2019 – June 2020**

**PRODUCTS:**

- CCJPA public hearings, meetings, presentations, Annual Business Plan, public service announcements and press releases **Per CCJPA schedule**
- Memorandum of Agreement with Union Pacific Railroad, CCJPA, and/or other appropriate parties on terms for provision of additional passenger rail service to Placer jurisdictions **As needed**
- CCJPA marketing materials focused on Placer County **July 2019 – June 2020**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2019/20 LTF	<del>\$21,888</del> <u>\$32,995</u>	PCTPA	<del>\$23,888</del> <u>\$34,995</u>
CMAQ	7,500	Legal	500
Capitol Corridor Marketing Match	<u>7,500</u>	Capitol Corridor Marketing	<u>12,500</u>
<b>TOTAL</b>	<del>\$36,888</del> <u>\$47,995</u>		<del>\$36,888</del> <u>\$47,995</u>
Percent of budget:			
<del>0.69%</del> <u>0.72%</u>			

**WORK ELEMENT 40  
PLACER PARKWAY**

**PURPOSE:** To support the completion of the federal and state environmental document that will provide construction level clearance for a future Placer Parkway – a new roadway linking State Route (SR) 70/99 in Sutter County and SR 65 in Placer County.

**BACKGROUND:** The Placer Parkway is cited in the Placer County General Plan, PCTPA’s Regional Transportation Plan, and the SACOG Metropolitan Transportation Plan. The Placer Parkway would offer an alternative travel corridor for the fast growing areas in western Placer County and southern Sutter County.

The Tier 1 environmental document, which identified a 500’ to 1000’ wide corridor for acquisition, was adopted by the South Placer Regional Transportation Authority (SPRTA) in December 2009. The subsequent Tier 2 environmental document effort is being led by Placer County and will analyze design and construction impacts of roadway alignments within the selected corridor.

PCTPA, both as a planning agency and as staff for SPRTA, has led the development of this project since the Placer Parkway Conceptual Plan was started in 1998. As the project moves through the construction level environmental process, the institutional knowledge and background acquired in efforts to date will be needed to assist County staff in moving the project forward. Staff will also be participating as development efforts begin to take shape in the Western Placer area to ensure that the ongoing viability of the Placer Parkway project and that adopted actions and agreements are incorporated into the planning process.

**WORK PROGRAM:**

- Assist Placer County and other partners in developing and obtaining a construction level environmental clearances **Ongoing**
- Participate with Placer County on Project Development Team (PDT) for Placer Parkway **Per County schedule**
- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of Placer Parkway in their planning efforts **Ongoing**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
SPRTA Mitigation Fees	<del>\$25,291</del> <u>\$16,801</u>	PCTPA	<del>\$25,291</del> <u>\$16,801</u>
Percent of budget:	<del>0.47%</del> <u>0.25%</u>		

## **WORK ELEMENT 41**

### **I-80/SR 65 INTERCHANGE IMPROVEMENTS** (*Multi-year project*)

**PURPOSE:** To develop a shelf-ready phased improvement program for the I-80/SR 65 Interchange, including environmental clearances, design, and right-of-way.

**BACKGROUND:** The I-80/SR 65 Interchange was constructed in the mid-1980's as part of the Roseville Bypass project on SR 65 in the Roseville/Rocklin area of South Placer County. The facility is now experiencing operational problems caused by high peak traffic volumes and less efficient geometry of the loop ramp, which cause downstream backups on I-80 and SR 65.

A project initiation document (PID) for the I-80/SR 65 Interchange Improvements was completed in 2009 by Caltrans District 3. This document provided a planning level alignment alternatives, as well as scope, schedule, and cost estimates. Because the two projects are so closely related, PCTPA has reprogrammed a portion of the savings from a Federal earmark for the I-80 Bottleneck for preconstruction of the I-80/SR 65 Interchange. After an extensive consultant selection process, the contract was signed with the Jacobs team in February 2011. The interchange improvements received both federal and state environmental clearance in September 2016.

Efforts thus far include public outreach, development of project alternatives, and environmental documentation, and design plans with extensive coordination with member jurisdictions. The work for FY 2019/20 is expected to focus on coordination with Caltrans on the construction of the first phase (Phase 1) of the interchange on northbound SR 65 from I-80 to Pleasant Grove Boulevard, including project website updates. Augmenting construction of Phase 1 is ongoing public and stakeholder outreach and member jurisdiction coordination.

#### **WORK PROGRAM:**

- Work closely with Caltrans, jurisdictions, regulatory agencies, and other pertinent parties to ~~complete~~ continue construction of Phase 1 of the I-80/SR 65 interchange in accordance with the work program, including project close out activities **July 2019 – June 2020**
- Provide information and make presentations on the I-80/SR 65 Interchange Improvement effort to elected officials, business groups, citizen groups, and other interested parties **July 2019 – June 2020/as needed**
- Maintain and update the project website, [www.8065interchange.org](http://www.8065interchange.org) **Ongoing**
- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of I-80/SR 65 Interchange Improvements in their planning efforts **Ongoing**

#### **PRODUCTS:**

- Agency coordination during Phase 1 construction **Ongoing September 2019**
- Quarterly Phase 1 construction update videos, newsletters, press releases, website updates, advertisements/announcements, and outreach materials **Ongoing**
- Coordination with Caltrans and regulatory agencies to complete permitting and environmental monitoring during Phase 1 construction **Ongoing**

**WORK ELEMENT 41 (continued)**  
**I-80/SR 65 INTERCHANGE IMPROVEMENTS (Multi-year project)**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<u>\$365</u> <del>\$0</del>	PCTPA	<del>\$57,865</del> <u>\$58,943</u>
SPRTA Mitigation Fees	<del>\$113,500</del> <u>\$124,943</u>	Legal	2,000
		Permitting and Monitoring Consultant	<del>30,000</del> <u>40,000</u>
		Public Outreach Consultant	24,000
<b>TOTAL</b>	<del>\$113,865</del> <u>\$124,943</u>		<del>\$113,865</del> <u>\$124,943</u>
Percent of budget:			
	<del>2.13%</del> <u>1.88%</u>		

## **WORK ELEMENT 42**

### **HIGHWAY 65 WIDENING** (*Multi-year project*)

**PURPOSE:** To develop a shelf-ready improvement program for Highway 65 between I-80 and Lincoln Boulevard, including environmental clearance, design, and right-of-way.

**BACKGROUND:** Highway 65 between Roseville and Marysville was designated as part of the state's highway system in the 1960's. The Highway 65 Roseville Bypass, constructed in the late 1980's, realigned the highway through downtown Roseville from Washington Boulevard to I-80. The facility is now experiencing operational problems caused by high peak traffic volumes, which cause backups on both northbound and southbound Highway 65 in South Placer County.

A project initiation document (PID) for the Highway 65 Widening was completed by Caltrans District 3 in January 2013. This document provides planning level alternatives, as well as scope, schedule, and cost estimates. The PCTPA board approved funding to complete Project Approval and Environmental Document (PA&ED) phase, which was completed in FY 2017/18.

The next phase of the project is the design of Phase 1 improvements, which is being led by PCTPA. The work for FY 2019/20, is expected to include design of the Phase 1 improvements from Galleria Blvd/Stanford Ranch Rd to Blue Oaks Blvd to gain approval from Caltrans, with extensive public outreach and coordination with member jurisdictions.

#### **WORK PROGRAM:**

- Work closely with consultant team, jurisdictions, Caltrans, regulatory agencies, and other pertinent parties to design Phase 1 improvements per consultant contract **July 2019 – FY 2020/21**
- With the consultant team, provide information and make presentations on the Highway 65 Widening effort to elected officials, business groups, citizen groups, and other interested parties **July 2019 – June 2020/as needed**
- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of the Highway 65 Widening in their planning efforts **Ongoing**

#### **PRODUCTS:**

- Highway 65 Widening consultant work products **In accordance with work program**
- Consultant contract amendments **As needed**
- Newsletters, press releases, and outreach materials **Ongoing**



**WORK ELEMENT 42 (continued)**  
**HIGHWAY 65 WIDENING (Multi-year project)**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$1,951</del> \$0	PCTPA	<del>\$129,951</del> \$115,313
		Legal	<del>60,000</del> \$72,000
SPRTA	<del>638,000</del> 937,313		
		Design consultant	<del>450,000</del> 750,000
<b>TOTAL</b>	<del>\$639,951</del> \$937,313		<del>\$639,951</del> \$937,313
Percent of budget:			
<del>11.96%</del> 14.14%			

## **WORK ELEMENT 43**

### **I-80 AUXILIARY LANES** (*Multi-year project*)

**PURPOSE:** To develop a shelf-ready improvement program for the I-80 Auxiliary Lanes, including environmental clearances, design, and right of way.

**BACKGROUND:** The PCTPA Board in August 2013 re-allocated federal earmark savings from the I-80 Bottleneck project for environmental approval of the following improvements:

- I-80 Eastbound Auxiliary Lane between SR 65 and Rocklin Road
- I-80 Westbound 5<sup>th</sup> Lane between Douglas Blvd and Riverside Ave

Construction of the I-80 Auxiliary Lanes project will relieve existing traffic congestion and support future economic development in southern Placer County. The two locations are being combined as one project to be the most cost effective in completing the environmental documents and project designs.

A project initiation document (PID) was completed by Caltrans for each location in 2000 and 2012. PCTPA began on the Project Approval and Environmental Documents (PA&ED) phase in May 2014, and both state and federal environmental approval for the project was obtained in October 2016.

The work for FY 2019/20 is expected to include continuing design and right of way acquisition for both locations to create a shelf ready project for construction.

#### **WORK PROGRAM:**

- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of the I-80 Auxiliary Lanes in their planning efforts **Ongoing**
- Work closely with consultant team, jurisdictions, Caltrans, regulatory agencies, and other pertinent parties to design improvements and acquire right of way per consultant contract **July 2019 – FY 2020/21**
- With the consultant team, provide information and make presentations on the I-80 Auxiliary Lanes effort to elected officials, business groups, citizen groups, and other interested parties **July 2019 – June 2020/as needed**

#### **PRODUCTS:**

- I-80 Auxiliary Lanes consultant work products **In accordance with work program**
- Consultant contract amendments **As needed**
- Newsletters, press releases, and outreach materials **Ongoing**

**WORK ELEMENT 43 (continued)**  
**I-80 AUXILIARY LANES (Multi-year project)**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2019/20 LTF	<del>\$15,311</del> <u>\$13,497</u>	PCTPA	<del>\$137,811</del> <u>\$120,497</u>
HPP and Repurpose earmarks	<del>164,500</del> <u>279,000</u>	Design <u>and Right of Way</u> consultant	<del>540,000</del> <u>670,000</u>
HIP Grant Funds	<u>500,000</u>	Legal	<u>2,000</u>
<b>TOTAL</b>	<del>\$679,811</del> <u>\$792,497</u>		<del>\$679,811</del> <u>\$792,497</u>
Percent of budget:			
<del>12.70%</del> <u>11.95%</u>			

## **WORK ELEMENT 44**

### **SR 49 SIDEWALK GAP CLOSURE** (*Multi-year project*)

**PURPOSE:** To develop a shelf-ready improvement program for the Highway 49 Sidewalk Gap Closure project for State Route 49 (SR 49) from I-80 to Dry Creek Road, including environmental clearances, design, and right of way support.

**BACKGROUND:** The PCTPA Board in March 2017 allocated federal Congestion Mitigation and Air Quality funding to work cooperatively with the City of Auburn, County of Placer, and Caltrans to develop a standalone project to close gaps in the sidewalk network along SR 49 from I-80 to Dry Creek Road. Caltrans developed the SR 49 Roadway Rehabilitation project that proposes to repave the entire corridor, add Class II bicycle lanes, and sidewalks along certain segments of the corridor. A Project Report for the Roadway Rehabilitation project was approved March 2017. Unfortunately, sufficient funding was unavailable to provide continuous sidewalks along the corridor and Caltrans Roadway Rehabilitation project was too far along in the process to add the sidewalk gap closure components without significantly slowing their process.

The standalone Highway 49 Sidewalk Gap Closures project will complete the necessary environmental clearance, design, and right of way to support construction through the recently awarded \$14.4 million Active Transportation Program (ATP) state grant.

During FY 2019/20, PCTPA and the consultant team will finalize the Project Approval & Environmental Document and begin the Plans Specifications & Estimates (PS&E), and right-of-way engineering phases.

#### **WORK PROGRAM:**

- Work closely with consultant team, jurisdictions, Caltrans, regulatory agencies, and other pertinent parties to finalize the Project Approval & Environmental Document per consultant contract **July 2019 – ~~August 2019~~October 2019**
- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties to design (PS&E) improvements per consultant contract **July 2019 – February 2020**
- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties on the right of way phase per consultant contract **July 2019 – ~~June 2020~~FY 2020/21**
- With the consultant team, provide information and make presentations on the Highway 49 Sidewalk Gap Closures effort to elected officials, business groups, citizen groups, and other interested parties **July 2019 – June 2020/as needed**

**WORK ELEMENT 44 (continued)**  
**SR 49 SIDEWALK GAP CLOSURE (Multi-year project)**

**PRODUCTS:**

- Final Project Report ~~August 2019~~ October 2019
- Final Environmental Document ~~August 2019~~ October 2019
- Final Design Plans **February 2020**
- Consultant contract amendments **As needed**
- Newsletters, press releases, and outreach materials **Ongoing**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$14,566</del> <u>\$12,560</u>	PCTPA	<del>\$129,566</del> <u>\$115,060</u>
CMAQ	<del>467,000</del> <u>204,500</u>	Environmental/design consultant	<del>350,000</del> <u>400,000</u>
<u>HIP Grant Funds</u>	<u>300,000</u>	Legal	<u>2,000</u>
<b>TOTAL</b>	<del>\$481,566</del> <u>\$517,060</u>		<del>\$481,566</del> <u>\$517,060</u>
Percent of budget:			
<del>9.00%</del> <u>7.80%</u>			

## WORK ELEMENT 45 CORRIDOR MOBILITY PLAN

**PURPOSE:** Prepare the Placer Sacramento Gateway Plan (PSGP) in accordance with the California Transportation Commission’s (CTC) 2018 Comprehensive Multimodal Corridor Plan Guidelines and California Department of Transportation’s (Caltrans) Corridor Planning Guidebook to pursue state and federal grant funding.

**BACKGROUND:** The PCTPA, in collaboration with the Sacramento Area Council of Governments (SACOG), Capital Corridor Joint Powers Authority (CCJPA), and Caltrans District 3, are co-leading an effort to create the PSGP and complete the plan by December 2019, including project implementation, transportation, and public outreach. The PSCMP will include an approximately 45-mile corridor that starts on US 50 at Interstate 5 and extends along Business 80, Interstate 80 to Highway 49, and Highway 65 to Nelson Lane.

The PSGP is required to compete for the upcoming CTC Solutions for Congested Corridors Program (SCCP) Cycle 2 funding anticipated in 2020, which requires the plan to be consistent with the CTC’s 2018 Comprehensive Multimodal Corridor Plan Guidelines. The PSGP will also be used to pursue other federal and state grant funding. In addition, the PSGP will need to be consistent with the Caltrans’ Corridor Planning Guidebook to pursue available state Interregional Transportation Improvement Plan (ITIP) funding.

### WORK PROGRAM:

- Work closely with project partners to determine set of priority projects along the corridor that would compete best in state grant programs **June 2019 – December 2019**
- With the consultant team, provide information and make presentations on the PSGP effort to elected officials, business groups, citizen groups, and other interested parties **June 2019 – December 2019/as needed**

### PRODUCTS:

- Draft Placer Sacramento Gateway Plan ~~September~~ **October 2019**
- Final Placer Sacramento Gateway Plan **December 2019**
- Solutions for Congested Corridors Program Grant Application ~~January 2020~~ **March 2020**
- Consultant contract amendments **As needed**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$91,257</del> <b>\$88,528</b>	PCTPA	<del>\$91,257</del> <b>\$88,528</b>
SPRTA	<del>150,000</del> <b>129,000</b>	Consultant	<del>275,000</del> <b>247,000</b>
CCJPA Funds	<del>125,000</del> <b>118,000</b>		
<b>TOTAL</b>	<del>\$366,257</del> <b>\$335,528</b>		<del>\$366,257</del> <b>\$335,528</b>
Percent of budget:			
<del>6.84%</del> <b>5.06%</b>			

## **WORK ELEMENT 46** **MOBILITY ACTION PLAN**

**PURPOSE:** To identify projects and prepare a grant application for the California Transportation Commission's (CTC's) Solutions for Congested Corridors Program (SCCP) Cycle 3 funding anticipated in 2022, along with other state and federal grant opportunities.

**BACKGROUND:** PCTPA was awarded a Sustainable Communities grant from Caltrans in May 2019. The Placer Sacramento Mobility Action Plan (PSMAP) will build on the completion of the Placer Sacramento Gateway Plan, which includes collaboration between PCTPA, Sacramento Area Council of Governments (SACOG), Capital Corridor Joint Powers Authority (CCJPA), and Caltrans District 3. The PSMAP will identify a list of regional projects to pursue in a coordinated transportation funding effort, including outlining clear actions, assigning implementation roles, and establishing performance metrics. The PSMAP will include an approximately 45-mile corridor that starts on US 50 at Interstate 5 and extends along Business 80, Interstate 80 to Highway 49, and Highway 65 to Nelson Lane.

The PSMAP will utilize innovative community engagement, extensive multimodal simulation modeling, and continuous stakeholder coordination. The PSMAP will be used to compete for the next CTC SCCP Cycle 3 funding anticipated in 2022, and also be used to pursue other federal and state grant funding.

### **WORK PROGRAM:**

- Administer Caltrans grant **October 2019 – FY 2021/22**
- Release request for proposals and award consultant contract **October 2019 – January 2020**
- Work closely with project partners to determine set of priority projects along the corridor that would compete best in state and federal grant programs **January 2020 – FY 2020/21**
- With the consultant team, provide information and make presentations on the PSMAP effort to elected officials, business groups, citizen groups, and other interested parties **As needed**
- Develop virtual reality simulation of key transportation projects **February 2020 – FY 2020/21**

### **PRODUCTS:**

- Virtual Reality Demonstration **Ongoing**
- Draft Placer Sacramento Mobility Action Plan **FY 2021/22**
- Final Placer Sacramento Mobility Action Plan **FY 2021/22**
- Solutions for Congested Corridors Program Grant Application **FY 2021/22**
- Consultant contract amendments **As needed**

**WORK ELEMENT 46 (continued)**  
**MOBILITY ACTION PLAN**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
<u>2019/20 LTF</u>	<u>\$84,075</u>	<u>PCTPA</u>	<u>\$53,893</u>
<u>Caltrans Sustainable Communities Grant</u>	<u>648,925</u>	<u>Consultant</u>	<u>\$679,107</u>
<b><u>TOTAL</u></b>	<b><u>\$733,000</u></b>		<b><u>\$733,000</u></b>
<u>Percent of budget: 11.06%</u>			



## **WORK ELEMENT 50**

### **PROJECT PROGRAMMING AND REPORTING**

**PURPOSE:** To maximize the funding available to priority transportation projects and programs through accurate and efficient programming of Federal and State transportation dollars, ensure timely delivery, and report the success of those efforts.

**BACKGROUND:** PCTPA develops and programs transportation projects that are funded with State and Federal funds. PCTPA staff coordinates with Caltrans, SACOG, and other agencies, as indicated, regarding the various funding programs. Staff also coordinates with local jurisdictions to develop needed projects to meet specific program guidelines.

The passage of SB 1 in the Spring of 2017 has brought significant new revenues into play, with critical administrative roles for Regional Transportation Planning Agencies (RTPAs). The package of ten different funding programs includes a few that are distributed by formula, with most distributed on a competitive basis, and PCTPA is deeply involved in the development of the guidelines and requirements of these programs. As those programs come on line, this means PCTPA must enhance our coordination with member jurisdictions as well as SACOG and other regional agencies to identify projects and develop applications. Equally critical, these programs include a much higher level of reporting to Caltrans and the California Transportation Commission (CTC) that PCTPA must comply with.

Another major transportation funding program that PCTPA programs, under the requirements of our designation as Placer's Regional Transportation Planning Agency (RTPA), is the Regional Transportation Improvement Program (RTIP). PCTPA determines how to program the RTIP funds allocated to the county, known as Regional Choice funds. PCTPA also advocates for the allocation of Caltrans' ITIP funds for shared priorities on state highways, including SR 65, SR 49, and I-80. While in recent years, with the advance of Placer's share of RTIP funds for the SR 65 Lincoln Bypass, as well as the fluctuations that result in a diminishing effectiveness of the gas tax revenues that fund the STIP, this is becoming a much smaller portion of PCTPA's funding efforts. However, with the passage of SB 1, it appears the RTIP debt may be paid off in one or two more cycles, thus bringing this funding source back into play.

Federal funding is equally volatile. Over the past decade, the shrinking cost effectiveness of the Federal gas tax has required more state and local funding to make ends meet. After many years of short term Federal bills, the Fixing America's Surface Transportation (FAST) Act was passed in late 2015 to provide a five year package with a modest 3% increase in funding levels. However, the FAST Act relies on six years of revenues to fund the five year bill, which leaves open the question of what will happen when the FAST Act expires.

Whatever the financial climate, timelines, or requirements involved, PCTPA's primary focus is to obtain and maintain the maximum amount of transportation funding for our local and regional transportation priorities, including transit improvements, Highway 65 widening, the I-80/SR 65 Interchange, SR 49 Sidewalk Gap Closures, Placer Parkway, rail capacity improvements, and

**WORK ELEMENT 50 (continued)**  
**PROJECT PROGRAMMING AND REPORTING**

various I-80 improvements. Not only do these projects enhance mobility for residents, they also enhance and expand efficient local, regional, and – in the case of I-80 and rail, national goods movement.

PCTPA also programs projects for Federal programs such as the Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Block Grant Program (RSTBGP), the Federal Transit Administration (FTA) Section 5310 and 5311, as well as coordinating applications for State and regional programs like the Active Transportation Program (ATP).

All regionally significant transportation projects, as well as any which receive federal funding, must be included in the Metropolitan Transportation Improvement Program (MTIP) to allow projects to move forward. PCTPA works closely with SACOG and our jurisdictions to ensure data included in the MTIP is current and accurate. In addition, SACOG provides air quality conformity determinations on the MTIP to comply with Federal clean air requirements.

Under AB 1012, agencies are also held responsible for ensuring State and Federal funding is spent promptly and projects delivered within specified time limits. This requirement is backed up by “use it or lose it” timely use of funds deadlines. Some of the major projects subject to these provisions are the Regional Surface Transportation Block Grant Program (RSTBGP) and Congestion Mitigation and Air Quality (CMAQ) programs.

Over and above these requirements, PCTPA has a long standing commitment to ensuring that every transportation dollar is used as quickly, efficiently, and effectively as is possible. PCTPA staff will continuously monitor the progress of projects funded through State and Federal sources and ensure that they meet scope, schedule, and budget.

**WORK PROGRAM:**

- Monitor and update information on regionally significant projects to SACOG for inclusion in the MTIP **Ongoing**
- Prepare and process Proposition 1B Public Transportation Modernization Improvement Service Efficient Account (PTMISEA) and Transit Security and Safety applications and reporting documents **Per State schedule**
- Prepare grant and funding applications, such as for Federal INFRA and BUILD grants **Per Federal/State schedules**

**WORK ELEMENT 50 (continued)**  
**PROJECT PROGRAMMING AND REPORTING**

- Serve as information clearinghouse for various grant programs **Ongoing**
- Provide staff support and advice for local jurisdictions in developing grant applications **Ongoing**
- Work with Placer County Air Pollution Control District and SACOG to integrate AB2766, SECAT, and/or CMAQ funding program for NOx reduction projects to enable the region to meet air quality conformity requirements for programming **Ongoing**
- Analyze CMAQ applications and recommend programming to SACOG per Memorandum of Understanding **As needed**
- Coordinate with jurisdictions to develop and submit effective Active Transportation Program (ATP) applications **Ongoing**
- Participate with CTC and SACOG to analyze and recommend grant funding for ATP projects **Per State and SACOG schedules**
- Update CMAQ, RSTBGP, or other programming to meet timely use of funds rules **As needed**
- Coordinate with SACOG on federal funding program opportunities and requirements **As needed**
- Closely coordinate with Caltrans as they develop the list of Placer projects for which Project Initiation Documents (PIDs) will be done, as part of Caltrans' Three Year Strategic Plan **According to Caltrans schedule**
- Prepare and process Low Carbon Transit Operations Program applications **According to Caltrans Schedule**
- Prepare amendments to the State Transportation Improvement Program (STIP) for Placer projects and programs **As needed**
- Prepare reporting documents and status reports for grant and funding programs **According to funding agency requirements**
- Organize and/or attend technical and management meetings for projects, such as Project Development Team (PDT), and Management Team meetings **Quarterly/as needed**
- Prepare and submit required progress reporting documents for grant programs **As required**
- Provide project sponsors with data regarding State and Federal policies that may impact implementation **Ongoing**
- Actively pursue innovative approaches to advancing project schedules and otherwise speed implementation **Ongoing**
- Actively pursue innovative approaches to project development processes to reduce costs **Ongoing**
- Provide ongoing review of project status to assure all timelines and requirements are met **Ongoing**

**WORK ELEMENT 50 (continued)**  
**PROJECT PROGRAMMING AND REPORTING**

- Work with project sponsors to generate accurate and timely data for distribution to other agencies, community groups, and the general public **Ongoing**
- Work with local, State, and Federal officials to obtain additional funding when needed to construct needed transportation projects **Ongoing**
- Participate in efforts to develop guidelines and requirements for new funding programs under SB 1 **Ongoing per Caltrans/CTC schedules**
- In coordination with member jurisdictions, Caltrans, CCJPA, and/or SACOG, develop applications for SB 1 funding programs **Ongoing per Caltrans/CTC schedules**
- Gather data and complete reporting requirements for SB 1 funding programs **Ongoing per Caltrans/CTC schedules**

**PRODUCTS:**

- SACOG MTIP Updates **Quarterly/as needed**
- SACOG Air Quality Conformity Determinations on MTIP **In accordance with MTIP updates**
- Amendments and applications to Proposition 1B program **As needed**
- Amendments and applications to Low Carbon Transit Operations Program **As needed**
- Amendments and applications to State of Good Repair Program **As needed**
- FTA Section 5310 Priority List **January 2019, per Caltrans schedule**
- FTA Section 5311 Program of Projects and Application **January 2019**
- FTA Section 5304/SHA Sustainable Communities Grant application **March 2019**
- FHWA Strategic Partnership Grant application **March 2019**
- State Transportation Improvement Program (STIP) amendments **As needed**
- Other grant and fund program applications, including ATP **As needed**
- Provision of grant applications and reports to local agencies and the general public **Ongoing**
- Cooperative Agreements with Caltrans for the programming of funds **As needed**
- Project listings on Caltrans' Three Year Strategic Plan for PIDs **Per Caltrans determination**
- PDT and Management Team agendas **In accordance with project schedules**
- Project and funding status reports, including SB 45 **Quarterly**
- Progress reports on grant funding programs **As required**
- Caltrans Fund Transfer Agreements **As needed**
- Project signage that highlights local agency participation **As needed**
- Cooperative Agreements, Memoranda of Understanding, and other agreements **As needed**
- Transportation facility improvements **In accordance with project schedules**
- SB 1 program applications, including consultant for Trade Corridors Enhancement Program and Local Partnership Program grant applications **Per Caltrans/CTC schedules**
- SB 1 program reports **Per Caltrans/CTC schedules**

**WORK ELEMENT 50 (continued)**  
**PROJECT PROGRAMMING AND REPORTING**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
FY 2019/20 LTF	\$44,325\$76,169	PCTPA	\$129,325\$131,169
STIP Programming (PPM)	85,000	<u>SB 1 Grant Application</u> <u>Consultants</u>	<u>\$30,000</u>
<b>TOTAL</b>	<u>\$129,325\$161,169</u>		<u>\$129,325\$161,169</u>
Percent of budget:			
<u>2.42%</u> <u>2.43%</u>			

## **WORK ELEMENT 60**

### **REGIONAL TRANSPORTATION FUNDING STRATEGY**

**PURPOSE:** To develop a strategy to fund the critical regional transportation projects in Placer County based on current economic conditions.

**BACKGROUND:** For a number of years, the needs for large scale regional transportation projects far outstrip the county's available transportation funding. Concern has centered on not only the shortfalls, but the timing to fund major projects identified in the Regional Transportation Plan (RTP) such as the Placer Parkway, Highway 65 widening, the I-80/SR 65 interchange, intercity rail, transit services, road rehabilitation and maintenance, bicycle facilities, Tahoe improvements, and SR 49.

While the regional traffic impact fee has now been adopted, increasing travel demand juxtaposed with a massive State budget crisis and dwindling Federal funding have continued the gap between transportation needs and funding availability. The most recent Regional Transportation Funding Strategy, which was completed in 2016, developed the Transportation Investment Plan and Sales Tax Ordinance which was placed on the November 2016 ballot as Measure M. While the effort achieved just under 64% support, that was not quite enough for the 2/3 majority required for passage.

Unfortunately, the disparity between critical transportation needs and funding opportunities, and the integral ties to the economic vitality of Placer County has not changed. Meanwhile, the very legitimate public concerns about traffic congestion and pavement conditions are getting even worse.

Our charge is to regroup and redouble our efforts to provide the public with more information about the planning and funding challenges involved in addressing our critical transportation needs. Enhanced and creative efforts to provide that kind of outreach and information is a key to the success of our Funding Strategy efforts moving forward.

#### **WORK PROGRAM:**

- Working with consultant, coordinate and facilitate outreach efforts **July 2019 - June 2020**
- Develop and provide informational materials and fact sheets on transportation needs and funding to interested parties, including community and business groups, and the general public. **July 2019 – June 2020**
- Obtain feedback from the public on the transportation needs, funding, and options through multiple sources, including web-based media and surveys **Ongoing**
- Monitor and evaluate proposals to change and/or augment state transportation funding programs as they affect Placer County projects and local funding strategies **Ongoing**
- Continue to identify opportunities to leverage state and federal dollars to enhance local transportation funding efforts **Ongoing**
- Continue to update and refine the Regional Transportation Funding Strategy, including opportunities, needs, and constraints **July 2019 – June 2020**
- Investigate opportunities for innovative funding, such as a public-private partnership for specialized transit services, Placer Parkway, I-80 improvements, and other potential candidate projects **Ongoing**

**WORK ELEMENT 60 (continued)**  
**REGIONAL TRANSPORTATION FUNDING STRATEGY**

- Develop and evaluate specific proposals to develop local funding options to address local transportation needs **July 2019 – June 2020**
- Work with consultant to develop benefit of regional transportation projects on emergency response times and incorporate into outreach efforts **May 2019 – June 2020**

**PRODUCTS:**

- Informational materials, including fact sheets, maps, charts, website graphics, and PowerPoint presentations, on transportation needs and funding **Ongoing**
- Agendas for meetings/presentations with stakeholders, community groups, and others **Ongoing**
- Regional Transportation Funding Strategy update **November 2019/Ongoing**
- Public survey data results **November 2019/January 2020** and March 2020/as needed
- Emergency Response Evaluation Results **September 2019**
- Updated Sales Tax Revenue Projections **November 2019**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$593,357</del> <u>\$612,440</u>	PCTPA	<del>\$163,907</del> <u>\$168,490</u>
UAIC Funding	<u>150,000</u>	Legal	<del>1,000</del> <u>5,000</u>
		Funding Strategy consultant	<del>325,700</del> <u>285,220</u>
		<u>Emergency Response consultant</u>	<u>40,480</u>
		Funding Strategy brochure	<u>150,000</u>
		Public survey consultant	<del>77,750</del> <u>83,250</u>
		<u>Sales tax consultant</u>	<u>5,000</u>
		Event sponsorship	<u>25,000</u>
<b>TOTAL</b>	<del>\$743,357</del> <u>\$762,440</u>		<del>\$743,357</del> <u>\$762,440</u>
Percent of budget:			
<del>13.89%</del> <u>11.50%</u>			

## **WORK ELEMENT 80 FREEWAY SERVICE PATROL (FSP)**

**PURPOSE:** To facilitate implementation of a Freeway Service Patrol (FSP) on I-80 and SR 65 in South Placer County.

**BACKGROUND:** The purpose of the program is to keep traffic moving by removing traffic impediments, such as cars with mechanical problems or that have been involved in accidents, as well as assisting the motoring public. The program provides a tow truck with a qualified technician patrolling the target area. The service began in 2003 through a Placer County Air Pollution Control District (APCD)'s AB 2766 funds to implement a Freeway Service Patrol in the congested areas of I-80 in the South Placer County area. In 2005 PCTPA became eligible to receive funding under the State's FSP program. Since then, the program has been expanded with increased service hours to cover I-80 from Roseville to Auburn and SR 65 from I-80 to Twelve Bridges Dr.

Juxtaposed with this need is funding availability. FSP is subject to annual State budget allocations and formulas, as well as annual grants, and the available funding varies. Staff works closely with the CHP and the contractor to tweak the program, including service hours, days, and costs, to balance with available funding.

### **WORK PROGRAM:**

- Coordinating with California Highway Patrol, administer and monitor FSP program **Ongoing**
- Publicize FSP program and benefits **Ongoing**
- Participate in regional and statewide FSP oversight committees **Ongoing**
- Participate in annual "ride-alongs" with California Highway Patrol and contractor **Annually**
- Participate in FSP Technical Advisory Committee meetings **Ongoing**
- Contract and coordinate with the Sacramento Transportation Authority in monitoring FSP operator activities and performance **Ongoing**

### **PRODUCTS:**

- Progress reports **Quarterly**
- Freeway Service Patrol brochures **Ongoing**
- Freeway Service Patrol signage and material updates **As needed**
- [Request for proposals for new FSP contract \*\*May 2020\*\*](#)



**WORK ELEMENT 80 (continued)**  
**FREEWAY SERVICE PATROL**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2019/20 LTF	<del>\$8,178</del> <u>\$7,479</u>	PCTPA	<del>\$74,928</del> <u>\$67,696</u>
FSP State Allocation	<del>255,000</del> <u>270,090</u>	FSP contractor	<del>401,000</del> <u>\$441,700</u>
FSP SB 1 Allocation	<del>120,000</del> <u>132,243</u>	Legal	<u>1,000</u>
FY 2019/20 CMAQ Grant	<del>93,750</del> <u>100,584</u>		<del>\$476,928</del> <u>\$510,396</u>
<b>TOTAL</b>	<del>\$476,928</del> <u>\$510,396</u>		
Percent of budget:			
<del>8.91%</del> <u>7.70%</u>			

## **WORK ELEMENT 100**

### **SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY (SPRTA)**

#### **ADMINISTRATION**

**PURPOSE:** To provide staffing and administrative support for the South Placer Regional Transportation Authority.

**BACKGROUND:** PCTPA adopted a Regional Transportation Funding Strategy in August 2000 which included the development of a regional transportation impact fee program. PCTPA staff worked with the jurisdictions of South Placer County, as well as the development community, environmentalists, and community groups to develop a program and mechanism to implement this impact fee. The SPRTA, formed in January 2002, is the result of those efforts.

Under the Joint Powers Agreement that formed SPRTA, PCTPA is designated as the entity to provide administrative, accounting, and staffing support for the Authority. PCTPA is to be reimbursed for those staffing costs, as well as repaid for previous expenditures used to form the JPA and develop the fee program.

#### **WORK PROGRAM:**

- Provide administrative, accounting, and staff support for the SPRTA **Ongoing**
- Oversee the implementation of the SPRTA's traffic impact fee as delineated in the Implementation Program, providing updates as indicated **Ongoing**
- Develop agendas for Authority Board and advisory committees **Monthly/as needed**
- Provide financial information to Board **Ongoing**
- Provide information and reports to interested developers, groups, and citizens **Ongoing**
- Develop data and facilitate discussions on the potential expansion of JPA membership to the Town of Loomis **Ongoing**
- Work with member jurisdictions to update the JPA agreement **As needed**

#### **PRODUCTS:**

- SPRTA Implementation Plan updates **As needed**
- SPRTA Improvement Program updates **As needed**
- Joint Powers Agreement amendments **As needed**
- SPRTA FY 2019/20 Budget updates **As needed**
- SPRTA FY 2020/21 Budget **May 2020**
- SPRTA Cash flow projections **As needed**
- Contracts for needed services, such as traffic modeling and attorney services **Annually/as needed**
- SPRTA Board agendas and minutes **Monthly/as needed**
- SPRTA Technical Advisory Committee agendas and minutes **Monthly/as needed**
- SPRTA financial reports **Quarterly**
- Updated Joint Powers Agreement **As needed**

**WORK ELEMENT 100 (continued)**  
**SOUTH PLACER REGIONAL TRANSPORTATION AUTHORITY (SPRTA)**  
**ADMINISTRATION**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
SPRTA	\$102,839	PCTPA	\$102,839
Percent of budget:	<del>1.92%</del> 1.33%		<del>\$88,495</del> \$88,495

## COMMONLY USED ACRONYMS

ALUC	Airport Land Use Commission
ALUCP	Airport Land Use Compatibility Plan
APCD	Air Pollution Control District
ATP	Active Transportation Program
Caltrans	California Department of Transportation
CALCOG	California Association of Councils of Governments
CCJPA	Capitol Corridor Joint Powers Authority
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation Air Quality
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FY	Fiscal Year
ITS	Intelligent Transportation Systems
JPA	Joint Powers Authority
LTF	Local Transportation Fund
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
MTIP	Metropolitan Transportation Improvement Program
OWP	Overall Work Program
PA&ED	Project Approval and Environmental Documentation
PCLTA	Placer County Local Transportation Authority
PPM	Planning, Programming and Monitoring
Prop 1B	Proposition 1B (November 2006 Transportation Bond Funding)
PTMISEA	Public Transportation Modernization Improvement and Service Enhancement Account Program
RFP	Request for Proposal
RPA	Rural Planning Assistance Funds
RSTP	Regional Surface Transportation Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agency
SACOG	Sacramento Area Council of Governments
SCS	Sustainable Communities Strategy
SHOPP	State Highway Operation and Protection Program
SPRTA	South Placer Regional Transportation Authority
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TDA	Transportation Development Act
TIGER	Transportation Investment Generating Economic Recovery
TNT/TMA	Truckee North Tahoe Transportation Management Association
TRPA	Tahoe Regional Planning Agency

Table 1

<b>Budget Summary</b>			
<b>FY 2019/20</b>			
<b>Expenditures</b>	<b>Proposed</b>	<b>FY 2019/20 Adopted</b>	<b>Difference</b>
	Salary	\$757,017	\$754,888
Benefits	\$419,175	\$414,834	\$4,341
Direct (Table 2)	\$4,712,246	\$3,435,125	\$1,277,121
Indirect (Table 3)	\$740,779	\$747,253	(\$6,473)
<b>Total</b>	<b>\$6,629,217</b>	<b>\$5,352,101</b>	<b>\$1,277,116</b>
<b>Revenues</b>	<b>Proposed</b>	<b>FY 2019/20 Adopted</b>	<b>Difference</b>
	LTF Administration	\$475,000	\$475,000
LTF Planning	\$1,066,308	\$887,751	\$178,557
Rural Planning Assistance - Formula	\$422,000	\$422,000	\$0
Rural Planning Assistance - RTP Outreach Grant	\$10,000	\$10,000	\$0
ALUCP Contribution - City of Auburn	\$6,700	\$13,000	(\$6,300)
ALUC Fees	\$6,500	\$6,500	\$0
STIP Planning Funds	\$165,000	\$165,000	\$0
CMAQ Grant - CMP	\$50,001	\$50,001	\$0
Caltrans FSP Grant	\$270,090	\$255,000	\$15,090
SB 1 FSP Grant	\$132,243	\$120,000	\$12,243
CHP FSP Grant Pass-Through	\$0	\$0	\$0
CMAQ Grant - FSP	\$100,584	\$93,750	\$6,834
Building Administration	\$33,373	\$33,539	(\$166)
Capitol Corridor Marketing Match	\$7,500	\$7,500	\$0
Interest	\$4,000	\$4,000	\$0
SPRTA Administration	\$88,495	\$102,839	(\$14,344)
SPRTA - I-80/SR 65 IC	\$124,943	\$113,500	\$11,443
SPRTA - Placer Parkway	\$16,801	\$25,291	(\$8,490)
SPRTA - SR 65 Widening	\$937,313	\$638,000	\$299,313
SPRTA - PSGP	\$129,000	\$150,000	(\$21,000)
CCJPA - PSGP	\$118,000	\$125,000	(\$7,000)
UAIC - Funding Strategy Brochure	\$150,000	\$150,000	\$0
HPP Section 1702 - I-80 Auxiliary Lanes	\$279,000	\$164,500	\$114,500
HIP Grant - I-80 Auxiliary Lanes	\$500,000	\$500,000	\$0
CMAQ Grant - SR 49 Sidewalks	\$204,500	\$467,000	(\$262,500)
HIP Grant - SR 49 Sidewalks	\$300,000	\$0	\$300,000
Caltrans Sustainable Communities Grant	\$648,925	\$0	\$648,925
CALCOG Grant	\$4,000	\$0	\$4,000
Western Placer CTSA JPA Administration	\$121,511	\$122,934	(\$1,423)
LTF Carryover	\$257,430	\$250,000	\$7,430
<b>Total</b>	<b>\$6,629,217</b>	<b>\$5,352,105</b>	<b>\$1,277,112</b>
<b>Contingency Fund Balance</b>			
	<b>Proposed</b>	<b>FY 2019/20 Adopted</b>	<b>Difference</b>
PCTPA	\$680,000	\$680,000	\$0
Nevada Station	\$50,000	\$50,000	\$0
<b>Total</b>	<b>\$730,000</b>	<b>\$730,000</b>	<b>\$0</b>
<b>Revenue to Expenditure Comparison</b>			
	<b>Proposed</b>	<b>FY 2019/20 Adopted</b>	<b>Difference</b>
Surplus/(Deficit)	(\$0)	\$4	

**Table 2**

	FY 2019/20			
	Proposed	Adopted	Difference	Source
TDA Fiscal Audits (WE 11)	\$39,700	\$39,700	\$0	LTF
Triennial Performance Audits (WE 11)	\$0	\$0	\$0	LTF
Coordinated Transit Schedule Guide Update (WE 14)	\$0	\$0	\$0	CMAQ, LTF
Alternative Fuel Vehicle Marketing/Support (WE 14)	\$2,000	\$2,000	\$0	CMAQ, LTF
TNT/TMA Membership (WE 14)	\$6,400	\$6,400	\$0	LTF
Short Range Transit Plans (WE 23)	\$0	\$0	\$0	WPCTSA
Capitol Corridor Marketing (WE 35)	\$12,500	\$12,500	\$0	CMAQ, LTF, CCJPA
SACOG Payment (WE 20)	\$478,689	\$443,875	\$34,814	LTF, RPA
Website/Graphic Design (WE 14, 60)	\$0	\$0	\$0	LTF
I-80/SR 65 Interchange Outreach Consultant (WE 41)	\$24,000	\$24,000	\$0	SPRTA
I-80/SR 65 Interchange Permitting Consultant (WE 41)	\$40,000	\$30,000	\$10,000	SPRTA
SR 65 Widening Consultant Team - Design (WE 42)	\$750,000	\$450,000	\$300,000	SPRTA
I-80 Auxiliary Lanes Consultant - Design/ROW (WE 43)	\$670,000	\$540,000	\$130,000	HPP, RPS9, HIP
SR 49 Sidewalk Consultant - Enviro/Design (WE 44)	\$400,000	\$350,000	\$50,000	CMAQ
PSCMP Consultant (WE 45)	\$247,000	\$275,000	(\$28,000)	SPRTA, CCJPA
PSMAP Consultant (WE 46)	\$679,107	\$0	\$679,107	Caltrans Grant
ALUC Consulting Services (WE 27)	\$7,500	\$7,500	\$0	ALUC fees, LTF
Outreach and Notification Expenses (WE 11, 14, 27)	\$6,000	\$6,000	\$0	RPA, LTF
Communications Consultant (WE 14)	\$47,500	\$47,500	\$0	LTF
Federal Advocacy Services (WE 13)	\$36,500	\$36,500	\$0	LTF
State Advocacy Services (WE 13)	\$30,000	\$30,000	\$0	LTF
Advocacy Expenses/Travel (WE 13)	\$10,000	\$10,000	\$0	LTF
CALCOG Travel Expenses (WE 12)	\$4,000	\$0	\$4,000	CALCOG Grant
Freeway Service Patrol Contractor (WE 80)	\$441,700	\$401,000	\$40,700	Caltrans, SB1, LTF
Educational Outreach/Events (WE 14, 60)	\$25,000	\$25,000	\$0	LTF
Public Outreach Software (WE 20)	\$0	\$0	\$0	RPA
Legal Services (WE 11, 20, 27, 35, 41, 42, 60, 80)	\$87,000	\$71,000	\$16,000	LTF, RPA, CMAQ, HPP, ALUC fees
Bicycle Map Printing (WE 33)	\$4,700	\$4,700	\$0	LTF
SB 1 Grant Application Consultant (WE 50)	\$30,000	\$0	\$30,000	LTF
RTP Outreach Consultant (WE 21)	\$9,000	\$9,000	\$0	RPA
RTP Traffic/Environmental Consultants (WE 20)	\$20,000	\$20,000	\$0	LTF
Funding Strategy Consultant (WE 60)	\$325,700	\$325,700	\$0	LTF
Funding Strategy Brochure (WE 60)	\$150,000	\$150,000	\$0	UAIC
Public Opinion Polling (WE 60)	\$83,250	\$77,750	\$5,500	LTF
Sales Tax Consultant (WE 60)	\$5,000	\$0	\$5,000	LTF
Dry Creek Trail Consultant/City of Roseville (WE 77)	\$0	\$0	\$0	FTA 5304
ALUCP Update Consultant (WE 27)	\$40,000	\$40,000	\$0	LTF
<b>TOTAL</b>	<b>\$4,712,246</b>	<b>\$3,435,125</b>	<b>\$1,277,121</b>	

LTF = Local Transportation Fund

CMAQ = Congestion Mitigation and Air Quality

RPA = Rural Planning Assistance Funds

STIP = State Transportation Improvement Program

FTA = Federal Transit Administration

**Table 3****Indirect Cost Budget  
FY 2019/20**

CALTRANS ICAP INDIRECT	FY 2019/20			
	Proposed	Adopted	Variance	Variance %
ADVERTISING	\$1,000	\$1,000	\$0	0.00%
COMMUNICATION	\$9,500	\$9,500	\$0	0.00%
OFFICE/COMPUTER EQUIPMENT	\$7,500	\$7,500	\$0	0.00%
DUES/SUBSCRIPTIONS	\$1,000	\$1,000	\$0	0.00%
OFFICE/COMPUTER EQUIP MAINT	\$10,000	\$10,000	\$0	0.00%
FURNITURE	\$1,000	\$1,000	\$0	0.00%
INSURANCE	\$20,000	\$20,000	\$0	0.00%
LEGAL <i>Note 2</i>	\$10,000	\$14,000	(\$4,000)	-28.57%
MEMBERSHIP/TRAINING	\$9,000	\$9,000	\$0	0.00%
OFFICE SUPPLIES	\$4,300	\$4,300	\$0	0.00%
POSTAGE	\$3,750	\$3,750	\$0	0.00%
PRINTING & REPRODUCTION	\$4,000	\$4,000	\$0	0.00%
TRAVEL/AUTO/LODGING	\$19,000	\$19,000	\$0	0.00%
UTILITIES/MAINTENANCE	\$18,750	\$18,750	\$0	0.00%
INDIRECT LABOR - <i>Note 3</i>	\$356,473	\$358,946	(\$2,473)	-0.69%
<b>Subtotal</b>	\$475,273	\$481,746	(\$6,473)	-1.34%
INDIRECT COST ADJUSTMENT FROM FY 17/18	\$56,547	\$56,547	\$0	0.00%
<b>ICAP ALLOWABLE TOTAL</b>	<b>\$531,820</b>	<b>\$538,293</b>	<b>(\$6,473)</b>	
<b>TOTAL INDIRECT</b>				
BOARDMEMBER REIMBURSEMENT	\$8,500	\$8,500	\$0	0.00%
MEETING SUPPLIES	\$6,000	\$6,000	\$0	0.00%
MEMBERSHIP/CHAMBERS	\$10,500	\$10,500	\$0	100.00%
ACTUARIAL	\$5,000	\$5,000	\$0	0.00%
FISCAL AUDIT <i>Note 1</i>	\$18,200	\$18,200	\$0	0.00%
OFFICE SPACE	\$160,760	\$160,760	\$0	0.00%
<b>SUBTOTAL</b>	<b>\$208,960</b>	<b>\$208,960</b>	<b>\$0</b>	<b>0.00%</b>
<b>INDIRECT COST BUDGET TOTAL</b>	<b>\$740,779</b>	<b>\$747,253</b>	<b>(\$6,473)</b>	<b>-0.87%</b>
<b>Non-Cash Expenses (For Information Only)</b>				
DEPRECIATION EXPENSE	\$0	\$0	\$0	

*Note 1 - Split between Table 2 - Direct Costs and Table 3 - Indirect Costs*

*Note 2 - Legal is now split between direct and indirect budgets*

*Note 3 - Indirect Labor recalculated based on Caltrans Indirect Cost Plan directives*

**Table 4**

**Revenue - 2019/20 OWP**

	Current Year LTF 2019/20	Rural Plan Assist	STIP	Federal Earmark	SPRTA	CMAQ	FSP Grants	LTF/STA Article 4.5	Other		TOTAL
5 Agency Admin - Indirect	\$0								\$ 356,473	(1)	\$356,473
10 Agency Admin - OWP	\$20,324	\$25,000									\$45,324
11 TDA Implementation	\$161,320										\$161,320
12 Intergovernmental Coordination	\$112,651		\$20,000						\$4,000	(11)	\$136,651
13 Intergovernmental Advocacy	\$114,847								\$4,000	(2)	\$118,847
14 Communications/Outreach	\$127,215					\$40,501					\$167,716
15 Building Administration	(\$0)								\$33,373	(4)	\$33,373
20 SACOG/MPO Planning Integration	\$194,564	\$397,000	\$60,000								\$651,564
21 RTP Public Outreach	\$422	\$10,000									\$10,422
23 CTSA Administration	(\$0)							\$121,511			\$121,511
27 Airport Land Use Commission	\$115,094								\$13,200	(6) (8)	\$128,294
33 Bikeway Planning	\$24,556					\$2,000					\$26,556
35 Capitol Corridor/Rail	\$32,995					\$7,500			\$7,500	(3)	\$47,995
40 Placer Parkway	\$0				\$16,801						\$16,801
41 I-80/SR 65 Interchange	\$0				\$124,943						\$124,943
42 SR 65 Widening	\$0				\$937,313						\$937,313
43 I-80 Auxiliary Lanes	\$13,497			\$279,000					\$500,000	(12)	\$792,497
44 SR 49 Sidewalks	\$12,560					\$204,500			\$300,000	(12)	\$517,060
45 Corridor Mobility Plan	\$88,528				\$129,000				\$118,000	(5)	\$335,528
46 Mobility Action Plan	\$84,075								\$648,925	(10)	\$733,000
50 Project Programming and Reporting	\$76,169		\$85,000								\$161,169
60 Transportation Funding Strategy	\$612,440								\$150,000	(9)	\$762,440
80 Freeway Service Patrol	\$7,479					\$100,584	\$402,333				\$510,396
100 SPRTA Administration	(\$0)				\$88,495						\$88,495
Unallocated Revenue/Reserve	(\$0)										(\$0)
<b>Total</b>	<b>\$1,798,738</b>	<b>\$432,000</b>	<b>\$165,000</b>	<b>\$279,000</b>	<b>\$1,296,552</b>	<b>\$355,085</b>	<b>\$402,333</b>	<b>\$121,511</b>	<b>\$1,778,998</b>		<b>\$6,629,217</b>

Notes: (1) Work Element 05 is indirect and spread over all other work elements; (2) Estimated interest; (3) Capitol Corridor Marketing Match; (4) Building Admin Reimburse;  
 (5) CCJPA Funding Contribution; (6) ALUC fees; (7) FTA Section 5304 including Local Match; (8) City of Auburn (9) UAIC Funding Contribution (10) Caltrans Sustainable Communities Gran  
 (11) CALCOG Grant; (11) Federal HIP Funding



**Table 5**

Expenditures - 2019/20 OWP			Caltrans ICAP rate	Total Rate (see Table 3)			Website/ Graphics	Legal	Other	Total	% of Budget
	PY	Staff	Indirect	Indirect	SACOG	Consulting					
5 Agency Admin - Indirect	1.62	\$356,473							(1)	\$356,473	see Table 3
10 Overall Work Program	0.11	\$27,810	\$12,574	\$4,941						\$45,324	0.68%
11 TDA Implementation	0.42	\$73,701	\$33,324	\$13,094		\$39,700		\$500	\$1,000 (5)	\$161,320	2.43%
12 Intergovernmental Coordination	0.31	\$81,391	\$36,801	\$14,460					\$4,000 (8)	\$136,651	2.06%
13 Intergovernmental Advocacy	0.09	\$25,983	\$11,748	\$4,616		\$66,500			\$10,000 (7)	\$118,847	1.79%
14 Communications/Outreach	0.32	\$67,993	\$30,743	\$12,079		\$47,500	\$0		\$9,400 (2),(5),(6)	\$167,716	2.53%
15 Building Administration	0.09	\$20,477	\$9,259	\$3,638						\$33,373	0.50%
20 SACOG/MPO Planning Integration	0.43	\$93,185	\$42,134	\$16,555	\$478,689	\$20,000		\$1,000		\$651,564	9.83%
21 RTP Public Outreach	0.00	\$873	\$395	\$155		\$9,000				\$10,422	0.16%
23 CTSA Administration	0.38	\$74,555	\$33,710	\$13,245		\$0				\$121,511	1.83%
27 ALUC/Aviation Planning	0.21	\$46,505	\$21,027	\$8,262		\$47,500		\$1,000	\$4,000 (5)	\$128,294	1.94%
33 Bikeway Planning	0.07	\$13,410	\$6,064	\$2,382			\$4,700			\$26,556	0.40%
35 Capitol Corridor Rail	0.09	\$21,472	\$9,708	\$3,815		\$12,500		\$500		\$47,995	0.72%
40 Placer Parkway	0.04	\$10,309	\$4,661	\$1,831						\$16,801	0.25%
41 I-80/SR 65 Interchange	0.13	\$36,166	\$16,352	\$6,425		\$64,000		\$2,000		\$124,943	1.88%
42 SR 65 Widening	0.28	\$70,752	\$31,991	\$12,570		\$750,000		\$72,000		\$937,313	14.14%
43 I-80 Auxiliary Lanes	0.32	\$73,933	\$33,429	\$13,135		\$670,000		\$2,000		\$792,497	11.95%
44 SR 49 Sidewalks	0.37	\$70,597	\$31,921	\$12,542		\$400,000		\$2,000		\$517,060	7.80%
45 Corridor Mobility Plan	0.24	\$54,318	\$24,560	\$9,650		\$247,000				\$335,528	5.06%
46 Mobility Action Plan	0.19	\$33,067	\$14,951	\$5,875		\$679,107				\$733,000	11.06%
50 Project Programming and Reporting	0.42	\$80,481	\$36,390	\$14,298		\$30,000				\$161,169	2.43%
60 Transportation Funding Strategy	0.45	\$103,380	\$46,744	\$18,366		\$563,950		\$5,000	\$25,000 (4)	\$762,440	11.50%
80 Freeway Service Patrol	0.18	\$41,536	\$18,781	\$7,379				\$1,000	\$441,700 (3)	\$510,396	7.70%
100 SPRTA Administration	0.22	\$54,298	\$24,551	\$9,646						\$88,495	1.33%
<b>Total</b>	<b>7.00</b>	<b>\$1,176,191</b>	<b>\$531,820</b>	<b>\$208,960</b>	<b>\$478,689</b>	<b>\$3,646,757</b>	<b>\$4,700</b>	<b>\$87,000</b>	<b>\$495,100</b>	<b>\$6,629,217</b>	<b>100.00%</b>

\* Items billed through Caltrans exclude "unallowable" indirect costs, which is primarily agency rent. See Table 3.

Notes: (1) WE 05 is indirect and proportionally spread over all other work elements; (2) Includes \$6,400 payment to TNT/TMA for outreach in Tahoe area;

(3) FSP contract; (4) transportation event sponsorship; (5) notifications and outreach; (6) alternative fuel vehicle support; (7) travel and conference expenses; (8) CALCOG travel expenses

## Table 6

### Summary of Staff Hours and Costs FY 2019/20

	Staff Hours	Staff Hour %	Person Years		Staff Costs	Staff Cost %
5	Agency Administration: Indirect	3365	23.11%	1.62	\$356,473	23.26%
10	Agency Admin - OWP	230	1.58%	0.11	\$27,810	1.81%
11	TDA Implementation	880	6.04%	0.42	\$73,701	4.81%
12	Intergovernmental Coordination	645	4.43%	0.31	\$81,391	5.31%
13	Intergovernmental Advocacy	195	1.34%	0.09	\$25,983	1.70%
14	Comm/Outreach	665	4.57%	0.32	\$67,993	4.44%
15	Building Administration	190	1.30%	0.09	\$20,477	1.34%
20	SACOG/MPO Plan Integration and Support	900	6.18%	0.43	\$93,185	6.08%
21	RTP Public Outreach	10	0.07%	0.00	\$873	0.06%
23	CTSA Administration	800	5.49%	0.38	\$74,555	4.86%
27	ALUC/Aviation Planning	435	2.99%	0.21	\$46,505	3.03%
33	Bikeway Planning	155	1.06%	0.07	\$13,410	0.87%
35	Capitol Corridor Rail	180	1.24%	0.09	\$21,472	1.40%
40	Placer Parkway EIR	80	0.55%	0.04	\$10,309	0.67%
41	I-80/SR 65 Interchange	280	1.92%	0.13	\$36,166	2.36%
42	SR 65 Widening	590	4.05%	0.28	\$70,752	4.62%
43	I-80 Auxiliary Lanes	670	4.60%	0.32	\$73,933	4.82%
44	SR 49 Sidewalks	770	5.29%	0.37	\$70,597	4.61%
45	Corridor Mobility Plan	490	3.37%	0.24	\$54,318	3.54%
46	Mobility Action Plan	390	2.68%	0.19	\$33,067	2.16%
50	Project Programming and Reporting	870	5.98%	0.42	\$80,481	5.25%
60	Regional Transp Funding Strategy	940	6.46%	0.45	\$103,380	6.75%
80	Freeway Service Patrol	380	2.61%	0.18	\$41,536	2.71%
100	SPRTA Administration	450	3.09%	0.22	\$54,298	3.54%
	<b>Total</b>	<b>14560</b>	<b>100.0%</b>	<b>7.00</b>	<b>\$1,532,664</b>	<b>100.0%</b>

**Table 7**

**Agency Salary and Pay Range  
FY 2019/20**

			FY 2019/20 Monthly Salary Range	
Position Title	Classification	# of Positions	Low	High
Executive Director	Executive Director	1	14966	20056
Deputy Executive Director	Deputy Director	1	11925	15696
Senior Transportation Planner	Senior Planner	2	8883	11337
Associate Planner	Associate Planner	0	7003	8938
Assistant Planner	Assistant Planner	1	5368	6851
Fiscal/Administrative Officer	Fiscal/Administrative Officer	1	8959	11434
Planning Administrator/Board Secretary	Executive Assistant	1	6552	8362
			FY 2019/20 Hourly Salary Range	
Position Title	Classification	# of Positions	Low	High
IT Administrator	Associate Planner	0	40.40	51.56
Planning Intern	Planning Intern	0	23.23	29.63

