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# A G E N D A

Wednesday, October 25, 2017 – 9:00 a.m.

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

- A. **Flag Salute**
- B. **Roll Call**
- C. **Approval of Action Minutes: September 27, 2017** **Action**  
Pg. 1
- D. **Agenda Review**
- E. **Public Comment**
- F. **Consent Calendar** **Action**  
Pg. 4

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. FY 2016/17 Placer County Claims for Local Transportation Funds (LTF) - \$5,797,482 Pg. 5
  - 2. PCTPA Personnel Policies and Practices Handbook, 2017 Revision Pg. 9
- G. **9:00 AM: PUBLIC HEARING: Annual Unmet Transit Needs** **Action**  
Pg. 57

**ADJOURN AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**CONVENE AS THE  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

- H. **FY 2017/18 Budget Amendment #1** **Action**  
Pg. 59
  - 1. Addendum #4 to Contractor Services Agreement for Health Express between the Western Placer Consolidated Transportation Services Agency (WPCTSA) and MV Transportation, Inc. - \$391,414.98 (Option Year 2)

**ADJOURN AS THE**  
**WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**  
**CONVENE AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

- |           |  |                         |
|-----------|--|-------------------------|
| <b>I.</b> | <b>Placer County Freeway Service Patrol (FSP) – Adam Service Truck</b>   | <b>Action</b><br>Pg. 61 |
| <b>J.</b> | <b>Transportation Funding Strategy Outreach and Polling</b>  | <b>Info</b><br>Pg. 63   |
| <b>K.</b> | <b>2018 Regional Transportation Improvement Program (RTIP) Adoption</b>  | <b>Action</b><br>Pg. 64 |
| <b>L.</b> | <b>Agency Staffing Plan</b>  | <b>Action</b><br>Pg. 68 |
| <b>M.</b> | <b>FY 2017/18 Overall Work Program (OWP) and Budget – Amendment #1</b>   | <b>Action</b><br>Pg.72  |
| <b>N.</b> | <b>Executive Director’s Report</b>   | <b>Info</b>             |
| <b>O.</b> | <b>Board Direction to Staff</b>  |                         |
| <b>P.</b> | <b>Informational Items</b>   | <b>Info</b>             |
|           | 1. TAC Minutes   | Pg. 74                  |
|           | 2. Status Reports  |                         |
|           | a. PCTPA – September 2017  | Pg. 77                  |
|           | b. AIM Consulting – September 2017   | Pg. 78                  |
|           | c. Key Advocates – September 2017  | Pg. 81                  |
|           | 3. PCTPA & WPCTSA Revenues and Expenditures for August and September 2017 (separate cover)   |                         |
|           | 4. PCTPA & WPCTSA Financial Reports Ending June 30, 2017 (separate cover)  |                         |
| <b>Q.</b> | <b>Adjourn to Closed Session – (Conference Room A)</b><br>This closed session is being held pursuant to Government Code 54957, Public Employee Employment Consideration – Executive Director | Under Separate<br>Cover |

***Next Regularly Scheduled PCTPA Board Meeting***  
***December 6, 2017***

*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.*



PLACER COUNTY  
TRANSPORTATION  
PLANNING AGENCY

**ACTION MINUTES of September 27, 2017**

A regular meeting of the Placer County Transportation Planning Agency Board convened on Wednesday, September 27, 2017 at 9:00 a.m. at the Placer County Board of Supervisors’ Chambers, 175 Fulweiler Avenue, Auburn, California.

<b>ROLL CALL:</b>	Brian Baker	Celia McAdam
	Ken Broadway	Aaron Hoyt
	Tony Hesch	Shirley LeBlanc
	Jim Holmes, Chair	Luke McNeel-Caird
	Stan Nader	David Melko
	Bridget Powers	Solvi Sabol
	Susan Rohan	
	Ron Treabess	
	Kirk Uhler	

**APPROVAL OF MINUTES**

Celia McAdam stated that the August 23, 2017 Action Minutes reflected an incorrect meeting place. The amended minutes will show the August 23, 2017 Board meeting to have taken place at the Placer County Board of Supervisors’ Chambers, 175 Fulweiler Avenue, Auburn, California.

**ACTION:** Upon motion by Rohan and second by Powers, the minutes of August 23, 2017 were unanimously approved as amended.

**PUBLIC COMMENT**

Angela Harmon from Roseville spoke on behalf of the employees at State Controller’s Office, asking that the City of Roseville commuter service stop at N and 4<sup>th</sup> street in Sacramento.

Nancy Ayala from Roseville supports Ms. Harmon’s request and concurs that moving the stop to N and 4<sup>th</sup> would benefit those who commute to the State Controller’s Office.

**CONSENT CALENDAR**

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. Master Agreement and Letter of Task Agreement for Actuarial Valuation Services for FY 2017/18 – Bickmore Risk Services: \$4,900
2. Reprogram Roseville Congestion Mitigation & Air Quality (CMAQ) Funds from I-80 to Royer Park Bikeway Phase 2 – Segment 3 to Dry Creek Greenway Class 1 Bike Trail

3. Master Agreement and Letter of Task Agreement for Fixed Route Transit Operator Short Range Transit Plans – LSC Transportation Consultants, Inc.: \$179,860
4. Master Agreement and Letter of Task Agreement for the Western Placer Consolidated Transportation Services Agency (WPCTSA) Short Range Transit Plan – LSC Transportation Consultants, Inc.: \$34,990

**ACTION:** Upon motion by Uhler and second by Rohan, the Consent Calendar was unanimously approved.

**ADJOURN AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**CONVENE AS THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

**CONSENT CALENDAR**

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. Addendum #4 to Contractor Services Agreement for Health Express between the Western Placer Consolidated Transportation Services Agency (WPCTSA) and MV Transportation, Inc. - \$391,414.98 (Option Year 2)

**ACTION:** Upon motion by Treabess and second by Powers, the Consent Calendar was unanimously approved.

**ADJOURN AS THE WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

**CONVENE AS THE PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**CONGESTION MITIGATION & AIR QUALITY (CMAQ) PROJECT FUNDING RECOMMENDATIONS**

**REQUESTED ACTION:** 1. Approve the list of transportation and air quality improvement projects shown in Attachment 1 for funding under the federal Congestion Mitigation and Air Quality (CMAQ) program and 2. Direct staff to work with local agencies and SACOG to program these projects in the Metropolitan Transportation Improvement Plan (MTIP).

**ACTION:** Upon motion by Powers and second by Broadway the Board unanimously approved the list of transportation and air quality improvement projects as provided in Attachment 1 for funding under the federal Congestion Mitigation and Air Quality (CMAQ) program and directed staff to work with local agencies and SACOG to program these projects in the Metropolitan Transportation Improvement Plan (MTIP).

**UNMET TRANSIT NEEDS 2017 PROCESS AND SCHEDULE**

Aaron Hoyt provided information on the Unmet Transit Needs process and outreach efforts. Hoyt provided an updated schedule of workshops taking place in the County, which includes the

public hearing taking place at our October Board meeting. Once all the comments are received and analyzed, it will be reviewed by the Transit Operators Working Group (TOWG) and Social Services Transportation Advisory Council (SSTAC) with recommendations and findings brought to the Board in February 2018. No action was taken.

**EXECUTIVE DIRECTORS REPORT**

Celia McAdam reported on the following items:

**Senate Bill 1** was submitted to the Secretary of State and the Attorney General and rejected by the court based on the lack of information in the description and title. This bill has since been rewritten to be more descriptive. It is now qualified for signature gathering as referendum on SB 1 which could essentially dismantle the bill. Of concern is that this source of funding does help with the first phase of the I-80/SR 65 Interchange and also jurisdictions’ street and roads maintenance. Additionally, there are a number of programs that could be dismantled which could would affect other projects should the referendum pass.

**Transportation Sales Tax Effort:** AB 1324, which we were exploring as a mechanism to do a transportation sales tax district for Placer County, has become a two year bill. In the meantime, we are exploring the idea of becoming a multi-jurisdictional Joint Powers Authority (JPA). We will be convening a meeting with the City/Town Managers and County Executive to discuss this option and will be polling between now and then to provide data for consideration. PCTPA consultant TBWB will be presenting to the Board in October to go over the polling results and future transportation sales tax options.

**Dedication Ceremony for the Tom Cosgrove Memorial Highway** will take place on Friday, October 6 at 10:00 a.m. at Robert Jimenez Park.

**I-80/SR 65 Phase I Project** went out to bid on September 25 and bid openings are scheduled for November 14.

**BOARD DIRECTION TO STAFF**

None.

**ADJOURNTO CLOSED SESSION**

This closed session was held pursuant to Government Code 54957, Public Employee Employment Consideration – Executive Director

**ACTION:**

Chair Holmes reported that the Board took no action.

The meeting was adjourned at 12:32 p.m.

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Celia McAdam, Executive Director

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Jim Holmes, Chair



## ***MEMORANDUM***

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**TO:** PCTPA Board of Directors **DATE:** October 12, 2017

**FROM:** Celia McAdam, Executive Director

**SUBJECT:** CONSENT CALENDAR

Below are the Consent Calendar items for the October 25, 2017 agenda for your review and action.

1. FY 2016/17 Placer County Claims for Local Transportation Funds (LTF) - \$5,797,482  
Placer County submitted claims for \$5,797,482 in LTF funds for FY 2017/18 - \$3,797,482 for transit and \$2,000,000 for streets and roads maintenance. The County's claims are in compliance with the approved LTF apportionment, and all transit needs that are reasonable to meet are being provided. Staff recommends approval, subject to the requirement that the County submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2017, prior to issuance of instructions to the County Auditor to pay the claimant in full.
2. PCTPA Personnel Policies and Practices Handbook, 2017 Revision  
Adopt the attached PCTPA Personnel Policies and Practices Handbook. Last updated in January 2007, the handbook was not in compliance with current law, policies and standards. Legal counsel reviewed the entire document to clarify policies including equal employment opportunity, harassment prevention, at-will employment, business travel, illness and injury prevention, breastfeeding, and military leave. Accrued vacation leave pay out was increased from 60 hours per fiscal year to 80 hours per fiscal year. Staff recommends approval.

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**  
**TRANSIT PURPOSES**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: County of Placer  
ADDRESS: 3091 County Center Dr., Ste. 220  
Auburn, CA 9563

CONTACT PERSON: Cynthia Taylor  
Phone: 916-745-3599 Email: ctaylor@placer.ca.gov

The County of Placer hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2017/2018, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

- P.U.C. 99260a, Article 4, Transit Operations/Capital: \$ 3,797,482
- P.U.C. 99275, Article 4.5, Community Transit Services: \$ \_\_\_\_\_
- P.U.C. 99400c, Article 8c, Contracted Transit Services: \$ \_\_\_\_\_
- C.C.R. 6648, Capital Reserve: \$ \_\_\_\_\_
- P.U.C. 99400e, Article 8e, Capital for Contracted Services: \$ \_\_\_\_\_


When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant.

**APPROVED:**

PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY:   
(signature)

TITLE: \_\_\_\_\_

TITLE: Chair, Board of Supervisors

DATE: \_\_\_\_\_

DATE: 10/3/17

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**  
**STREETS & ROADS PURPOSES**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
299 NEVADA STREET, AUBURN, CA 95603

FROM: CLAIMANT: County of Placer  
ADDRESS: 3091 County Center Dr., Ste. 220  
Auburn, CA 95603  
CONTACT PERSON: Cynthia Taylor  
Phone: 916-745-3599 Email: ctaylor@placer.ca.gov

The County of Placer hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2017/2018, for street and road purposes (P.U.C. 99400a) in the amount of \$ 2,000,000 to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

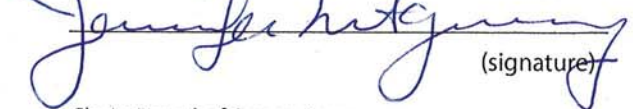
When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant.

APPROVED:

PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY:   
(signature)

TITLE: \_\_\_\_\_

TITLE: Chair, Board of Supervisors

DATE: \_\_\_\_\_

DATE: 10/3/17



**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**IN THE MATTER OF: ALLOCATION OF  
LOCAL TRANSPORTATION FUNDS TO THE  
COUNTY OF PLACER**

**RESOLUTION NO. 17-23**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held October 25, 2017 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Placer County Transportation Planning Agency  
Chair

\_\_\_\_\_  
Executive Director

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary as the transportation planning agency for Placer County, excluding the Lake Tahoe Basin, in accordance with the Transportation Development Act, as amended; and

WHEREAS, it is the responsibility of the Agency to review the annual transportation claims and to make allocations from the Local Transportation Fund.

NOW, THEREFORE, BE IT RESOLVED that the Agency has reviewed the claims and has made the following allocations from the 2017/18 fiscal year funds.

- 1. To the County of Placer for projects conforming to Article 8(a) of the Act: \$2,000,000
- 2. To the County of Placer for projects conforming to Article 4 of the Act \$3,797,482

BE IT FURTHER RESOLVED that allocation instructions are hereby approved for the County Auditor to pay the claimants. Claimant must submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2017, prior to issuance of said instructions to the County Auditor to pay the claimant.

# Before the Board of Supervisors County of Placer, State of California

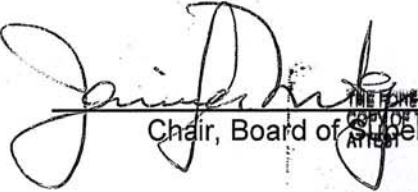
**In the matter of:** A Resolution to execute a claim in the amount of \$5,797,482 for FY 2017-18 Local Transportation Funds and submit to the Placer County Transportation Planning Agency

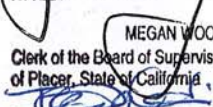
Resolution No: 2017-186

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on October 3, 2017 by the following vote on roll call:

- Ayes: DURAN, WEYGANDT, HOLMES, UHLER, MONTGOMERY
- Noes: NONE
- Absent: NONE

Signed and approved by me after its passage.

  
 Chair, Board of Supervisors

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE  
 MEGAN WOOD  
 Clerk of the Board of Supervisors, County of Placer, State of California  
  
 Deputy Clerk

Attest:

  
 Clerk of said Board

WHEREAS, the County of Placer is eligible to apply for and receive funds from the Local Transportation Fund for transit capital, transit operating, and road/maintenance assistance; and

WHEREAS, the Placer County Transportation Planning Agency includes an allocation in the amount of \$2,797,482 for operating and capital assistance for Placer County Transit for Fiscal Year 2017-18; and

WHEREAS, the Placer County Transportation Planning Agency includes an allocation in the amount of \$1,000,000 for operating and capital assistance for Tahoe Area Regional Transit for Fiscal Year 2017-18; and

WHEREAS, the Placer County Transportation Planning Agency includes an allocation in the amount of \$2,000,000 for annual street/road maintenance for Placer County for Fiscal Year 2017-18.

BE IT RESOLVED, by the Board of Supervisors, County of Placer, State of California, that the Chair of the Board of Supervisors is authorized and directed to execute the attached 2017-18 Local Transportation Fund Claim to the Placer County Transportation Planning Agency in the amount of \$5,797,482 TDA Article 4: Transit Operations and Capital in the amount of \$3,797,482 and TDA Article 8(a): Streets and Roads Maintenance in the amount of \$2,000,000.



PLACER COUNTY TRANSPORTATION PLANNING AGENCY

# Personnel Policies and Practices Handbook

Issue Date: January 1, 2001

Revision Dates: January 1, 2007  
October 25, 2017

## Table of Contents

### SECTION 1: INTRODUCTION

Introductory Statement.....	1
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### SECTION 2: EMPLOYMENT

Nature of Employment.....	2
Employee Relations.....	2
Equal Employment Opportunity.....	2
Commitment to Diversity.....	3
Harassment Policy and Prevention.....	3
Non-Discrimination.....	3
Anti-Retaliation.....	4
Reasonable Accommodation.....	4
Complaint Process.....	4
Business Ethics and Conduct.....	5
Hiring of Relatives.....	6
Fraud.....	6
Employment Eligibility Requirement.....	7
Conflicts of Interest.....	7
Outside Employment.....	8
Job Posting.....	8

### SECTION 3: EMPLOYMENT STATUS & RECORDS

Employment Categories.....	9
Personal Information and Personnel Records.....	10
Employment Reference Checks.....	11
Personnel Data Changes.....	11
Introductory Period.....	11
Accuracy of Employment Applications and Information.....	12
Performance Evaluation.....	12
Job Description.....	13
Salary Administration.....	13

### SECTION 4: EMPLOYEE BENEFIT PROGRAMS

Vacation Benefits.....	14
Flexible Schedule and Job-Sharing.....	15
Holidays.....	16
Workers Compensation Insurance.....	17
Sick Leave Benefits.....	17
Time Off to Vote.....	18
Bereavement Leave.....	18
Donation of Paid Time Off.....	18
Jury Duty.....	19
Witness Duty and Crime Victim Leave.....	19
Cost of Living Adjustments.....	20

Longevity Pay.....	20
Educational Assistance.....	20
Cafeteria Plan.....	21
Health Insurance.....	22
Benefits Continuation (COBRA).....	22
Life Insurance.....	23
Short-Term Disability.....	23
Long-Term Disability.....	23
Retirement Health Benefits.....	24
 <b>SECTION 5: TIMEKEEPING/PAYROLL</b>	
Timekeeping.....	24
Paydays.....	25
Employment Termination.....	25
Pay Advances.....	25
Administrative Pay Corrections.....	26
Pay Deductions.....	26
 <b>SECTION 6: WORK CONDITIONS &amp; HOURS</b>	
Safety.....	26
Illness and Injury Prevention Program.....	27
Work Schedules.....	29
Smoke-Free Environment.....	29
Rest and Meal Periods.....	29
Overtime.....	29
Breastfeeding.....	30
Use of Equipment.....	30
Emergency Closings.....	30
Business Travel Expenses.....	31
Visitors in the Workplace.....	31
Computer and Technology Usage.....	32
Internet Usage.....	32
Teleworking.....	33
Workplace Violence Prevention.....	35
Recycling: Waste Management.....	36
Employee Commute Options.....	36
Request for Information and Media Contact.....	37
 <b>SECTION 7: LEAVES OF ABSENCE</b>	
Family/Medical Leave; Pregnancy Disability Leave.....	37
Military Leave.....	39
 <b>SECTION 8: EMPLOYEE CONDUCT &amp; DISCIPLINARY ACTION</b>	
Employee Standards of Conduct and Work Rules.....	39
Alcohol and Drug-Free Workplace.....	40
Attendance and Punctuality.....	41
Personal Appearance.....	41
Return of Property.....	42

Resignation.....	42
Security Inspections.....	42
Solicitation.....	42
Workplace Etiquette.....	43
<b>Employee Acknowledgement Form.....</b>	<b>44</b>

## SECTION 1: INTRODUCTION

### **Introductory Statement**

This handbook is designed to acquaint you with PCTPA and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by PCTPA to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As PCTPA continues to grow, the need may arise and PCTPA reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception is that there shall be no modification to our employment-at-will policy, which permits you or PCTPA to end our relationship for any reason at any time. Employees will, of course, be notified of modifications to the handbook as they occur. Please note that this handbook is not a contract of employment.

## SECTION 2: EMPLOYMENT

### **Nature of Employment**

Employment with PCTPA is voluntarily entered into and the employee is free to resign at-will at any time, with or without cause. Similarly, PCTPA may terminate the employment relationship at-will at any time, with or without notice or cause, in accordance with the personnel practices described in the Personnel Policies and Practices Handbook, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between PCTPA and any of its employees. The provisions of the handbook have been developed at the discretion of the PCTPA Board of Directors and, except for its policy of employment-at-will, may be amended or cancelled at any time, at PCTPA's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the PCTPA Board of Directors.

### **Employee Relations**

PCTPA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that PCTPA amply demonstrates its commitment to employees by responding effectively to employee concerns.

### **Equal Employment Opportunity**

PCTPA is an equal opportunity employer. PCTPA is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status, or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. In addition, PCTPA prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates PCTPA policy.



### **Commitment to Diversity**

PCTPA values diversity and believes that a range of backgrounds brings a variety of ideas, perspectives and experiences that contribute to an innovative and collaborative environment in which talents are fully utilized, uniqueness is valued, and PCTPA's objectives are met. PCTPA is committed to building a culturally diverse workplace. Women, minorities, individuals with disabilities, members of the LGBTQ community, and veterans are encouraged to apply.

### **Harassment Policy and Prevention**

PCTPA's policy prohibiting harassment applies to all persons involved in the operation of PCTPA. PCTPA prohibits harassment, disrespectful or unprofessional conduct by any employee of PCTPA, including supervisors, managers and co-workers. PCTPA's anti-harassment policy also applies to vendors, customers, independent contractors, interns, volunteers, persons providing services pursuant to a contract, and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by PCTPA policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category.

### **Non-Discrimination**

PCTPA is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in PCTPA operations. PCTPA prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of PCTPA, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay

differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

### **Anti-Retaliation**

PCTPA will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

### **Reasonable Accommodation**

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, PCTPA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation to perform the essential functions of the job should contact the Executive Director and discuss the need for an accommodation. PCTPA will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Executive Director and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, PCTPA will make the accommodation.

PCTPA will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

### **Complaint Process**

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to the Executive Director or Fiscal/Administrative Officer as soon as possible after the incident. You may bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact one of these individuals. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not required.

PCTPA encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been

harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.dfeh.ca.gov](http://www.dfeh.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov).

When PCTPA receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. PCTPA will reach reasonable conclusions based on the evidence collected.

PCTPA will maintain confidentiality to the extent possible. However, PCTPA cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If PCTPA determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. PCTPA also will take appropriate action to deter future misconduct.

Any employee determined by PCTPA to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

### **Business Ethics and Conduct**

PCTPA is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

PCTPA is a public agency, and PCTPA employees are public employees. The effectiveness of PCTPA in doing the public's business is dependent upon our citizens' trust; the preservation of that trust is, therefore, of critical importance. Employees owe a duty to PCTPA, its Board members, and constituents to act in a way that will merit the continued trust and confidence of the public.

PCTPA will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every PCTPA employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **Hiring of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working for or supervising their relative. PCTPA reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the more senior employee involved in the relationship to disclose the existence of the relationship to a higher level of management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, the Executive Director will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

### **Fraud**

PCTPA does not tolerate fraud of any kind. Fraud is defined as intentional deception to obtain benefit or advantage or to cause some benefit that is due, to be denied. Examples of fraud could include submission of a resume citing an educational degree the person had not received, or requesting reimbursement for fabricated expenses.

Should any employee suspect another employee or supervisor of fraud or other unlawful act, it should be immediately reported to the Executive Director for further investigation. Should any employee suspect the Executive Director of perpetrating a fraud or other unlawful act, it should be immediately reported directly to the Chairperson of the PCTPA Board of Directors.

Employees suspected of fraud or other unlawful act may be relieved of their duties, with or without pay, until the investigation is completed. Should the fraud or other unlawful act be substantiated, the employee will be immediately terminated from employment and legal action, as appropriate, may be pursued.

### **Employment Eligibility Requirement**

In accordance with The Immigration and Control Act of 1986, PCTPA hires only those individuals who are lawfully authorized to work in the United States.

Each new and rehired employee must provide original and current documentation to PCTPA to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to PCTPA within seventy-two (72) hours of date of hire. Providing false documentation or making false statements on the verification form will be grounds for immediate termination.

### **Conflicts of Interest**

Employees have an obligation to execute their job duties within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PCTPA wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PCTPA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms, or by ownership of or interest in property affected by PCTPA actions. However, if employees have any influence on activities such as development of planning documents, airport land use plan compliance determinations, ranking or award of discretionary funding, or transactions involving purchases, contracts, or leases, it is imperative that they disclose to the PCTPA Executive Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant interest in an affected property or project, or ownership in a firm with which PCTPA does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or dealings involving PCTPA.

PCTPA is a public agency and all employees and certain contractors are subject to the state laws regarding conflict of interest for public employees and financial disclosure rules. All designated employees must file a California Fair Political Practices Commission (FPPC) Statement of Economic Interests Form 700 with PCTPA, in compliance with state law.

### **Outside Employment**

Outside employment that constitutes a conflict of interest is prohibited. Employees may not perform work that conflicts with their duties at PCTPA. Employees may not receive any income or material gain from individuals outside PCTPA for materials produced or services rendered while performing their duties with PCTPA.

Under some circumstances, employees may hold outside jobs as long as they meet the performance standards of their job with PCTPA. All employees will be judged by the same performance standards and will be subject to PCTPA's scheduling demands, regardless of any existing outside work requirements. Employees must consult with their supervisor or the Executive Director before accepting outside employment to determine if it would conflict with their position at PCTPA.

If PCTPA determines that an employee's outside work interferes with performance or the ability to meet the requirements of PCTPA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PCTPA.

### **Job Posting**

Although PCTPA is a small agency with a limited number of positions, we provide employees an opportunity to indicate their interest in positions that may come open and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although PCTPA reserves its discretionary right to not post a particular opening.

Job openings will normally be posted on the employee bulletin board and remain open for at least 14 days. Each job posting notice will include the dates of the posting period, job title, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have successfully completed the introductory period in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an application and resume to the Executive Director listing job-related skills and accomplishments. It should also describe how their current experience with PCTPA and prior work experience and/or education qualifies them for the position.

PCTPA recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are

encouraged to support employees' efforts to gain experience and advance within the organization.

As appropriate, an applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

### **SECTION 3: EMPLOYMENT STATUS & RECORDS**

#### **Employment Categories**

It is the intent of PCTPA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and PCTPA.

All PCTPA positions are classified according to their coverage under the Fair Labor Standards Act (FLSA) regarding the payment of overtime.

In accordance with the provision of FLSA, positions are classified as either exempt or non-exempt.

- Exempt employees include managers, professional staff and others who are paid a salary for performing a particular function, rather than for carrying out assigned duties during a standard workweek. Exempt employees are paid a salary that is intended to compensate them for the completion of their responsibilities and therefore are not entitled to overtime pay.
- Non-exempt employees are employees in all other types of positions who are entitled to overtime pay for hours worked in compliance with applicable federal law.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 32 hours per week. Generally, they are eligible for PCTPA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule,

but at least 21 hours per week. Regular part-time employees are eligible for some benefits sponsored by PCTPA, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 20 hours or less per week. While they do receive all legally mandated benefits (such as Social Security, workers' compensation insurance and paid sick leave), they are ineligible for s other PCTPA benefit programs. Interns are considered Part-Time employees.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with PCTPA is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified in writing of a change. While all legally mandated benefits (such as Social Security and workers' compensation insurance) are provided to temporary employees, they are ineligible for other PCTPA benefit programs.

CONTRACT employees are those who are hired for a specific project or program. Employment assignments in this category are generally dependent on discretionary grant or budgetary allocations, and positions may be terminated if those funding sources are eliminated. All legally mandated benefits are provided. Other PCTPA-sponsored benefits may also be available, subject to the terms, conditions, and limitations of the employment contract and each benefit program.

### **Personal Information and Personnel Records**

PCTPA's personnel files are considered confidential records and are PCTPA's property; access is limited to employees and those who have a legitimate business reason to see such files or pursuant to a legal process. Employees' medical information and health records will be kept in a separate confidential file in accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations. No documents contained in an employees' personnel file will be released without your written consent, except pursuant to legal process.

Disclosure of personnel information to outside sources will be limited. However, PCTPA will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations.

No manager or employee may provide any information (either on- or off-the-record) regarding current or former employees to any non-PCTPA employee, without express written authorization by the Executive Director. This prohibition includes letters of reference. All requests for employment references regarding current or former employees will be referred to the Fiscal/Administrative Officer.



You may review your own personnel file with the Fiscal/Administrative Officer at a mutually convenient time to answer any questions. You may request copies of all documents that you have previously signed or received. You may also add your response with informational copies to an appropriate party of any disputed item within your personnel file.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. PCTPA may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date PCTPA receives your written request to inspect or copy your personnel records (unless you/your representative and PCTPA mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

### **Employment Reference Checks**

PCTPA personnel is authorized to verify position and employment dates only. No other reference information will be released. Any other information, including address and phone numbers, may be released only with a written authorization by the employee. All reference inquiries regarding PCTPA employees shall be referred to the Executive Director or Fiscal/Administrative Officer.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify PCTPA of any changes in personnel data. Promptly notify the Fiscal/Administrator Officer when important changes in your personal circumstances occur. These changes may include:

- personal mailing addresses, telephone numbers, number and names of dependents, marital status, registered domestic partnership status, individuals to be contacted in the event of an emergency Driving record or status of driver's license if you regularly drive on PCTPA business
- Exemptions on your W-4
- Completion of educational and training courses
- Involvement in professional, industry and civic activities
- Change of address, family or marital status, or other changes of personal information

### **Introductory Period**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. PCTPA uses this period to evaluate employee capabilities, work habits, and overall performance. Either the

employee or PCTPA may end the employment relationship at-will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first six months (180 calendar days) after their date of hire. Employees who are promoted or transferred within PCTPA must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If PCTPA determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the agency, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and PCTPA's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Medicare. They may also be eligible for other PCTPA-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Benefits status is not changed during the secondary introductory period that results from a promotion or transfer within PCTPA.

### **Accuracy of Employment Applications and Information**

PCTPA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Formal performance evaluations are normally conducted on an annual basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive,

purposeful approaches for meeting goals. PCTPA reserves the right to conduct performance evaluations on a more frequent basis where warranted.

Merit-based pay adjustments are awarded by PCTPA in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Merit-based pay adjustments cannot cause the employee's pay to exceed adopted pay ranges.

### **Job Descriptions**

PCTPA makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), and a work environment section.

PCTPA maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director and/or the position supervisor prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. For example, as part of their positions with PCTPA, employees may be assigned duties and responsibilities for other agencies administered by PCTPA such as the South Placer Regional Transportation Authority ("SPRTA") and the local transportation authority for Placer County. Contact the Executive Director if you have any questions or concerns about your job description.

### **Salary Administration**

The salary administration program at PCTPA was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, PCTPA is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation ranges are established for every position based on several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. PCTPA reviews its salary

administration program periodically and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. However, pay adjustments will not cause the employee's salary to exceed the established salary range for that position.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Executive Director is also available to answer specific questions about the salary administration program.

## **SECTION 4: EMPLOYEE BENEFIT PROGRAMS**

### **Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Introductory employees
- Contract employees (only as may be set forth in the contract)

The amount of paid vacation time employees receive each year is calculated on their regular work schedule, and increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 13 vacation days each year, accrued biweekly at the rate of 0.500 days. This totals 4.0 hours biweekly for an 80 hour schedule, or 3.0 hours biweekly for a 64 hour schedule.
- After 3 years of eligible service the employee is entitled to 18 vacation days each year, accrued biweekly at the rate of 0.692 days. This totals 5.54 hours biweekly for an 80 hour schedule, or 4.43 hours biweekly for a 64 hour schedule.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 0.769 days. This totals 6.15 hours biweekly for an 80 hour schedule, or 4.92 hours biweekly for a 64 hour schedule.
- After 15 years of eligible service the employee is entitled to 23 vacation days each year, accrued biweekly at the rate of 0.885 days. This totals 7.08 hours biweekly for an 80 hour schedule, or 5.66 hours biweekly for a 64 hour schedule.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Employees are encouraged to discuss future requests for vacation leave with their supervisor as far in advance as possible. This early consultation maximizes the likelihood that the needs of both the agency and employee can be accommodated.

Employees must submit a formal request for vacation time to their supervisor at least one week in advance of the vacation time requested. The supervisor will consider the request in light of agency deadlines and work flow, and determine if the request can be granted. Employees will be notified of this determination within three working days.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits on a regular basis. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to 320 hours, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. Employees also have the option to request a cash payment for vacation time of up to eighty (80) hours per fiscal year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

### **Flexible Schedules and Job-Sharing**

PCTPA will consider providing flexible scheduling to eligible employees as a benefit of employment. Eligible employee classifications are:

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Introductory employees
- Contract employees (only as may be set forth in the contract)

Given below is a brief description of flexible scheduling that may be provided when feasible. For more detailed information, please contact the Fiscal/Administrative Officer.

Flexible Scheduling: Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate child care or other responsibilities.

Job Sharing: Two part-time employees may request to split what would ordinarily be a single full-time position.

## Holidays

### Regular Holidays

The following nine (9) regular holidays shall be observed:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas (December 25)

PCTPA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Introductory employees
- Contract employees (per contract)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

### Floating Holidays

Each employee who has completed one (1) year of service shall receive four (4) floating holidays in each fiscal year, in lieu of Lincoln's Birthday, Admissions Day, Columbus Day, and Veterans Day. Hours granted are prorated based on the employee's regular schedule; for example, employees working 80 hours biweekly are granted 32 hours floating holiday pay.

Employees who become eligible after the commencement of the fiscal year will receive floating holidays, prorated by number of complete quarters eligible. For example, an employee whose eligibility date falls on October 1st would receive three floating holidays, based on three full quarters of eligibility in a fiscal year. These holidays must be scheduled with the prior approval of the employee's supervisor.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **Workers' Compensation Insurance**

PCTPA provides Workers' Compensation Insurance benefits as required by state law for the protection of employees in case of accident or injury sustained in the course of employment. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. PCTPA may send an injured employee to a physician designated by PCTPA for medical treatment, unless the employee has pre-designated another physician in writing.

An employee who incurs a work-related injury as verified by Workers' Compensation Insurance and necessitates an unpaid leave of absence from work shall continue to have insurance premiums for health, dental, vision and life paid by PCTPA (Employer's portion) for a period not to exceed three (3) months.

### **Sick Leave Benefits**

PCTPA provides paid sick leave benefits to all employees based on eligibility and usage as required under the Healthy Workplaces, Healthy Families Act ("HWHF Act").

Regular employees will accrue sick leave benefits at the rate of 15 days per year, pro-rated based on the employee's number of scheduled work hours. For Full Time Regular employees working 40 hours per week, this would accrue at a rate of 4.62 hours per pay period. Introductory employees will accrue the same sick leave benefits as Regular employees, pro-rated based on the employee's number of scheduled working hours, however no paid sick leave may be taken prior to the completion of 90 continuous days of service. Contract employees will accrue sick leave benefits as set forth in the written contract.

All other employees, including Part-time (scheduled for 20 hours or less per week) and Temporary employees, upon hire are provided 24 hours of sick leave annually, accrued at a rate of 0.93 hours per pay period.

Paid sick leave can be used in minimum increments of one-half hour. Sick leave may be used for the diagnosis, care or treatment of an existing health condition or preventative care for the employee or for a family member as defined under the HWHF Act. "Family member" includes a spouse, registered domestic partner, child, sibling, parent, parent-in-law, grandparent, grandchild, foster child, foster parent or others as provided by law.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the illness or injury and its beginning and expected ending dates. Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a physician's verification that he or she may safely

return to work. For any use of sick leave, the employee must give PCTPA reasonable advance notice if possible or provide notice as soon as practicable.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or PCTPA-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment; however, accrued sick time may be applied to the employee's years of service calculation for the Public Employees Retirement System (PERS) upon retirement. Contact the Fiscal/Administrative Officer for more information on this provision.

### **Time Off to Vote**

PCTPA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule, or via absentee ballot. If employees are unable to vote in an election during their nonworking hours, PCTPA will grant up to two (2) hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

### **Bereavement Leave**

Bereavement Leave with pay shall be authorized, when needed, due to the death of the employee's parent, stepparent, spouse, child, grandchild, stepchild, grandparent, brother, stepbrother, sister, stepsister, uncle, aunt, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or the death of any person who resided with the employee in the employee's household at the time of death.

Up to three (3) days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Contract employees (as may be set forth in the contract)

Bereavement pay is calculated based on the base pay rate at the time of absence.

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

### **Donation of Paid Time Off**

Employees may, at their sole discretion, choose to donate accrued sick leave and/or



vacation time to another employee who has exhausted their paid time off due to illness or other extenuating circumstance. Requests for donations of paid time off may be posted on a common bulletin board or distributed in writing to employees. However, no employee shall be compelled or pressured, by either management or fellow employees, to participate in such a donation program.

### **Jury Duty**

PCTPA encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to four (4) weeks of paid jury duty leave over any one (1) year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Contract employees (as may be set forth in the contract)
- Introductory employees

Juror pay provided by the court will be deducted from the employee's jury duty pay from PCTPA.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any accrued paid time off except for sick leave (for example, vacation leave) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

PCTPA will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

### **Witness Duty and Crime Victim Leave**

PCTPA encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed by PCTPA or have been requested to testify as witnesses by PCTPA, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of eight (8) hours of paid time off to appear in court as a witness based on a subpoena issued by a party other than PCTPA. Employees will be paid at their base rate and are free to use any accrued paid time off except for sick leave (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

In addition, PCTPA will provide leave as required by law for employees who are crime victims or are involved in proceedings related to victim's rights.

### **Cost of Living Adjustments**

An annual cost of living adjustment shall be made to the salary table effective July 1 of each fiscal year. The cost of living adjustment shall be equivalent to the change in the Federal Consumer Price Index for all urban consumers (CPI-U) for the State of California from May of the previous year to May of the current year, except that it shall be no less than zero percent (0%).

### **Longevity Pay**

PCTPA will provide longevity pay above current base salary for those employees who have completed the following years of full-time regular employment with PCTPA.

- 2.5% of base salary after the completion of five (5) years
- An additional 2.5%, for a total of 5.0% of base salary, after the completion of ten (10) years
- An additional 2.5%, for a total of 7.5% of base salary, after the completion of fifteen (15) years

Only an employee's status as a regular employee or limited term employee, either through continuous service or interrupted service, may be counted in calculating longevity pay. A period where an employee did not work for PCTPA, or was classified as a student intern, intermittent, or temporary, shall not be included in the calculation of total years of service that the employee has with PCTPA.

### **Educational Assistance**

PCTPA recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within PCTPA.

PCTPA will provide educational assistance to all eligible in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Contract employees (as may be set forth in the contract)

Course reimbursement is available up to a total of \$400 per employee per calendar year. Courses must receive prior approval to be eligible for reimbursement, and

employee must receive a grade of "C" or better, or other grade indicating satisfactory completion of the course. Employees should contact the Fiscal/Administrative Officer for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, PCTPA cannot guarantee that participation in formal education will entitle an employee to automatic advancement, a different job assignment, or pay increases.

### **Cafeteria Plan**

PCTPA allows employees to maximize the effectiveness of benefit dollars by participating in a cafeteria plan. Employees in the following employment classifications are eligible to participate in the cafeteria plan:

- Regular full-time employees
- Regular part-time employees (21 hours per week or more)
- Introductory employees
- Contract employees (as may be set forth in the contract)

Under a cafeteria plan, PCTPA determines a pre-tax benefit budget for employees in eligible classifications to be directed by the employee. The individual benefit budget is determined by calculating the following:

- the average cost of family coverage amongst all eligible health insurance plans available in Placer County per PCTPA's contract with the California Public Employees' Retirement System (PERS) and under the Public Employees' Medical and Hospital Care Act (PEMHCA);
- the cost of family coverage under the agency's dental plan;
- the cost of vision coverage for an individual employee;
- the cost of \$50,000 term life insurance policy for the individual employee; and
- the average cost for long term disability policy for a full-time employee.

In addition, employees may be able to choose additional benefits that are not currently covered, such as long term care insurance and deferred compensation, or use pre-tax dollars for the flexible spending account to pay for eligible medical expenses or child care services.

Effective July 1, 2004, PCTPA also contributes 7% of the employee's gross salary to the employee's cafeteria plan in lieu of Social Security benefits, which may be directed to PCTPA's deferred compensation plans.

The cafeteria plan budget for employees hired on or after January 1, 2001 will be prorated based on the employee schedule. Employees working an 80 hour biweekly schedule will receive the full individual cafeteria plan budget, while employees working 80% of full time, or a 64 hour biweekly schedule, will receive 80% of the individual budget amount. Employees hired prior to January 1, 2001 will receive the full cafeteria plan budget available to the individual employee, in accordance with the rules in effect when they were hired.

Employees allocate their cafeteria plan budgets on an annual basis to coincide with the open enrollment period for health insurance plans, which generally occurs in the fall of each year. Adjustments to the allocations at other times will be accommodated when possible, based on the requirements of the specific benefit program within the plan. The entire cafeteria plan budget must be allocated amongst available programs; no cash payouts are allowed.

PCTPA considers health insurance coverage critical to the well-being of employees; therefore, employees who propose a cafeteria plan allocation that does not include health insurance benefits must provide the Fiscal/Administrative Officer proof of comparable coverage. In addition, allocations to included benefit programs, such as deferred compensation, may not exceed legal limits. Contact the Fiscal/Administrative Officer for more information on the cafeteria plan.

### **Health Insurance**

PCTPA's health insurance plans provide eligible employees and their dependents access to medical, dental, and vision care insurance benefits. To the extent PCTPA provides benefits to families, dependents, and other eligible beneficiaries, PCTPA defines these terms as allowed under the State of California PERS guidelines. A variety of health insurance plans are available to PCTPA employees through the cafeteria plan. An employee contribution for the cost of health insurance may be required as determined by PCTPA.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plans are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Fiscal/Administrative Officer for more information about health insurance benefits.

### **Benefits Continuation (COBRA)**

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), PCTPA provides employees and/or their covered dependents an opportunity to continue your group health coverage on a temporary basis beyond the date where coverage otherwise would have ended. Under COBRA, employees and/or their qualified dependents have the right to continue health insurance coverage if covered under PCTPA's group health plan.

Eligibility for continuation coverage begins when a qualifying event occurs. A qualifying event is an event which results in the loss of group health care for individuals covered under a group health plan. Loss of coverage must be due to:

- Termination of employment, except for gross misconduct
- Reduction in hours to part-time status
- Employee's death
- Divorce or legal separation
- Loss of dependent status

- Employee's entitlement to Medicare coverage

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCTPA's group rates plus an administration fee. PCTPA or its health insurance plan provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

When a qualifying event occurs, the employee is responsible for informing Human Resources *promptly*. The PCTPA employee and/or their dependents will have sixty (60) days following the date PCTPA mails the notification to respond to the COBRA administrator. If a response is not received within sixty (60) days, the employee and/or their dependents will no longer be eligible for continuation of group health insurance.

### **Life Insurance**

Life insurance offers you and your family important financial protection. A basic life insurance plan for eligible employees is available through the cafeteria plan. Additional supplemental and/or dependent life insurance coverage may also be purchased by the employee.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between PCTPA and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Fiscal/Administrative Officer for more information about life insurance benefits.

### **Short-Term Disability**

PCTPA provides short-term disability benefits through the California State Disability Insurance (SDI) program. SDI is a partial wage-replacement insurance plan for California workers, is state-mandated and funded through employee payroll deductions. Workers covered by SDI have two benefit available to them: Disability Insurance and Paid Family Leave.

Disability Insurance provides short term benefits to eligible California workers who have a loss of wages when they are unable to work due to a non-work-related illness, injury, or pregnancy.

Paid Family Leave provides benefits to individuals who need to take time off work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or to bond with a new child or a child in connection with adoption or foster care placement.

Contact the Fiscal/Administrative Officer for more information about the SDI program.

### **Long-Term Disability**

PCTPA provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable

to work. Eligible employees may choose to participate in the LTD plan under the cafeteria plan.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between PCTPA and the insurance carrier.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Fiscal/Administrative Officer for more information about LTD benefits.

### **Retirement Health Benefits**

Retirement health benefits will be provided to eligible employees as set forth in PCTPA's contract with the California Public Employees' Retirement System (PERS) and under the Public Employees' Medical and Hospital Care Act (PEMHCA). PCTPA provides health insurance benefits to employees who retire from PCTPA in an amount equal to the health insurance benefits provided to active PCTPA employees. Retirees will be responsible for the cost of health insurance in excess of PCTPA's employer contribution. For more information on PERS retirement health benefits, contact the Fiscal/Administrative Officer.

Enrollment in Medicare is the sole responsibility of the retiree. For more information on Medicare enrollment and benefits, contact the Social Security Administration.

### **Retirement Benefits**

PCTPA participates in the California Public Employees Retirement System (CalPERS) for regular employees. The CalPERS retirement program is subject to such terms and conditions as PCTPA, in its sole discretion, may contract with that system. PCTPA has two (2) plans that are outlined below.

**2% at Age 55 Plan (Classic):** Employees hired by PCTPA prior to January 1, 2013 are eligible for a PERS retirement formula of 2% @ 55, with a one-year average compensation formula. PCTPA pays 100% of the employee's member contribution.

**2% at Age 62 Plan (PEPRA):** Effective January 1, 2013, PCTPA adopted the PERS retirement formula of 2% @ 62, with a three-year average compensation formula, as required by law under the California Public Employees' Pension Reform Act of 2013 (PEPRA). This plan covers employees either hired on or after January 1, 2013, or those who have not worked for a PERS-participating employer within the last six months. Employees are required to contribute the full employee's member contribution.

## **SECTION 5: TIMEKEEPING/PAYROLL**

### **Timekeeping**

PCTPA complies with applicable federal and state laws that require records to be maintained of the hours worked by its employees. This is to ensure that accurate records are kept of the hours you work (including overtime where applicable) and of the accrued leave time that is taken and to ensure that you are paid in a timely

manner. You are expected to personally report time worked and taken off in a timely, complete and accurate manner.

All employees must accurately record on a timesheet the number of hours worked daily, in quarter-hour (0.25 hour) increments. Overtime work for non-exempt employees must always be approved by the employee's supervisor before it is performed.

Any falsification of timekeeping records is grounds for corrective action or discipline, up to and including termination.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

### **Paydays**

All employees are paid biweekly on every other Tuesday by the end of the business day. Each paycheck will include earnings for all work performed through the end of the current payroll period.

When a payday falls on a PCTPA-observed holiday, paychecks are issued on the preceding regularly scheduled workday.

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Since employment at PCTPA is "at-will," either the employee or PCTPA may terminate the employment relationship at any time, with or without cause. Below are examples of some of the most common circumstances under which employment is terminated:

- Failure to pass introductory period.
- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization, typically for budgetary, reorganization or other nondisciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees will receive their final pay in accordance with applicable state law.

All accrued, vested benefits that are payable upon separation from employment will be paid. Contact the Fiscal/Administrative Officer for more information on the effects of termination on employee benefits. See also Benefits Continuation (COBRA) above.

### **Pay Advances**

PCTPA does not provide pay advances on unearned wages to employees.

### **Administrative Pay Corrections**

PCTPA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Fiscal/Administrative Officer so that corrections can be made as quickly as possible.

### **Pay Deductions**

The law requires that PCTPA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes, and applicable member contributions to the California Public Employees Retirement System (PERS). Because PCTPA participates in PERS, the agency is not required to and does not participate in Social Security. However, Federal law requires PCTPA to deduct the Medicare portion of the Social Security tax. PCTPA matches the amount of Medicare taxes paid by each employee.

PCTPA offers programs and benefits beyond those required by law such as a deferred compensation plan. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Fiscal/Administrative Officer.

## **SECTION 6: WORKING CONDITIONS & HOURS**

### **Safety**

To assist in providing a safe and healthful work environment for employees and visitors, PCTPA has established a workplace safety program. This program is a top priority for PCTPA. The Fiscal/Administrative Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

PCTPA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Fiscal/Administrative Officer. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities both in and out of the office environment. This also requires employees whose jobs require them to drive to do so cautiously and obey all traffic laws. Also, if the



employee drives on PCTPA business, whether in a personal vehicle, rental vehicle or agency vehicle, the employee must promptly notify PCTPA of changes in the employee's driving record or status of driver's license.

Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Fiscal/Administrative Officer or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Illness and Injury Prevention Program**

It is the policy of PCTPA to provide a safe workplace for all its employees. PCTPA strives to provide a workplace that is as free as possible from conditions and acts that may result in injuries or illnesses.

**Responsibility:** The Executive Director is responsible for implementing and maintaining the PCTPA safety program. The Fiscal/Administrative Officer responsible for implementing and maintaining the Illness and Injury Prevention (IIP) Program in their work areas and for answering employee questions about the IIP Program. A copy of this IIP Program is provided to each employee as a component of the Personnel Policies and Practices Handbook.

**Compliance:** All employees are responsible for complying with safe and healthful work practices. The system of ensuring that all employees comply with these practices include:

- Informing employees of the provisions of the IIP Program.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

**Communication:** The Executive Director and the Fiscal/Administrative Officer are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. This communication system encourages all employees to inform the Executive Director and the Fiscal/Administrative Officer about workplace hazards without fear of reprisal. This communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of the IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards.

Hazard Assessment: Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of the workplace and according to the following schedule:

- When we initially established the IIP Program;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Accident/Exposure Investigations: Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Hazard Correction: Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

Training and Instruction: All employees shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established;
- To all new employees;
- To all employees given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever PCTPA is made aware of a new or previously unrecognized hazard;
- To Team Managers to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.

- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Recordkeeping: PCTPA is local governmental entity and is not required to keep written records of the steps taken to implement and maintain the IIP Program.

### **Work Schedules**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow eligible employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program

### **Smoke-Free Environment**

In keeping with PCTPA's intent to provide a safe and healthful work environment, and in compliance with law, smoking and vaping is prohibited throughout the workplace. This policy applies equally to all employees and visitors.

### **Rest and Meal Periods**

Each workday, full-time non-exempt employees are provided with two (2) uninterrupted rest periods of fifteen (15) minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all work responsibilities and restrictions during meal periods and will not be compensated for that time.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with the Fair Labor Standards Act. Overtime pay is based on actual hours worked. Time off on sick leave, holidays, vacation leave, or any other leave will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime, or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

### **Breastfeeding**

Non-exempt employees who are breastfeeding may take additional unpaid breaks with the Executive Director's approval to express breast milk for an infant child. Employees will be required to use the paid rest break time already provided to them, if possible. If a reasonable amount of additional time is needed, that time will be unpaid and will only be approved if the employee's taking the additional time does not seriously disrupt business operations. The employee may choose to use her lunch break time to express breast milk as well. PCTPA will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location, other than a toilet stall, that is located reasonably close to the employee's work area. Employees with private offices, i.e., with a door that can be locked and without visibility to passers-by, may use their offices to express breast milk. Employees who desire lactation accommodations should contact the Fiscal/Administrative Officer to request accommodations.

### **Use of Equipment**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using PCTPA property, including computers and other electronic devices, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

### **Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt agency operations. In extreme cases, these circumstances may require the closing of a work facility.

When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off

from scheduled work will be paid. When the decision to close is made BEFORE the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

### **Business Travel Expenses**

Please see PCTPA Travel Policy and Procedures for information regarding travel expenses, request and permission, reimbursement and forms.

### **Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at PCTPA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter PCTPA at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on PCTPA's premises, employees should immediately notify their supervisor, direct the individual to the main entrance, or if necessary, contact the Auburn Police Department.

### **Computer and Technology Usage**

Computers, computer files, internet access, e-mail, voicemail, software, and any electronic devices (collectively "technology") furnished to employees are PCTPA property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, PCTPA may monitor employees' use of technology, including all computer and e-mail usage, and employees shall have no expectation of privacy in their use of technology. Employees should remain aware that PCTPA is subject to applicable public records laws and that, in general, computer, e-mail and other electronic records are considered public records.

PCTPA strives to maintain a workplace free of harassment and discrimination, and recognizes the diversity of its employees. Therefore, PCTPA prohibits the use of technology, including computers and the e-mail system, in ways that are unlawful, disruptive, offensive to others, or harmful to morale. See also, Internet Usage, below.

For example, the display or transmission of sexually explicit, indecent or offensive images, messages, and cartoons is not allowed. Other prohibited displays or transmissions include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing, intimidating or disparaging to

people because of their race, age, sex, religion, ethnicity, ancestry, disability, sexual orientation, gender identity or any other characteristic protected by law.

Technology, including e-mail, may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Occasional and incidental personal use of PCTPA's technology is allowed if it occurs during off-duty time and does not violate any aspect of this policy or other PCTPA policies. All use of technology, including personal communications and stored data, will be treated the same as any other communications and data and may be accessed and monitored by PCTPA. Employees shall have no expectation of privacy with respect to such personal use.

Employees should notify their immediate supervisor, the Executive Director or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by PCTPA to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. However, supervisors have the sole discretion to determine if such personal use has become excessive and to terminate this privilege.

All Internet data that is composed, transmitted, or received via PCTPA computers or electronic devices is considered to be part of the official records of PCTPA. PCTPA may monitor and access this usage and the usage is subject to disclosure, including to law enforcement or other third parties. Consequently, employees should always ensure that information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of PCTPA. As such, PCTPA reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer or other technology systems. Employees shall have no expectation of privacy in their use of these systems. Employees should remain aware that PCTPA is subject to applicable public records laws and that, in general, Internet and other electronic records are considered public records.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion,

ethnicity, ancestry, national origin, disability, sexual orientation, gender identity or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. Downloaded files are to be checked for viruses; compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by PCTPA in violation of law or PCTPA policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, offensive or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornographic, obscene or indecent materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any illegal activities

### **Teleworking**

Teleworking, which is the practice of working at home or at a site near the home instead of physically traveling to a central workplace, is an effective way of reducing traffic congestion and supporting employees' flexibility on where to perform their work. In consonance with our charge to encourage the efficient use of the local transportation systems, PCTPA offers the teleworking option to employees when it would benefit both the organization and the employee.

Employees who believe teleworking can enhance their ability to get the job done should make the request to the Executive Director. If approved, the Executive Director and the employee will review and agree on the expectations of each party, how they will be accountable and responsible, what equipment is necessary, and how any communication barriers will be overcome.

The decision to approve a teleworking arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the teleworking program (unless otherwise agreed upon in writing). As conditions of teleworking, the employee certifies that: the employee will be accessible for communication by telephone and email during all scheduled work hours; the employee will ensure the security of confidential information by not removing original documents or confidential personal information from the office; and the employee's work environment is safe and equipped with a smoke alarm.

The employee's at-home work hours will conform to a schedule agreed upon by the employee and their supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they are when the employee is in the office. Changes to the employee's work schedule must be reviewed and approved in advance by the employee's supervisor.

During working hours, the employee's teleworking work space will be considered an extension of PCTPA's work space. Therefore, workers' compensation benefits may be available for job-related injuries or accidents that occur in the employee's teleworking work space during working hours. Teleworking employees should report all job-related injuries or accidents to the Fiscal/Administrative Officer immediately.

PCTPA assumes no responsibility for injuries occurring in the employee's teleworking work space outside the agreed-upon work hours. The employee agrees to maintain safe conditions at the teleworking work space and to practice the same safety habits as those followed on PCTPA's premises.

The employee should not undertake to provide primary care for a young child, an elder or others needing primary care during teleworking hours. If a young child or others needing primary care will be home during the employee's teleworking hours, some other individual should be present to provide primary care. However, if a young child or another individual is ill at the employee's home, the employee may, on a temporary basis, provide primary care for that individual subject to approval of the employee's supervisor.

Teleworking is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, PCTPA has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time.



## **Workplace Violence Prevention**

PCTPA is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, PCTPA has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees, contractors, members of the public and anyone else on the premises or at any PCTPA meeting or function are expected to refrain from harassing, abusive or threatening language or actions, fighting, "horseplay," or any other conduct that may be dangerous or threatening to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of PCTPA.

Conduct that threatens, intimidates, endangers or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, religion, disability, sexual orientation, gender identity or any other characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of PCTPA management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor or any other member of PCTPA management. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening. Call 911 as necessary.

PCTPA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of an investigation, PCTPA may suspend employees, either with or without pay, pending investigation.

Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PCTPA encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. PCTPA is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **Recycling; Waste Management**

PCTPA supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Recology Auburn Placer provides waste management services for PCTPA where disposable items are taken to the Materials Recovery Facility (MRF). The MRF assists Placer County jurisdictions with achieving state mandated waste diversion goals by 1) recovering recyclable materials from mixed waste, 2) processing green and wood wastes for composting or biomass, and 3) receiving and processing source-separated recyclables. Most waste materials can simply be disposed of in any trash receptacle. For more information visit [OneBigBin.com](http://OneBigBin.com).

PCTPA recycles printer cartridges and properly disposes of lightbulbs, batteries, electronics, and hazardous materials. Please check with the Planning Administrator on recycling or disposing of these items.

PCTPA encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- communication through computer networks with e-mail
- two-sided photocopying
- reusing paper clips, folders, and binders
- turning off lights when not in use

Whenever possible, employees of PCTPA are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

## **Employee Commute Options**

As Placer County's regional transportation planning agency, PCTPA leads the efforts to reduce the traffic congestion that contributes to air pollution and energy waste. To help reduce congestion and improve air quality, PCTPA encourages employees to use alternative commute options. Finding alternatives for driving alone to work benefits both employees and the environment.

If at all possible, walking or bicycling to work are the healthiest commute options. These options also have the greatest impact on reducing traffic and the cost of commuting. Bicycle storage racks are provided outside the building to give employees a secure and convenient place to store their bicycle; in addition, employees may store their bicycles in designated areas inside the office.

Public transportation is a commute option that reduces traffic and air pollution. Transit and train riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting. Regular full-time and regular part-time employees who regularly use a public transportation system as a method of commuting to work are

eligible for transit pass subsidies. The contribution toward the cost of such a transit pass shall not exceed the cost of the monthly pass of the transit provider principally used by the employee or the current federal Internal Revenue Service (IRS) maximum fringe benefit exclusion for transit subsidies, whichever is less. PCTPA may establish and implement procedures and eligibility criteria for the administration of this benefit which may include receipts and/or certification of expenses.

### **Requests for Information and Media Contact**

It is the policy of PCTPA to provide all information to the public that is not expressly prohibited from disclosure by the Public Records Act. Any request for a public document by a member of the public, shall be noted, with the date, time and substance of the request, as well as the name of the person making the request.

If staff has any question that a request is legally protected, they shall address their question to the Executive Director or his/her designee who shall then address the question with outside legal counsel, if necessary. Examples might be personnel records, communications between counsel and representatives of PCTPA, or consultants' reports prepared with the participation of counsel.

If a copy of a document is requested, as opposed to an inspection of a public document, the copy shall be provided as soon as possible, not to exceed ten (10) days to prepare the copies and provide them to the requesting party.

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Executive Director may comment to news reporters or other media on programs, projects, policies or events that have an impact on PCTPA.

## **SECTION 7: LEAVES OF ABSENCE**

### **Family/Medical Leave; Pregnancy Disability Leave**

PCTPA complies with the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA) by providing eligible employees with up to twelve (12) weeks of unpaid CFRA/FMLA leave during any 12-month period for: the employee's own serious health condition; the employee's need to care for the employee's spouse, registered domestic partner, child, or parent with a serious health condition; or the birth of the employee's child, or placement of a child with the employee for adoption or foster care. FMLA is also provided to eligible employees for a "qualifying exigency" as defined under law, because the employee is the spouse, child or parent of an individual on covered active duty in the armed forces. Also, FMLA/CFRA will be provided to eligible employees who are the spouse, child, parent or next of kin of a covered service member to care for the service member, as required under law. To be eligible under CFRA and FMLA, an employee must have more than 12 months of service and must have worked at least 1,250 hours during the previous 12 months period before the need for leave. Under most circumstances, leave under CFRA and FMLA will run at the same time. Eligible employees should contact the Fiscal/Administrative Officer regarding the need for leave at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

If an employee is disabled by pregnancy, childbirth or related medical conditions, she is entitled to take a pregnancy disability leave (PDL) of up to four months, depending on the period(s) of actual disability. Leave under PDL is not counted as time used under CFRA; however, leave under PDL is counted as FMLA leave. Once a pregnant employee is no longer disabled, she may apply for leave under CFRA for purposes of baby bonding.

Employees utilizing CFRA/FMLA will be required to first use any accrued paid leave time before taking unpaid leave. This requirement does not apply to pregnancy disability leave.

For leave based upon the employee's or eligible family member's serious health condition, a health care provider's statement must be submitted certifying the need for family medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to PCTPA. Employees returning from family medical leave for the employee's serious health condition must submit a health care provider's certification of their fitness to return to work.

Subject to the terms, conditions, and limitations of the applicable plans, PCTPA will continue to provide health insurance and other benefits for the full period of the employee's approved CFRA/FMLA leave, to the same extent that the employee would receive these benefits if the employee was not on leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Under CFRA/FMLA, eligible employees are granted leave for the period of a serious health condition (employee or family member), up to a maximum of 12 weeks within any 12 month period. If the CFRA/FMLA leave for a serious health condition proves insufficient, consideration will be given to a written request for additional unpaid leave. The Executive Director may approve additional unpaid leave of up to three (3) months for a continuing serious health condition as certified by a health care provider. Employees on approved additional unpaid leave may continue their group health insurance coverage by paying the full monthly premium at the time it is due, in conjunction with COBRA guidelines.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

So that an employee's return to work can be properly scheduled, an employee on family medical leave is requested to provide PCTPA with at least two weeks advance notice of the date the employee intends to return to work. When a family medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, PCTPA will assume that the employee has resigned.

This policy is an outline only and does not contain every detail of the CFRA, the FMLA, and pregnancy disability leave as applied to each circumstance. Contact the Fiscal/Administrative Officer for more information or questions on family medical leave or pregnancy disability leave.

### **Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should contact the Fiscal/Administrative Officer for information about their rights during and after military leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees who work more than 20 hours per week and have a spouse in the U.S. uniformed services who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Contact the Fiscal/Administrative Officer for more information or questions about military leave.

## **SECTION 8: EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### **Employee Standards of Conduct and Work Rules**

PCTPA employees are required to abide by standards and rules established to protect all employees and the organization from potential injuries or harm and to promote a harmonious and efficient work environment.

PCTPA's practice is to help identify performance and behavioral issues and to provide

assistance with resolving such issues.

Failure to observe established rules and practices can lead to disciplinary action including, but not limited to, formal warnings, suspension and termination. However, any and all disciplinary action by PCTPA is purely discretionary and in no way limits or alters the "at-will" employment relationship.

PCTPA employees shall not engage in any conduct or activity inconsistent with his or her duties as a PCTPA employee. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of improper conduct that may result in disciplinary action, up to and including termination of employment:

- Dishonesty, theft, fraud, gambling or inappropriate use or removal of property
- Falsification of records, such as time records or employment application
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating vehicles or equipment as part of work duty
- Fighting, threatening violence or any deliberate injury to another person
- Use of abusive, threatening or intimidating language or behavior, or any disorderly conduct
- Insubordination or refusal to comply with instructions
- Violation of safety rules, or any act which threatens the safety, health or well-being of any individual
- Sexual harassment or other unlawful or unwelcome harassment
- Discrimination or retaliation in violation of PCTPA's policies and the law
- Improper release of confidential information
- Accepting or soliciting a bribe or other use of position for personal gain
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or lateness, or any absence without notice
- Violation of computer, technology or Internet policies
- Violation of personnel policies
- Failure to perform assigned duties
- Continual unsatisfactory performance or conduct
- Other offenses, which in the supervisor's or manager's judgment, threaten the well-being of the organization, any employee or other individual

### **Alcohol and Drug-Free Workplace**

PCTPA is committed to providing an alcohol and drug-free workplace.

While on PCTPA premises and while conducting business-related activities off PCTPA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, marijuana or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees who attend a work-related event (such as dinners or receptions where they

may be representing PCTPA in their official capacity) where alcohol is served are not violating this policy if they have a drink.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Executive Director to receive assistance or referrals to appropriate resources in the community.

Under the Drug-Free Workplace Act, an employee who has been convicted of violating any criminal drug statute in the workplace is required to notify the Executive Director. The report must be made within five calendar days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Executive Director without fear of reprisal.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, PCTPA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on PCTPA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence and at least 30 minutes prior to the scheduled starting time. An employee who must leave work prior to his/her normal ending time must notify their supervisor in advance.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image PCTPA presents to the public.

During business hours or when representing PCTPA, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true when your job involves dealing with the outside agencies, Board members, and the public.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Excessively revealing clothing may not be worn under any circumstances.
- Excessively casual clothing are not professionally appropriate and should not be worn.
- Hairstyles are expected to be in good taste and appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Visible excessive tattoos and similar body art must be covered during business hours.

### **Return of Property**

Employees are responsible for all PCTPA property, equipment, materials, or written information issued to them or in their possession or control, including keys, credit cards and employer-issued cellular phones. All PCTPA property must be returned by employees on or before their last day of work.

### **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with PCTPA. Although advance notice is not required, PCTPA requests at least two (2) weeks' written notice of resignation from all employees. Particularly for exempt positions, written notice of three (3) weeks or more is appreciated.

### **Security Inspections**

PCTPA wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, PCTPA prohibits the possession, transfer, sale, or use of such materials on its premises. PCTPA requires the cooperation of all employees in administering this policy.

Desks, file cabinets, and other storage devices may be provided for the convenience of employees but remain the sole property of PCTPA. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of PCTPA at any time, either with or without prior notice.

### **Solicitation**

In an effort to ensure a productive and harmonious work environment, persons not employed by PCTPA may not solicit or distribute literature in the workplace at any time for any purpose.

PCTPA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)



In addition, the posting of written solicitations on company bulletin boards is prohibited.

**Workplace Etiquette**

PCTPA strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. PCTPA encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.



## PLACER COUNTY TRANSPORTATION PLANNING AGENCY

### EMPLOYEE ACKNOWLEDGEMENT FORM

#### PCTPA PERSONNEL POLICIES AND PRACTICES HANDBOOK

I have received a copy of PCTPA’s Personnel Policies and Practices Handbook. I understand that it contains important information on PCTPA’s policies, as well as my rights and responsibilities as an employee. I understand and agree that it is my responsibility to familiarize myself with the policies in the Handbook and abide by these policies.

I have read and understand the Handbook. I understand that I am governed by its contents. I understand that PCTPA retains its discretion to make all decisions concerning my employment (including, e.g., decisions regarding promotions, demotions, transfers, job responsibilities, increases or reductions in pay, bonuses or other compensation, or any other managerial decision). No director, supervisor, or representative of PCTPA has the authority to enter any agreement, express or implied, for employment for any specific period of time, or make any agreement for employment.

I understand and agree that nothing in the Personnel Policies and Practices Handbook creates or is intended to create a promise or representation of continued employment.

I have also read and understand PCTPA’s Harassment Policy.

I further understand that SACOG can change, delete, or add to any policies, benefits, or practices described in the Personnel Policies and Practices Handbook that are outside the scope of representation in its sole and absolute discretion with prior notice and in compliance with PCTPA’s legal obligations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



## ***MEMORANDUM***

**TO:** PCTPA Board of Directors **DATE:** October 11, 2017

**FROM:** Aaron Hoyt, Associate Planner

**SUBJECT:** 9:00 AM: PUBLIC HEARING – ANNUAL UNMET TRANSIT NEEDS

### **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 process is one of PCTPA's key responsibilities as a Regional Transportation Planning Agency (RTPA). PCTPA must annually hold at least one public hearing to obtain comments on unmet transit needs that exist within Placer jurisdictions (excluding that portion that is within the Tahoe Regional Planning Agency (TRPA) area) and that might be reasonable to meet.

PCTPA focuses on those services 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.

### **DISCUSSION**

In addition to the public hearing to be held at the PCTPA Board meeting, a public workshop was hosted in Tahoe City and additional workshops are scheduled in Lincoln and Roseville. PCTPA also made a presentation to the Placer Collaborative Network and the Best Step Collaborative summarizing the process and identifying ways to participate in the process.

Each of the public workshops and the public hearing were advertised in local newspapers, through social media, an email database, and the distribution of flyers in English and Spanish by local jurisdictions. Public comments can be submitted at the October 25<sup>th</sup> public hearing, or via phone, fax, mail, e-mail, and through an on-line survey. The public comment period for this year's unmet transit needs process will conclude on November 17, 2017.

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 Committee (SSTAC) in January 2018. The final report will be presented to the TAC and Board in February 2018. Any comments determined to meet the adopted definition of an "unmet transit need" and "reasonable to meet" criteria must be funded in the next fiscal year prior to TDA funds being allocated for streets and roads purposes.

CM:AH: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***

**TO: WPCTSA Board of Directors**

**DATE: October 10, 2017**

**FROM: Celia McAdam, Executive Director  
David Melko, Senior Transportation Planner**

**SUBJECT: FY 2017/18 BUDGET AMENDMENT #1**

### **ACTION REQUESTED**

Adopt FY 2017/18 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 2017/18. Amendment #1 increases operating revenues by 3.6%, or \$67,631 as a result of end of the fiscal year adjustments in cash reserves (unearned revenue) and interest income. As a reminder, cash reserves have accumulated over the course of a number of years to the point where they exceed necessary levels. Therefore, the direction provided by the Board in June for FY 2017/18 is to implement a one-time action to spend down accumulated cash reserves and forego the annual Local Transportation Fund (LTF) Article 4.5 allocation.

Operating expenditures total \$1,693,198, an increase of less than a percent compared to the adopted June budget, with a projected end of the year surplus of \$250,053 to be carried over into FY 2018/19. The increase in operating expenditures is due to budget provided for transit planning to update the Transit Coordination Guide and funds allocated to the agency's operating reserve; and a decrease in the cost to provide Health Express as reflected in Contractor Services Agreement Addendum #4 adopted by the Board in September.

The TAC concurs with the staff budget recommendations. Staff recommends approval of the FY 2017/18 Budget Amendment #1.

CM:DM:ss

**Attachment 1: Western Placer CTSA Proposed Operating Budget Summary Amendment #1  
FY 2017/18**

October 2017

Operating Expenditures	FY 2017/18 Amendment #1	FY 2017/18 Adopted	Difference Amendment #1 vs. Adopted
PCTPA Staff Administration MOU - Per PCTPA OWP WE #23 (1)	\$ 117,283	\$ 118,696	\$ (1,413)
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)	\$ 5,700	\$ 5,700	\$ -
Outreach	\$ 7,500	\$ 7,500	\$ -
Direct Expenses (2)	\$ 7,500	\$ 7,500	\$ -
Subtotal PCTPA Administration	\$ 146,233	\$ 147,646	\$ (1,413)
<b>Programs</b>			
MV Transit - Health Express (3)	\$ 391,415	\$ 394,680	\$ (3,265)
Seniors First - Health Express Program Management (4)	\$ 99,530	\$ 99,530	\$ -
Seniors First - My Rides (4)	\$ 216,860	\$ 216,860	\$ -
Transit Ambassador Program (5)	\$ 30,000	\$ 30,000	\$ -
Transit Planning (6)	\$ 15,000	\$ -	\$ 15,000
Short Range Transit Plans & On-Board Survey (7)	\$ 258,308	\$ 258,308	\$ -
Retired Vehicle Program	\$ -	\$ -	\$ -
Dial-a-Ride CTSA Trips Reimbursement	\$ -	\$ -	\$ -
Bus Pass Subsidy Program (8)	\$ 15,000	\$ 15,000	\$ -
South Placer Transit Information Center (Call Center) (9)	\$ 300,000	\$ 300,000	\$ -
Subtotal Existing & New Programs	\$ 1,326,113	\$ 1,314,378	\$ 11,735
<b>Subtotal Operating Expenditures</b>	<b>\$ 1,472,346</b>	<b>\$ 1,462,024</b>	<b>\$ 10,322</b>
Operating Reserve (10)	\$ 220,852	\$ 219,304	\$ 1,548
<b>Total Operating Expenditures</b>	<b>\$ 1,693,198</b>	<b>\$ 1,681,328</b>	<b>\$ 11,870</b>

Operating Revenue	FY 2017/18 Amendment #1	FY 2017/18 Adopted	Difference Amendment #1 vs. Adopted
FY 2017/18 LTF Article 4.5 (11)	\$ -	\$ -	\$ -
FY 2016/17 State Transit Assistance PUC 99313 (12)	\$ 44,230	\$ 44,230	\$ -
FY 2015/16 Carryover to FY 2016/17 (13)	\$ -	\$ -	\$ -
Prior Year Carryover (14)	\$ -	\$ -	\$ -
Unearned Revenue (14)	\$ 1,724,745	\$ 1,659,000	\$ 65,745
Interest Income (13)	\$ 7,886	\$ 6,000	\$ 1,886
Seniors First match toward Health Express - Hospital Funds (15)	\$ 74,530	\$ 74,530	\$ -
Seniors First match toward My Rides - A4AA Funds (15)	\$ 38,860	\$ 38,860	\$ -
Seniors First match toward My Rides - Other Sources (15)	\$ 53,000	\$ 53,000	\$ -
Federal Transit Administration (FTA) Section 5310	\$ -	\$ -	\$ -
<b>Total Operating Revenue</b>	<b>\$ 1,943,251</b>	<b>\$ 1,875,620</b>	<b>\$ 67,631</b>

Operating Revenue to Expenditure Comparison	FY 2017/18 Amendment #1	FY 2017/18 Adopted	Difference Amendment #1 vs. Adopted
Carryover to FY 2018/19	\$250,053	\$194,292	\$ 55,761

**Notes**

1. Per PCTPA Final OWP and Budget FY 2017/18 Amendment #1, October 2017.
2. Direct expenses include auto, advertising, meeting, conference & training, postage, printing, and travel.
3. Per Contractor Services Agreement Addendum #4 approved September 2017.
4. Per Seniors First MyRides and Health Express Agreement Addendum #1 approved June 2016.
5. Per Transit Ambassador Program Agreement with Roseville Transit approved March 2010.
6. Reflects planning consultant services to update existing Transit Coordination Guide.
7. Reflects planning consultant services for WPCTSA and transit operators Short Range Transit Plans and PCTPA staff contract administration.
8. Bus pass reimbursement for participating social service organizations based on approved agreements.
9. Per Call Center Agreement with Roseville Transit approved June 2017.
10. Government Finance Officers Association recommends an operating reserve or contingency of up to 15%.
11. Final LTF apportionment approved August 2017 forgoes 2017/18 WPCTSA Article 4.5 allocation to reduce existing cash reserves.
12. Final STA allocation approved at 4.0 percent August 2017.
13. Unaudited as of June 30, 2017.
14. Per Statement of Net Position, June 30, 2017. Amount reflects existing cash reserves to be used in lieu of FY 2017/18 LTF Article 4.5 allocation.
15. Revenue attributable to non-profit match for programs.



## ***MEMORANDUM***

**TO:** Board of Directors **DATE:** October 10, 2017

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

**SUBJECT:** PLACER COUNTY FREEWAY SERVICE PATROL (FSP) - ADAM SERVICE TRUCK

### **ACTION REQUESTED**

Authorize the Executive Director to issue Change Order No. 3 to Placer County Freeway Service Patrol Contractor Services Agreement 15-FSP-01, as shown in Attachment 1.

### **BACKGROUND**

Placer County's Freeway Service Patrol (FSP) is a joint program provided by the California Department of Transportation (Caltrans), the California Highway Patrol (CHP) and PCTPA. The program is a free service of privately owned tow trucks that patrol about 15 miles of congested segments along both I-80 and SR65. Tow trucks currently operate weekdays, except holidays, from 6:30 a.m. to 9:30 a.m., and 4:00 p.m. to 7:00 p.m. Monday through Friday.

On May 24<sup>th</sup> the Board approved Change Order No. 2 to the Placer County Freeway Service Patrol Contractor Services Agreement 15-FSP-01. Change Order No. 2 included an hourly rate increase for the contractor, Extreme Towing; exercised Option Year 1 extending the Contractor Services Agreement to January 2, 2019; and eliminated the "Adam" service truck from FSP service to accommodate the contractor's rate increase and to remain within the FY 2017/18 budget approved by the Board.

### **DISCUSSION**

It was this last action eliminating the "Adam" truck that the Board expressed some reluctance in implementing and requested that staff seek funding to reinstitute the service as soon as possible. After reexamining our existing revenues and expenditures the proposed Overall Work Program and Budget for FY 2017/18 Amendment #1 includes \$18,000 to reinstitute the "Adam" truck for the remaining portion of the fiscal year. An annual budget of \$28,000 for FY 2018/19 will allow PCTPA to provide a three hour evening service shift, three days per week. The CHP recommends "Adam" truck service be provided Wednesdays through Fridays. Service on these days provide the best value for our funding based on FSP assist and traffic data. It is possible in subsequent years with SB-1 revenues, FSP service(s) could be further expanded.

Staff recommends approval of Change Order No. 3 to Placer County Freeway Service Patrol Contractor Services Agreement 15-FSP-01, as shown in Attachment 1. The TAC concurs with the staff recommendation.

**CHANGE ORDER NO. 3 TO PLACER COUNTY FREEWAY SERVICES PATROL  
CONTRACTOR SERVICES AGREEMENT 15-FSP-01  
REGARDING  
PLACER COUNTY FREEWAY SERVICE PATROL SERVICES FOR FY 2017/18**

The Placer County Transportation Planning Agency (PCTPA) may, from time to time, make changes in the Scope of Services of Contractor Services Agreement 15-FSP-01 through a Change Order. A Change Order shall not modify the overall purpose of this Agreement.

Pursuant to Contractor Services Agreement 15-FSP-01 between PCTPA and Extreme Towing, Inc. (Contractor) regarding Placer County Freeway Service Patrol services, Change Order No. 3 shall authorize the PCTPA Executive Director to make the following changes:

**Section 1.0 SCOPE OF SERVICES AND STANDARD OPERATING PROCEDURES**

Modify the Freeway Service Patrol (FSP) services as set forth in Exhibit A - Scope of Services to reinstitute the “Adam” service truck eliminated by Change Order No.2 as follows:

- “Adam” service truck: three hour evening service shift, three days per week (Wednesday through Friday).

**Section 3.0 B. PAYMENT**

Modify the annual amount of \$226,000 approved pursuant to Change Order No. 2 to a not to exceed annual amount of \$254,000, an increase of \$28,000, effective July 1, 2017.

**Section 3.0 C. PAYMENT**

Modify FSP hourly rates to include:

- FSP services, cost per hour “Adam” service truck                      Rate: \$ 59.67

Change Order No. 3 shall become effective November 1, 2017, with the Contractor performing the Scope of Services as changed. All other provisions of Contractor Services Agreement 15-FSP-01 and Scopes of Services shall remain intact and in force.

**JOHNSON INVESTMENT CORPORATION  
DBA EXTREME TOWING**

**PLACER COUNTY TRANSPORTATION  
PLANNING AGENCY**

\_\_\_\_\_  
Bruce Johnson, President

\_\_\_\_\_  
Celia McAdam, FAICP CTP  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## ***MEMORANDUM***

**TO:** PCTPA Board of Directors **DATE:** October 10, 2017

**FROM:** Celia McAdam, Executive Director

**SUBJECT:** TRANSPORTATION FUNDING STRATEGY OUTREACH AND POLLING

### **ACTION REQUESTED**

Board direction to continue to provide outreach and implementing legislation for a transportation sales tax district.

### **BACKGROUND**

Staff continues to put laser focus on developing the financial resources necessary to provide the transportation infrastructure that is fundamental to the economic vitality of Placer County. That effort includes the pursuit of legislation that would permit sub-county districting for South Placer County for a transportation sales tax, as directed by the Board in January 2017.

Along with our consultants, including TBWB Strategies and Fairbanks Maslin, we are developing an updated Strategic Funding and Outreach Work Plan. Building on the efforts surrounding the placement of Measure M on the November 2016 ballot, this Plan is intended to continue to communicate complex issues about our abilities to meet Placer's transportation needs in a way that the public can understand, and getting the feedback needed to move forward.

### **DISCUSSION**

Staff and consultants will provide an update the Board on the current status of our transportation funding strategy efforts, including:

- Staff, with the assistance of consultant Mark Watts of Smith, Watts, and Hartmann, will update the Board on ongoing sub-county districting legislative efforts;
- Curt Below of Fairbank Maslin will present the results of the polling effort executed in the sub-county district during the first week of October 2017; and
- Charles Heath of TBWB Strategies will outline a Strategic Funding and Outreach Work Plan based on ongoing districting efforts and results of the polling effort.

Handouts will be provided at the Board meeting.

CM:ss



## ***MEMORANDUM***

**TO:** PCTPA Board of Directors **DATE:** October 10, 2017

**FROM:** Luke McNeel-Caird, Senior Planner/Engineer

**SUBJECT:** **2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) ADOPTION**

### **ACTION REQUESTED**

Adopt Resolution 17-23, adopting the 2018 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 2016 STIP covers FY 2016/17 through 2020/21. The 2018 STIP adds two years, FY 2021/22 and FY 2022/23, 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 be a dead project. 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 2016 STIP estimated a negative balance of \$33.4 million for Placer County by FY 2019-20. Now the CTC currently estimates this interest-free advance balance to be down to approximately \$20.4M by FY 2023/24. While this is good news, the situation does

**PCTPA Board of Directors**  
**2018 RTIP ADOPTION**  
**October 2017**  
**Page 2**

not 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 2018 RTIP submittal:

***Planning, Programming, and Monitoring (PPM) - \$0.510 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. While the Agency has \$330,000 programmed in the current RTIP, the CTC is allowing us to program \$510,000 for FY 2020/21 through FY 2022/23.

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 additional \$510,000 be spread over the new RTIP period, with \$170,000 in FY 2020/21 through FY 2022/23, a slight increase from the \$165,000 programmed in the current fiscal year.

LM/ss

## PLACER COUNTY TRANSPORTATION PLANNING AGENCY

**IN THE MATTER OF: THE 2018 REGIONAL  
TRANSPORTATION IMPROVEMENT  
PROGRAM (RTIP)**

**RESOLUTION NO. 17-24**

The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held October 25, 2017 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**, 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 2018 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 - \$170,000

FY 2021/22 - \$170,000

FY 2022/23 - \$170,000

### **Interregional Transportation Improvement Program**

No ITIP funding requests are proposed.



## ***MEMORANDUM***

**TO:** PCTPA Board of Directors **DATE:** October 10, 2017

**FROM:** Celia McAdam, Executive Director

**SUBJECT:** AGENCY STAFFING PLAN

### **ACTION REQUESTED**

Adopt an updated staffing plan as shown in Attachment 2 to add the positions of Deputy Executive Director and Assistant Planner and delete the position of Associate Planner, as recommended by the Administrative Subcommittee.

### **BACKGROUND**

There was a time when PCTPA was a much larger agency; at our largest in 1994/95, there were 16 full time equivalent (FTE) staff with a number of those dedicated to Transportation Demand Management (TDM) and traffic modeling. A new Executive Director, a shift of focus, and attrition pared the staff down to 7 FTE, which remained stable from 1999 to 2016. A change in policy on air quality requirements allowed a further reduction of a dedicated TDM staff person in 2016, leaving us with 6.25 FTE (Attachment 1).

During that same time period, the Agency has taken on a number of new responsibilities. PCTPA was designated as the administrator for the South Placer Regional Transportation Authority (SPRTA) in 2001, as the Transportation Sales Tax Authority in 2006, and as the Western Placer Consolidated Transportation Services Agency in 2008. The Agency was also designated as the Airport Land Use Commission in 1996, and became the owner-landlord of the Nevada Station Building in 2003. With ever-increasing efficiency, the Agency was able to stretch our existing staff to absorb all of these new responsibilities. That is simply no longer sustainable.

### **DISCUSSION**

The situation on several fronts are changing, which require a reconsideration of the Agency's staffing.

One overarching consideration is the exponential increase in the reporting and procedural requirements for state funding. Regional Transportation Plans/Sustained Communities Strategies, the documents required for the continued flow of state funding, have become subject to a much higher level of scrutiny by the state and the environmental community. Moreover, they are subject to new requirements for the consideration of environmental justice, health impacts, and disadvantaged communities. SB 1 adds ten new funding programs to the state, five of which are competitive, which not only significantly increases the need for grant writing to take advantage of the funding opportunities, but also keeping up with the paperwork to meet new quarterly reporting requirements.

Another consideration is my retirement as the Executive Director. In addition to my executive role, I have also functioned as a working planner and supervisor for all of the staff, with the efficiency that more than twenty years of institutional knowledge provides. This is not a situation

**PCTPA Board of Directors**  
**AGENCY STAFFING PLAN**  
**October 2017**  
**Page two**

that will be sustainable. First off, it will take some years before the new Executive Director will gather the lengthy and specific knowledge of the Agency to hit peak efficiency. Moreover, the new Executive Director will need to be particularly focused on developing and implementing a transportation sales tax, which creates challenges for supervision and decision making for day to day activities.

***Recommended Action***

The recommended action is to adopt an updated staffing plan to add a Deputy Executive Director and Assistant Planner, and eliminate the Associate Planner position. The resulting staffing of 7.25 FTE is shown in Attachment 2. The Administrative Subcommittee has reviewed this item and recommends full Board approval.

By adding a Deputy Executive Director, the new Executive Director would be freed from some of the more mundane, day to day decision making and allow greater focus on developing and nurturing critical interjurisdictional relationships, and pursuing the higher level policy and funding issues. This is particularly critical as the Agency considers placement of a transportation sales tax on the ballot again in the near future. Moreover, the Deputy Executive Director would also function as a Project Manager with greater responsibility to keep projects on time and on budget, along with greater authority to negotiate with regulatory agencies and funding parties.

By retaining two Senior Planners, we continue to have the journeyman level professional planning required to keep up with the Agency's variety of existing programs and responsibilities. This is particularly important as we move into another cycle of the Regional Transportation Plan (RTP) and will be subject to new requirements and higher scrutiny.

By adding an entry level Assistant Planner, we will have staff to provide more basic planning support needed by the more senior planners. This would include tasks such as data research and progress reporting, grant writing, and basic transit planning.

***Fiscal Impact***

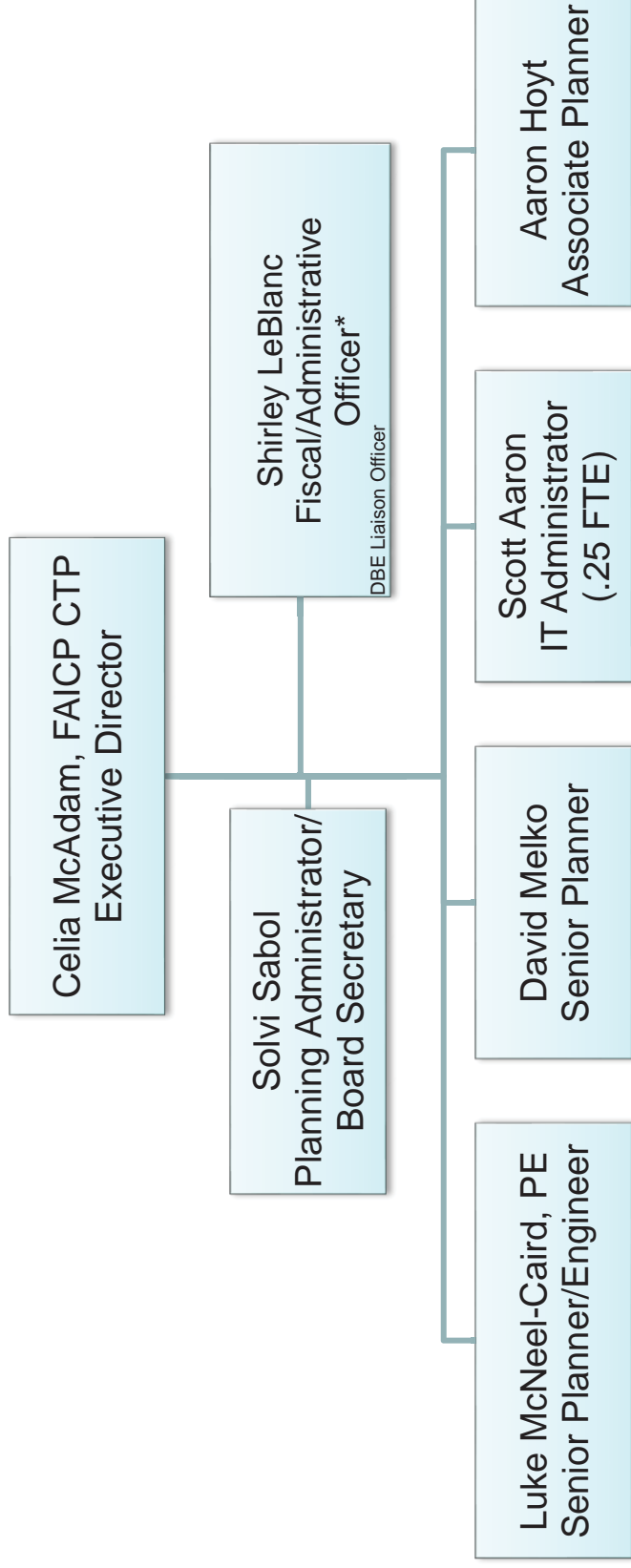
Assuming that the new Executive Director would be hired at mid-level of the salary range, the net increase in salary and benefits for the updated staffing plan is estimated at approximately \$118,800 annually, with just over 62% of the amount being reimbursable through grants.

The FY 2017/18 Overall Work Program and Budget – Amendment #1, which is shown as Agenda Item M, includes provision for the staffing plan implementation on January 1, 2018 with a balanced budget. Staff has also developed a conceptual budget for the staffing plan for FY 2018/19, which would require a \$45,000 increase in the Local Transportation Fund (LTF) contribution to Agency administration to balance. The impact of this to net jurisdiction LTF is estimated to range from \$235 to \$15,462 annually.

CM:ss

FY 2017/18

# PCTPA Organizational Chart

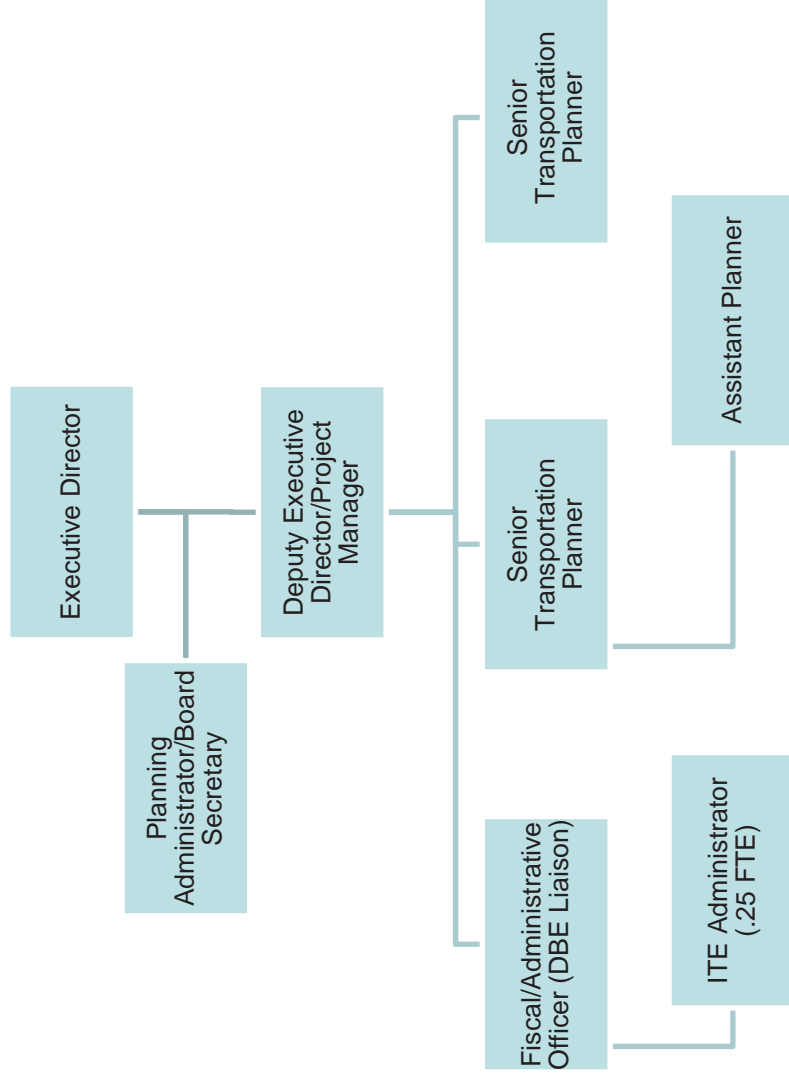




FY 2017/18

*Proposed*

# PCTPA Organizational Chart





## ***MEMORANDUM***

**TO:** PCTPA Board of Directors **DATE:** October 10, 2017

**FROM:** Celia McAdam, Executive Director

**SUBJECT:** FY 2017/18 OVERALL WORK PROGRAM (OWP) AND BUDGET – AMENDMENT #1

### **ACTION REQUESTED**

Authorize the Executive Director to adopt the attached FY 2017/18 Overall Work Program (OWP) and Budget – Amendment #1 and submit it 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 2017/18 OWP and Budget was adopted by your Board in May 2017.

The OWP should provide a description of the activities to be undertaken by the agency in the coming year, along with detailed budget information. The attached final OWP and Budget 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 and Budget will be amended periodically during the fiscal year to reflect any new information, work activities, and/or budget changes.

### **DISCUSSION**

There are a number of notable changes to the FY 2017/18 OWP and Budget as shown in Attachment 1, as enumerated below:

#### ***Work Program***

- Addition of Work Element 43, I-80 Auxiliary Lanes, to lead the design effort for the addition of an auxiliary lane on I-80 eastbound between SR 65 and Rocklin Road, and a 5<sup>th</sup> lane extension on I-80 westbound between Douglas Blvd and the Sacramento County line. This is being funded by an allocation of savings from the Federal earmark for the I-80 Bottleneck.
- Addition of Work Element 44, SR 49 Sidewalk Gap Closure, to lead the environmental and design effort to complete continuous pedestrian facilities along SR 49 from I-80 to Dry Creek Road. This is being funded by a Congestion Mitigation and Air Quality (CMAQ) grant awarded by the Board at your September meeting.
- Expansion of Work Element 42, SR 65 Widening, to add the design effort for the widening of SR 65 from terminus of the I-80/SR 65 Interchange Improvement program just north of the Galleria Blvd/Stanford Ranch Rd Interchange to Lincoln Blvd. This is being funded by an allocation of South Placer Regional Transportation Authority (SPRTA) traffic impact funds.

**PCTPA Board of Directors****FY 2017/18 OVERALL WORK PROGRAM (OWP) AND BUDGET – AMENDMENT #1****October 2017****Page 2**

- Expansion of Work Element 50, Project Programming and Reporting, to add the application and reporting requirements associated with the funding programs implemented as a result of SB 1.

Ongoing planning and implementation efforts include participating in the oversight of Phase 1 of the I-80/SR 65 Interchange Improvement construction (WE 41), finalizing environmental clearances for Highway 65 Widening (WE 42), completing the updates of the Regional Bikeway Master Plan (WE 33), Short Range Transit Plans for Fixed Route Operators (WE 22) and CTSA (WE 24) and Dry Creek West Planning and Feasibility Study (WE 77). We are also poised to begin the update the Airport Land Use Compatibility Plan (ALUCP) (WE 27) once the City of Auburn adopts an updated Airport Master Plan on which the ALUCP update would be based.

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 Transit Services Agency (CTSA).

***Staffing***

In accordance with the staffing plan update to be considered by the Board elsewhere on this agenda, staffing levels are increased 1.0 full time equivalent to 7.25 in FY 2017/18.

***Budget***

Staff is pleased to again provide the Board with a balanced budget of \$5,435,291.

The notable changes for the budget are the nearly \$1.7 million in increased revenue and expenditures primarily associated with the addition and expansion of work elements for the SR 65 Widening, the I-80 Auxiliary Lanes, and SR 49 Sidewalk Gap Closures detailed in the Overall Work Program.

One other notable change in the budget is for the reinstatement of the “Adam truck” as part of Work Element 80, the Freeway Service Patrol. The approximately \$18,000 required for the remainder of FY 2017/18 will come through locally directed Local Transportation Fund (LTF) monies that were freed up through budgetary savings and greater coverage of overhead through reimbursed activities. Details of this contract amendment and expenditure are provided in a separate item on your October Board agenda.

CM:AH:ss

Attachment



PLACER COUNTY  
TRANSPORTATION  
PLANNING AGENCY

*Final*



# OVERALL WORK PROGRAM AND BUDGET

## AMENDMENT #1

## FISCAL YEAR 2017/18

*October 2017*



<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>22</b>	<b>Fixed Route Short Range Transit Plans</b>	<b>16</b>
<b>23</b>	<b>Consolidated Transportation Services Agency (CTSA) Administration</b>	<b>17</b>
<b>24</b>	<b>Consolidated Transportation Services Agency (CTSA) Short Range Transit Plan</b>	<b>19</b>
<b>27</b>	<b>Airport Land Use Commission/Aviation Planning</b>	<b>20</b>
<b>33</b>	<b>Bikeway Planning</b>	<b>22</b>
<b>35</b>	<b>Capitol Corridor Rail Program</b>	<b>24</b>
<b>40</b>	<b>Placer Parkway</b>	<b>26</b>
<b>41</b>	<b>I-80/SR 65 Interchange Improvements</b>	<b>27</b>
<b>42</b>	<b>SR 65 <del>Capacity and Operational Improvements</del> Widening</b>	<b>29</b>
<b><u>43</u></b>	<b><u>I-80 Auxiliary Lanes</u></b>	<b><u>31</u></b>
<b><u>44</u></b>	<b><u>SR 49 Sidewalk Gap Closure</u></b>	<b><u>33</u></b>
<b>50</b>	<b>Project Programming and Reporting</b>	<b><u>3135</u></b>
<b>60</b>	<b>Regional Transportation Funding Strategy</b>	<b><u>3540</u></b>
<b>77</b>	<b>Dry Creek West Planning and Feasibility Study</b>	<b><u>3742</u></b>
<b>79</b>	<b>Intelligent Transportation Systems (ITS)</b>	<b><u>3944</u></b>
<b>80</b>	<b>Freeway Service Patrol (FSP)</b>	<b><u>4045</u></b>

<b>WORK ELEMENT</b>	<b>TITLE</b>	<b>PAGE NO.</b>
<b>100</b>	<b>South Placer Regional Transportation Authority (SPRTA) Administration</b>	<b><a href="#">4247</a></b>

# OVERALL WORK PROGRAM FOR 2017/18

## OVERVIEW

The FY 2017/18 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 five 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) SR 65 Widening; (4) Bikeway Planning/Countywide Bicycle Master Plan Update; (5) Airport Land Use Compatibility Plan Update; (6) Rail Program; ~~and~~ (7) Regional Transportation Funding Strategy, (8) I-80 Auxiliary Lanes, (9) SR 49 Sidewalk Gap Closure, and (10) Short Range Transit Plans.
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, Bikeway Planning, Short Range Transit Plans);
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, the update of the Comprehensive Land Use Compatibility Plan for Placer's airports, and leading the preconstruction of the ~~I-80/SR 65 Interchange Improvements~~ I-80 Auxiliary Lanes, SR 49 Sidewalk Gap Closure, and SR 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, ITS, 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 2017/18 OWP is a product of cooperative efforts by PCTPA's member jurisdictions, including the Cities of Auburn, Colfax, Lincoln, Loomis, 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 the 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 Service 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 Program (STP) funds and Congestion Air Quality Mitigation Improvement Program funds (CMAQ). PCTPA nominates projects for these funds, and SACOG has agreed to select

these nominated projects unless they fail to meet a federal requirement. 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 STP 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 STP 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 January 28, 2004. 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 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 2017/18 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 and six incorporated cities located within the political boundary of Placer County. Transportation planning services are provided to the following incorporated cities with their corresponding January 1, 2016<sup>7</sup> populations: Auburn (~~14,070~~14,096), Colfax (~~2,068~~2,070), Lincoln (~~47,339~~48,165), Loomis (~~6,692~~6,775), Rocklin (~~60,351~~64,417) and Roseville (~~134,073~~135,868). Unincorporated Placer County, excluding the Tahoe Basin portion of Placer County, has a population of 98,784~~100,633~~. These population estimates are based upon information provided by the California Department of Finance (DOF) in their 2017<sup>6</sup> DOF E-1 Report as updated in May 2016<sup>7</sup>.

## **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

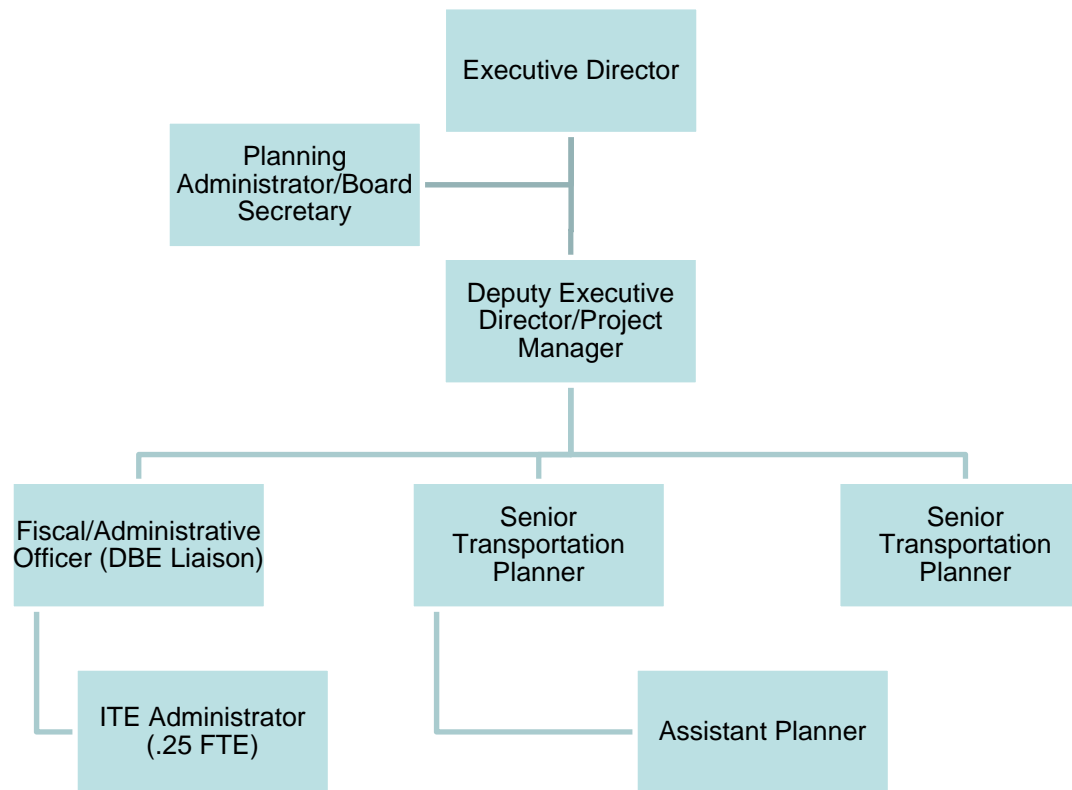
Program, and the annual unmet needs hearing. Additional public hearings and workshops are held for individual work projects as indicated.

The community information and participation effort has been enhanced by expansion of the agency web page 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.

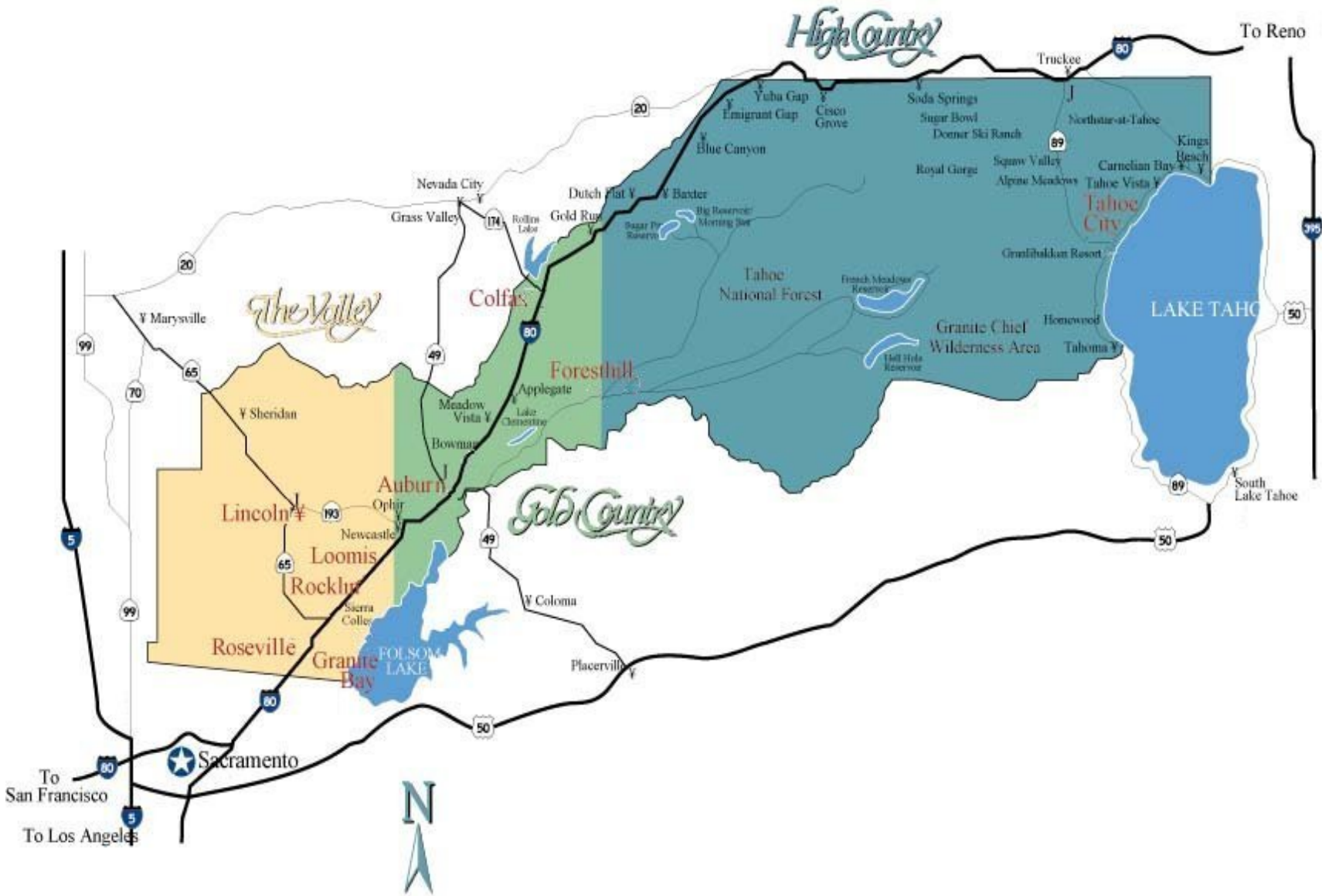
FY 2017/18

*Proposed*

# 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. This information will be updated as soon as exact language is available from the recent adoption of the Fixing America's Surface Transportation (FAST) Act in December 2015. Until then, the following summary outlines how and where these planning factors under MAP-21 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)
- SR 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- Project Programming and Reporting (WE 50)
- Regional Transportation Funding Strategy (WE 60)
- ITS Program (WE 79)
- 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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail (WE 35)
- SR 49 Sidewalks Gap Closure (WE 44)
- Project Programming and Reporting (WE 50)
- Dry Creek West Planning and Feasibility Study (WE 77)
- ITS Program (WE 79)
- 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)
- Fixed Route Short Range Transit Plans (WE 22)
- CTSA Short Range Transit Plan (WE 24)
- 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)
- Dry Creek West Planning and Feasibility Study (WE 77)
- ITS Program (WE 79)
- 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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail (WE 35)
- Placer Parkway (WE 40)
- I-80/SR 65 Interchange Improvements (WE 41)
- SR 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Project Programming and Reporting (WE 50)
- Dry Creek West Planning and Feasibility Study (WE 77)
- ITS Program (WE 79)
- 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)

- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail (WE 35)
- Placer Parkway (WE 40)
- I-80/SR 65 Interchange Improvements (WE 41)
- SR 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Regional Transportation Funding Strategy (WE 60)
- Dry Creek West Planning and Feasibility Study (WE 77)

*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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- Airport Land Use Commission/Aviation Planning (WE 27)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail (WE 35)
- I-80/SR 65 Interchange Improvements (WE 41)
- SR 65 Widening (WE 42)
- I-80 Auxiliary Lanes (WE 43)
- SR 49 Sidewalks Gap Closure (WE 44)
- Dry Creek West Planning and Feasibility Study (WE 77)

*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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)

- Project Programming and Reporting (WE 50)
- Regional Transportation Funding Strategy (WE 60)
- ITS Program (WE 79)
- 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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- 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)
- ~~SR 65 Capacity and Operational Improvements Widening~~ (WE 42)
- ~~I-80 Auxiliary Lanes~~ (WE 43)
- Regional Transportation Funding Strategy (WE 60)
- Intelligent Transportation Systems (WE 79)
- 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)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- ~~Bikeway Planning~~ (WE 33)
- ~~SR 49 Sidewalks Gap Closure~~ (WE 44)
- Regional Transportation Funding Strategy (WE 60)
- Dry Creek West Planning and Feasibility Study (WE 77)
- Intelligent Transportation Systems (WE 79)
- 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.*

## **FEDERAL PLANNING EMPHASIS AREAS**

The Federal Highways Administration (FHWA) and Federal Transit Administration (FTA) jointly issue planning emphasis areas (PEAs) annually to be addressed in metropolitan and statewide transportation planning processes. Although PCTPA is not a Metropolitan Planning Organization (MPO) and therefore not required to address the PEAs, the following work elements highlight PCTPA's ongoing planning efforts related to FHWA and FTA PEAs.

### **MAP-21/FAST Act Implementation – Transition to Performance Based Planning and Programming.**

- TDA Implementation (WE 11)
- Intergovernmental Coordination (WE 12)
- SACOG/MPO Planning Integration (WE 20)
- Project Programming and Reporting (WE 50)

### **Models of Regional Planning Cooperation – Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.**

- TDA Implementation (WE 11)
- Intergovernmental Coordination (WE 12)
- SACOG/MPO Planning Integration (WE 20)
- Bikeway Planning (WE 33)
- Capitol Corridor Rail Program (WE 35)
- Dry Creek West Planning and Feasibility Study (WE 77)

### **Ladders of Opportunity – Access to essential services as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.**

- TDA Implementation (WE 11)
- SACOG/MPO Planning Integration (WE 20)
- Fixed Route Short Range Transit Plans (WE 22)
- Western Placer Consolidated Transportation Services Agency (CTSA) Administration (WE 23)
- CTSA Short Range Transit Plan (WE 24)
- SR 49 Sidewalk Gap Closure (WE 44)

## **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:

## 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	Caltrans District 3 System Planning documents consistent with the Caltrans District 3 System Planning Four-Year Work Plan.
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 (PID), as indicated in the current Three-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>▪ Regional ITS Master Plan</li> <li>▪ Continue oversight and assistance with Sustainable Communities and Strategic Partnership grants.</li> <li>▪ Oversight of Planning Studies/Conceptual Projects pertaining to the State Highway System</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.



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## **WORK ELEMENT 05**

### **AGENCY ADMINISTRATION**

**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 01 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 2017/18 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**

- 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><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
Various – proportionately spread across all other work elements/fund types	\$ <del>349,136</del> <u>359,409</u>	PCTPA	\$ <del>349,136</del> <u>359,409</u>

**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 amendments to FY 2017/18 Overall Work Program (OWP) and Budget **August 2017 - October 2017, January - February 2018, or as needed**
- Prepare FY 2018/19 Overall Work Program and Budget **January 2018 – May 2018**
- 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**
- Prepare FY 2016/17 Overall Work Program and Budget close out documents **July 2017 – August 2017**

**PRODUCTS:**

- Quarterly progress reports on FY 2017/18 Overall Work Program **Quarterly**
- Conduct FY 2016/17 closeout with Caltrans staff **August 2017**
- FY 2017/18 Overall Work Program and Budget amendments **October 2017, February 2018, or as needed**
- Preliminary Draft FY 2018/19 Overall Work Program and Budget **February 2018**
- Final FY 2018/19 Overall Work Program and Budget **May 2018**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2017/18 LTF	<del>\$17,973</del> 29,398	PCTPA	<del>\$42,973</del> 54,398
Rural Planning Assistance Funds	<u>25,000</u>		
<b>TOTAL</b>	<del>\$42,973</del> <u>54,398</u>		
Percent of budget:			
1. <del>015</del> %			

## **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 **October 2017 – December 2017**
- Review and summarize all comments received regarding unmet transit needs **December 2017**
- Evaluate current existing services and their effectiveness in meeting transit needs and demand **December 2017 – January 2018**
- Prepare a report recommending a finding on unmet transit needs **January 2018 - February 2018**
- Provide for the management of the Local Transportation Fund (LTF) **Ongoing**
- Prepare a final estimate of LTF and STA apportionments for FY 2017/18 **August 2017**
- Prepare a preliminary estimate of LTF and STA apportionments for FY 2017/18 **February 2018**
- 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 2017 – March 2018**
- 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:**

- Preliminary Annual Findings of Apportionment for FY 2017/18 **February 2018**
- Financial and Compliance Audits of PCTPA and all TDA claimants **March 2018**
- A report summarizing the unmet transit needs testimony, including analysis and recommendations for findings of unmet transit needs **February 2018**
- TDA and STA claims **Ongoing**
- SSTAC meeting agendas **Ongoing**
- Transit Operators Working Group meeting agendas **Ongoing**
- Final Findings of Apportionment for FY 2017/18 **August 2017**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
2017/18 LTF	<del>\$149,092</del> <u>121,668</u>	PCTPA	<del>\$113,542</del> <u>86,118</u>
		Legal	500
		Notifications and outreach	750
		Fiscal Audit Consultant	34,300
<b>TOTAL</b>	<del>\$149,092</del> <u>121,668</u>		<del>\$149,092</del> <u>121,668</u>
Percent of budget:			
<u>3.982.24%</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 Rural Counties Task Force 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**

**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**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
FY 2017/18 LTF	<del>\$70,461,64,068</del>	PCTPA	<del>\$90,461,84,068</del>
State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM)	<u>20,000</u>		
<b>TOTAL</b>	<del>\$90,461,84,068</del>		
Percent of budget:	<del>2.41</del> <u>1.55</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 ~~late in 2017~~ in 2018.

### **WORK PROGRAM:**

- Participate in Sacramento Metro Chamber's annual Cap-to-Cap and State legislative advocacy effort **January 2018 – June 2018**
- 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 2017 – January 2018**
- Develop annual State legislative and advocacy platform **November 2017 – February 2018**
- 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 2017 - ongoing**

### **PRODUCTS:**

- 2018 Federal Legislative Platform **January 2018**
- 2018 State Legislative Platform **February 2018**
- Information packages or proposals for priority programs and projects **As needed**
- Information packages on high priority projects for Federal and State advocacy **March 2018**
- Analysis and recommendations on Federal and State legislative proposals **As needed**
- Letters supporting or opposing pertinent legislation **As needed**

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

- Transportation sales tax district legislation text and amendments **July 2017/as needed**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
FY 2017/18 LTF	\$ <del>111,297</del> <u>103,834</u>	PCTPA	\$ <del>43,097</del> <u>39,835</u>
Interest	<del>1,800</del> <u>3,000</u>	Travel/direct expenses	<del>15,000</del> <u>12,000</u>
		State Advocacy Consultant	16,000
		Federal Legislative Advocate	<u>39,000</u>
<b>TOTAL</b>	\$ <del>113,097</del> <u>106,834</u>		\$ <del>113,097</del> <u>106,834</u>
Percent of budget:	<del>3.02</del> <u>1.97</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 of 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**
- Actively participate as a member of the TNT/TMA and support public education and outreach activities applicable to the Truckee-North Tahoe area **Ongoing**
- Provide support for alternatively fueled vehicles, including EV charging station **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 2017/18 LTF	\$ <u>214,218,194,834</u>	PCTPA	\$ <u>172,068,150,183</u>
CMAQ	<u>36,500,39,000</u>	Communications Consultant	<u>45,000,47,500</u>
		Event sponsorship	<u>12,000,7,500</u>
		Meeting notifications/advertising	250
		Signage/graphics/website design	9,000
		Coordinated transit schedule guide	4,000
		TNT/TMA Education/Outreach	6,400
		Alternative Fuel Vehicle Marketing/Support	<u>2,000</u>
		<u>Marketing</u>	<u>7,000</u>
<b>TOTAL</b>	\$ <u>250,718,233,834</u>		\$ <u>250,718,233,834</u>
Percent of budget:			
<u>6.694.3%</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	\$ <u>19,71619,854</u>	PCTPA	\$ <u>19,71619,854</u>
Percent of budget:	<u>53.37</u>		
%			

## **WORK ELEMENT 20**

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

**PURPOSE:** To integrate the implementation of the Placer County Regional Transportation Plan with SACOG as part 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.

Even though the next PCTPA RTP is not due until 2021, staff must continuously work with SACOG to monitor and update the demographic, environmental, and transportation data that provides the underpinnings of the planning process. This technical information is critical to the successful implementation of the 2036 RTP and the 2016 MTP/SCS, as well as guiding the next update of these plans. The technical coordination with SACOG will consist of the following activities:

- Regional Transportation Modeling and Analysis PCTPA – (SACOG Project #100-002-01P)
  - SACOG will gather travel and transportation related data for the base year update to the Placer County portion of the SACOG six-county travel demand forecasting model. 2016 will serve as the base year for the next iteration of the SACOG MTP/SCS to be adopted in 2020 and will provide the basis for development of future year transportation indicators. This effort includes the integration with the SACOG Congestion Management Process (CMP)
- Regional Land Use Monitoring PCTPA – (SACOG Project #100-005-02P)
  - SACOG will gather land use and socio-economic related data for the base year update to the Placer County portion of the SACOG six-county travel demand forecasting model. 2016 will serve as the base year for the next iteration of the SACOG

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

- MTP/SCS to be adopted in 2020 and will provide the basis for development of future year land use patterns.
- Blueprint and Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) Planning an Implementation – PCTPA (SACOG Project #100-006-04P)
  - SACOG will support local jurisdictions in pursuing SB 375 CEQA streamlining benefits available through the MTP/SCS, support local implementation of the MTP/SCS principles with technical planning assistance, develop funding and implementation strategies for near-term significant projects identified in the 2016 MTP/SCS, and integrate efforts between the MTP/SCS development and the Congestion Management Plan.

**WORK PROGRAM:**

- Participate in statewide RTP Guidelines update efforts **As needed**
- Monitor and track amendments to the SACOG 2016 MTP/SCS and/or the PCTPA RTP **As needed**
- Work with SACOG on the update of the Placer County-related portion of the travel demand model (SACOG Project #100-002-01P) **Ongoing**
- Work with SACOG on the update of base-year socio-economic data for the Placer County-related portion of the travel demand model (SACOG Project #100-005-02P) **Ongoing**
- Congestion Management Plan updates. **Ongoing**
- Regional Growth Projections **December 2017**

**PRODUCTS:**

- Amendments to the PCTPA RTP **As needed**
- Coordination with SACOG on travel demand modeling and MTP/SCS implementation **Ongoing**
- SACOG baseline travel demand model transportation network (SACOG Project #100-002-01P) **June 2018**
- SACOG baseline travel demand model employment file (SACOG Project #100-005-02P) **June 2018**
- Coordinate with SACOG on Congestion Management Plan updates **As needed**
- Release of Regional Growth Projections for 2020 MTP/SCS **December 2017**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
2017/18 LTF	\$ <del>203,626</del> 132,089	SACOG	\$ <del>464,606</del> 446,451
Rural Planning Assistance	<del>313,000</del> 397,000	PCTPA	<del>136,020</del> 151,638
Planning, Programming, and Monitoring (PPM)	85,000	Legal	1,000
<b>TOTAL</b>	\$ <del>601,626</del> 614,089	<u>Traffic modeling/analysis</u>	<u>15,000</u>
			<u>\$614,089</u>
Percent of budget:			
<del>16.06</del> 11.3%			



**WORK ELEMENT 22  
WESTERN PLACER FIXED ROUTE SHORT RANGE TRANSIT PLANS**

**PURPOSE:** To update the short range transit plans for fixed route transit operators.

**BACKGROUND:** The short range transit plans for all Placer County transit operators were last updated in 2011. PCTPA will fund a contract to update the short range transit plans for the following fixed route operators – Auburn Transit, Placer County Transit, and Roseville Transit. The documents propose to cover the years 2018/19 to 2024/25.

Placer County continues to experience tremendous growth, and this has been reflected in the demands on local fixed route transit operations. In order to serve this growing population, transit operators must update and revise their operating plans, schedules, and financial plans, as well as coordinating with each other. This need also provides a tremendous opportunity to maximize the coordination of all of the County’s transit systems by performing the short range transit plans concurrently.

A key feature of this study will be a more robust surveying effort, including not only current ridership, but also non-riders, as a way of focusing scarce transit dollars to maximize ridership and efficiency.

**WORK PROGRAM:**

- Award and administer transit consultant contract **Ongoing**
- Work with Transit Operators Working Group (TOWG) and consultant to develop survey documents **July 2017 – October 2017**
- Coordinate with Transit Operators Working Group and transit consultant to develop short range transit plans **July 2017 – June 2018**

**PRODUCTS:**

- Demographic and Existing Conditions Report **August 2017**
- Survey Results Report **October 2017**
- Task Memos **June – December 2017**
- Draft Auburn Transit Short Range Transit Plan **January 2018**
- Draft Roseville Transit Short Range Transit Plan **January 2018**
- Draft Placer County Transit Short Range Transit Plan **January 2018**
- Final Auburn Transit Short Range Transit Plan **June 2018**
- Final Roseville Transit Short Range Transit Plan **June 2018**
- Final Placer County Transit Short Range Transit Plan **June 2018**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
WPCTSA 2016/17	\$ 150,000	PCTPA	\$ <del>22,012</del> 22,100
WPCTSA 2017/18	<del>52,012</del> 52,100	Transit consultant	180,000
	<del>\$202,012</del> 202,100		<del>\$202,012</del> 202,100
Percent of budget:			
<del>5.393.72</del> %			

## **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 services, including Health Express, My Rides, and the South Placer Transportation Call Center, as delineated in the Joint Powers Agreement **Ongoing**
- Implement mobility training/transit ambassador program for Placer County residents **Ongoing**
- Implement bus pass subsidy program as adopted in the Short Range Transit Plan **Ongoing**
- Develop agendas 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**
- CTSA FY 2017/18 Budget updates **As needed**
- CTSA FY 2018/19 Budget **May 2018**
- Contracts for CTSA transit services **Annually/as needed**
- Updates/amendments to agreements and program guidelines **As needed**
- CTSA Board agendas and minutes **Quarterly/as needed**
- CTSA financial reports **Quarterly**
- Reports, audits, and other documentation required of CTSAAs **July 2017 – June 2018/as needed**

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

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF – Article 4.5	\$ <del>118,696</del> <u>119,175</u>	PCTPA	\$ <del>118,696</del> <u>119,175</u>
Percent of budget: <u>3.172.19%</u>			

**WORK ELEMENT 24  
WESTERN PLACER CTSA SHORT RANGE TRANSIT PLAN**

**PURPOSE:** To update the short range transit plan for the Western Placer Consolidated Transportation Services Agency (CTSA).

**BACKGROUND:** The short range transit plans for the Western Placer CTSA was last updated in 2011. PCTPA will fund a contract to update the short range transit plan for the Western Placer CTSA. The document proposes to cover the years 2018/19 to 2024/25.

Placer County continues to experience tremendous growth, and this has been reflected in the demands on providing specialized transit operations for seniors, persons with disabilities, low income individuals and families with children under age five. In order to serve this growing population, the Western Placer CTSA must update and revise its operating and capital improvement plans, schedules, and financial plans.

Preparation of the short range transit plan for the Western Placer CTSA also provides a tremendous opportunity to maximize coordination with the County’s fixed route transit systems by performing all short range transit plans concurrently.

**WORK PROGRAM:**

- Award and administer transit consultant contract **Ongoing**
- Coordinate with Transit Operators Working Group and transit consultant to develop short range transit plans **July 2017 – June 2018**

**PRODUCTS:**

- Task Memos **June – December 2017**
- Draft Auburn Transit Short Range Transit Plan **January 2018**
- Draft Roseville Transit Short Range Transit Plan **January 2018**
- Draft Placer County Transit Short Range Transit Plan **January 2018**
- Final Auburn Transit Short Range Transit Plan **June 2018**
- Final Roseville Transit Short Range Transit Plan **June 2018**
- Final Placer County Transit Short Range Transit Plan **June 2018**

<u>REVENUES</u>		<u>EXPENDITURES</u>	
WPCTSA 2017/18	\$ <u>56,29656,402</u>	PCTPA	\$ <u>21,29621,402</u>
		Transit consultant	\$ <u>35,000</u>
	\$ <u>56,296</u>		\$ <u>56,29656,402</u>
Percent of budget:			
<u>1.501.04%</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.

The current ALUCP was adopted in early 2014. The City of Auburn is updating their Airport Master Plan, which is expected to be completed in late 2017/18, which triggers the need to update the ALUCP to make sure the two documents conform.

#### **WORK PROGRAM:**

- Participate in interagency aviation meetings **As Needed**
- Review development projects and Auburn Airport Master Plan Update 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**
- Update the ALUCP to reflect the Auburn Airport Master Plan Update. **In accordance with City of Auburn schedule**

#### **PRODUCTS:**

- Determinations of land use proposal consistency with ALUCP, including public hearings **As needed**

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

- Updated jurisdiction land use plans/maps, zoning codes, or other planning documents to reflect the updated ALUCP **According to jurisdiction schedule**
- Request for Proposal and contract for the update the ALUCP to reflect the Auburn Airport Master Plan Update. **In accordance with City of Auburn schedule**
- Grant proposals, funding plans, and interagency agreements **Ongoing/as needed**
- ALUC meeting agendas **As needed**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF	<del>\$102,568</del> <u>171,358</u>	PCTPA	<del>\$88,568</del> <u>88,001</u>
ALUC Fees	6,500	Legal	7,000
Rural Planning Assistance	<del>80,000</del> <u>10,643</u>	ALUCP Consultant	<del>80,000</del> <u>100,000</u>
<u>City of Auburn</u>	<u>20,000</u>	Airport Conformity Consultant	7,500
		Outreach and Notification Expenses	<u>6,000</u>
<b>TOTAL</b>	<b>\$ <del>189,068</del><u>208,501</u></b>		<b>\$ <del>189,068</del><u>208,501</u></b>
Percent of budget:			
<u>5.053.84%</u>			

## **WORK ELEMENT 33 BIKEWAY PLANNING**

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

**BACKGROUND:** During FY 2000/01 and 2001/02, staff developed Bikeway Master Plans for jurisdictions of Placer County. In FY 2010/11, PCTPA worked to complete 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. PCTPA also updated, printed, and distributed the Countywide Bikeway Map annually since 2010.

Updated information on facilities and jurisdiction bikeway planning efforts, along with updated planning standards and funding will be reflected in an update to the Placer County Regional Bikeway Master Plan that began in FY 2016/17. Staff will also continue to monitor bicycle planning and implementation needs, and coordinate with SACOG, Caltrans, and jurisdictions on bicycle issues.

### **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**
- Continue update to the Placer County Regional Bikeway Master Plan **July 2017 – February 2018**
- Conduct second round of public outreach on Draft Regional Bikeway Master Plan recommended bikeways **October 2017 – December 2017**
- Participate in the Regional Bicycle Steering Committee and regional marketing efforts of May is Bike Month **February 2018 – May 2018**
- Using enhanced computer software capabilities, update countywide bikeway maps in-house **Ongoing**
- Print and distribute updated countywide bicycle maps **June 2018/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**

### **PRODUCTS:**

- Bikeway funding applications **As needed**
- Updated Placer Countywide Bikeway Map **May 2018/As needed**
- Regional Bicycle Steering Committee agendas **July 2017 – February 2018**
- Draft Regional Bikeway Master Plan **November 2017**
- Final Regional Bikeway Master Plan **February 2018**

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

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2017/18 LTF	\$ <del>78,100</del> <u>83,515</u>	PCTPA	\$ <del>69,100</del> <u>60,515</u>
Rural Planning Assistance Grant	<del>30,000</del> <u>31,435</u>	Bikeway planning consultant	<del>35,000</del> <u>50,434</u>
CMAQ	<u>8,500</u>	Graphics/printing	<u>12,500</u>
TOTAL	\$ <del>116,600</del> <u>123,450</u>		\$ <del>116,600</del> <u>123,450</u>
Percent of budget:	<del>3.14</del> <u>2.27</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 coordinate 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 **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**

**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**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF	\$ <u>47,07942,299</u>	PCTPA	\$ <u>46,57944,299</u>
CMAQ	<u>5,0007,500</u>	Legal	500
Capitol Corridor Marketing Match	<u>7,500</u>	Capitol Corridor Marketing	<u>12,500</u>
<b>TOTAL</b>	\$ <u>59,57957,299</u>		\$ <u>59,57957,299</u>
Percent of budget:			
<u>1.591.05%</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**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
SPRTA Mitigation Fees	\$ <del>12,826</del> 12,636	PCTPA	\$ <del>12,826</del> 12,636
Percent of budget: <del>34.23</del> %			

## **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 CH2M Hill 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 2017/18 is expected to focus on coordination with Caltrans on the permitting, bidding, awarding, and starting construction of the first phase (Phase 1) of the interchange on northbound SR 65 from I-80 to Pleasant Grove Boulevard. 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 move forward with construction of Phase 1 of the I-80/SR 65 interchange in accordance with the work program **July 2017 – June 2018**
- 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 2017 – June 2018/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:**

- Award Phase 1 construction contract **Spring 2018 December 2017**
- Regulatory agency coordination during Phase 1 construction **Ongoing**
- Newsletters, press releases, website updates, advertisements/announcements, and outreach materials **Ongoing**

**WORK ELEMENT 41 (continued)**  
**I-80/SR 65 INTERCHANGE IMPROVEMENTS**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF	\$ <del>30,116</del> <u>19,654</u>	PCTPA	\$ <del>76,116</del> <u>74,575</u>
NCIIP Section 1302 earmark	<del>350,000</del> <u>1747,330</u>	Legal	4,000
		Environmental mitigation fees/monitoring	<del>300,000</del> <u>688,409</u>
<b>TOTAL</b>	<b>\$<del>380,116</del><u>766,984</u></b>		<b>\$ <del>380,116</del><u>766,984</u></b>
Percent of budget:			
<del>10.15</del> <u>14.11</u> %			

## WORK ELEMENT 42

### SR 65 WIDENING CAPACITY AND OPERATIONAL IMPROVEMENTS

(Multi-year project)

**PURPOSE:** To develop a shelf-ready improvement program for SR 65 between I-80 and Lincoln Boulevard, including environmental clearance, design, and right-of-way.

**BACKGROUND:** SR 65 between Roseville and Marysville was designated as part of the state's highway system in the 1960's. The SR 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 SR 65 in South Placer County.

A project initiation document (PID) for the SR 65 Widening Capacity and Operational Improvements 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 has approved funding to complete the next phase of the project: Project Approval and Environmental Document (PA&ED). The PA&ED phase was initiated in January 2014.

The work for FY 2017/18 is expected to include completion of environmental documents to gain project approval from Caltrans, with extensive public outreach and coordination with member jurisdictions. The focus will then proceed to the design of the Phase 1 improvements from Galleria Blvd/Stanford Ranch Rd to Blue Oaks Blvd.

#### WORK PROGRAM:

- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties to implement the environmental process in accordance with contract **July 2017 – December 2017**
- With the consultant team, provide information and make presentations on the SR 65 Widening Capacity and Operational Improvements effort to elected officials, business groups, citizen groups, and other interested parties **July 2017 – June 2018/as needed**
- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of the SR 65 Widening Capacity and Operational Improvements in their planning efforts **Ongoing**
- Develop and distribute Request for Proposal for Phase 1 Design November October 2017 – December January 2018
- Award and administer consultant contract January February 2018 – FY 2018/19
- Work closely with consultant team, jurisdictions, Caltrans, regulatory agencies and other pertinent parties to design Phase 1 improvements per consultant contract February January 2018 – 2018/19
- Work closely with consultant team, jurisdictions, Caltrans, regulatory agencies and other pertinent parties to design Phase 1 improvements per consultant contract January 2018 – 2018/19

**WORK ELEMENT 42 (continued)**  
**SR 65 WIDENING (Multi-year project)**

**PRODUCTS:**

- SR 65 ~~Widening Capacity and Operational Improvements~~ consultant work products **In accordance with work program**
- Consultant contract amendments **As needed**
- Newsletters, press releases, and outreach materials **Ongoing**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2017/18 LTF	\$ <u>27,7488,542</u>	PCTPA	\$ <u>95,74871,255</u>
CMAQ	<del>375,000</del> <u>314,500</u>	Legal	2,000
<u>SPRTA</u>	<u>465,000</u>	Environmental/design consultant	<del>305,000</del> <u>314,787</u>
		<u>Design consultant</u>	<u>400,000</u>
<b>TOTAL</b>	<b>\$<u>402,748788,042</u></b>		<b>\$ <u>402,748788,042</u></b>
Percent of budget:			
<u>10.75</u> <u>14.5%</u>			

## **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 2017/18 is expected to include beginning 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**
- Develop and distribute Request for Proposal for I-80 Auxiliary Lanes Design **September 2017 – November 2017**
- Award and administer consultant contract **December 2017 – FY 2018/19**
- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties to design improvements per consultant contract **December 2017 – FY 2018/19**
- 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 2018 – FY 2018/19/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>	
<u>2017/18 LTF</u>	<u>\$ 5,149</u>	<u>PCTPA</u>	<u>\$ 20,149</u>
<u>NCIP Section 1302 earmark</u>	<u>550,000</u>	<u>Design consultant</u>	<u>535,000</u>
<b><u>TOTAL</u></b>	<b><u>\$555,149</u></b>		<b><u>\$ 555,149</u></b>
<u>Percent of budget: 10.21%</u>			

## **WORK ELEMENT 44**

### **SR 49 SIDEWALK GAP CLOSURES (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 1, 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 SR 49 Sidewalk Gap Closures project will seek the necessary environmental clearances and design to create a shelf ready project with the intent to seek construction funding through the statewide Active Transportation Program (ATP) that will be soliciting applications in 2018.

During FY 2017/18, PCTPA and the consultant team will initiate the Project Approval & Environmental Document by determine the type of environmental document necessary, conducting technical studies, as well as providing assistance on the preparation of an ATP grant application. Future activities scheduled for FY 18/19 will include development of the Plans Specifications & Estimates (PS&E), and right-of-way engineering.

#### **WORK PROGRAM:**

- Work with SACOG, Caltrans, and jurisdictions to ensure inclusion of the I-80 Auxiliary Lanes in their planning efforts **Ongoing**
- Develop and distribute Request for Proposal for Highway 49 Sidewalk Gap Closures project **October 2017 – November 2017**
- Award and administer consultant contract **January 2018 – FY 2018/19**
- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties to develop the Project Approval & Environmental Document per consultant contract **January 2018 – FY 2018/19**
- 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 **January 2018 – FY 2018/19/as needed**
- Work closely with consultant team, jurisdictions, regulatory agencies, and other pertinent parties to design improvements per consultant contract **FY 2018/19**

**WORK ELEMENT 44 (continued)**  
**SR 49 Sidewalk Gap Closures (Multi-year project)**

**PRODUCTS:**

- Highway 49 Sidewalk Gap Closures environmental process consultant work products **In accordance with work program**
- Consultant contract amendments **As needed**
- Newsletters, press releases, and outreach materials **Ongoing**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
<u>2017/18 LTF</u>	<u>\$ 13,850</u>	<u>PCTPA</u>	<u>\$ 48,850</u>
<u>CMAQ</u>	<u>200,000</u>	<u>Environmental/design consultant</u>	<u>165,000</u>
<u>TOTAL</u>	<u>\$213,850</u>		<u>\$ 213,850</u>
<u>Percent of budget: 3.93%</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.

The 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. However, 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, this 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, SR 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 Program (RSTP), the Federal Transit Administration (FTA) Section 5310, 5311, 5313, 5316, and 5317, 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 Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) programs. ~~Proposition 1B Corridor Mobility Improvement Account (CMIA) funding carries additional provisions outlined in project agreements with the California Transportation Commission (CTC) that require PCTPA’s constant monitoring and reporting of funded projects; anticipated funding partnerships with State Highway Operations Protection Program (SHOPP) funds on an early phase of the I-80/SR-65 Interchange Improvements will require close staff attention as the project moves forward through right of way and design to construction.~~

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 TIGER 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 **July 2017 – June 2018**
  
- Participate with CTC and SACOG to analyze and recommend grant funding for ATP projects **Per State and SACOG schedules**
- Update CMAQ, RSTP, or other programming to meet timely use of funds rules **As needed**
- Coordinate with SACOG on federal funding program opportunities and requirements **As needed**
- ~~Work with Caltrans District 3 to reprogram Federal funding and obtain necessary agreements for additional I-80 projects, such as construction of auxiliary lanes on I-80 between SR 65 and Rocklin Road and between Douglas Blvd and Riverside Ave **Ongoing/as needed** See Work Element 43~~
- 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 **July 2017 – Ongoing per Caltrans/CTC schedules**
- In coordination with member jurisdictions, Caltrans, CCJPA, and/or SACOG, develop applications for SB 1 funding programs **October 2017 – 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**
- FTA Section 5310 Priority List **January 2018, per Caltrans schedule**
- FTA Section 5311 Program of Projects and Application **January 2018**
- FTA Section 5304/SHA Sustainable Communities Grant application **March 2018**
- FHWA Strategic Partnership Grant application **March 2018**
- 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 **Per Caltrans/CTC schedules**
- SB 1 program reports **Per Caltrans/CTC schedules**

**WORK ELEMENT 50 (continued)**  
**PROJECT PROGRAMMING AND REPORTING**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
FY 2017/18 LTF	\$ <u>72,997,155,422</u>	PCTPA	\$ <u>132,997,185,422</u>
STIP Programming (PPM)	<u>60,000</u>	<u>Traffic modeling/analysis consultant</u>	<u>30,000</u>
TOTAL	\$ <u>132,997,215,422</u>		<u>\$215,422</u>
Percent of budget: <u>3.554.63%</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, SR 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 needs 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 2017 - June 2018**
- 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 2017 – June 2018**
- 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 2017 – June 2018**
- 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 2017 – June 2018**

**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 2017/Ongoing**
- Public survey data results **October 2017/as needed**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2017/18 LTF	\$ <u>274,889,251,469</u>	PCTPA	\$ <u>118,389,94,969</u>
		Legal	10,000
		Funding Strategy consultant	100,000
		Public survey consultant	30,000
		Event sponsorship	6,500
		Website/graphics	10,000
<b>TOTAL</b>			\$ <u>274,889,251,469</u>
Percent of budget:			
<u>7.344.63%</u>			

## **WORK ELEMENT 77 DRY CREEK WEST PLANNING AND FEASIBILITY STUDY**

**PURPOSE:** The Dry Creek West Planning and Feasibility Study will evaluate the potential alignment of a 3-mile multi-use trail that exists in the existing Dry Creek Greenway trail between Cook-Riolo Road in Placer County and Riverside Avenue in the City of Roseville. Upon completion of the proposed planning and feasibility study including development of a preferred trail alignment, the City of Roseville and Placer County would then be poised to begin environmental review and engineering, ultimately leading to construction of the trail.

**BACKGROUND:** PCTPA received a FY 2016/17 Caltrans Sustainable Communities Grant (FTA Section 5304) on behalf of the City of Roseville and Placer County to assess the feasibility and potential alignment of a 3-mile gap closure of the Dry Creek Greenway Trail and crossing of the Union Pacific rail yard. The proposed segment is part of the larger Dry Creek Greenway Regional Vision Plan completed in 2004 that envisions connecting western Placer County at the Sacramento County line to the City of Auburn on the north and to Folsom Lake and the American River Parkway on the east.

### **WORK PROGRAM:**

- Conduct Existing Conditions Analysis **Per consultant work program December 2017**
- Identify Preliminary Opportunities and Constraints **Per consultant work program January 2018**
- Develop Public Outreach Plan **Per consultant work program November 2018**
- Implement Public Outreach through Key Stakeholder Interviews, two Community Workshops, and a Community Open House **Per consultant work program November 2018 – FY 2018/19**
- Prepare draft and Final Study **Per consultant work program /FY 20178/189**

### **PRODUCTS:**

- Project Team Monthly Meetings **July 2017 – Ongoing**
- Community Outreach **Ongoing**
- Final Existing Conditions Report, Opportunities and Constraints **Per consultant work program FY 2018/19**
- Alignment Alternatives and Conceptual Designs **Per consultant work program June 2018**
- Draft Dry Creek West Planning and Feasibility Study Report **Per consultant work program FY 2018/19**
- Final Report **Per consultant work program FY 2018/19**
- Invoice Package and Quarterly Reports **Ongoing**

**WORK ELEMENT 77 (continued)**  
**DRY CREEK WEST PLANNING AND FEASIBILITY STUDY**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF	\$ <del>2,005</del> <u>1,820</u>	PCTPA	\$ <del>3,255</del> <u>4,320</u>
FTA Section 5304, Sustainable Communities grant	<del>94,063</del> <u>188,126</u>	Planning/Feasibility Study Consultant	<del>105,000</del> <u>210,000</u>
City of Roseville Local Match	<u>12,187</u> <u>24,374</u>		
TOTAL	\$ <del>108,255</del> <u>214,320</u>	TOTAL	\$ <del>108,255</del> <u>214,320</u>
Percent of budget: <del>2.89</del> <u>3.94</u> %			

**WORK ELEMENT 79  
INTELLIGENT TRANSPORTATION SYSTEMS (ITS)**

**PURPOSE:** To facilitate implementation of ITS technology in Placer, El Dorado, Nevada, and Sierra County areas.

**BACKGROUND:** Caltrans received federal grants to explore the application of ITS technology statewide. Working with Caltrans District 3, this effort examined the application of ITS technology in the four rural counties. PCTPA acted as grant administrator for the multi-county effort to develop an ITS Plan for Placer, El Dorado, Nevada, and Sierra Counties. This effort was coordinated with the ITS effort begun by the Tahoe Regional Planning Agency (TRPA) for the Tahoe basin. The ITS Study was completed in FY 2001/02. The FHWA acknowledged the Tahoe Gateway Counties Intelligent Transportation System Strategic Deployment Plan (ITS/SDP) in June 2004 and the ITS Maintenance Plan in April 2005.

At the request of staff, SACOG will maintain the ongoing ITS Tahoe Gateway regional architecture. PCTPA will provide ongoing coordination and information sharing on ITS technologies among the four counties, and act as liaison with SACOG.

**WORK PROGRAM:**

- Coordinate with El Dorado, Nevada, and Sierra Counties, Caltrans New Technologies, Caltrans District 3, and SACOG to share information on ITS architecture **Ongoing**
- Act as liaison between the four Tahoe Gateway ITS counties and SACOG **Ongoing**
- Investigate funding opportunities for ITS projects **Ongoing**
- Provide information and reports to interested groups and citizens **Ongoing**

**PRODUCTS:**

- Tahoe Gateway Counties ITS Coordination agendas **As needed**
- ITS funding grants **As opportunities arise**

<b><u>REVENUES</u></b>		<b><u>EXPENDITURES</u></b>	
2017/18 LTF	\$ <u>2,8312,782</u>	PCTPA	\$ <u>2,8312,782</u>
Percent of budget:			
<u>0.08.05%</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**

**WORK ELEMENT 80 (continued)**  
**FREEWAY SERVICE PATROL**

<b>REVENUES</b>		<b>EXPENDITURES</b>	
2017/18 LTF	\$ <u>3,037,331.59</u>	PCTPA	\$ <u>70,287,700.78</u>
FSP State Allocation – FY 2017/18 expended 17/18	<del>122,000</del> <u>125,515</u>	FSP contractor	<del>277,000</del> <u>270,700</u>
FSP State Allocation – FY 2016/17 carryover	<del>124,000</del> <u>93,557</u>	Legal	<u>500</u>
PCAPCD Clean Air Grant	15,000		\$ <u>347,787</u> <u>341,278</u>
FY 2017/18 CMAQ Grant expended 17/18	<del>40,950</del> <u>41,875</u>		
FY 2016/17 CMAQ carryover	<del>42,800</del> <u>32,173</u>		
<b>TOTAL</b>	\$ <u>347,787</u> <u>341,278</u>		
Percent of budget:			
<u>9.286.28%</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**
- ~~Represent SPRTA in the Interjurisdictional Traffic Impact Study with SACOG, Placer, Sacramento, and Sutter Counties **Monthly/as scheduled**~~
- Develop data and facilitate discussions on the potential expansion of JPA membership to the Town of Loomis **September 2017 - 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 2017/18 Budget updates **As needed**
- SPRTA FY 2017/18 Budget **May 2018**
- 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	\$ <u>73,41371,680</u>	PCTPA	\$ <u>73,41371,680</u>
Percent of budget: <u>1.961.32%</u>			

Table 1

<b>Budget Summary FY 2017/18</b>			
<b>Expenditures</b>	<b>FY 2017/18</b>		<b>Difference</b>
	<b>Proposed</b>	<b>Adopted</b>	
Salary	\$614,310	\$581,263	\$33,047
Benefits	\$330,674	\$345,682	(\$15,008)
Direct (Table 2)	\$3,836,981	\$2,175,806	\$1,661,175
Indirect (Table 3)	\$653,318	\$643,045	\$10,273
<b>Total</b>	<b>\$5,435,283</b>	<b>\$3,745,796</b>	<b>\$1,689,487</b>
<b>Revenues</b>			
	<b>FY 2017/18</b>		<b>Difference</b>
	<b>Proposed</b>	<b>Adopted</b>	
LTF Administration	\$425,000	\$425,000	\$0
LTF Planning	\$893,902	\$933,040	(\$39,138)
Rural Planning Assistance - Formula	\$422,000	\$448,000	(\$26,000)
Rural Planning Assistance Carryover - ALUC	\$10,643	\$0	\$10,643
Rural Planning Assistance Carryover - Bikeway Plan	\$31,435	\$0	\$31,435
ALUCP Contribution - City of Auburn	\$20,000	\$0	\$20,000
ALUC Fees	\$6,500	\$6,500	\$0
STIP Planning Funds	\$165,000	\$165,000	\$0
CMAQ Grant - CMP FY 2017/18	\$55,000	\$50,000	\$5,000
Placer APCD AB2766 Grant - FSP FY 17/18	\$15,000	\$15,000	\$0
Caltrans FSP Grant - FY 17/18 expended 17/18	\$125,515	\$122,000	\$3,515
Caltrans FSP Grant Reserve - from FY 16/17	\$93,557	\$124,000	(\$30,443)
CMAQ Grant - FSP FY 17/18 expended 17/18	\$41,875	\$40,950	\$925
CMAQ Grant Reserve - FSP - from FY 16/17	\$32,173	\$42,800	(\$10,627)
Building Administration	\$19,854	\$19,716	\$138
Building Admin/Ops Reimbursement	\$0	\$50,000	(\$50,000)
Capitol Corridor Marketing Match	\$7,500	\$7,500	\$0
Interest	\$3,000	\$1,800	\$1,200
SPRTA Administration	\$71,680	\$73,413	(\$1,733)
SPRTA - Placer Parkway	\$12,636	\$12,826	(\$190)
SPRTA - SR 65 Widening	\$465,000	\$0	\$465,000
NCIIP Section 1302 - I-80 Auxiliary Lanes	\$550,000	\$0	\$550,000
NCIIP Section 1302 - I-80/SR 65 IC	\$747,330	\$350,000	\$397,330
CMAQ Grant - SR 65 Widening	\$314,500	\$375,000	(\$60,500)
CMAQ Grant - SR 49 Sidewalks	\$200,000	\$0	\$200,000
FTA 5304 Grant - Dry Creek Planning Study	\$188,126	\$94,063	\$94,063
City of Roseville FTA 5304 Matching Funds	\$24,374	\$12,187	\$12,187
Western Placer CTSA SRTP grant 17/18	\$108,502	\$108,308	\$194
Western Placer CTSA SRTP grant 16/17	\$150,000	\$150,000	\$0
Western Placer CTSA JPA Administration	\$119,175	\$118,696	\$479
LTF Carryover	\$116,014	\$0	\$116,014
<b>Total</b>	<b>\$5,435,291</b>	<b>\$3,745,799</b>	<b>\$1,689,492</b>
<b>Contingency Fund Balance</b>			
	<b>FY 2017/18</b>		<b>Difference</b>
	<b>Proposed</b>	<b>Adopted</b>	
PCTPA	\$555,000	\$555,000	\$0
Nevada Station	\$50,000	\$50,000	\$0
<b>Total</b>	<b>\$605,000</b>	<b>\$605,000</b>	<b>\$0</b>
<b>Revenue to Expenditure Comparison</b>			
	<b>FY 2017/18</b>		<b>Difference</b>
	<b>Proposed</b>	<b>Adopted</b>	
Surplus/(Deficit)	\$7	\$71	

**Table 2**

	<b>FY 2017/18</b>			
	<b>Proposed</b>	<b>Adopted</b>	<b>Difference</b>	<b>Source</b>
TDA Fiscal Audits (WE 11)	\$34,300	\$34,300	\$0	LTF
Coordinated Transit Schedule Guide Update (WE 14)	\$4,000	\$4,000	\$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
Fixed Route Short Range Transit Plans (WE 22)	\$180,000	\$180,000	\$0	WPCTSA
WPCTSA Short Range Transit Plan (WE 24)	\$35,000	\$35,000	\$0	WPCTSA
Capitol Corridor Marketing (WE 33)	\$12,500	\$12,500	\$0	CMAQ, LTF, CCJPA
SACOG Payment (WE 20)	\$446,451	\$464,606	(\$18,155)	LTF, RPA
Website/Graphic Design (WE 14, 60)	\$19,000	\$19,000	\$0	LTF
I-80/SR 65 Interchange Permitting Consultant (WE 41)	\$88,409	\$300,000	(\$211,591)	NCIIP Section 1302
I-80/SR 65 Interchange Environmental Mitigation (WE 41)	\$600,000	\$0	\$600,000	NCIIP Section 1302
SR 65 Widening Consultant Team - Enviro (WE 42)	\$314,787	\$305,000	\$9,787	CMAQ
SR 65 Widening Consultant Team - Design (WE 42)	\$400,000	\$0	\$400,000	SPRTA
I-80 Auxiliary Lanes Consultant - Design (WE 43)	\$535,000	\$0	\$535,000	NCIIP Section 1302
SR 49 Sidewalk Consultant - Enviro/Design (WE 44)	\$165,000	\$0	\$165,000	CMAQ
ALUC Consulting Services (WE 27)	\$7,500	\$7,500	\$0	ALUC fees
Outreach and Notification Expenses (WE 11, 14, 27)	\$7,000	\$7,000	\$0	RPA, LTF
Communications Consultant (WE 14)	\$47,500	\$45,000	\$2,500	LTF
Federal Advocacy Services (WE 13)	\$39,000	\$39,000	\$0	LTF
State Advocacy Services (WE 13)	\$16,000	\$16,000	\$0	LTF
Advocacy Expenses/Travel (WE 13)	\$12,000	\$15,000	(\$3,000)	LTF
Freeway Service Patrol Contractor (WE 80)	\$270,700	\$277,000	(\$6,300)	AB 2766, Caltrans, LTF
Freeway Service Patrol Reserve - Match (WE 80)	\$0	\$0	\$0	LTF
Educational Outreach/Events (WE 14, 60)	\$21,000	\$18,000	\$3,000	LTF
Legal Services (WE 11, 20, 27, 35, 41, 42, 60, 80)	\$25,500	\$25,500	\$0	LTF, RPA, CMAQ, NCIIP, ALUC fees
Bicycle Map Printing (WE 33)	\$12,500	\$12,500	\$0	LTF
Countywide Bikeway Master Plan Consultant (WE 33)	\$50,434	\$35,000	\$15,434	LTF, RPA
Traffic Modeling/Transp Analysis Consultant (WE 20, 50)	\$45,000	\$0	\$45,000	LTF
Funding Strategy Consultant (WE 60)	\$100,000	\$100,000	\$0	LTF, RPA
Public Opinion Polling (WE 60)	\$30,000	\$30,000	\$0	LTF, RPA
Dry Creek Trail Consultant/City of Roseville (WE 77)	\$210,000	\$105,000	\$105,000	FTA 5304
ALUCP Update Consultant (WE 27)	\$100,000	\$80,000	\$20,000	RPA
<b>TOTAL</b>	<b>\$3,836,981</b>	<b>\$2,175,306</b>	<b>\$1,661,675</b>	

LTF = Local Transportation Fund

CMAQ = Congestion Mitigation and Air Quality

RPA = Rural Planning Assistance Funds

STIP = State Transportation  
Improvement ProgramFTA = Federal Transit  
Administration

**Table 3****Indirect Cost Budget  
FY 2017/18**

CALTRANS ICAP INDIRECT	FY 17/18			
	Proposed	Adopted	Variance	Variance %
ACTUARIAL <i>Note 4</i>	\$0	\$7,800	(\$7,800)	-100.00%
FISCAL AUDIT <i>Note 4</i>	\$0	\$15,850	(\$15,850)	-100.00%
ADVERTISING	\$2,000	\$2,000	\$0	0.00%
COMMUNICATION	\$10,250	\$10,250	\$0	0.00%
OFFICE/COMPUTER EQUIPMENT	\$7,500	\$7,500	\$0	0.00%
DUES/SUBSCRIPTIONS - NON ADVOCACY	\$1,000	\$1,000	\$0	0.00%
OFFICE/COMPUTER EQUIP MAINT	\$6,800	\$6,800	\$0	0.00%
FURNITURE	\$500	\$500	\$0	0.00%
INSURANCE	\$20,000	\$20,000	\$0	0.00%
LEGAL <i>Note 2</i>	\$16,000	\$16,000	\$0	0.00%
MEMBERSHIP/TRAINING - NON ADVOCACY	\$8,500	\$8,500	\$0	0.00%
OFFICE SUPPLIES	\$4,300	\$4,300	\$0	0.00%
POSTAGE	\$3,000	\$3,000	\$0	0.00%
PRINTING & REPRODUCTION	\$4,000	\$4,000	\$0	0.00%
TRAVEL/AUTO/LODGING - NON ADVOCACY	\$19,000	\$19,000	\$0	0.00%
UTILITIES/MAINTENANCE	\$17,200	\$17,200	\$0	0.00%
INDIRECT LABOR - <i>Note 3</i>	\$359,409	\$353,439	\$5,970	1.69%
<b>Subtotal</b>	\$479,459	\$497,139	(\$17,680)	
INDIRECT COST ADJUSTMENT FROM FY 15/16	(\$16,324)	(\$16,324)	\$0	0.00%
<b>ICAP ALLOWABLE TOTAL</b>	<b>\$463,135</b>	<b>\$480,815</b>	<b>(\$17,680)</b>	
<b>TOTAL INDIRECT</b>				
BOARDMEMBER REIMBURSEMENT	\$8,500	\$8,500	\$0	0.00%
MEETING SUPPLIES	\$4,500	\$4,500	\$0	0.00%
MISCELLANEOUS	\$250	\$250	\$0	0.00%
ACTUARIAL	\$7,800	\$0	\$7,800	100.00%
FISCAL AUDIT <i>Note 1</i>	\$15,850	\$0	\$15,850	100.00%
OFFICE SPACE	\$153,283	\$149,544	\$3,739	2.50%
<b>SUBTOTAL</b>	<b>\$190,183</b>	<b>\$162,794</b>	<b>\$27,389</b>	<b>16.82%</b>
<b>INDIRECT COST BUDGET TOTAL</b>	<b>\$653,318</b>	<b>\$643,609</b>	<b>\$9,709</b>	<b>1.51%</b>
<b>Non-Cash Expenses (For Information Only)</b>				
DEPRECIATION EXPENSE	\$3,061	\$3,061	\$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 - 2017/18 OWP**

	Current Year LTF 17/18	Rural Plan Assist	STIP	Federal Earmark	SPRTA	CMAQ	FSP Grants	LTF/STA Article 4.5	Other		TOTAL
5 Agency Admin - Indirect	\$0								\$ 359,409	(1)	\$359,409
10 Agency Admin - OWP	\$29,398	\$25,000									\$54,398
11 TDA Implementation	\$121,668										\$121,668
12 Intergovernmental Coordination	\$64,068		\$20,000								\$84,068
13 Intergovernmental Advocacy	\$103,834								\$3,000	(2)	\$106,834
14 Communications/Outreach	\$194,834					\$39,000					\$233,834
15 Building Administration	\$0								\$19,854	(4)	\$19,854
20 SACOG/MPO Planning Integration	\$132,089	\$397,000	\$85,000								\$614,089
22 Fixed Route SRTP	\$0							\$202,100			\$202,100
23 CTSA Administration	(\$0)							\$119,175			\$119,175
24 CTSA SRTP	(\$0)							\$56,402			\$56,402
27 Airport Land Use Commission	\$171,358	\$10,643							\$26,500	(6)	\$208,501
33 Bikeway Planning	\$83,515	\$31,435				\$8,500					\$123,450
35 Capitol Corridor/Rail	\$42,299					\$7,500			\$7,500	(3)	\$57,299
40 Placer Parkway	(\$0)				\$12,636						\$12,636
41 I-80/SR 65 Interchange	\$19,654			\$747,330							\$766,984
42 SR 65 Widening	\$8,542				\$465,000	\$314,500					\$788,042
43 I-80 Auxiliary Lanes	\$5,149			\$550,000							\$555,149
44 SR 49 Sidewalks	\$13,850					\$200,000					\$213,850
50 Project Programming and Reporting	\$155,422		\$60,000								\$215,422
60 Transportation Funding Strategy	\$251,469										\$251,469
77 Dry Creek West Planning Study	\$1,820								\$212,500	(7)	\$214,320
79 ITS Program	\$2,782										\$2,782
80 Freeway Service Patrol	\$33,159					\$74,048	\$219,072		\$15,000	(5)	\$341,278
100 SPRTA Administration	\$0				\$71,680						\$71,680
Unallocated Revenue/Reserve	\$7										\$7
<b>Total</b>	<b>\$1,434,916</b>	<b>\$464,078</b>	<b>\$165,000</b>	<b>\$1,297,330</b>	<b>\$549,316</b>	<b>\$643,548</b>	<b>\$219,072</b>	<b>\$377,677</b>	<b>\$284,354</b>		<b>\$5,435,291</b>

Notes: (1) Work Element 10a is indirect and spread over all other work elements; (2) Estimated interest; (3) Capitol Corridor Marketing Match; (4) Building Admin Reimburse;  
(5) AB2766 Grant; (6) ALUC fees; (7) FTA Section 5304 including Local Match

**Table 5**

<b>Expenditures - 2017/18 OWP</b>				<i>Caltrans ICAP rate</i>	<i>Total Rate (see Table 3)</i>			Website/ Graphics	Legal	Other	Total	% of Budget
	PY	Staff	Indirect	Indirect	Indirect	SACOG	Consulting					
5 Agency Admin - Indirect	1.89	\$359,409								(1)	\$359,409	see Table 3
10 Overall Work Program	0.13	\$32,163	\$15,763	\$6,473							\$54,398	1.00%
11 TDA Implementation	0.30	\$50,917	\$35,201	n/a			\$34,300		\$500	\$750 (5)	\$121,668	2.24%
12 Intergovernmental Coordination	0.19	\$49,705	\$24,360	\$10,003							\$84,068	1.55%
13 Intergovernmental Advocacy	0.08	\$23,552	\$16,283	n/a			\$55,000			\$12,000 (8)	\$106,834	1.97%
14 Communications/Outreach	0.45	\$88,795	\$43,518	\$17,870			\$47,500	\$13,000		\$23,150 (2),(4),(5),(7)	\$233,834	4.30%
15 Building Administration	0.06	\$11,739	\$8,116	n/a							\$19,854	0.37%
20 SACOG/MPO Planning Integration	0.49	\$89,655	\$43,940	\$18,043	\$446,451	\$15,000			\$1,000		\$614,089	11.30%
22 Fixed Route SRTP	0.07	\$13,067	\$6,404	\$2,630			\$180,000				\$202,100	3.72%
23 CTSA Administration	0.36	\$70,461	\$48,714	n/a							\$119,175	2.19%
24 CTSA SRTP	0.06	\$12,653	\$6,201	\$2,547			\$35,000				\$56,402	1.04%
27 ALUC/Aviation Planning	0.26	\$52,030	\$25,500	\$10,471			\$107,500		\$7,000	\$6,000 (5)	\$208,501	3.84%
33 Bikeway Planning	0.22	\$35,779	\$17,535	\$7,201			\$50,434	\$12,500			\$123,450	2.27%
35 Capitol Corridor Rail	0.11	\$26,192	\$12,836	\$5,271			\$12,500		\$500		\$57,299	1.05%
40 Placer Parkway	0.03	\$7,471	\$5,165	n/a							\$12,636	0.23%
41 I-80/SR 65 Interchange	0.19	\$44,092	\$21,609	\$8,874			\$88,409		\$4,000	\$600,000 (9)	\$766,984	14.11%
42 SR 65 Widening	0.19	\$42,129	\$20,647	\$8,479			\$714,787		\$2,000		\$788,042	14.50%
43 I-80 Auxiliary Lanes	0.06	\$11,913	\$5,839	\$2,398			\$535,000				\$555,149	10.21%
44 SR 49 Sidewalks	0.17	\$28,882	\$14,155	\$5,813			\$165,000				\$213,850	3.93%
50 Project Programming and Reporting	0.59	\$109,629	\$53,729	\$22,063			\$30,000				\$215,422	3.96%
60 Transportation Funding Strategy	0.22	\$56,150	\$38,819	n/a			\$130,000	\$10,000	\$10,000	\$6,500 (4)	\$251,469	4.63%
77 Dry Creek West Planning Study	0.02	\$2,554	\$1,252	\$514			\$210,000				\$214,320	3.94%
79 ITS Program	0.01	\$1,645	\$1,137	n/a							\$2,782	0.05%
80 Freeway Service Patrol	0.21	\$41,433	\$20,306	\$8,339					\$500	\$270,700 (3)(6)	\$341,278	6.28%
100 SPRTA Administration	0.19	\$42,380	\$29,300	n/a							\$71,680	1.32%
<b>Total</b>	<b>6.51</b>	<b>\$944,984</b>	<b>\$516,330</b>	<b>\$136,988</b>	<b>\$446,451</b>	<b>\$2,410,430</b>	<b>\$35,500</b>	<b>\$25,500</b>	<b>\$919,100</b>		<b>\$5,435,283</b>	<b>100.00%</b>

\* Items billed through Caltrans exclude "unallowable" indirect costs, which is primarily agency rent. See Table 3.

Notes: (1) WE 10a is indirect and proportionally spread over all other work elements; (2) Includes \$6,400 payment to TNT/TMA for outreach in Tahoe area;

(3) Carryover/Reserve; (4) transportation event sponsorship; (5) notifications and outreach; (6) FSP contract; (7) alternative fuel vehicle support; (8) travel expenses

(9) environmental mitigation

**Table 6**

## Summary of Staff Hours and Costs FY 2017/18

		Staff Hours	Staff Hour %	Person Years		Staff Costs	Staff Cost %
5	Agency Admin - Indirect	3930	29.03%	1.89		\$359,409	27.55%
10	Agency Admin - OWP	265	1.96%	0.13		\$32,163	2.47%
11	TDA Implementation	625	4.62%	0.30		\$50,917	3.90%
12	Intergovernmental Coordination	400	2.95%	0.19		\$49,705	3.81%
13	Intergovernmental Advocacy	165	1.22%	0.08		\$23,552	1.81%
14	Comm/Outreach	930	6.87%	0.45		\$88,795	6.81%
15	Building Administration	125	0.92%	0.06		\$11,739	0.90%
20	SACOG/MPO Plan Integration and Support	1025	7.57%	0.49		\$89,655	6.87%
22	Fixed Route SRTPs	140	1.03%	0.07		\$13,067	1.00%
23	CTSA Administration	740	5.47%	0.36		\$70,461	5.40%
24	CTSA SRTP	135	1.00%	0.06		\$12,653	0.97%
27	ALUC/Aviation Planning	535	3.95%	0.26		\$52,030	3.99%
33	Bikeway Planning	450	3.32%	0.22		\$35,779	2.74%
35	Capitol Corridor Rail	220	1.62%	0.11		\$26,192	2.01%
40	Placer Parkway EIR	60	0.44%	0.03		\$7,471	0.57%
41	I-80/SR 65 Interchange	385	2.84%	0.19		\$44,092	3.38%
42	SR 65 Widening	390	2.88%	0.19		\$42,129	3.23%
43	I-80 Auxiliary Lanes	115	0.85%	0.06		\$11,913	0.91%
44	SR 49 Sidewalks	355	2.62%	0.17		\$28,882	2.21%
50	Project Programming	1225	9.05%	0.59		\$109,629	8.40%
60	Regional Transp Funding Strategy	450	3.32%	0.22		\$56,150	4.30%
77	Dry Creek West Planning Study	35	0.26%	0.02		\$2,554	0.20%
79	ITS	20	0.15%	0.01		\$1,645	0.13%
80	Freeway Service Patrol	430	3.18%	0.21		\$41,433	3.18%
100	SPRTA Administration	390	2.88%	0.19		\$42,380	3.25%
	<b>Total</b>	<b>13540</b>	<b>100.0%</b>	<b>6.51</b>		<b>\$1,304,393</b>	<b>100.0%</b>

**Table 7**

<b>Agency Salary and Pay Range FY 2017/18</b>				
			<b>FY 2017/18 Monthly Salary Range</b>	
<b>Position Title</b>	<b>Classification</b>	<b># of Positions</b>	<b>Low</b>	<b>High</b>
Executive Director	Executive Director	1	14134	18941
Deputy Director	Deputy Director	0.5	11262	14824
Senior Transportation Planner	Senior Planner	1.5	8389	10707
Senior Planner/Engineer	Senior Planner	0.5	8389	10707
Associate Planner/Communications	Associate Planner	0.5	6614	8441
Assistant Planner	Assistant Planner	0.5	5070	6470
Fiscal/Administrative Officer	Fiscal/Administrative Office	1	8461	10799
Planning Administrator/Board Secretary	Executive Assistant	1	6188	7897
			<b>FY 2017/18 Hourly Salary Range</b>	
<b>Position Title</b>	<b>Classification</b>	<b># of Positions</b>	<b>Low</b>	<b>High</b>
IT Administrator	Associate Planner	0.25	38.16	48.70
Planning Intern	Planning Intern	0	21.94	28.00



## COMMONLY USED ACRONYMS

ALUC	Airport Land Use Commission
ALUCP	Airport Land Use Compatibility Plan
ATP	Active Transportation Program
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation Air Quality
CTC	California Transportation Commission
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FY	Fiscal Year
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
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
SHOPP	State Highway Operation and Protection Program
SSTAC	Social Services Transportation Advisory Council
STA	State Transit Assistance
STIP	State Transportation Improvement Program
TDA	Transportation Development Act
TIGER	Transportation Investment Generating Economic Recovery



# PLACER COUNTY TRANSPORTATION PLANNING AGENCY

## Technical Advisory Committee Meeting Minutes

**October 10, 2017 – 3:00 p.m.**

**ATTENDANCE:** Mengil Deane, City of Auburn  
 Mike Dour, City of Roseville  
 Scott Gandler, City of Roseville  
 Wes Heathcock, City of Colfax  
 Stephanie Holloway, Placer County  
 Mark Johnson, City of Roseville  
 Ray Leftwich, City of Lincoln  
 Dave Palmer, City of Rocklin  
 Jason Shykowski, City of Roseville  
 David Smith, Caltrans  
 Brit Snipes, Town of Loomis

**PCTPA Staff**

Celia McAdam  
 Aaron Hoyt  
 Luke McNeel-Caird  
 Solvi Sabol

**Senate Bill 1 Project Applications Strategy**

Celia McAdam explained the importance of tracking and prioritizing jurisdictions' projects and being strategic in the application process in order to improve chances of funding through SB 1. When asked if any jurisdiction will be applying for TIGER or INFRA grants, the City of Roseville said they are planning to apply. Luke McNeel-Caird added that we can provide support letters for applications. Stephanie Holloway said they were considering an application for the Placer Parkway.

For the SB 1 and state programs, Luke explained the guidelines and application deadlines on state grant programs. He emphasized that the deadlines are short for the first year, and that the CTC would be looking to the RTPA's to prioritize if multiple projects come in from the area.

PCTPA will be applying for the Highway 49 sidewalk gap closure project under the ATP program. Mike Dour noted that they were looking at that funding source for the Dry Creek Greenway.

Luke explained that the Local Partnership Program is allocated to counties who have local transportation sales tax. The remaining 5% will be going to counties who have a development impact program such as SPRTA, and PCTPA will be applying for the SR 65 Widening project, which would add a southbound third lane from Blue Oaks to Galleria Boulevard. The 50% match would come from SPRTA's fee program. Luke added that any new county who gets a sales tax measure passed will get a \$5 million bonus from the Local Partnership Program.

The Trade Corridor Enhancement Project is geared for projects with interstate goods movement. Celia said the Solutions for Congested Corridors was aimed at transit and rail projects. The Capitol Corridor

Third Track Project, which provides for ten roundtrips from Sacramento to Roseville, is an ideal candidate for Congested Corridors funding.

Celia stated that there is the potential referendum for SB 1 to be on the ballot. Because of this there is a push for construction-ready projects that will have an immediate benefit to the public and demonstrate the effectiveness of SB 1 dollars.

There was group agreement to share information about SB 1 grant applications to make sure that we are putting our efforts into the most likely funding applications.

**FY 2017/18 Overall Work Program & Budget – Amendment #1**

A copy of Amendment #1 of the draft FY 2017/18 Overall Work Program (OWP) was provided to the TAC. Celia McAdam explained the three additional projects added are 1) I-80 Auxiliary Lanes design, 2) the SR 49 Sidewalks Gap Closure, and 3) SR 65 Widening design. Funding for these projects increased the budget \$1.7 million, adding that the budget does balance. Other changes include reinstating the Freeway Service Patrol Adam Truck.

**PCTPA Staffing Plan Update:** Celia explained that there is a new staffing plan reflected in the OWP, which adds an Assistant Planner, eliminates an Associate Planner, and adds a Deputy Executive Director. Given the extra work due to requirements surrounding SB 1 and the learning curve of a new Executive Director, this reconfiguration was justified and recommended for Board adoption by the Administrative Subcommittee.

The TAC concurred with bringing the FY 2017/18 OWP as provided to the Board.

**Regional Bikeway Plan Update:**

Aaron Hoyt provided information on the Regional Bikeway Plan Update. Aaron discussed a draft bikeway typology that proposes an approach to identifying the goals and objectives for the bikeway network recommendations. The typology stems from the diverse nature of the County itself and considers the different geographical context and uses across the county. The typology focuses on 1) community centers such as Sheridan, Foresthill, Alta, etc.; 2) community connections between population centers and destinations; 3) regional connections with adjacent counties; and 4) recreational routes on low volume roads. The typologies explore the application of treatments, including different bikeway classes and sidewalks. Aaron explained next steps will be meeting with the jurisdiction staff and the Bicycle Advisory Committee to coordinate on the different concepts and to fine tune the types of facilities.

**WPCTSA FY 2017/18 Budget - Amendment #1**

Celia McAdam provided Amendment #1 of the FY 2017/18 WPCTSA budget to the TAC which reflects an update to the Transit Coordination Guide. She also reminded the TAC that the WPCTSA Board took action to forego the annual Local Transportation Fund (LTF) this fiscal year to spend down reserves. These funds are redistributed to the jurisdictions.

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

**2018 Regional Transportation Improvement Program (RTIP):** Luke McNeel-Caird said we are bringing the 2018 Regional Transportation Improvement Program (RTIP) to the Board for adoption this month.

**State Transit Assistance (STA) – Revised Allocation:** Aaron Hoyt explained that the STA revised allocation will be released on October 21<sup>st</sup> and we anticipate an increase due to SB 1 funding. We will meet with the Transit Operators Working Group (TOWG) to discuss the additional reporting requirements and will bring this to the TAC in November.

**Unmet Transit Needs:** Aaron Hoyt explained where we are in the Unmet Transit Needs process and that workshops are scheduled in Lincoln, Roseville, and Tahoe. The comment period will close November 17<sup>th</sup> and a draft report will be brought to the TAC in February.

**State of Good Repair:** Aaron Hoyt explained this is another SB 1 grant program which flows through the State Transit Assistance formulas and focuses on transit maintenance of the existing transit fleet and capital assets. Hoyt added that the program has project list and reporting requirements reminiscent of the SB 1 Local Streets and Roads program. Hoyt indicated that the TOWG will be convened to discuss the program and will forward the guidelines to the TAC for review. Project lists are due January 31, 2017.

**Highway 49 Sidewalk Gap Closure – RFP:** Aaron Hoyt explained that the Highway 49 Sidewalk Gap Closure Project RFP is out with RFPs due by November 9. This project is intended to close the gaps of Caltrans' sidewalks and improvements that are occurring. The City of Auburn and Placer County will be reviewing RFPs and interviewing consultants. We intend to take the contract to the Board in January.

**Presentation on Transportation Sales Tax Work Plan:** Celia McAdam explained that we will be meeting with the City Manager's on October 16<sup>th</sup> to go over the transportation sales tax work plan. This includes polling results and updates on the districting concepts. Celia added that the current polling are positive from those polled in South Placer. A formal to presentation to the Board will occur at the October 25 Board meeting.

**Next TAC meeting – November 13, 2017:** Celia McAdam explained that due to a conflict with the opening of the I-80 SR 65 Interchange bids, we are moving the next PCTPA TAC meeting to 9:30 a.m. on Monday, November 13<sup>th</sup>.

**Meeting adjourned at 3:50 p.m.**



PLACER COUNTY  
TRANSPORTATION  
PLANNING AGENCY

## *MEMORANDUM*

**TO:** PCTPA Board of Directors **DATE:** October 10, 2017

**FROM:** Luke McNeel-Caird, Senior Planner/Engineer  
Aaron Hoyt, Associate Planner

**SUBJECT:** STATUS REPORT

1. **I-80/SR 65 Interchange Improvements Project – Phase 1 Construction**  
The Phase 1 project includes adding a third lane on northbound SR 65 from I-80 to Pleasant Grove Boulevard, and improvements to the Galleria Boulevard/Stanford Ranch Road northbound ramps. Since the staff presentation to the Board in August, the \$50 million Phase 1 construction was advertised to contractors on September 25. Given the size of the project, there is a seven-week advertisement with bids due on November 14. If bids come in at or under the engineers cost estimate, a groundbreaking ceremony will occur in mid-December.
2. **State Route 65 Capacity and Operational Improvements Project – PA&ED Phase**  
The project limits extend from Galleria Boulevard/Stanford Ranch Road to Lincoln Boulevard (Lincoln Bypass), approximately seven miles. The project would gain environmental approval to widen Highway 65 to six lanes between I-80 and Blue Oaks Boulevard, and auxiliary lanes between Blue Oaks Boulevard and Lincoln Boulevard. The public comment period on the draft environmental document closed on June 14, 2017. Since that time, we received concurrence on October 3 for both the wetland delineation from the United State Army Corps of Engineers and the biological opinion from the United States Fish and Wildlife Service.
3. **Regional Bikeway Plan Update**  
The Regional Bikeway Plan update focuses on the unincorporated areas of the county and is integrated with the bikeway planning efforts of the incorporated jurisdictions. The project team is developing a bikeway typology that will propose a consistent approach to defining the bikeway network recommendations given the diverse nature of the County itself. The typology also considers the different geographical context and uses across the county and will focus on 1) community centers such as Sheridan, Foresthill, Alta, etc.; 2) community connections between population centers and destinations; 3) regional connections with adjacent counties; and 4) recreational routes on low volume roads. The typologies explore the application of treatments, including different bikeway classes and sidewalks. Input on the typology will be sought from jurisdiction staff and the Bicycle Advisory Committee prior to developing the draft bikeway network recommendations.



## MEMORANDUM

**TO:** Celia McAdam  
**FROM:** AIM Consulting  
**DATE:** October 11, 2017  
**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 and the transportation blog to share current information about PCTPA projects, programs, and activities. AIM assisted with planning, notifying, and developing materials for the Thomas J. Cosgrove Memorial Highway Dedication event. AIM coordinated and developed messaging with Caltrans and the local jurisdictions about an upcoming closure of Highway 65.

Below are activity summaries of AIM's work:

### **Funding Strategy**

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

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

AIM continued to update the PCTPA transportation blog with current news articles about PCTPA and additional information including PCTPA programs, transportation projects, and achievements.

AIM drafted a blog post about planned improvements to the I-80 / SR 65 Interchange, "Are you confused about the planned improvements on the I-80/SR 65 interchange? Let us try to help!" The transportation blog will continue to be updated with current information about projects, programs, and events.

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:

- San Francisco 49ers Capitol Corridor Promotion
- Annual Roseville Bikefest
- Thomas J. Cosgrove Memorial Highway Event
- National Walk to School Day – Safe Routes to School
- Family Adventure on the Train – Capitol Corridor Giveaway

Current social media page statistics include:

- Facebook – 923 likes
- Twitter – 304 followers
- Instagram – 110 followers

Key website analytics include:

- Total page views for the month of August – 3,703
  - 18% of views were on the PCTPA blog page
  - 10% of views were on the blog post, “Let family adventure begin on the train!”

## Media Relations

AIM continued to monitor industry and local news in an effort to identify outreach opportunities as well as support the Agency’s efforts to address local transportation and transit issues. Key stories in local media outlets are highlighted on the blog and social media.

## Special Events

AIM developed an invitation, talking points, and a run of show for the Thomas J. Cosgrove Memorial Highway Dedication event. AIM also coordinated and filmed a series of short interviews with local dignitaries and community leaders about their relationship with Tom Cosgrove and his significant contributions and impact to the Placer region. AIM is editing the video interviews and will produce a commemorative series through PCTPA’s website and social media in the next coming months.

## Newsletter #36

AIM continued drafting articles for the next newsletter, focused on: Executive Director Celia McAdam’s Retirement, Family Adventure on the Capitol Corridor, an update on the I-80 / SR 65 Interchange Improvements Project and Funding, a recap of the Highway 49 Community



Workshop, results from the Regional Bikeway Plan Virtual Community Workshop, and the final installment in the Meet PCTPA series featuring Shirley LeBlanc and Scott Aaron.

### **Leading Voices Podcast**

AIM researched and began developing a plan for the PCTPA Leading Voices Podcast. The first four installments of the series will feature a different community leader discussing transportation with Executive Director Celia McAdam each quarter.



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September 29, 2017

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

### **Administration's Infrastructure Initiative**

URGENT Update: on Sept. 26 we had two meetings with key White House staff to discuss infrastructure: Rick Dearborn, Deputy Chief of Staff for Legislative, Intergovernmental Affairs and Implementation, and DJ Gribbin, Special Assistant to the President for Infrastructure Policy. In summary, they said that the President refers to his infrastructure initiative as “infrastructure large” – meaning multifaceted. Said he has 5 goals: 1) reduce the permitting time for project approval from 10 to 2 years; 2) provide incentive funding to public and private sectors based on their level of investment funding; 3) provide increased funding to rural areas; 4) encourage and fund “visionary” projects; and 5) give priority to projects that demonstrate a return on the Federal investment. Said that yesterday, Sept. 28, would be the last “principles” meeting with Cabinet members. Goal is to have policy principles – they referred to them as “pristine” - ready sometime next month. However, they will not be sharing/sending them to the Hill until after tax reform “clears.” They said that they did expect pushback from Congress on the principles; that they are open to change; but they were not planning to “fall back too far.” They also confirmed that they would be looking to the Congress to draft the actual infrastructure bill. In the meantime, they said they have been talking to both Dems and Repubs. Still committed to a \$1 trillion 10-year program. Said the Administration’s recent tax proposal includes a one-time repatriation of \$200B that can be leveraged to \$1 trillion.

What we know about the Administration and the infrastructure effort are two things. First, they are still committed to a \$1 trillion 10-year infrastructure plan. We have confirmed that in very recent conversations with Administration staff. We also hear the same thing from other stakeholders. Secondly, the Administration continues to maintain that we will see “something” this fall. Recently they announced that they plan to roll out infrastructure principles 2.0. However, they do qualify this by stating that this is “after the ball gets rolling” on tax code overhaul. Tax reform is the Administration’s current priority and tax reform is needed, they argue, to help finance the infrastructure initiative. Also, as part of the recent announcement, the White House said that they are expecting lawmakers to take the lead on drafting an infrastructure package.

What we don't know are the details of the Administration's proposal – principles or otherwise. No one knows them outside the White House and that includes no one in Congress – the leaderships of both Houses, committees of jurisdiction and key members and staff. As an example, the House Transportation and Infrastructure has been holding a series of hearings on infrastructure but, as the staff say, we are doing so in the dark without an Administration proposal.

### **Senate Infrastructure Initiatives**

While the Administration continues to fine tune the specifics of its proposal, the Congress, on a number of fronts, is gearing up to influence the process. We see that happening at all levels – Senate and House leaderships, committees of jurisdiction as well as individual Members. What is particularly encouraging is that these undertakings are being done mostly on a bipartisan basis.

For example, on July 17, Senate Environment and Public Works Chairman Barrasso (R-Wyo.) and the Committee's Ranking Democrat, Sen. Carper (D-Del), put a call out to panel members (and likely beyond) for "infrastructure priorities, policy proposals and recommendations" (NOT specific projects) for a Committee-produced title of a "comprehensive infrastructure bill – responses due July 21. The Committee has been reviewing the submissions – details being held very close to the vest - and may release its infrastructure “plan” soon, although that could be contingent on its first seeing the Administration's proposal. Other Senate committees –including, but not limited to, Banking, Commerce and Finance – have not taken any action to date on the infrastructure issue.

At the same time, work continues – we're told that many of the details have been flushed out but not made available - by the “gang of eight” Democratic Senators who introduced their outline version of a \$1T 10-year infrastructure plan (\$75 billion for schools, \$210 billion for roads and bridges, \$110 billion for aging water and sewer systems, \$180 billion for expanded rail and bus lines, \$70 billion for deeper ports and upgraded airports, \$100 billion for an updated electrical grid, \$10 billion for VA hospitals, \$20 billion for broadband installations; \$200 billion for unspecified “vital infrastructure projects” and \$10 billion for an infrastructure bank to “unlock” private capital by providing loan guarantees or low-cost loans). Senate and House also seem to be working on this.

### **House Infrastructure Initiatives**

On September 14, the House Democrats announced the creation of various task forces that are aimed to devise a jobs-focused legislative package. One of the task forces, “Rebuilding America,” will focus on infrastructure issues. It will be led by Representatives Matt Cartwright (D-PA-17), Jimmy Gomez (D-CA-34), Donald Norcross (D-NJ-1), and Bonnie Watson Coleman (D-NY-12). Gomez is on the Natural Resources Committee

Also in the House of Representatives, to review, Congressman Peter DeFazio (D-OR-4), House Transportation and Infrastructure Committee Ranking Democrat, introduced individual infrastructure bills - highway, port and airport infrastructure bills. They all pay for themselves in

some way (gas tax, harbor maintenance trust fund, and aviation passenger facility charges). On March 22, he introduced his highway-transit bill. H.R. 1664, the “Investing in America: A Penny for Progress Act,” provides approximately \$500 billion in infrastructure investment to improve the conditions of our Nation’s highways, bridges, and public transit systems, address the Federal underinvestment that has caused the current state-of-good-repair backlog, and meet future highway and transit needs through fiscal year (FY) 2030. To finance the additional investment, the bill authorizes the U.S. Department of Treasury to issue 30-year Invest in America Bonds annually, through 2030. Each bond will be repaid at the end of its 30-year term, using revenues from indexing the gasoline and diesel user fee beginning in 2017.

Congressman John Delaney (D-MD-6) introduced H.R. 1669, “Partnership to Build America of 2017.” Noted because it has bipartisan support. Included under the Bill Tracking section

### **FY18 Appropriations Status**

This month Congress passed an FY18 Continuing Resolution funding the government at FY17 levels until December 8. Pending that, the focus in the appropriations process has been on hurricane relief funding. Both of these actions have slowed up the normal appropriations process. However, in an attempt to expedite matters, on Sept. 14 the House of Representatives passed a package of funding bills (H.R. 3354) to provide all discretionary funding for the federal government for the 2018 fiscal year. The bill, also known as the Make America Secure and Prosperous Appropriations Act, was passed on a vote of 211-198. The package of bills contains the full legislation and funding for all of the 12 annual appropriations bills and totals \$1.2 trillion. No Senate action to date.

### **FY18 House and Senate Transportation Appropriations**

The Senate bill provides more money than the House bill for a number of programs including FTA's Capital Improvement Grant (CIG) program which funds transit New Start, Small Start, and Core Capacity projects. The Senate bill provides \$2.13B versus the House level of \$1.75B, although less than the current funding of \$2.4B. The Senate funding level, should it prevail in the final bill, is sufficient to fund FY18 grants to all 13 CIG projects (New Starts and Core Capacity) with existing FFGAs and well as approximately \$600M in funding for New Start and Core Capacity projects which expect to sign FFGAs during FY18. These projects potentially include the Maryland Purple Line, Santa Ana, CA Streetcar, Seattle Lynwood Link Extension, and two projects in Minneapolis. The Administration had not requested any funding for projects without an existing FFGA. \$150M is provided for existing Small Start projects and \$168.4M for new Small Starts. The Senate included language similar to that in the House report which directs the DOT Secretary to continue to advance eligible projects through the CIG rating and approval process.

The Senate bill funds the TIGER program at \$550M compared with the House which zeroed out the program as did the Administration in its FY18 budget request. Current funding is \$500M. The Senate bill appropriates the full FY18 FAST Act authorized funding levels for highway and transit formula programs - as does the House bill. Also, the Senate bill funds Amtrak at the full amount authorized in the FAST Act - approximately \$1.6B which includes funding for both the

Northeast Corridor and the National Network (long distance lines). The Administration had proposed to eliminate funding for the long distance lines.

Lastly, the Senate includes language increasing the FAA's Passenger Facility Charge (PFC) cap from the current \$4.50 up to \$8.50 for originating airports. However, neither the pending House nor the Senate FAA authorization bills include such an increase. The Senate bill also increases funding for the construction-related Airport Improvement Program (AIP) from the current \$3.35B up to \$3.6B.

<b><u>Program</u></b>	<b><u>Current Funding</u></b>	<b><u>Administration FY'18 Request</u></b>	<b><u>Pending House FY'18 Bill</u></b>	<b><u>Pending Senate FY'18 Bill</u></b>
Highway Programs	\$43.26B	\$44.23B	\$44.23B	\$44.23B
TIGER	\$500M	\$0	\$0	\$550M
FTA CIG Grants	\$2.41B	\$1.23B	\$1.75B	\$2.13B
FTA Formula Grants	\$9.73B	\$9.73B	\$9.73B	\$9.73B
FAA Airport Improvement Program (AIP)	\$3.35B	\$3.35B	\$3.35B	\$3.60B
Amtrak	\$1.49B	\$760M	\$1.428B	\$1.60B

### **Earmarks**

No change since the last report. Checking in with Congressman Mike Rogers (R-AL-3), one of the Members who offered an amendment at the Republican Caucus to repeal the earmark ban, regarding the latest. The House Rules Committee is still targeting this fall for consideration of the earmark issue. Key Advocates has stressed to Members that they don't have to completely repeal the earmark ban at this time (pending further consideration), but rather they could simply waive the ban with respect to a mega infrastructure bill.

### **Bill Tracking**

**Note the new format per the change in format by the Congress for the listing of bills. More information on each bill will be provided when it becomes available on the official site.**

H.R.100 — 115th Congress (2017-2018)

#### **Support Local Transportation Act**

**Sponsor:** Rep. Brownley, Julia [D-CA-26] (Introduced 01/03/2017) **Cosponsors:** (0, now 2)

**Committees:** House - Transportation and Infrastructure

**Latest Action:** 01/03/2017 Referred to the House Committee on Transportation and Infrastructure.

This bill revises requirements for the surface transportation block grant program to increase the percentages of program funds required to be allocated to states for each of FY2018-FY2020 for surface transportation projects in: urbanized areas with a population of over 200,000, non-urban areas with a population greater than 5,000, and other areas of the state.

Status Update: no change since the last report.

H.R.547 — 115th Congress (2017-2018)

**National Infrastructure Development Bank Act of 2017**

**Sponsor:** Rep. DeLauro, Rosa L. [D-CT-3] (Introduced 01/13/2017) **Cosponsors:** (76, now 79)

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

**Latest Action:** 01/17/2017 Referred to the Subcommittee on Water Resources and Environment.

This bill establishes the National Infrastructure Development Bank as a wholly owned government corporation. The bank's board of directors shall be responsible for monitoring and overseeing energy, environmental, telecommunications, and transportation infrastructure projects. The board is authorized to: (1) make loans and loan guarantees to assist in the financing an infrastructure project, (2) issue public benefit bonds and provide financing to infrastructure projects, and (3) pay an interest subsidy to the issuer of American Infrastructure Bonds. The bank shall establish a risk management committee, which shall: (1) create financial, credit, and operational risk management guidelines; (2) set guidelines to ensure diversification of lending activities by geographic region and infrastructure project type; (3) create conforming standards for financial assistance; (4) monitor financial, credit, and operational exposure; (5) provide financial recommendations to the board; and (6) ensure that the aggregate amount of interest subsidies provided for such bonds in a given calendar year does not exceed 28% of interest payable under all such bonds. The board shall approve criteria established by the bank's executive committee for determining project eligibility for financial assistance. The bill sets forth criteria to be considered by the board for each type of infrastructure project. The executive committee shall conduct an analysis that considers the economic, environmental, and social benefits and costs of each project under consideration, prioritizing projects that contribute to economic growth, lead to job creation, and are of regional or national significance. Financial assistance for an infrastructure project: (1) shall be repayable from dedicated revenue sources that also secure the infrastructure project obligations, and (2) shall not exceed 50% of reasonably anticipated project costs. Bank bonds shall be exempt from state or local government taxation. Assisted projects must comply with wage rate, domestic content, and buy American statutes. The board shall establish an American Infrastructure Bond program. The bill establishes the National Infrastructure Development Bank Trust Fund into which an amount equal to the tax receipts attributable to interest payable under such bonds is to be appropriated.

Status Update: no change since the last report.

H.R.481 — 115th Congress (2017-2018)

**REBUILD Act**

**Sponsor:** Rep. Calvert, Ken [R-CA-42] (Introduced 01/12/2017) **Cosponsors:** (0)

**Committees:** House - Natural Resources

**Latest Action:** 01/12/2017 Referred to the House Committee on Natural Resources

This bill amends the National Environmental Policy Act of 1969 (NEPA) to authorize: (1) the assignment to states of federal environmental review responsibilities under NEPA and other

relevant federal environmental laws for covered federal projects, and (2) states to assume all or part of those responsibilities. Each responsible federal official who is authorized to assign such responsibility must promulgate regulations that establish requirements relating to information required to be contained in state applications to assume those responsibilities. An official may approve an application only if: (1) public notice requirements have been met, (2) the state has the capability to assume the responsibilities, and (3) the head of the state agency having primary jurisdiction over covered projects enters into a written agreement with an official to assume the responsibilities and to maintain the financial resources necessary to carry them out. The officials must audit state compliance with federal laws for which responsibilities are assumed. The officials may terminate the responsibilities assigned to states after providing notice to states of any noncompliance and an opportunity to take corrective action.

Status Update: no change since the last report.

H.R.966 — 115th Congress (2017-2018)

**TIGER CUBS Act**

**Sponsor:** Rep. Larsen, Rick [D-WA-2] (Introduced 02/07/2017) **Cosponsors:** (5, now 8)

**Committees:** House - Appropriations, Budget

**Latest Action:** 02/07/2017 Referred to House Budget Committee

This bill provides \$500 million in supplemental FY2017 appropriations to the Department of Transportation for national infrastructure investments under a competitive grant program commonly known as the Transportation Investment Generating Economic Recovery (TIGER) program. At least \$100 million of the funds must be used for projects located in cities with populations between 10,000 and 50,000.

The funding provided by this bill is designated as an emergency requirement pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985. The emergency funding is exempt from discretionary spending limits and is only available if the President subsequently designates the amounts as an emergency and submits the designation to Congress.

Status Update: no change since the last report.

S.846 — 115th Congress (2017-2018)

**SAFE Bridges Act of 2017**

**Sponsor:** Sen. Shaheen, Jeanne [D-NH] (Introduced 04/05/2017) **Cosponsors:** (4)

**Committees:** Senate - Environment and Public Works

**Latest Action:** 04/05/2017 Read twice and referred to the Committee on Environment and Public Work.

This bill directs the Department of Transportation to establish a program to assist states to rehabilitate or replace bridges found to be structurally deficient. States shall use apportioned program funds for projects to rehabilitate and replace such bridges.

The federal share of project costs is 100%. Prevailing rate of wage requirements for construction of federal-aid highways projects shall apply to such projects.

Status Update: summary added since the last report.

H.R.1670 — 115th Congress (2017-2018)

**Infrastructure 2.0 Act**

**Sponsor:** Rep. Delaney, John K. [D-MD-6] (Introduced 03/22/2017) **Cosponsors:** (20)

**Committees:** House - Ways and Means, Transportation and Infrastructure, Rules

**Latest Action:** 03/23/2017 Referred to the Subcommittee on Water Resources and Environment

This bill amends the Internal Revenue Code, with respect to the taxation of earnings and profits of a deferred foreign income corporation, to: (1) make such earnings and profits subject to taxation in the last year that ends before the enactment of this bill; (2) reduce the tax rate on such earnings and profits by allowing an exemption of 75% (equal to a tax of 8.75% of repatriated earnings and profits); and (3) allow corporations to pay the tax in installments. The bill also: establishes and provides appropriations for a fund to assist various public and private entities in investing in public infrastructure projects, appropriates revenues from this bill to the Highway Trust Fund (HTF), establishes a commission to make recommendations to achieve long-term solvency of the HTF and requires Congress to consider the proposed legislation using expedited procedures, and directs the Department of Transportation to establish a regional infrastructure accelerator pilot program to assist public entities in developing infrastructure projects. The bill establishes a deadline of 18 months after the enactment of this bill for the enactment of legislation to reform the international tax system by eliminating the incentive to hold earnings in low-tax foreign jurisdictions. If the legislation is not enacted by the deadline, a specified reform proposal takes effect, which includes provisions relating to subpart F income and insurance income, the taxation of repatriated offshore corporate earnings, gains and losses from the sale or exchange of stock in controlled foreign corporations, limitations on the foreign tax credit, and the tax treatment of previously deferred foreign income.

Status Update: summary since the last report.

H.R.1669 — 115th Congress (2017-2018)

**Partnership to Build America Act of 2017**

**Sponsor:** Rep. Delaney, John K. [D-MD-6] (Introduced 03/22/2017) **Cosponsors:** (23, now 26)

**Committees:** House - Transportation and Infrastructure, Ways and Means

**Latest Action:** 03/23/2017 Referred to the Subcommittee on Water Resources and Environment

This bill establishes the American Infrastructure Fund (AIF) as a wholly-owned government corporation to provide bond guarantees and make loans to state and local governments, non-profit infrastructure providers, private parties, and public-private partnerships for state or local government sponsored transportation, energy, water, communications, or educational facility infrastructure projects (Qualified Infrastructure Projects [QIPs]). The AIF may also to make equity investments in QIPs. The Department of the Treasury, acting through the AIF, shall issue American Infrastructure Bonds with an aggregate face value of \$50 billion. The proceeds from the sale of the bonds shall be deposited into the AIF. The bill amends the Internal Revenue Code to allow U.S. corporations to exclude from gross income qualified cash dividend amounts received during a taxable year from a foreign-controlled corporation equal to the face value of qualified infrastructure bonds the corporation has purchased.



The bill prohibits allowance of a foreign tax credit for the excluded portion of any dividend received by a U.S. corporation, and a deduction for expenses directly allocable to that excludable portion.

Status Update: 2 cosponsors and summary added since the last report.

S.1756 — 115th Congress (2017-2018)

**Rebuild America Now Act**

**Sponsor:** Sen. Sullivan, Dan [R-AK] (Introduced 08/03/2017) **Cosponsors:** (3)

**Committees:** Senate - Environment and Public Works

**Latest Action:** 08/03/2017 Read twice and referred to the Committee on Environment and Public Works.

Status Update: bill added since the last report.