



# **BOARD OF DIRECTORS AGENDA PACKET**

**Monday, October 10, 2016  
2:30 p.m.**

**Sonoma County  
Permit & Resource Management Department  
2550 Ventura Avenue  
Santa Rosa, California**

## BOARD OF DIRECTORS AGENDA

**October 10, 2016 – 2:30 p.m.**

Sonoma County Permit & Resource Management Department  
Planning Commission Hearing Room – 2550 Ventura Avenue, Santa Rosa, CA

1. **Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)**
2. **Public comment on items not on the regular agenda**
3. **Consent Calendar**
  - A. **SCTA/RCPA Concurrent Items**
    - 3.1. **Admin** – Minutes of the September 12, 2016 meeting (ACTION)\*
  - B. **SCTA Items**
    - 3.2. **Measure M** – Status of FY15/16 annual reporting letters (REPORT)\*
    - 3.3. **Admin** – ordinance amending Sonoma County Transportation Authority’s Administrative Code – Final adoption (ACTION)\*
  - C. **RCPA Items**
    - 3.4. **Outreach** – Better Communities Alliance participation (ACTION)\*
    - 3.5. **Admin** – ordinance amending Sonoma County Regional Climate Protection Authority’s Administrative Code – Final Adoption (ACTION)\*
4. **Regular Calendar**
  - A. **SCTA Items**
    - 4.1. SCTA Planning
      - 4.1.1. **Plan Bay Area** – status of MTC/ABAG regional planning (ACTION)\*
    - 4.2. SCTA Projects and Programming
      - 4.2.1. **Highways** – update on State Highway projects (ACTION)
  - B. **RCPA Items**
    - 4.3. RCPA Projects and Planning
      - 4.3.1. **Planning** – presentation on Partnership for Resilience and Preparedness (PREP) launch (REPORT)\*
      - 4.3.2. **Activities Report** – (REPORT)
  - C. **SCTA/RCPA Items**
    - 4.4. **Admin** – **PUBLIC HEARING** – FY16/17 Final Budgets
      - 4.4.1. FY16/17 Measure M Final Budgets
      - 4.4.2. FY16/17 Transportation Fund for Clean Air (TFCA) Final Budget
      - 4.4.3. FY16/17 RCPA Final Budget
      - 4.4.4. FY16/17 SCTA Final Budget

**5. Closed Session**

- 5.1. **CA2020** – Conference with Legal Counsel – Existing Litigation – California River Watch v. County of Sonoma, Superior Court Case No. SCV-259242. (Government Code Section 54956.9(d)(1))

**6. Reports and Announcements**

- 6.1. Executive Committee report
- 6.2. Regional agency reports\*
- 6.3. Advisory Committee agendas\*
- 6.4. SCTA/RCPA staff report
- 6.5. Announcements

**7. Adjourn**

\*Materials attached.

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The next **SCTA/RCPA** meetings will be held **November 14, 2016**

Copies of the full Agenda Packet are available at <http://scta.ca.gov/meetings-and-events/board-meetings/>

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA/RCPA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the SCTA/RCPA after distribution of the agenda packet are available for public inspection in the SCTA/RCPA office at 490 Mendocino Ave., Suite 206, during normal business hours.

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## BOARD OF DIRECTORS MEETING

### Meeting Minutes of September 12, 2016

#### ITEM

#### 1. Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)

Meeting called to order at 2:32 p.m.

*Directors Present:* Director Rabbitt, Supervisor, Second District, Chair; Director Russell, City of Cloverdale, Vice Chair; Director Chambers, City of Healdsburg; Director Coursey, City of Santa Rosa; Director Gallian, City of Sonoma; Director Gurney, City of Sebastopol; Director Landman, City of Cotati; Director Mackenzie, City of Rohnert Park; Director Miller, City of Petaluma; Director Zane, Supervisor, Third District.

*Directors Absent:* Director Gorin, Supervisor, First District; Director Salmon, Town of Windsor.

#### 2. Public comment on items not on the regular agenda

Duane DeWitt of the Roseland area addressed the Board regarding "Climate Forcing," a history of housing planning efforts in the Roseland area, and plans from 2004 by the City of Santa Rosa for a \$15 million Bellevue Avenue Interchange over Highway 101 leading into southwest Santa Rosa and Roseland.

#### 3. Consent Calendar

##### A. SCTA/RCPA Concurrent Items

- 3.1. **Admin** – update Personnel Policies related to benefits and other administrative edits (ACTION)\*
- 3.2. **Admin** – update to SCTA/RCPA Conflict of Interest policy (ACTION)\*

- 3.3. **Admin** – Minutes of the July 11, 2016 meeting (ACTION)\*

##### B. SCTA Items

- 3.4. **Measure M** – FY15/16 Budget Adjustment (ACTION)\*
- 3.5. **Admin** – adopt ordinance amending Sonoma County Transportation Authority's Administrative Code – First Read (ACTION)\*
- 3.6. **Measure M** – appropriation for Cotati for landscaping on Highway 101 (ACTION)\*

##### C. RCPA Items

- 3.7. **Admin** – FY15/16 Budget Adjustment (ACTION)\*
- 3.8. **Admin** – adopt ordinance amending Sonoma County Regional Climate Protection Authority's Administrative Code – First Read (ACTION)\*
- 3.9. **BayREN** – Bay Area Regional Energy Network contract amendment for Codes Program scope change (ACTION)\*

Director Miller abstained from Item 3.3 (minutes of the meeting of July 11, 2016) as she was not present at this meeting.

Motion by Director Mackenzie, seconded by Director Gallian, to approve the Consent Calendar. Motion passed unanimously.

#### 4. Regular Calendar

##### A. SCTA Items

- 4.1. SCTA Planning
  - 4.1.1. **CTP** – approval of Comprehensive Transportation Plan *Moving Forward 2040* and adoption of Addendum to

the certified FEIR  
(ACTION)\*

Janet Spilman summarized the history and process of the update of the CTP, explaining that this will be updated again in another four years. Updates included demographics, traffic. The substantive changes from the 2009 CTP include the addition of the goal to achieve economic vitality, the addition of performance measures and evaluation, and updating of the data. Public comments involved alternative transportation, land use and implementation.

Key findings of the CTP indicate that by 2040 the population will grow; transportation changes alone will not be sufficient to meet the established goals. Policy changes at all levels of government and behavioral changes by the public will also be necessary.

Ms. Spilman next addressed the Addendum to the certified FEIR, explaining that legal counsel had determined that there are no new or more significant impacts than those identified in the previous EIR. The FEIR must be adopted prior to adoption of the CTP.

Mr. DeWitt noted that he had not heard of the City of Santa Rosa's public meeting regarding the major project on Roberts Road until the day prior to the meeting. He noted that the proposed project would eliminate significant housing in the Roseland area. He noted that the City had determined to amend the Downtown Specific Plan and proceed with this project without sufficient notice, and stated that such a significant project belongs in the CTP.

Director Coursey explained that the Roberts Avenue project was outlined first in the Station Area Specific Plan and also in the Roseland Area Project EIR.

Board questions involved Highway 37 and the need to ensure that this will be pursued through 2040 under the CTP. Ms. Spilman explained that this is currently still in progress and that meetings are ongoing. This is also in the design phase with MTC. She confirmed that it is part of the CTP and will be considered as such. Further Board comments addressed the

numbering sequence of the draft CTP. Further comments addressed Caltrans guard rails and reported safety issues.

Motion by Director Landman, seconded by Director Miller, to adopt the Addendum to the certified EIR and approve the CTP. Motion carried unanimously.

#### 4.2. SCTA Projects and Programming

##### 4.2.1. **OBAG2** – information on upcoming One Bay Area Grant Cycle 2 funding from MTC (REPORT)\*

Seana Gause explained that a call for projects had been planned for this month; however, due to an addendum regarding displacement policy, staff is awaiting further information on this from MTC as well as other issues involving excess land prior to proceeding with the call for projects. Staff will be working with the Planning Directors of local jurisdictions to identify criteria that will reward project sponsors that have effective displacement policies, and will be presenting this back to the Board as soon as this is resolved. She noted that final numbers are approved.

Discussion followed regarding differences in the displacement policy among different jurisdictions.

Ms. Spilman explained that staff will be getting further direction from MTC, following which it will be presenting this to the Board as a more defined and effective policy.

Further discussion addressed comments raised at recent MTC meetings regarding displacement policy, and the difference in the impact of the displacement policy in different jurisdictions.

##### 4.2.2. **Measure M** – ad hoc committee appointment regarding possible extension of the transportation sales tax in 2018 (ACTION)\*

Chair Rabbitt noted the importance of local matching funds and examining the expenditure plan. He noted the \$80 to \$100

million shortfall in completing Highway 101 construction.

Chair Rabbitt announced the establishment of an ad hoc committee made up of himself, Vice Chair Russell, and Directors Landman, Coursey, and Miller.

Director Coursey suggested the appointment of Director Mackenzie to the ad hoc committee, to which Director Mackenzie agreed.

Motion by Director Gallian, seconded by Director Russell, to appoint an ad hoc committee to examine the possible extension of the transportation sales tax in 2018. Motion passed unanimously.

4.2.3. **Legislation** – update on possible new State funding for transportation (ACTION)\*

Suzanne Smith referred to information on recent legislation showing potential transportation opportunities following the election. Board comments/questions addressed the significant need for transportation infrastructure and improvements, and the level of funding that would be required in order to make meaningful transportation improvements.

4.2.4. **Highways** – update on State Highway projects (ACTION)

James Cameron reported that the Board of Supervisors will be addressing capital savings realized from construction of the Airport Boulevard Interchange and that \$50,000 from the landscape plan will be allocated to landscaping at the Airport Boulevard Interchange at its meeting on September 13.

Foundation and column work is proceeding on the MSN B2 project. There will be a major traffic switch for northbound traffic later this month.

Mr. Cameron announced the retirement of Allyn Amisk, former Public Information Officer with Caltrans. Myeast McCauley will be the

interim contact until a replacement is determined.

Mr. Cameron referred to an online video available showing progress of the San Antonio Creek Bridge project.

Regarding the Petaluma River Bridge project, MSN B2, staff is working on an agreement with the Sonoma County water Agency to do pipeline work. Final surface lift of freeway paving is scheduled for next week. Paving of Petaluma Boulevard South is scheduled for early in October. The project is anticipated to be complete by the end of December 2016.

The California Transportation Commission approved landscaping at two locations on the MSN project; on the MSN B-2 project at the northwest quadrant of the Petaluma Boulevard South Interchange, and for MSN C3, the northeast quadrant of the Lakeville Highway 116 Interchange, and at six locations in downtown Santa Rosa from Highway 12 to Steele Lane. This work is expected to go out to bid prior to the end of the year.

Mr. Cameron next reported on the MSN B2 Phase 2 project. The confirmed list was sent from Caltrans to FHWA. Finalization of the repurposing earmark is anticipated, with staff working with state and regional partners to identify the remaining \$4 million. The design consultant is working with Caltrans on environmental permitting, including updating of the mitigation monitoring plan. This project is expected to advertise in late 2017 and begin construction in early 2018. This will be a two-construction-season project during the summer of 2018 and summer of 2019.

Highway 37 Policy Committee meetings are ongoing, and have included a presentation on rail. Discussion has also involved the role and responsibilities of this committee, public outreach, and how to handle unsolicited proposals. Information regarding these meetings is available online at the SCTA website.

Ms. Gause addressed Board questions/concerns regarding guard rails for the Laguna De Santa Rosa Bridge, noting that

these are rails specifically designed for this bridge and are not the standard State guard rail.

Construction is expected to be completed in the area by the creek by October 15, with completion of the project by December. A nearby Regional Parks-sponsored project to replace a foot bridge over the Joe Rodota Trail is funneling bikes and pedestrians through the area. While bikes are allowed to share the road with autos during construction, the official detour for the footbridge replacement is identified in the map. In the meantime, a detour map has been provided

Ms. Gause reported that the Project Development Team identified the roundabout as the preferred alternative for the Highway 116/121 intersection improvements. The project is expected to have an impact to more than 0.5 acres of wetlands and this is required to complete a Least Environmentally Damaging Practicable Alternative Analysis.

Director Gallian requested consideration for an interim solution to the significant congestion at Highway 37 in the meantime during construction of this project and suggested a traffic signal.

Ms. Gause announced that the environmental document for the Hearn Avenue Interchange improvement project has been released. The public comment period is closed. The project is completed and is expected to be completed in December.

## **B. RCPA Items**

### 4.3. RCPA Projects and Planning

#### 4.3.1. **Activities Report** – (REPORT)\*

Lauren Casey reported on legislative efforts, including SB 1030, removing the sunset clause for the RCPA, which passed.

SB 1233 was amended in the Assembly Local Government committee to require Department of Water Resources oversight of activities pursuant to the act. These amendments triggered appropriations and the bill was

ultimately held in the suspense file in Assembly Appropriations.

Ms. Casey next referred to a summary of several bills indirectly related to RCPA efforts, greenhouse gas emissions, and climate change. These included SB 32 and AB 197, which passed August 24, 2016. Ms. Casey noted that SB 32 does not include an explicit extension of the Cap and Trade Program established by AB 32.

Strategies are also outlined, as well as allocation of funding for cap and trade proceeds. Staff is monitoring these for competitive allocations for which local governments are eligible.

The Assembly Joint Resolution 43 was drafted by the Legislature to encourage Congress to adopt a federal tax and dividend model for regulating greenhouse gas emissions.

Staff had been working to schedule adoption hearings in each jurisdiction following adoption of the Climate Action Plan. This has been suspended pending further direction from the Board as to how to handle litigation against the RCPA, which will be addressed in closed session following this item.

RCPA Coordinating Committee meetings have been ongoing; the most recent addressed electric vehicle charging and managing municipal infrastructure related to EV charger costs and pricing policy.

Staff continues to operate the Bay Area Regional Energy Network program.

Staff has participated in several regional forums, one of which was *Overcoming Financial and Institutional Barriers to Implementing Adaptation Strategies*, hosted by the Local Government Commission; these were summarized by Ms. Casey (e.g., California Drought Equity Workshop).

Ms. Casey next reported on the establishment of the Better Communities Alliance. This extends the network and relationship building through the Climate Action Champions program under the Obama administration. RCPA staff will be participating on behalf of

local jurisdictions. Ms. Casey confirmed that individual jurisdictions are also welcome to participate. The Board consensus was to address this at a future meeting for participation in the program.

RCPA staff has been invited to participate in Climate Week next week in New York. Sonoma County has been identified as a model in these efforts.

Ms. Casey responded to Board questions regarding the impact of AB 32 and SB 32 on the Climate Action Plan, explaining that the 2030 target of 40% below 1990 was incorporated into the Climate Action Plan.

The Board recessed to Closed Session at 3:55 p.m.

## 5. Closed Session

- 5.1. **CA2020** – Conference with Legal Counsel – Existing Litigation – California River Watch v. County of Sonoma, Superior Court Case No. SCV-259242. (Government Code Section 54956.9(d)(1))
- 5.2. **Admin** – personnel evaluation: Executive Director

The Board reconvened at 4:46 p.m. The Chair reported on the Closed Session.

## 6. Reports and Announcements

- 6.1. Executive Committee report

The Executive Committee addressed the Executive Director personnel evaluation.

- 6.2. Regional agency reports\*

*MTC:* Director Mackenzie reported on the Draft Preferred Scenario, which was addressed at the joint ABAG Committee and MTC Planning Committee, noting that this will set the direction for the second iteration of Plan Bay Area, and the need for careful consideration of this scenario.

*BAAQMD:* Director Zane reported that the BAAQMD Board has established the strictest regulations on refinery operations in the nation. These will dramatically impact toxic emissions. She encouraged the Board to

download the information available on social media on “Spare the Air.”

*SMART:* Director Russell reported that work is continuing on the establishment of Quiet Zones. Director Mackenzie added that rail testing is continuing. He emphasized that it is the responsibility of the jurisdiction to apply for quiet zones, and not SMART.

*Sonoma Clean Power:* Director Landman announced that for the first time efforts are expanding outside of Sonoma County, with the establishment of a Joint Powers Agreement with Mendocino County.

*GGBTD:* Chair Rabbitt reported on progress on the Golden Gate Bridge suicide prevention barrier, noting the fivefold increase in suicides by youth.

*Self Help Counties:* Ms. Smith announced that 14 measures are on the ballot statewide, and she will have more to report following the election.

- 6.3. Advisory Committee agendas\*

Included in agenda packet.

- 6.4. SCTA/RCPA staff report

N/A

- 6.5. Announcements

N/A

## 7. Adjourn

4:57 p.m.

## Staff Report

**To:** Sonoma County Transportation Authority  
**From:** Seana L. S. Gause, Senior – Programming and Projects  
**Item:** 3.2 – Status of Measure M annual reporting letters  
**Date:** October 10, 2016

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### Issue:

What is the status of the annual reporting for expenditures of Measure M funds FY15/16?

### Background:

The Traffic Relief Act of Sonoma County requires that agencies receiving Measure M funds report on how those funds were spent in a given fiscal year. Reporting letters are due on September 15 of each year, reporting on the previous fiscal year. This requirement is outlined in the 2014 Strategic Plan, Policy 4.12. Reporting letters are required for the following programs:

- Transit/Rail (LBT/Rail)
- Local Streets Rehabilitation (LSR)
- Local Streets Projects (LSP)
- Bicycle/Pedestrian Projects (Bike/Ped)

If an agency fails to submit Measure M reporting letters by the deadline, the Strategic Plan states that the next fiscal year's allocation or reimbursements for expenditures (in the case of Local Streets or Bike/Ped Projects) may be withheld until the reporting letter is received. Upon the suggestion of the auditor, governing bodies of any Measure M recipients delinquent in submitting annual reporting letters may be notified in writing.

The LSR program allows cities to carry over funds for up to three years in order to amass funds for larger projects. The program also requires that if an agency has chosen to carry over funds from previous fiscal year's allocation, interest on the sum must be reported. Banked funds must be spent in the third year, or SCTA reserves the right to withhold the next year's allocation until the jurisdiction's balance is drawn down, as is outlined in the Strategic Plan, Policy 4.1. Several jurisdictions show a partial expenditure of funds, but are banking some portion of the balance for future expenditures.

All LSR reporting letters were received by the 9/15/16 deadline.

LBT program funds are distributed on a quarterly basis. All transit agencies receiving Measure M funding are required to submit an annual audit to accompany their reporting. Because the annual audits usually take some months to produce after the close of the fiscal year, they are not always complete by the reporting deadline of September 15, thus transit agencies are given until December 31 to submit the required audit. Reporting letters remain due on September 15. All transit agencies submitted their annual reporting letters.

One Measure M recipient for the Bicycle and Pedestrians Projects Program did not submit their annual reporting letters by the deadline (SMART, Northwest Pacific Railroad Trail or Multiuse Path). The letter has since been received. All other reporting letters for the LSP, Bike/Ped and Rail programs were submitted on time. This summary will also be provided to the Technical and Citizens Advisory Committees.

**Policy Impacts:**

None, these procedures are consistent with the policy established in the Traffic Relief Act of Sonoma County, and the 2014 Strategic Plan.

**Fiscal Impacts:**

None

**Staff Recommendation:**

None, this is an information item only.

## Staff Report

**To:** SCTA/RCPA Board of Directors

**From:** Suzanne Smith, Executive Director

**Item:** 3.3 – adopt ordinance amending Sonoma County Transportation Authority’s Administrative Code – Final adoption

**Date:** October 10, 2016

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**Issue:**

Shall the Board adopt the SCTA Administrative Code via Ordinance No. 4?

**Background:**

The SCTA Administrative Code was last amended in December 2005. The bulk of the document remains current however language in the contracts section – Article V on page 1-17 – is proposed for updates to the language related to professional services agreements, purchases of goods and other expenditures.

In September the Board introduced, read the title and waived further reading of the ordinance.

**Policy Impacts:**

None.

**Fiscal Impacts:**

None

**Staff Recommendation:**

Consider adopting Ordinance No. 4 updating the SCTA Administrative Code.

**ADMINISTRATIVE CODE**

**OF THE**

**SONOMA COUNTY TRANSPORTATION AUTHORITY**

**Ordinance #4**

Adopted: 10/10/2016

## **SUMMARY**

This ordinance prescribes rules for the proceedings of the Sonoma County Transportation Authority consistent with the laws of the State, as well as the powers and duties of officers and Board members, the method of their election or appointment and compensation and the methods, procedures and systems of operation and management of the Authority.

The Sonoma County Transportation Authority does ordain as follows:

**SONOMA COUNTY TRANSPORTATION AUTHORITY**

**ADMINISTRATIVE CODE**

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**SONOMA COUNTY TRANSPORTATION AUTHORITY**

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**SONOMA COUNTY TRANSPORTATION AUTHORITY**

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## **CHAPTER 1**

### **ARTICLE I**

#### **TITLE AND AUTHORITY**

101.1 Title and Authority. This ordinance is enacted pursuant to the provisions of California Public Utilities Code Section 180105(b) and may be referred to as the "Sonoma County Transportation Authority Administrative Code". This ordinance supersedes Ordinance No. 3 of the Sonoma County Transportation Authority, adopting an Administrative Code, and prescribes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority.

## ARTICLE II

### DEFINITIONS

#### 102.1 Definitions.

(a) For purposes hereof, the following words shall have the following meanings:

(1) "Act" means the Local Transportation Authority and Improvement Act, California Public Utilities Code Sections 180000 et seq., added Statutes 1987, Chapter 786, as amended from time to time.

(2) "Administrative Expenses" means the expenses of administration of the Authority including salary and benefits of staff and other costs not chargeable directly to a project and pertaining to the administration of the Authority.

(3) "Annual Budget" means the budget for the Authority as required by Section 180105 of the Act.

(4) "Authority" means the Sonoma County Transportation Authority, created by the Board of Supervisors of Sonoma County by Resolution No. 90-1522 on August 7, 1990.

(5) "Board" means the governing body of the Authority. The Board is the legislative body of the Authority as defined under provisions of Section 54952 of the Brown Act.

(6) "Board of Supervisors" means the Board of Supervisors of the County.

(7) "Bonds" means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.

(8) "Brown Act" means the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended from time to time.

(9) "CAC" means the Citizens Advisory Committee.

(10) "Caltrans" means the California Department of Transportation.

(11) "City" means any incorporated city or town within the County.

- (12) "City Council" means the governing body of an incorporated city or town within the County.
- (13) "Code" means the Sonoma County Transportation Authority Administrative Code.
- (14) "County" means the County of Sonoma.
- (15) "Elected Official" means a duly elected and serving official of the legislative body, as defined in Government Code Section 34000, of any City and any duly elected and serving member of the Board of Supervisors.
- (16) "Executive Director" means the chief operating employee selected by the Board to manage the day-to-day activities of the Authority.
- (17) "Expenditure Plan" means the Expenditure Plan adopted by the Authority pursuant to Section 180206 of the Act, and submitted to and adopted by the voters as part of Measure M on the November 2, 2004 Ballot.
- (18) "Fiscal Year" means July 1 to and including the following June 30.
- (19) "General Counsel" means the attorney(s) acting as general counsel to the Authority.
- (20) "Holiday" means any day observed by the Authority as a holiday, other than a Saturday or Sunday.
- (21) "Local Jurisdiction" means any local agency as defined in Government Code Section 15501, the boundaries of which are entirely within the County, the Metropolitan Transportation Commission and the County.
- (22) "Member" means a person serving as a member of the Board or as an alternate.
- (23) "Metropolitan Transportation Commission" means the regional transportation planning agency authorized by Government Code Sections 66500 et seq.
- (24) "Official Acts" means all substantive actions taken by the Board, excluding matters that are procedural in nature.
- (25) "Ordinance" means Ordinance #2, The 2004 Sonoma County Traffic Relief Act, submitted to and adopted by the voters as Measure M on the November 2, 2004 Ballot.

(26) "Project" means a project and/or a program described in the Expenditure Plan.

(27) "Staff" means employees of the Authority and employees of the County or any City acting as employees of the Authority pursuant to agreement or contract between the Authority and such City or the County.

(28) "TAC" means the Technical Advisory Committee.

(29) "Working Day" means any day other than a Saturday, Sunday or Holiday.

(30) "PAC" means the Planning Advisory Committee.

(31) "CBPAC" means the Countywide Bicycle and Pedestrian Advisory Committee.

(32) "TPCC" means the Transit and Paratransit Coordinating Committee.

## **ARTICLE III**

### **POWERS, AUTHORITY AND DUTIES OF THE GOVERNING BOARD**

103.1 **Powers.** The Board shall exercise all of the powers and authority of the Authority in furtherance of the purposes of the Authority as defined in the Ordinance and the Act. Without limiting the generality of the foregoing, the Board shall have the power to do any of the following on behalf of the Authority:

(a) To administer the Expenditure Plan, to provide for the design, financing and constructing of the Projects, to determine the use of revenue in conformance with the parameters established in the Expenditure Plan; and to prepare an annual report on progress made to achieve the objective of improving transportation conditions and completing the projects in the Expenditure Plan;

(b) To prepare the Comprehensive Transportation Plan (CTP) and update it regularly, in keeping with the Regional Transportation Plan process. The CTP serves as the primary planning document for transportation in Sonoma County and helps fulfill the countywide responsibilities that are similar to those of a congestion management agency;

(c) To make and enter into contracts, in accordance with the specifications set out in Article V hereto;

(d) To contract for the services of auditors, appraisers, engineers, attorneys, planners, financial and investment consultants, and other professionals; and separate and apart there from, to employ an Executive Director and such other persons as it deems necessary. Contracts for professional services will be awarded on the basis of qualifications and competency;

(e) To contract with the County Treasurer and Auditor-Controller to provide services deemed necessary by the Board OR AS REQUIRED BY LAW. The Treasurer will direct the investments of the Authority in accordance with state law and any investment policy developed by the Authority; however, the Board retains the right to direct investments or retain independent professionals to assist in directing and managing investments, in conformance with the requirements and guidelines set out in state law;

(f) To lease, acquire, construct, manage, maintain, and operate any buildings, works or improvements;

(g) To acquire, hold, or dispose of property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, expressly excluding the power of eminent domain;

(h) To incur debts, liabilities or obligations subject to limitations herein set forth, including without limitation the issuance of bonds;

(i) Subject to limitations and requirements imposed pursuant to state law, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

(j) To sue and be sued on behalf of the Authority;

(k) To apply for and appropriate grants under any federal, state, or local program for assistance in developing any of its projects;

(l) To adopt a seal and alter it;

(m) To appoint such officers and employ such employees and assistants as may be appropriate. Employment of staff shall be in accordance with Section 180109(b) of the Public Utilities Code, and the Personnel Policies and Procedures, attached hereto as Exhibit A, except as specifically authorized by the Board;

(n) To exercise those powers authorized in Division 19 (commencing with Section 180000) of the Public Utilities Code, including the power to impose a sales tax and issue bonds after approval of the electorate;

(o) To review and coordinate transit planning throughout the County via the annual Coordinate Claim.

(p) The Board shall serve as an advisory body to local governments within Sonoma County and as a public forum for citizen input on transportation issues;

(q) To appoint agents; and

(r) To administer the Authority in furtherance of all the above.

### 103.2 Organization.

(a) The Board shall consist of the following:

(1) One Member from each Sonoma County City and Town Council appointed by their respective Councils, each of whom is an Elected Official;

(2) Three Members from the Board of Supervisors, each of whom is an Elected Official.

(b) Each Member from a City or Town Council also shall have a designated alternate appointed by their respective Councils, each of whom is an Elected Official who shall

attend meetings of the Board in the event that the Member is unable to attend. The Board of Supervisors shall designate two designated alternates. It shall be the responsibility of a Member to inform such Member's designated alternate when such Member is unable to attend a meeting of the Board. The name of each designated alternate shall be on file with the Board. An alternate Member shall assume all rights and duties of the absent Member.

(d) If for any reason a Member is no longer an Elected Official, his alternate shall serve in his place until a successor is named and qualified. If no qualified alternate has been appointed, such Member's position shall remain vacant until a successor is named and qualified.

(e) Members shall be appointed annually by the Mayor of each City and by the Chairperson of the Board of Supervisors.

103.3 Principal Office. The principal office of the Authority shall be established by motion of the Board and shall be located within the County. The Board may change said principal office from one location to another within the County.

103.4 Meetings.

(a) Regular Meeting Place. The Board shall meet in the meeting room of the Sonoma County Permit and Resource Management Department, or at such other location as designated by the Executive Director. Notice of meeting shall be posted as required in the Brown Act.

(b) Regular Meeting Date and Time. Regular meetings of the Board shall be held on the second Monday of each month at 3 p.m., unless such day is a holiday, in which case the meeting shall be held on a date specified by the Board.

(c) Agenda. Matters to be placed on the agenda for any regular meeting may be filed with the Executive Director, or his designee, by any Member no later than ten (10) Working Days prior to the date of the meeting. The notice of an agenda for each regular meeting shall be prepared by or under the direction of the Executive Director, who shall cause copies to be mailed and/or delivered to Members and posted at meeting locations and at SCTA's principal office. Each agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the Board on items of interest to the public (other than agenda items) that are within the Authority's jurisdiction.

(d) Conduct of Meeting.

(i) All meetings of the Board and any committee considered a legislative body under state law shall be conducted pursuant to Chapter 9 (commencing with section 54950) of the Government Code, commonly known as the Brown Act. Emergency meetings and special meetings shall be called and noticed as provided in the Brown Act. Closed sessions shall not be scheduled or conducted without prior consultation with counsel.

(ii) Any person desiring to address the Board shall first be recognized by the Chairperson. The Chairperson may, in the interest of facilitating the business of the Authority, limit the time that a person may use in addressing the Board.

(iii) When deemed appropriate by the Chairperson of the Board, a meeting may be recessed. "Recess" as used herein means a short intermission in a regular or a special meeting which does not close the meeting.

(e) Adjourned Meetings. Any regular, adjourned regular, special, or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. Less than a quorum of Members present may adjourn to a specific time. If all Members are absent, the Executive Director may adjourn any meeting to a specific time. An "adjourned meeting" is a continuation of the regular or special meeting by action of Members of the Authority or the Executive Director as specified herein.

103.5 Actions of the Authority. The acts of the Authority shall be expressed by motion, resolution, or ordinance.

103.6 Quorum and Voting Requirements for Action by the Board.

(a) A majority of the Members or Alternates present shall constitute a quorum for the purposes of the transaction of business relating to the Authority, and, except as otherwise provided herein, all Official Acts of the Authority shall require the affirmative vote of a majority of the Members of the Authority. In the event that a quorum is initially present at a duly held meeting but a quorum is not present throughout the meeting, the Members remaining may continue conduct business on behalf of the Board provided that at the time any action is approved, the required majority of Members required to approve action is present and provided further that any Member absent during the time testimony or evidence regarding the matter to be voted on was presented to the Board, shall review the tape recording or be otherwise informed as to such evidence or testimony prior to voting on the matter.

(b) If a member of the Authority determines that he or she is disqualified in relation to any pending matter because of a conflict of interest, as soon as practical after the matter is called the member shall advise the Board of said conflict. The Clerk shall record the basis of the conflict in the official records of the Board. The member shall then leave the rostrum and refrain from any participation or discussion with any Member until the Authority has completed its consideration of, and action on, the matter. An alternative Member may be seated and may participate and vote in place of a Member who is absent or disqualified.

(c) In any action for which a roll call vote is requested, the Clerk shall call the roll and each Member shall respond by voice in one of the following ways: (a) "yes"; (b) "no"; or (c) "abstain." An abstention from voting by a Member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

(d) At any regular meeting not held because of a lack of a quorum, the Members present, if less than a quorum of the Board may constitute themselves a "Committee of the Whole," for the purposes of discussing agenda matters or any other matter of interest to the members present. The committee shall automatically cease to exist if a quorum of the Board becomes present at the meeting. No recommendation of the Committee of the Whole shall be enacted unless the action has been considered and adopted by the Board at a properly noticed public meeting.

103.7 Minutes. The Clerk of the Board shall cause to be kept minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Member. If the Clerk has not been appointed or is not present, the Board shall appoint an acting secretary at each meeting to keep official minutes for such meeting, provided that the Board may delegate to the Clerk, if one has been appointed, authority to appoint an acting secretary in his or her absence. Such acting secretary may be a person other than a Member. Minutes shall be approved as the first item of business at each meeting. Approval may be postponed if desired by the Executive Director. If minutes are sent out prior to the meeting, the actual reading of the minutes may be waived. If not sent out, the minutes may be read aloud by the Clerk. In either situation, the Chair shall then ask for any corrections to the minutes. Corrections shall be approved as part of the consent calendar. If there are no corrections, the minutes stand approved. If there is an objection to the minutes or a proposed correction, then approval should be by motion and adopted by a majority of the Directors present. If minutes are corrected or amended, staff shall note the correction in the minutes of the current meeting.

**ARTICLE IV**  
**OFFICERS AND DUTIES**

104.1 In General.

(a) The Officers of the Authority shall consist of the Chair and a Vice Chair, each of whom shall be a Member, and such other officers as the Board may appoint.

(b) Appointment of Chair and Vice Chair. The Board at its first meeting and annually thereafter, at the first meeting of each calendar year, and at such other time as there may be a vacancy, shall elect a Chair who shall preside at all meetings and a Vice Chair who shall preside in his or her absence. The position of Chair shall be rotated bi-annually and no person shall serve consecutive terms as Chair. At no time should two Members from the Board of Supervisors or two Members from City or Town Councils hold both the Chair and Vice Chair positions.

(c) Appointment of Executive Director and Other Officers. An Executive Director and such other officers as the Board may deem necessary shall be appointed by the affirmative votes of a majority of the Members. The Executive Director provides services to the Authority at the will and pleasure of the Board, which, in its sole discretion, shall retain the power to terminate such services or obtain such services from another source in a manner authorized by this Ordinance.

(d) Removal of Officers and Employees. Officers may be removed by the affirmative vote of a majority of the Members. Matters regarding the discharge of an employee shall be resolved by reference to the personnel policies set forth in the Personnel Policies and Procedures which are attached as Exhibit A to this Code and incorporated herein.

104.2 Duties of Various Officers.

(a) Duties of Chair. The Chair shall, if present, preside at all meetings of the Board, rule on all procedural matters or question not specifically addressed in this Ordinance, and shall exercise and perform such other powers and duties as may from time to time be assigned to him by the Board or prescribed herein. The Chairperson shall be entitled to vote on all matters before the Authority, may participate in discussion relating to any matter, and may make or second any motion without having to relinquish the chair. The Chairperson may, from time to time, appoint such subcommittees or ad hoc committees of the Authority as may be necessary and convenient.

(b) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair, and shall exercise and perform such other powers and duties as may from time to time be assigned him by the Board.

(c) Chair Pro Tempore. In the event of the absence, or inability to act, of the Chair and Vice Chair, the Members present at any meeting of the Board, by order entered in the minutes, shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

(d) Duties of Executive Director. The Executive Director shall be a full-time officer of the Authority. The powers and duties of the Executive Director are:

(1) To have full charge of the administration of the day-to-day business affairs of the Authority;

(2) To prepare an annual budget for approval by the Board;

(3) To administer the personnel system of the Authority, including hiring (subject to prior budget approval of the Board), controlling, supervising, promoting, transferring, suspending with or without pay or discharging any employee in accordance with the procedures set forth in the Personnel Policies and Procedures which are attached as Exhibit A to this Code and incorporated herein;

(4) To act as the purchasing agent for the Authority with powers to be exercised in the manner governing the exercise of the powers of the purchasing agent of the County;

(5) To implement the decisions of the Board and report to the Board on the status thereof, and to keep the Board advised as to the needs and the status of operations of the Authority;

(6) To see that all rules, regulations, ordinances, policies, procedures and resolutions of the Authority are enforced;

(7) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder; and to coordinate with persons providing services, supervise and administer Authority contracts in accordance with and subject to the limitations set forth in Article 5 of this Ordinance;

(8) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in State law and Ordinances adopted by the Board.

(9) To act as Clerk of the Board, and cause to be prepared and distributed the agenda for all Board meetings, and keep minutes and records of the actions of the Board, unless the Executive Director delegates such position and responsibilities to a member of the Authority staff;

(10) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to

prepare and execute certificates of acceptances therefore from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(11) To act as liaison with organizations and agencies interested in the business of the Authority and with the media.

(12) Unless specifically delegated to an officer appointed by the Executive Director with the approval of the Board, to assume the responsibilities of a Secretary and Treasurer of the Authority. Until such time as the Board appoints a Secretary and/or Treasurer, any reference in this Code to such officer shall be deemed to be a reference to the Executive Director or his appointee.

(13) To undertake such other duties, powers and responsibilities as may from time to time be assigned to him or her by the Board.

104.3 Bonding Requirement. The officers or persons who have charge of, handle or have access to any funds of the Authority shall be so designated and empowered by the Board. Each such officer or person shall be required to file an official bond with the Board in an amount that shall be established by the Board. The premiums on any such bonds attributable to the coverage required herein shall be expenses of the Authority.

104.4 Compensation. Compensation of employees, including the Executive Director, shall be provided for by the Board in accordance with the Personnel Policies and Procedures attached hereto as Exhibit A and incorporated herewith.

104.5 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Members, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Each such Standing Board Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Standing Board Committee. The Standing Board Committees shall establish a schedule of regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Quorum. A majority of the members of the Standing Board Committee shall constitute a quorum and approval of any action shall require the affirmative vote of a majority of Members present at the meeting and constituting a quorum. In the event that a quorum is initially present at a Standing Board Committee meeting but a quorum is not present throughout the meeting, the members may continue to take action on behalf of the Standing Board Committee provided such action is approved by the number of members otherwise required for such action assuming the presence of a quorum.

(c) Standing Board Committees of the Authority. The following Standing Board Committees are hereby created:

(1) Executive Committee. The Executive Committee shall have two members, in addition to the Chair, Vice-Chair and one alternate. The selection of the Executive Committee shall take place annually, in conjunction with the selection of the Chair and Vice-Chair of the Board. The Board shall individually nominate members of the Executive Committee, and each nominee shall be appointed after receiving a majority vote of the full Board. The purpose of the Executive Committee is to advise the Board and plan Board activities.

(2) Other Committees. The Board may establish such other Standing or other Board Committees, as deemed necessary or advisable from time to time. The Chair, with the concurrence of the Board, may establish such other special, ad hoc, or other Board Committees, as he or she deems necessary or advisable from time to time.

104.6 Advisory Committees. The following committees have been established to assist and advise in the operation of the Authority and the development of Authority policies. An organization chart depicting these committees is attached as Exhibit C. The standing and advisory committees are as follows:

(a) Technical Advisory Committee. The TAC provides advice on technical matters that may come before the Authority. Members also act as the primary technical liaison between the Authority and the implementing agencies. The TAC reviews and comments on project design, scope and schedule; provides recommendations on development of priority transportation improvement lists; reviews and comments on the Strategic Plan of the Authority and amendments and revisions thereto; reviews and comments on the Authority's Comprehensive Transportation Plan and amendments and revisions thereto; and serves in an advisory capacity on any other technical issues the Authority may seek input on.

(1) Membership. The TAC's voting membership shall consist of the following:

(A) The Public Works Directors from each jurisdiction in Sonoma County;

(B) The Planning Directors from each jurisdiction in Sonoma County;

(C) The Transit Managers from each transit agency operating within Sonoma County including: Sonoma County Transit, Santa Rosa CityBus, Petaluma Transit, Golden Gate Transit and Sonoma Marin Area Rail Transit

(D) Non-voting, ex-officio members shall include regional agencies such as the Metropolitan Transportation Commission, Department of Transportation, Bay Area Air Quality Management District; North Coast Regional Air Quality Management District; and Association of Bay Area Governments

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the TAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The TAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the TAC meetings as well as representing the TAC before the Authority and in other venues as necessary.

(4) Subcommittees. The Authority has created a subcommittee of the TAC called the Planning Advisory Committee (PAC) to focus on planning, smart growth issues and related topics. The membership of the PAC will include the Planning Directors and Transit Managers as well as the regional agencies in an ex-officio capacity.

(5) Ad Hoc Committees. The TAC has four ad hoc committees that meet on an as needed basis on specific issues.

- (A) Transit
- (B) Travel Demand Modeling
- (C) Transportation Planning Land Use Strategy (TPLUS)
- (D) Comprehensive Transportation Plan (CTP)

(b) Citizens Advisory Committee. The purpose of the CAC is to provide citizen perspective, participation and involvement in Authority policy development and implementation.

(1) Membership. The SCTA has designated 20 members to serve on the CAC based on 15 different interest groups and 5 geographic areas. The membership list is as follows:

- (A) Central Labor Council
- (B) Farm Bureau
- (C) Home Builders Association
- (D) League of Women Voters
- (E) North Bay Association of Realtors
- (F) Transit & Paratransit Coordinating Committee
- (G) Santa Rosa Chamber of Commerce
- (H) Senior Community Liaison
- (I) Sierra Club
- (J) Sonoma County Alliance
- (K) Sonoma County Conservation Council
- (L) Sonoma County Manufacturers Group
- (M) Sonoma County Taxpayers Association
- (N) Transportation and Land Use Coalition
- (O) United Winegrowers
- (P) 1<sup>st</sup> District
- (Q) 2<sup>nd</sup> District

- (R) 3<sup>rd</sup> District
- (S) 4<sup>th</sup> District
- (T) 5<sup>th</sup> District

(2) Terms of Membership. Except as provided below, members shall be appointed by the named interest group and shall remain as that group's representative until such time as a new representative is selected. Geographic area seats are based on the five Supervisor districts and shall be appointed by the Supervisor from that district for two (2) year terms.

(A) There shall be no limit on the number of consecutive terms that a member may serve.

(B) The SCTA shall be notified via letter of the official appointment or replacement of a CAC member by the president or chair of the organization represented.

(C) Letters of interest for each geographic area seat will be accepted every two years effective January 1, 2006. Those letters received will be forwarded to the Supervisor that represents that district and a selection made by the Supervisor in that district.

(3) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the CAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(4) Organization. The CAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the CAC meetings as well as representing the CAC before the Authority and in other venues as necessary.

(5) New Membership. The SCTA may consider adding representatives to the CAC. The process for this would require a letter of interest from the particular group and unanimous agreement on the part of the SCTA Board.

(c) Countywide Bicycle and Pedestrian Advisory Committee. The purpose of the CBPAC is to provide technical information related to bicycle and pedestrian planning, policy and funding to the Authority and to meet the requirements of the Transportation Development Act (TDA), including any compliance with Article 3 of TDA.

(1) Membership. The SCTA has designated up to twenty (20) members to serve on the CBPAC based on the 10 jurisdictions within Sonoma County. Each jurisdiction provides a staff person and, when available, a designated citizen representative. Regional agencies are considered ex-officio, non-voting members.

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus

on all issues coming before the CBPAC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The CBPAC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the CBPAC meetings as well as representing the CBPAC before the Authority and in other venues as necessary.

(d) Transit and Paratransit Coordinating Committee. The purpose of the TPCC is to provide technical information related to transit and paratransit planning, policy and funding to the Authority.

(1) Membership. State statute defines membership on the TPCC as follows:

- (A) One potential transit user of 60 years of age or over;
- (B) One representative of potential users who is disabled;
- (C) Two members representing local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
- (D) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- (E) One member representing each fixed route public transit and paratransit operator within the county;
- (F) One representative of a local social service provider for persons of limited means;
- (G) One member representing each jurisdiction in Sonoma County;
- (H) Additional members at the discretion of the (SCTA);
- (I) Alternates in each category may be appointed.

(2) Voting. Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote, however the Authority urges consensus on all issues coming before the TPCC. If consensus is not reached a minority opinion report can and should be made at the Authority meeting if the issue is before the Authority.

(3) Organization. The TPCC shall elect a chair and vice chair, each January and those elected to fill these seats will have the responsibility of running the TPCC meetings as well as representing the TPCC before the Authority and in other venues as necessary.

## ARTICLE V

### CONTRACTS

105.1 In General. The Authority may enter into contracts of any nature whatsoever, including, but not limited to, contracts to indemnify and hold harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of its powers. The Authority may contract with any public agency or with any entity, public or private, or person upon such terms and conditions as the Board finds are in the best interests of the Authority.

105.2 Contract Bids, Rejection of Bids and Purchase in Open Market. Pursuant to Section 180154 and subject to Section 180153 of the Act, contracts for the purchase of services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the Authority. If, after rejecting bids received, the Authority finds, determines and declares that the service, supplies, equipment or materials may be purchased at a lower price in the open market, the Authority may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by the Authority. It is the intent of the Authority that the dollar limitation set forth above be automatically amended to adopt the dollar limitation set forth in section 180154 should that section be amended by the Legislature.

105.3 Professional Services Agreements. Where practicable, the Authority shall employ a competitive process before entering into a professional services agreement. Following such process, contracts for professional services will be awarded on the basis of qualifications and competency. The Executive Director may approve professional service contracts in a total amount less than \$50,000, which does not exceed the line item in the Authority's budget. With the approval of the Chair, the Executive Director may authorize change orders to contracts so long as the changes will not substantially affect the costs associated with the contract.

105.4 Personal Property Purchases. The Executive Director may elect to use the Purchasing Agent of the County to purchase services, supplies, equipment, materials and other personal property for the Authority or may elect for the Authority to purchase such items directly, with the Executive Director exercising the powers of Purchasing Agent. The Executive Director shall have the ability to approve contracts not exceeding \$50,000 for budgeted services, supplies, equipment, materials and other personal property purchases.

105.5 Other Expenditures. For all expenditures other than those listed in Sections 105.3 and 105.4 of this Code, the Executive Director may authorize expenditures up to \$500 per month, per vendor, which do not exceed the line item in the Authority's budget. The Executive Director may establish a petty cash fund in an amount not to exceed \$200. This fund may be used only for minor incidental or emergency expenditures.

105.6 Contract Payments. After the Board has approved a contract and the Chair has signed the contract, the Executive Director may approve progress payments to the Contractor. While Authority funds are under the management of the Sonoma County Auditor, the Executive Director may be expend funds through a claim for which the Auditor will issue a warrant.

105.7 Agreements with Other Public Agencies and Procedures for Award of Cooperative Agreements. The Board may make and perform any agreement to join with any other agency, district, authority, city or county, in the planning, designing, financing, acquisition and construction of projects. The Authority may agree to provide services to or obtain services from such other agencies, districts, authorities, cities or counties upon the approval of a majority of the members of the Board, pursuant to a written agreement.

## ARTICLE VI

### BUDGETS, REPORTS, INVESTMENTS AND DISBURSEMENTS

106.1 Annual Budget, Notice, Hearing and Adoption. Each year no later than the Authority's May meeting, the Board shall adopt by motion the Preliminary Annual Budget(s) for the ensuing fiscal year. Each year no later than the Authority's October meeting, the Board shall adopt by motion the Final Annual Budget for that fiscal year. Approval of two-thirds of the Members shall be required for adoption of the Annual Budget and any amendments thereto. In accordance with Section 180108 of the Act, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

106.2 Project Budgets. In addition to the Annual Budget, the Board may, by motion, establish Project budgets at any time for the study, implementation or construction of any Project or any portion thereof authorized as a Project pursuant to the Expenditure Plan and Ordinance. Each Project budget shall include all Project costs specifically defined, including but not limited to the following:

- (a) Estimated administrative expenses (in excess of those budgeted in the Annual Budget) allocated to the Project during planning and construction;
- (b) Estimated costs of studies and planning for the Project;
- (c) Estimated costs of right of way acquisition; and
- (d) Estimated costs of the engineering and construction of the Project.

106.3 Purchases and Payment Procedures. Purchases and payment procedures shall be governed by Article V of this Administrative Code.

106.4 Books and Accounts. Full books and accounts shall be maintained by the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities.

106.5 Expenditures. The Board's approval of an Annual Budget shall be deemed approval of any expenditure made in accordance with the approved budget. All expenditures in excess of the designations and limitations of the approved Annual Budget shall be made only upon the approval of not less than a majority of the Members after notice given in accordance with the provisions of Section 180108 of the Act for approval of the Annual Budget.

106.6 Reimbursement of Expenses. Expenditures for travel, conference, staff development and business-related activities and reimbursement of Board Members and Authority

employees for such expenditures shall be approved by the Executive Director within budgetary authority, in accordance with state law and any procedures established by this Board.

106.7 Reports and Audits. The Executive Director or his or her designee shall cause to be prepared an annual audit report by an independent auditor, and shall submit the annual audit report required by Section 180105 of the Act, and any other financial reports requested by the Board. The Committee shall review the reports and submit them to the Board for approval.

106.8 Investment of Funds. All funds of the Authority will be invested in the manner and upon the conditions set forth in Government Code Section 53601, and in accordance with any investment policy adopted by this Board. The receipt, transfer or disbursement of such funds during the term of the Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds, and all revenues and expenditures shall be reported at least quarterly to the Board.

## ARTICLE VII

### CONFLICTS OF INTEREST

107.1 Adoption of Conflict of Interest Code. The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires all public agencies to adopt and periodically review and update a Conflict of Interest Code. The current Conflict of Interest Code of the Sonoma County Transportation Authority is attached as Exhibit B to this Code, and, subject to periodic amendment, review, and approval by the Board of Supervisors pursuant to Government Code Sections 82011 and 87306.5, constitutes the Conflict of Interest Code for the Authority.

107.2 Acceptance of Contributions. Members are reminded that they are subject to the provisions of Government Code section 84308, which currently provides:

§ 84308. Contributions prohibited from persons with pending applications for licenses, permits or other entitlements; amount; disclosure by all parties; construction

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in > Section 82003 except that it does not include the courts or any agency in the judicial branch of government, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

## **ARTICLE VIII**

### **ALLOCATION OF RELEASED FUNDS; ALLOCATION OF EXCESS FUNDS; TERMINATION AND DISPOSITION OF ASSETS**

108.1 Allocation of Released and Excess Funds. Released and excess funds shall be allocated in the manner provided for in the Expenditure Plan.

108.2 Termination. Upon expiration of the retail transaction and use tax approved by the electors, the Authority shall continue to exist for the purposes of completion of any projects and the performance of its functions as the transportation authority, the payment of debt service with respect to Bonds which have been issued and satisfaction of other covenants contained in the resolution and trust indenture relating to said Bonds, reimbursement owed to financial institutions which have secured said Bonds or other parties advancing funds to the Authority and satisfaction of other covenants contained in reimbursement agreements with such financial institutions, disposing of all claims, distribution of assets and all other functions necessary to conclude the affairs of the Authority.

108.3 Distribution of Property and Funds. In the event of the termination of the Authority, any property interest or funds remaining in the Authority following the discharge of all obligations shall be disposed of, as the Board shall determine.

## ARTICLE IX

### MISCELLANEOUS

109.1 Authority Retained by Board. This Administrative Code is intended to provide a procedural framework within which the Board can operate. Although it is intended that the provisions of this Administrative Code be complied with fully in all respects, decisions of the Board taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in their effect because of a claim that the procedure followed in relation to any such decision was not in accord with the technical or literal meaning of the provisions of this Code.

109.2 Partial Invalidity. If any one or more of the terms, provisions or sections hereof shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions and sections shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law. The Board hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrased might be declared unconstitutional or invalid.

109.3 Interpretation of Sections Based On Provisions From Other Statutes, Applicable Ordinances or Codes. Sections of this Code which are based upon or which paraphrase provisions of other statutes, ordinances or codes have been included herein for reference purposes only. In the event of conflict between the provision of any such statute, ordinance or code and this Code, or in the event of amendment of such statute, ordinance, or code, the provision of the statute, ordinance or code shall control, and no section of this Code shall be interpreted to change, modify, or disregard any such statute, ordinance or code.

109.4 Policies and Procedures. The Personnel Policies and Procedures attached hereto as Exhibit A to this Code, unless otherwise expressly provided, constitute a part of this Code and have the same force and effect as Chapter 1 of this Code and shall be adopted and modified by action of the Board in the manner set forth in section 109.5 below. To the extent that there is an inconsistency between a provision of this Code and the provision of any policy or procedure, the provision of this Code prevails.

109.5 Adoption and Amendment. This Code has been adopted, and, except as otherwise expressly provided herein or in the Act, the Ordinance or the Expenditure Plan, may be amended by a vote of a majority of the Members in the manner provided for adoption of any ordinance of the Authority. This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and this Ordinance or a summary thereof shall be published once before the expiration of fifteen (15) days after its adoption with the names of the Authority Members voting for and against same in the Press Democrat, a newspaper of general circulation published in the County of Sonoma.

This Ordinance was introduced and the title thereof read at the regular meeting of the Sonoma County Transportation Authority on September 12, 2016, and further reading of the ordinance was waived.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing ordinance was passed and enacted by the Sonoma County Transportation Authority on October 10, 2016, on regular roll call of the members of the Authority by the following vote:

Director Rabbitt	_____	Director Coursey	_____
Director Russell	_____	Director Gurney	_____
Director Landman	_____	Director Gallian	_____
Director Chambers	_____	Director Gorin	_____
Director Miller	_____	Director Zane	_____
Director Mackenzie	_____	Director Salmon	_____

SO ORDERED.

ATTEST:

\_\_\_\_\_  
Clerk of the Sonoma County Transportation Authority

Exhibit A – SCTA Personnel Policies and Procedures  
Exhibit B – Conflict of Interest Code  
Exhibit C – Advisory Committees Organization Chart

## Staff Report

**To:** Regional Climate Protection Authority

**From:** Lauren Casey, Director of Climate Programs

**Item:** 3.4 – Better Communities Alliance participation

**Date:** October 10, 2016

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### **Issue:**

Shall the RCPA participate in the Better Communities Alliance?

### **Background:**

Through RCPA's designation as a White House Climate Action Champion, the Department of Energy has invited the RCPA to participate in a new partnership opportunity. The Better Communities Alliance (BCA) is a partnership that brings together public and private sector leaders to deliver energy efficiency, sustainable transportation, and renewable energy solutions that create cleaner and more prosperous communities for all Americans. Led by the U.S. Department of Energy (DOE), the BCA will provide local governments with integrated expertise, resources, and peer-networking opportunities from across the government, nonprofit, philanthropic, and private sectors.

An express goal of BCA is to empower local governments to make even greater strides in clean energy outcomes and ensure that local successes result in national and global impact. The program will provide customized data-related technical assistance, a portfolio of curated DOE tools, resources, and program offerings, opportunities to apply for resources made available by BCA Affiliates, access to forums for peer networking and expert dialogue, and federal recognition of clean energy achievements.

Partnership is not expected to be time-consuming. BCA Partners will be asked to share information on the current status and future target areas of their clean energy achievement within two months of joining. This information will help DOE curate a customized portfolio of tools to support Partners' clean energy goals.

More details on the BCA and the process for participating are attached. RCPA staff believe this to be a good opportunity to extend the value of RCPA participation in the Climate Action Champions program.

### **Policy Impacts:**

Participation in local government collaborations is aligned with the RCPA mission.

### **Fiscal Impacts:**

There is no cost to participating in the initiative; similarly no funding opportunities for participants have been identified at this time.

### **Staff Recommendation:**

That the Board authorize the RCPA to participate in the Better Communities Alliance.

The U.S. Department of Energy's Better Communities Alliance is a partnership that brings together public and private sector leaders to deliver energy efficiency, sustainable transportation, and renewable energy solutions that create cleaner and more prosperous communities for all Americans. The **Better Communities Alliance** is part of the department's **Better Buildings Initiative**, a national leadership program calling on companies, state and local governments, manufacturers, universities and schools, to make substantial commitments to improve the energy usage in buildings, homes, and plants to save money and increase competitiveness.

### Local Governments Leading the Way

With urban centers collectively accounting for roughly 70 percent of global energy usage and carbon emissions, America's local governments are stepping up to the challenge.<sup>1</sup> City and county leaders are setting ambitious energy and carbon reduction targets and taking action to improve the energy efficiency of buildings and infrastructure. The International Energy Agency estimates that by 2030, 87% of US energy will be consumed in cities, up from 80% in 2006.<sup>2</sup> Local governments are also working to expand renewable energy and sustainable transportation options for their residents and businesses, harness innovative technologies that make their communities smarter about reducing energy, and invest in resilient power systems and community infrastructure.

Yet, many city and county governments lack key resources to plan and fully achieve their goals. And even where clean energy outcomes are being achieved, local governments need common platforms that make place-based innovation and best practices transferable to peer communities nationwide. Overcoming these challenges will empower local governments to make even greater strides and ensure that local successes result in national and global impact.

### An Integrated Approach to Clean Energy Solutions

The Better Communities Alliance is a collaborative effort to provide local governments with integrated expertise, resources, and peer-networking opportunities from across the government, nonprofit, philanthropic, and private sectors.

#### The goals of the Better Communities Alliance are to:

- ▶ Support local governments in achieving their energy, climate, and economic goals through energy efficiency, sustainable transportation, and renewable energy;
- ▶ Advance integrated clean energy planning, technologies, and solutions within communities;
- ▶ Streamline community access to new resources from the public and private sectors;
- ▶ Facilitate actionable dialogues with local governments that enable DOE to be more responsive to local needs and opportunities; and
- ▶ Recognize public and private sector leaders achieving innovative and impactful clean energy outcomes in communities.

Municipal and county governments are invited to join the Better Communities Alliance as partners by participating in at least one qualifying leadership initiative or project led by DOE, and sharing information on local goals, areas of clean energy opportunity, and best practices with DOE and other Better Communities Alliance partners.<sup>3</sup>

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## DOE will support Better Communities Alliance partners by providing:

- ▶ Technical assistance tools, resources and engagement as well as clean energy data analysis;
- ▶ Opportunities to access support, expertise, and other resources made available by Better Communities Alliance affiliates;
- ▶ A customized portfolio of existing DOE resources and engagement opportunities that align with the local priorities and interests of each Better Communities Alliance partner;
- ▶ National forums for peer networking and dialogue with DOE leaders and experts; and
- ▶ National recognition and showcasing of efforts commensurate with achievements.

As part of the Better Communities Alliance, DOE also aims to partner with public and private sector organizations that commit to support clean energy progress in communities. Businesses, philanthropic foundations, nonprofit and research groups, local government networks and associations, and other types of organizations are eligible to join the Better Communities Alliance as affiliates by committing to provide in-kind expertise and placed-based resources that support clean energy progress in communities. Better Communities Alliance affiliate commitments will vary and are intended to align with the core capabilities of each organization.

## DOE will support Better Communities Alliance affiliates by providing:

- ▶ Promotion of the contributions and opportunities made available to Better Communities Alliance partners;
- ▶ Participation in national forums with DOE and local government leaders; and
- ▶ National recognition and showcasing of efforts commensurate with achievements.

## Learn More

Learn more about the Better Communities Alliance and the ways that DOE is already working with local governments to deliver energy efficiency, sustainable transportation, and renewable energy solutions by visiting [betterbuildingsinitiative.energy.gov/bca](http://betterbuildingsinitiative.energy.gov/bca) Learn more about how Better Buildings is creating a better, more energy-efficient future by visiting the [Better Buildings Solutions Center](#).

1. Global energy usage and carbon emission information from World Resources Institute Ross Center for Sustainable Cities. <http://www.wrirosscities.org/our-work/topics/energy-and-climate>.

2. IEA (International Energy Agency). 2008. World Energy Outlook 2008. Paris: International Energy Agency. <http://www.worldenergyoutlook.org/media/weowebiste/2008-1994/weo2008.pdf>.

3. Information on U.S. DOE clean energy initiatives and projects available for local government participation are included in the BCA FAQ document.

The U.S. Department of Energy's Better Communities Alliance is a partnership that brings together public and private sector leaders to deliver energy efficiency, sustainable transportation, and renewable energy solutions that create cleaner and more prosperous communities for all Americans. The **Better Communities Alliance** is part of the **Better Building Initiative**, a national leadership program calling on companies, state and local governments, manufacturers, universities, and schools to make substantial commitments to improve the energy usage in buildings, homes, and plants to save money and increase competitiveness.

Through the Better Communities Alliance, DOE connects an important network of city and county government partners with coordinated expertise, community-based resources, and peer-networking opportunities at the local level with access to national support.

Together, Better Communities Alliance partners and affiliates will help build the local capacity required for greater clean energy progress. A cornerstone of this alliance will be new partnerships with companies, philanthropic foundations, research and nonprofit organizations, and other groups that pledge expertise and design new programs to strengthen America's communities.

The goals of the **Better Communities Alliance** are to:

- ▶ **Support** local governments in achieving their energy, climate, and economic goals through energy efficiency, sustainable transportation, and renewable energy;
- ▶ **Streamline** communities' access to new resources from DOE and the private sector;
- ▶ **Facilitate** actionable dialogues with local governments that enable DOE to take strategic steps to meet local needs and opportunities; and
- ▶ **Recognize** public and private sector leaders achieving innovative and impactful clean energy outcomes in communities.

Better Communities Alliance partners will collaborate with DOE to demonstrate successful models for furthering energy efficiency, sustainable transportation, and renewable energy in their communities.

## Better Communities Alliance Partner Agrees To:

- ▶ **Participate** in at least one DOE qualifying leadership initiative<sup>1</sup>
- ▶ **Appoint** a Better Communities Alliance lead within one month
- ▶ **Provide** information on current status and future target areas of clean energy achievement in your community through completion of a local profile within two months
- ▶ **Consider** opportunities to accelerate clean energy impact in your community
- ▶ **Share** information on clean energy solutions, barriers, and opportunities with DOE, other Better Communities Alliance partners, and affiliates
- ▶ **Participate** in Better Communities Alliance peer exchange forums

## US Department of Energy Agrees To:

- ▶ **Create** a customized portfolio of technical assistance tools, resources, and engagement opportunities available to support each partner's clean energy goals
- ▶ **Facilitate** access to in-kind support, expertise, and research made available by Better Communities Alliance affiliates
- ▶ **Provide** national forums for peer networking and dialogue on community energy planning integration and clean energy technologies
- ▶ **Align** and expand efforts to support local governments
- ▶ **Advance** the national dialogue on integrated urban and regional planning for clean energy
- ▶ **Recognize** partners nationally to reflect their achievements

### Agreement:

My local government is committed to the goals of the Better Communities Alliance.

SENIOR LEADERSHIP SIGNATURE

SENIOR LEADERSHIP PRINTED NAME

DATE

NAME OF DOE QUALIFYING PROGRAM(S)

### Point of Contact Information:

LOCAL GOVERNMENT

ADDRESS

REPRESENTATIVE NAME

TITLE

PHONE NUMBER

EMAIL ADDRESS

## General Terms:

- ▶ All parties concur that this agreement is wholly voluntary and may be terminated by any party at any time, and for any reason, with no penalty.
- ▶ Partner will not construe, claim, or imply that its participation in the Better Buildings Initiative constitutes Federal Government approval, acceptance, or endorsement of anything other than Partner's commitment to the initiative.
- ▶ Partner understands its participation in the Better Buildings Initiative does not constitute Federal Government endorsement of Partner.
- ▶ Partner understands that the activities it undertakes in connection with the Better Buildings Initiative are voluntary and not intended to provide services to the Federal Government. Partner will not submit a claim for compensation to any federal agency.
- ▶ The Better Buildings Initiative will honor all requests to keep the Partner's information and data confidential.

1. Information on U.S. DOE clean energy initiatives and projects available for local government participation are included in the BCA FAQ document.

## Staff Report

**To:** SCTA/RCPA Board of Directors

**From:** Suzanne Smith, Executive Director

**Item:** 3.5 – adopt ordinance amending Sonoma County Regional Climate Protection Authority’s Administrative Code – Final adoption

**Date:** October 10, 2016

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**Issue:**

Shall the Board adopt the RCPA Administrative Code via Ordinance No. 2?

**Background:**

The RCPA Administrative Code was last amended in January 2010. The bulk of the document remains current; however, language related to personnel policies and contracts is proposed for update.

In September the Board introduced, read the title and waived further reading of the ordinance.

**Policy Impacts:**

None.

**Fiscal Impacts:**

None

**Staff Recommendation:**

Consider adopting Ordinance No. 2 updating the RCPA Administrative Code.

**ADMINISTRATIVE CODE**

**OF THE**

**SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY**

**Ordinance #2**

Adopted: 10/10/2016

## **SUMMARY**

This ordinance prescribes rules for the proceedings of the Sonoma County Regional Climate Protection Authority consistent with the laws of the State, as well as the powers and duties of officers and Board members, the method of their election or appointment and compensation and the methods, procedures and systems of operation and management of the Authority.

The Sonoma County Regional Climate Protection Authority does ordain as follows:

**SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY**

**ADMINISTRATIVE CODE**

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**SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY**

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**SONOMA COUNTY REGIONAL CLIMATE PROTECTION AUTHORITY**

**ADMINISTRATIVE CODE**

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## **CHAPTER 1**

### **ARTICLE I**

#### **TITLE AND AUTHORITY**

101.1 Title and Authority. This ordinance is enacted pursuant to the provisions of California Public Utilities Code Section 181009(b) and may be referred to as the "Sonoma County Regional Climate Protection Authority Administrative Code". This ordinance supersedes Ordinance No.1 of the Sonoma County Regional Climate Protection Authority, adopting an Administrative Code, and prescribes the powers and duties of the Authority officers, the method of appointing Authority employees, and methods, procedures and systems of operation and management of the Authority.

## ARTICLE II

### DEFINITIONS

#### 102.1 Definitions.

(a) For purposes hereof, the following words shall have the following meanings:

(1) "AB 32" means the California Global Warming Solutions Act of 2006, Chapter 488 of the Statutes of 2006.

(2) "Act" means the Division 19.1 of the California Public Utilities Code Sections 181000 et seq., added by Statutes 2009, Chapter 375, as amended from time to time.

(3) "Administrative Expenses" means the expenses of administration of the Authority including salary and benefits of staff and other costs not chargeable directly to a project and pertaining to the administration of the Authority.

(4) "Annual Budget" means the budget for the Authority as required by Section 181009(a) of the Act.

(5) "Authority" means the Sonoma County Regional Climate Protection Authority, created by California Public Utilities Code Section 181000 et seq.

(6) "Board" means the governing body of the Authority. The Board is the legislative body of the Authority as defined under provisions of Section 54952 of the Brown Act.

(7) "Board of Supervisors" means the Board of Supervisors of the County.

(8) "Bonds" means indebtedness and securities of any kind or class, including but not limited to bonds, refunding bonds, or revenue anticipation notes.

(9) "Brown Act" means the Ralph M. Brown Act, Government Code Sections 54950 et seq., as it may be amended from time to time.

(10) "City" means any incorporated city or town within the County.

(11) "City Council" means the governing body of an incorporated city or town within the County.

(12) "Code" means the Sonoma County Regional Climate Protection Authority Administrative Code.

(13) "County" means the County of Sonoma.

(14) "Elected Official" means a duly elected and serving official of the legislative body, as defined in Government Code Section 34000, of any City and any duly elected and serving member of the Board of Supervisors.

(15) "Executive Director" means the chief operating employee selected by the Board to manage the day-to-day activities of the Authority.

(16) "Fiscal Year" means July 1 to and including the following June 30.

(17) "General Counsel" means the attorney(s) acting as general counsel to the Authority.

(18) "Holiday" means any day observed by the Authority as a holiday, other than a Saturday or Sunday.

(19) "Local Agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

(20) "Member" means a person serving as a member of the Board or as an alternate.

(21) "Official Acts" means all substantive actions taken by the Board, excluding matters that are procedural in nature.

(22) "Project" means a project and/or a program described in the Expenditure Plan.

(23) "Regional Climate Protection Coordination Plan" means a policy and planning document that highlights the collaborative approach of the Authority

(24) "Sonoma County Transportation Authority" or "SCTA" means the authority created by Board of Supervisors of Sonoma County by Resolution No. 90-1522 on August 7, 1990.

(25) "Staff" means employees of the Authority and employees of SCTA, the County, any City or another public entity acting as employees of the Authority pursuant to agreement or contract between the Authority and SCTA, any such City, the County or another public entity.

Holiday. (26) "Working Day" means any day other than a Saturday, Sunday or

## ARTICLE III

### POWERS, AUTHORITY AND DUTIES OF THE GOVERNING BOARD

103.1 Powers. The Board shall exercise all of the powers and authority of the Authority in furtherance of the purposes of the Authority as defined in the Act. Without limiting the generality of the foregoing, the Board shall have the power to do any of the following on behalf of the Authority:

(a) To perform, in cooperation with local agencies that elect to participate, coordination and implementation activities, within the boundaries of Sonoma County, to assist those agencies in meeting their greenhouse gas emission reduction goals as set forth in resolutions and adopted plans;

(b) To develop, coordinate, and implement programs and policies to comply with AB 32 and other federal or state mandates and programs designed to respond to greenhouse gas emissions and climate change;

(c) To conduct activities to carry out the purposes of the Act including, but not limited to, the following:

1. Reduction of energy consumption.
2. Coordination and implementation of energy efficiency projects.
3. Increasing efficiency of water use.
4. Utilizing carbon sequestration opportunities.
5. Administration of grants to local entities.
6. Alternative transportation options.
7. Measuring and quantifying ongoing greenhouse gas reductions;

(d) To assume responsibility for regional climate protection activities from SCTA, including, but not limited to, acting as project manager for the Regional Climate Protection Coordination Plan;

(e) To make and enter into contracts, in accordance with the specifications set out in Article V hereto;

(f) To contract for the services of auditors, appraisers, engineers, attorneys, planners, financial and investment consultants, and other professionals; and separate and apart there from, to employ an Executive Director and such other persons as it deems necessary. Contracts for professional services will be awarded on the basis of qualifications and competency;

(g) To contract with the County Treasurer and Auditor-Controller to provide services deemed necessary by the Board OR AS REQUIRED BY LAW. The Treasurer will direct the investments of the Authority in accordance with state law and any investment policy

developed by the Authority; however, the Board retains the right to direct investments or retain independent professionals to assist in directing and managing investments, in conformance with the requirements and guidelines set out in state law;

(h) To lease, acquire, construct, manage, maintain, and operate any buildings, works or improvements;

(i) To acquire, hold, or dispose of property by any lawful means, including without limitation, gift, purchase, lease, lease purchase or sale, expressly excluding the power of eminent domain;

(j) To incur debts, liabilities or obligations subject to limitations herein set forth, including without limitation the issuance of bonds;

(k) Subject to limitations and requirements imposed pursuant to state law, to receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;

(l) To sue and be sued on behalf of the Authority;

(m) To apply for funds available to carry out its functions and to receive grants of funds to carry out its functions;

(n) To adopt a seal and alter it;

(o) To appoint such officers and employ such employees and assistants as may be appropriate. Employment of staff may be through direct employment with the Authority, through agreement with SCTA, or through consultants or interagency agreement with other public entities. Direct employment with the Authority shall be in accordance with the Personnel Policies and Procedures of SCTA, as amended from time to time, except as specifically authorized by the Board;

(p) To exercise those powers authorized in Division 19.1 (commencing with Section 181000) of the Public Utilities Code;

(q) To serve as an advisory body to local governments within Sonoma County and as a public forum for citizen input on regional climate change issues;

(r) To appoint agents;

(s) To do any and all things necessary to carry out the purposes of Division 19.1 (commencing with Section 181000) of the Public Utilities Code; and

- (t) To administer the Authority in furtherance of all the above.

103.2 Organization.

(a) The Board shall consist of the same board as that governing the Sonoma County Transportation Authority.

103.3 Principal Office. The principal office of the Authority shall be the same as the principal office of SCTA, unless another location within the County is established by motion of the Board.

103.4 Meetings.

(a) Regular Meeting Place. The Board shall meet in the meeting room of the Sonoma County Permit and Resource Management Department, or at such other location as designated by the Executive Director. Notice of meeting shall be posted as required in the Brown Act.

(b) Regular Meeting Date and Time. Regular meetings of the Board shall be held on the second Monday of each month at 2:30 p.m., unless such day is a holiday, in which case the meeting shall be held on a date specified by the Board.

(c) Agenda. Matters to be placed on the agenda for any regular meeting may be filed with the Executive Director, or his designee, by any Member no later than ten (10) Working Days prior to the date of the meeting. The notice of an agenda for each regular meeting shall be prepared by or under the direction of the Executive Director, who shall cause copies to be mailed and/or delivered to Members and posted at meeting locations and at the Authority's principal office. Each agenda shall provide a public comment period during which members of the public shall be afforded an opportunity to address the Board on items of interest to the public (other than agenda items) that are within the Authority's jurisdiction.

(d) Conduct of Meeting.

(i) All meetings of the Board and any committee considered a legislative body under state law shall be conducted pursuant to Chapter 9 (commencing with section 54950) of the Government Code, commonly known as the Brown Act. Emergency meetings and special meetings shall be called and noticed as provided in the Brown Act. Closed sessions shall not be scheduled or conducted without prior consultation with counsel.

(ii) Any person desiring to address the Board shall first be recognized by the Chairperson. The Chairperson may, in the interest of facilitating the business of the Authority, limit the time that a person may use in addressing the Board.

(iii) When deemed appropriate by the Chairperson of the Board, a meeting may be recessed. "Recess" as used herein means a short intermission in a regular or a special meeting which does not close the meeting.

(e) Adjourned Meetings. Any regular, adjourned regular, special, or adjourned special meeting may be adjourned from time to time to meet at a later specific time on the same day or a subsequent day. Less than a quorum of Members present may adjourn to a specific time. If all Members are absent, the Executive Director may adjourn any meeting to a specific time. An "adjourned meeting" is a continuation of the regular or special meeting by action of Members of the Authority or the Executive Director as specified herein.

103.5 Actions of the Authority. The acts of the Authority shall be expressed by motion, resolution, or ordinance.

103.6 Quorum and Voting Requirements for Action by the Board.

(a) A majority of the Members or Alternates present shall constitute a quorum for the purposes of the transaction of business relating to the Authority, and, except as otherwise provided herein, all Official Acts of the Authority shall require the affirmative vote of a majority of the Members of the Authority. In the event that a quorum is initially present at a duly held meeting but a quorum is not present throughout the meeting, the Members remaining may continue conduct business on behalf of the Board provided that at the time any action is approved, the required majority of Members required to approve action is present and provided further that any Member absent during the time testimony or evidence regarding the matter to be voted on was presented to the Board, shall review the tape recording or be otherwise informed as to such evidence or testimony prior to voting on the matter.

(b) If a member of the Authority determines that he or she is disqualified in relation to any pending matter because of a conflict of interest, as soon as practical after the matter is called the member shall advise the Board of said conflict. The Clerk shall record the basis of the conflict in the official records of the Board. The member shall then leave the rostrum and refrain from any participation or discussion with any Member until the Authority has completed its consideration of, and action on, the matter. An alternative Member may be seated and may participate and vote in place of a Member who is absent or disqualified.

(c) In any action for which a roll call vote is requested, the Clerk shall call the roll and each Member shall respond by voice in one of the following ways: (a) "yes"; (b) "no"; or (c) "abstain." An abstention from voting by a Member on any motion shall not count as a vote in favor of or against the motion and shall be recorded as an abstention.

(d) At any regular meeting not held because of a lack of a quorum, the Members present, if less than a quorum of the Board may constitute themselves a "Committee of the Whole," for the purposes of discussing agenda matters or any other matter of interest to the members present. The committee shall automatically cease to exist if a quorum of the Board becomes present at the meeting. No recommendation of the Committee of the Whole shall be

enacted unless the action has been considered and adopted by the Board at a properly noticed public meeting.

103.7 Minutes. The Clerk of the Board shall cause to be kept minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Member. If the Clerk has not been appointed or is not present, the Board shall appoint an acting secretary at each meeting to keep official minutes for such meeting, provided that the Board may delegate to the Clerk, if one has been appointed, authority to appoint an acting secretary in his or her absence. Such acting secretary may be a person other than a Member. Minutes shall be approved as the first item of business at each meeting. Approval may be postponed if desired by the Executive Director. If minutes are sent out prior to the meeting, the actual reading of the minutes may be waived. If not sent out, the minutes may be read aloud by the Clerk. In either situation, the Chair shall then ask for any corrections to the minutes. Corrections shall be approved as part of the consent calendar. If there are no corrections, the minutes stand approved. If there is an objection to the minutes or a proposed correction, then approval should be by motion and adopted by a majority of the Directors present. If minutes are corrected or amended, staff shall note the correction in the minutes of the current meeting.

## ARTICLE IV

### OFFICERS AND DUTIES

#### 104.1 In General.

(a) The Officers of the Authority shall consist of the Chair and a Vice Chair, each of whom shall be a Member, and such other officers as the Board may appoint. The Chair and Vice Chair of the Sonoma County Transportation Authority shall be the Authority's Chair and Vice Chair.

(b) Appointment of Executive Director and Other Officers. The Executive Director of SCTA shall be appointed the Executive Director of the Authority, and shall provide services and be reimbursed pursuant to agreement between SCTA and the Authority. Such other officers as the Board may deem necessary shall be appointed by the affirmative votes of a majority of the Members. The Executive Director provides services to the Authority at the will and pleasure of the Board, which, in its sole discretion, shall retain the power to terminate such services or obtain such services from another source in a manner authorized by this Ordinance.

(c) Removal of Officers and Employees. Officers may be removed by the affirmative vote of a majority of the Members. It is anticipated that the Authority will contract with SCTA or another public entity for the services of employees as needed. Matters regarding the discharge of an employee shall be resolved by reference to the personnel policies set forth in SCTA's Personnel Policies and Procedures.

#### 104.2 Duties of Various Officers.

(a) Duties of Chair. The Chair shall, if present, preside at all meetings of the Board, rule on all procedural matters or question not specifically addressed in this Ordinance, and shall exercise and perform such other powers and duties as may from time to time be assigned to him by the Board or prescribed herein. The Chairperson shall be entitled to vote on all matters before the Authority, may participate in discussion relating to any matter, and may make or second any motion without having to relinquish the chair. The Chairperson may, from time to time, appoint such subcommittees or ad hoc committees of the Authority as may be necessary and convenient.

(b) Duties of the Vice Chair. The Vice Chair shall perform the duties of the Chair in his or her absence and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair, and shall exercise and perform such other powers and duties as may from time to time be assigned him by the Board.

(c) Chair Pro Tempore. In the event of the absence, or inability to act, of the Chair and Vice Chair, the Members present at any meeting of the Board, by order entered in the minutes, shall select one of their members to act as Chair Pro Tempore, who, while so acting, shall have all of the authority of the Chair.

(d) Duties of Executive Director. The Executive Director shall be an officer of the Authority. The powers and duties of the Executive Director are:

(1) To have full charge of the administration of the day-to-day business affairs of the Authority;

(2) To prepare an annual budget for approval by the Board;

(3) To determine and make recommendations to address staffing needs of the Authority;

(4) To act as the purchasing agent for the Authority with powers to be exercised in the manner governing the exercise of the powers of the purchasing agent of the County;

(5) To implement the decisions of the Board and report to the Board on the status thereof, and to keep the Board advised as to the needs and the status of operations of the Authority;

(6) To see that all rules, regulations, ordinances, policies, procedures and resolutions of the Authority are enforced;

(7) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder; and to coordinate with persons providing services, supervise and administer Authority contracts in accordance with and subject to the limitations set forth in Article 5 of this Ordinance;

(8) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in State law and Ordinances adopted by the Board.

(9) To act as Clerk of the Board, and cause to be prepared and distributed the agenda for all Board meetings, and keep minutes and records of the actions of the Board, unless the Executive Director delegates such position and responsibilities to a member of the Authority staff;

(10) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to prepare and execute certificates of acceptances therefore from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(11) To act as liaison with organizations and agencies interested in the business of the Authority and with the media.

(12) Unless specifically delegated to an officer appointed by the Executive Director with the approval of the Board, to assume the responsibilities of a Secretary and Treasurer of the Authority. Until such time as the Board appoints a Secretary and/or Treasurer, any reference in this Code to such officer shall be deemed to be a reference to the Executive Director or his appointee.

(13) To undertake such other duties, powers and responsibilities as may from time to time be assigned to him or her by the Board.

104.3 Bonding Requirement. The officers or persons who have charge of, handle or have access to any funds of the Authority shall be so designated and empowered by the Board. Each such officer or person shall be required to file an official bond with the Board in an amount that shall be established by the Board. The premiums on any such bonds attributable to the coverage required herein shall be expenses of the Authority.

104.4 Compensation. Compensation of employees or contract staff, including the Executive Director, shall be provided for by the Board by agreement with SCTA or another public entity, in accordance with the SCTA Personnel Policies and Procedures.

104.5 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Members, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Each such Standing Board Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Standing Board Committee. The Standing Board Committees shall establish a schedule of regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Quorum. A majority of the members of the Standing Board Committee shall constitute a quorum and approval of any action shall require the affirmative vote of a majority of Members present at the meeting and constituting a quorum. In the event that a quorum is initially present at a Standing Board Committee meeting but a quorum is not present throughout the meeting, the members may continue to take action on behalf of the Standing Board Committee provided such action is approved by the number of members otherwise required for such action assuming the presence of a quorum.

(c) Standing Board Committees of the Authority. The following Standing Board Committees are hereby created:

(1) Executive Committee. The Executive Committee of SCTA shall serve as the Executive Committee of the Authority. The purpose of the Executive Committee is to advise the Board and plan Board activities.

(2) Other Committees. The Board may establish such other Standing or other Board Committees, as deemed necessary or advisable from time to time. The Chair, with the concurrence of the Board, may establish such other special, ad hoc, or other Board Committees, as he or she deems necessary or advisable from time to time.

## ARTICLE V

### CONTRACTS

105.1 In General. The Authority may enter into contracts of any nature whatsoever, including, but not limited to, contracts to indemnify and hold harmless, to employ labor, and to do all acts necessary and convenient for the full exercise of its powers. The Authority may contract with any public agency or with any entity, public or private, or person upon such terms and conditions as the Board finds are in the best interests of the Authority.

105.2 Contract Bids, Rejection of Bids and Purchase in Open Market. Pursuant to Section 180154 and subject to Section 180153 of the Public Utilities Code, contracts for the purchase of services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by the Authority. If, after rejecting bids received, the Authority finds, determines and declares that the service, supplies, equipment or materials may be purchased at a lower price in the open market, the Authority may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by the Authority. It is the intent of the Authority that the dollar limitation set forth above be automatically amended to adopt the dollar limitation set forth in section 180154 should that section be amended by the Legislature.

105.3 Professional Services Agreements. Where practicable, the Authority shall employ a competitive process before entering into a professional services agreement. Following such process, contracts for professional services will be awarded on the basis of qualifications and competency. The Executive Director may approve professional service contracts in a total amount less than \$50,000, which does not exceed the line item in the Authority's budget. With the approval of the Chair, the Executive Director may authorize change orders to contracts so long as the changes will not substantially affect the costs associated with the contract.

105.4 Personal Property Purchases. The Executive Director may elect to use the Purchasing Agent of the County to purchase services, supplies, equipment, materials and other personal property for the Authority or may elect for the Authority to purchase such items directly, with the Executive Director exercising the powers of Purchasing Agent. The Executive Director shall have the ability to approve contracts not exceeding \$50,000 for budgeted services, supplies, equipment, materials and other personal property purchases.

105.5 Other Expenditures. For all expenditures other than those listed in Sections 105.3 and 105.4 of this Code, the Executive Director may authorize expenditures up to \$500 per month, per vendor, which do not exceed the line item in the Authority's budget. The Executive Director may establish a petty cash fund in an amount not to exceed \$200. This fund may be used only for minor incidental or emergency expenditures.

105.6 Contract Payments. After the Board has approved a contract and the Chair has signed the contract, the Executive Director may approve progress payments to the Contractor. While Authority funds are under the management of the Sonoma County Auditor, the Executive Director may be expend funds through a claim for which the Auditor will issue a warrant.

105.7 Agreements with Other Public Agencies and Procedures for Award of Cooperative Agreements. The Board may make and perform any agreement to join with any other agency, district, authority, city or county, in the planning, designing, financing, acquisition and construction of projects. The Authority may agree to provide services to or obtain services from such other agencies, districts, authorities, cities or counties upon the approval of a majority of the members of the Board, pursuant to a written agreement.

## ARTICLE VI

### BUDGETS, REPORTS, INVESTMENTS AND DISBURSEMENTS

106.1 Annual Budget, Notice, Hearing and Adoption. Each year no later than the Authority's May meeting, the Board shall adopt by motion the Preliminary Annual Budget(s) for the ensuing fiscal year. Each year no later than the Authority's October meeting, the Board shall adopt by motion the Final Annual Budget for that fiscal year. Approval of two-thirds of the Members shall be required for adoption of the Annual Budget and any amendments thereto. In accordance with Section 181011 of the Act, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. The proposed annual budget shall be available for public inspection at least 15 days prior to the hearing.

106.2 Purchases and Payment Procedures. Purchases and payment procedures shall be governed by Article V of this Administrative Code.

106.3 Books and Accounts. Full books and accounts shall be maintained by the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities.

106.4 Expenditures. The Board's approval of an Annual Budget shall be deemed approval of any expenditure made in accordance with the approved budget. All expenditures in excess of the designations and limitations of the approved Annual Budget shall be made only upon the approval of not less than a majority of the Members after notice given in accordance with the provisions of Section 180108 of the Act for approval of the Annual Budget.

106.5 Reimbursement of Expenses. Expenditures for travel, conference, staff development and business-related activities and reimbursement of Board Members and Authority employees for such expenditures shall be approved by the Executive Director within budgetary authority, in accordance with state law and any procedures established by this Board.

106.6 Reports and Audits. The Executive Director or his or her designee shall cause to be prepared an annual audit report by an independent auditor, and shall submit the annual audit report required by Section 181009(c) of the Act, and any other financial reports requested by the Board. The Committee shall review the reports and submit them to the Board for approval.

106.7 Investment of Funds. All funds of the Authority will be invested in the manner and upon the conditions set forth in Government Code Section 53601, and in accordance with any investment policy adopted by this Board. The receipt, transfer or disbursement of such funds during the term of the Agreement shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities. There shall be strict accountability of all funds, and all revenues and expenditures shall be reported at least quarterly to the Board.

## ARTICLE VII

### CONFLICTS OF INTEREST

107.1 Adoption of Conflict of Interest Code. The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires all public agencies to adopt and periodically review and update a Conflict of Interest Code. The current Conflict of Interest Code of the Sonoma County Regional Climate Protection Authority is attached as Exhibit A to this Code, and, subject to periodic amendment, review, and approval by the Board of Supervisors pursuant to Government Code Sections 82011 and 87306.5, constitutes the Conflict of Interest Code for the Authority.

107.2 Acceptance of Contributions. Members are reminded that they are subject to the provisions of Government Code section 84308, which currently provides:

§ 84308. Contributions prohibited from persons with pending applications for licenses, permits or other entitlements; amount; disclosure by all parties; construction

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in > Section 82003 except that it does not include the courts or any agency in the judicial branch of government, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

## ARTICLE VIII

### MISCELLANEOUS

108.1 Authority Retained by Board. This Administrative Code is intended to provide a procedural framework within which the Board can operate. Although it is intended that the provisions of this Administrative Code be complied with fully in all respects, decisions of the Board taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in their effect because of a claim that the procedure followed in relation to any such decision was not in accord with the technical or literal meaning of the provisions of this Code.

108.2 Partial Invalidity. If any one or more of the terms, provisions or sections hereof shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions and sections shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law. The Board hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrased might be declared unconstitutional or invalid.

108.3 Interpretation of Sections Based On Provisions From Other Statutes, Applicable Ordinances or Codes. Sections of this Code which are based upon or which paraphrase provisions of other statutes, ordinances or codes have been included herein for reference purposes only. In the event of conflict between the provision of any such statute, ordinance or code and this Code, or in the event of amendment of such statute, ordinance, or code, the provision of the statute, ordinance or code shall control, and no section of this Code shall be interpreted to change, modify, or disregard any such statute, ordinance or code.

108.4 Policies and Procedures. The Personnel Policies and Procedures adopted by SCTA, as may be amended from time to time, unless otherwise expressly provided, are hereby adopted as the Policies and Procedures of the Authority and constitute a part of this Code and have the same force and effects as Chapter 1 of this Code and shall be adopted and modified by action of the Board in the manner set forth in section 108.5 below. To the extent that there is an inconsistency between a provision of this Code and the provision of any policy or procedure, the provision of this Code prevails.

108.5 Adoption and Amendment. This Code has been adopted, and, except as otherwise expressly provided herein or in the Act may be amended by a vote of a majority of the Members in the manner provided for adoption of any ordinance of the Authority. This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and this Ordinance or a summary thereof shall be published once before the expiration of fifteen (15) days after its adoption with the names of the Authority Members voting for and against same in the Press Democrat, a newspaper of general circulation published in the County of Sonoma.

This Ordinance was introduced and the title thereof read at the regular meeting of the Sonoma County Regional Climate Protection Authority on September 12, 2016, and further reading of the ordinance was waived.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing ordinance was passed and enacted by the Sonoma County Regional Climate Protection Authority October 10, 2016, on regular roll call of the members of the Authority by the following vote:

Director Rabbitt	_____	Director Coursey	_____
Director Russell	_____	Director Gurney	_____
Director Landman	_____	Director Gallian	_____
Director Chambers	_____	Director Gorin	_____
Director Miller	_____	Director Zane	_____
Director Mackenzie	_____	Director Salmon	_____

SO ORDERED.

ATTEST:

\_\_\_\_\_  
 Clerk of the Sonoma County Regional Climate Protection Authority

Exhibit A – Conflict of Interest Code

## Staff Report

**To:** SCTA Board of Directors  
**From:** Janet Spilman, Director of Planning  
 Chris Barney, Senior Transportation Planner  
**Item:** 4.1.1 – Plan Bay Area update  
**Date:** October 10, 2016

**Issue:**

What is the status of the Plan Bay Area (PBA 2017)?

**Background:**

In July 2013, the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) approved Plan Bay Area (PBA 2013), the first Regional Transportation Plan (RTP) for the region that is incorporated into a Sustainable Communities Strategy (SCS) as required by Senate Bill 375. Per federal requirements, MTC must update the RTP every four years, and Plan Bay Area (PBA 2017) is slated for adoption next summer. The Regional Housing Needs Assessment (RHNA) will not be updated in this cycle.

PBA 2017 establishes a 24-year regional vision for growth and investments and has the following 13 targets:

- climate protection
- housing
- open space / agricultural preservation
- middle-wage job creation
- goods movement / congestion reduction
- healthy and safe communities
- affordable housing
- non-auto mode shift
- road maintenance
- transit maintenance
- housing and transportation affordability
- displacement risk
- access to jobs

There were three scenarios under consideration when the planning process started and MTC/ABAG have now released their DRAFT Preferred Scenario for PBA 2017. It presents a strategy to address as many of the targets as possible.

Years of meetings and workshops have gone into developing criteria for those targets, and MTC launched a new land development and urban growth model, UrbanSim, to provide a more scientifically based, replicable process that “incorporates current zoning for 2 million individual land parcels across the Bay Area, as well as available information about current regional and local economic and real estate market trends.”

With the release of the DRAFT Preferred Scenario, MTC/ABAG staff have visited all of the counties and appeared at our PAC meeting on September 15 to explain the process, the findings, and to answer questions. Staff has reviewed the document with local planners and will meet with MTC and ABAG staff one on one to discuss concerns about the draft scenario in detail. For the most part our concerns fall into two categories – technical issues directly related to UrbanSim and how policy is applied in the model. Technical problems, including errors in model inputs such as mislabeled parcels or zoning criteria, can lead to large problems with

forecasts for population, jobs and housing in 2040. We are working with MTC/ABAG staff to correct these issues.

Concerns over which policies have been prioritized in the DRAFT Preferred Scenario are more complicated. The policies, which are focused on a wide variety of social issues, may play out differently in one county than another, as the nine counties in the Bay Area region differ in their economics, demographics and a host of other criteria. As policies are developed to solve problems in one area of the region, the consequences in another part may not be optimal.

The policy of Priority Development Areas, for example hasn't always been a great fit for communities in Sonoma County. The focus on PDA growth and development is the primary land use tool in PBA 2017 and the Sonoma County application of this policy highlights how policies that could work well in certain parts of the region may be challenging to implement in others. In this case, PBA 2017 forecasts that 75% of new homes, and 52% of new jobs will be in PDAs, which is quite different than the distribution of growth laid out in most local general plans, especially Santa Rosa. Other PBA policies regarding transit and transit oriented development may be easier to implement here, if they are scalable and reflect the reality of Sonoma County geography and resources.

The DRAFT Preferred Scenario includes forecasts, performance results and priority transportation investments.

### **Forecasts**

Although the forecasts will not be translated into RHNA allocations this cycle, population, housing and employment estimates are sensitive points of reference that are often used to estimate local project impacts or develop local plans. Specific numbers are not included in this staff report because they are still fluid and likely to change before they are finalized. Local planning staff is involved in reviewing the draft forecasts and making adjustments.

The regional forecast totals – from 2010 and 2040 – have been set and are not expected to change: 820,000 new homes; population growth of 2.4 million people; and 1.3 million new jobs are estimated for the Bay Area by 2040. The region has experienced an employment surge focused in the big cities of 501,000 jobs being added during the period from 2011 to 2015. This makes up nearly half of the 30 year regional job growth forecast in the Bay Area after only 5 years. While the population forecasts for Sonoma County at the countywide level are generally similar to PBA 2013 forecasts the PAC and staff have the following concerns:

- 1) The method of determining distribution of growth has changed. In the past ABAG developed the forecast at the staff level using a series of models and data gathered from local jurisdictions. In response to the need for a more scientifically based, replicable process MTC and ABAG are using a regional growth model called UrbanSim that “incorporates current zoning for 2 million individual land parcels across the Bay Area, as well as available information about current regional and local economic and real estate market trends.” The Sonoma County portion of UrbanSim includes approximately 185,000 parcels. Staff is working with MTC/ABAG to verify all of the local data assumptions including existing parcel level conditions, zoning assumptions, urban growth boundary locations, and to review market based assumptions that are used to allocate growth.
- 2) In general, regional forecasts for growth (housing and jobs) within PDAs is higher than local plans prescribe, and, in that same context, growth within the cities but outside of PDAs is lower than expected. This is directly related to PBA 2017 policy of placing growth within PDAs.

- 3) SCTA staff and many of the jurisdictions are concerned that, in general, housing growth is overestimated and employment growth looks to be underestimated. Housing growth estimates are higher than those that were included in PBA 2013 forecasts. This is partially a result of a requirement that the region provide housing for the regional workforce and not import workers from neighboring counties. Employment growth estimates for Sonoma County are lower than those included in PBA 2013. This is due to employment growth in San Jose, San Francisco, and Oakland which makes up over 1/3 of the forecasted employment growth for the entire region for the 30 horizon of the regional plan.

### **Performance Results**

Plan Bay Area has ambitious goals that cover a wide swath of social issues. The first two, to plan for adequate housing and reduction, through transportation measures, of greenhouse gases, are mandatory. MTC/ABAG have limited leverage over housing and social issues and the performance results demonstrate that. Success in reducing GHG target is attained largely through the Climate Initiatives program. MTC/ABAG was also able to demonstrate success in reducing per capita delay on the freight network and to preserve open space and agricultural lands by directing future development to existing urbanized areas. Other targets related to equity were a harder task and PBA 2017 falls short in those areas.

### **Transportation Investments**

MTC proposes a \$309 billion, 24 year budget that falls into 4 large categories:

- Operate and Maintain Transit - \$158 billion
- Operate and Maintain Roads, Freeways and Bridges - \$68 billion
- Modernize Transit, Bike/Ped, Goods Movement, Mobility and Access and BART Metro - \$54 billion
- Expand High Speed Rail, BART to San Jose, Caltrain, and Silicon Valley Express - \$29 billion

For Sonoma County that means that, with the exception of SMART to Cloverdale and local bus transit expansion, our projects were either 1) within the acceptable performance criteria or 2) too small to assess. MTC determined that SMART to Cloverdale did not perform well enough (ridership) and did not have enough identified funding to be included in this plan. Bus transit expansion performed well and is among a handful of projects that may be eligible for additional regional funding.

### **Policy Impacts:**

Plan Bay Area is the long term Sustainable Communities planning document for the Bay Area Region. Our Comprehensive Transportation Plan (CTP) reflects SCTA priorities and is, in the primary policy areas, complementary to PBA 2017.

### **Fiscal Impacts:**

Plan Bay Area will have a project approval process that will complement our CTP project list approval. Regional projects are generally limited to large (“regionally significant”) projects. Smaller projects are aggregated into project categories. Staff will continue to work with MTC and potential project sponsors to promote our local priorities and to keep the process as streamlined with the current CTP process as possible.

### **Staff Recommendation:**

This item is for information only.



DATE: August 30, 2016

RE: Plan Bay Area 2040 DRAFT Preferred Scenario

Dear Colleagues,

The *Plan Bay Area 2040 Draft Preferred Scenario* is now ready for review and MTC and ABAG are seeking the input of local jurisdictions to inform the development of the Final Preferred Scenario slated for adoption in November 2016. As outlined in the attached Introduction, the *Draft Preferred Scenario* builds upon the current Plan Bay Area adopted in 2013 and represents a projected pattern of household and employment growth in the Bay Area through 2040. Combined with the corresponding transportation investment scenario and incorporating additional refinements based, in part, upon local jurisdictional feedback it will form the core of Plan Bay Area 2040 slated for final adoption in Summer, 2017.

For many local communities, the distribution of 2040 employment and household forecasts may be viewed as the most important output of this effort. This draft information is included in Attachment A to the introduction, organized by local jurisdiction and split into PDA and jurisdiction totals. We understand that some adjustments may be necessary as we continue to refine the *Draft Preferred Scenario's* assumptions. Regional Agency Staff are currently working with county-level Planning Director organizations and Congestion Management Agencies to schedule staff-level presentations of the *Plan Bay Area 2040 Draft Preferred Scenario* in each county. Information on the date/time and location of these meetings is available here: <http://planbayarea.org/misc/county-planning-directors-meetings.html>.

Regional agency staff will also be available during the month of September to meet with local planners from individual jurisdictions at the Bay Area Metro Center in San Francisco, via teleconference, or onsite with local jurisdictions to hear feedback as to where and how the *Draft Preferred Scenario* allocates the region's growth. This dialogue will be informed by model output, as well as local economics, pipeline projects, proposed policies, local plans and current zoning. Requests for jurisdictional meetings should be directed to Megan Espiritu, [mespiritu@mtc.ca.gov](mailto:mespiritu@mtc.ca.gov). Any written comments on the *Draft Preferred Scenario* should be submitted no later than October 14, 2016. In response to this upcoming cycle of feedback, MTC and ABAG will make adjustments as appropriate during the month of September and October, with the goal of the MTC Commission and ABAG Executive Board adopting the Final Preferred Scenario on November 17, 2016.

Please do not hesitate to contact Ken Kirkey [kkirkey@mtc.ca.gov](mailto:kkirkey@mtc.ca.gov) or Miriam Chion [miriamc@abag.ca.gov](mailto:miriamc@abag.ca.gov) with any questions or comments. We greatly appreciate your involvement and input in the development of Plan Bay Area 2040.

Best Regards,



Steve Heminger  
MTC, Executive Director

Ezra Rapport  
ABAG, Executive Director

## **Introduction to the Draft Preferred Scenario for Plan Bay Area 2040**

Welcome to *Plan Bay Area 2040's Draft Preferred Scenario*. This vision for the nine-county San Francisco Bay Area builds on the groundbreaking *Plan Bay Area*, adopted by the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) in 2013 after extensive analysis and outreach. Plan Bay Area 2040 continues to be guided by Senate Bill 375, requiring California's metropolitan areas to adopt an integrated long range regional transportation plan (RTP) and sustainable communities strategy (SCS) — a roadmap to reduce per-capita greenhouse gas emissions and house the region's population at all income levels.

Plan Bay Area 2040's *Draft Preferred Scenario* largely reflects the foundation established by its predecessor. The Plan creates a blueprint for providing sufficient housing for current residents and newcomers alike, at all income levels. It focuses development toward Priority Development Areas (PDAs) — neighborhoods that are close to public transit and identified by local jurisdictions as being appropriate for smart, compact development. Lastly, it confines growth to established communities, and protects the Bay Area's legacy of vast and varied open spaces.

### **What is the Draft Preferred Scenario?**

The Draft Preferred Scenario represents a projected regional pattern of household and employment growth in 2040. Together with the corresponding transportation investment strategy, it forms the core of Plan Bay Area 2040. The Preferred Scenario and transportation investment strategy are evaluated against a set of regionally-adopted performance targets to measure how well the Plan addresses regional goals including climate protection, transportation system effectiveness, economic vitality, and equitable access. Only two targets are mandatory for the region to achieve under Senate Bill 375 – Climate Protection and Adequate Housing. The remaining 11 targets are voluntary, but provide a useful reference point for policymakers and the public to consider.

For many local jurisdictions, the distribution of 2040 employment and household forecasts may be viewed as the most important output of this effort. This draft information is included in Attachment A, organized by local jurisdiction, and split into PDA totals. These numbers stem from distributing ABAG's economic and demographic forecasts through use of an advanced regional land use model. The land use model, UrbanSim, went through an iterative set of adjustments in response to expert reviews, public input, and dialogue with local officials. ABAG regional planners developed a set of targets informed by local dialogue against which the model output could be evaluated.

Simply put, the most fundamental challenge faced by MTC and ABAG when developing these forecasts is to create a Plan that supports local plans while accommodating the region's total forecasted growth and meeting the state mandated sustainability goals. Thus, the Draft Preferred Scenario must assess potential opportunities for new housing and jobs while reflecting local aspirations and numerous local, regional, and state public policy decisions that affect growth and protect our natural areas.

The Draft Preferred Scenario does not mandate any changes to local zoning rules, general plans or processes for reviewing projects, nor is it an enforceable direct or indirect cap on development locations or targets in the region. As is the case across California, the Bay Area's cities, towns

and counties maintain control of all decisions to adopt plans and permit or deny development projects. Plan Bay Area 2040 also does not establish new state-mandated Regional Housing Needs Allocation (RHNA) numbers for each jurisdiction. RHNA operates on an eight-year cycle, with the next iteration not due until the 2021 RTP/SCS. Because RHNA numbers are not at stake this cycle, this update to the region's long-range plan has been characterized as **limited and focused**.

### **What's new and different?**

The Bay Area economy has exploded over the past four years, attracting thousands of new people and jobs. Regional growth forecasts have been revised upward as a result. ABAG forecasts an additional 1.3 million jobs and 2.4 million people and therefore the need for approximately 820,000 housing units between 2010 and 2040. This represents an increase of 15 percent in the projected employment growth and a 25 percent increase in projected household growth, relative to the last Plan.

The economic surge has been both a blessing and a challenge, offering employment opportunities unseen since the Bay Area's dot-com boom, while also clogging freeways and public transit, and triggering an unprecedented housing squeeze, particularly for lower and moderate income workers, many of whom have been displaced or are at risk for displacement. Moving forward, some cities will welcome new residents and housing with open arms, seeing the opportunity to revitalize depressed areas, or to make better use of prime land around transit nodes. For other communities, accommodating future growth may be an acute challenge, practically and/or politically. The Draft Preferred Scenario recognizes the diversity of the region's communities, and that there is no "one size fits all" in terms of the type of future development desired by our residents.

To address the challenges of planning for an increasingly complex region, MTC and ABAG have continued to evolve technical methods for creating regional scenarios. UrbanSim incorporates current zoning for 2 million individual land parcels across the Bay Area, as well as available information about current regional and local economic and real estate market trends. UrbanSim is an ambitious project which compiles a large amount of data at a very detailed geographic resolution. The detailed level of UrbanSim output is used for the analysis of performance measures.

UrbanSim builds upon the methodology used by the Agencies in the prior Plan. The prior methodology combined a land use allocation process based on observed historic growth patterns with jurisdictional expectations described in local plans. This time, UrbanSim also incorporates zoning tools, the most recent PDA assessment, and household, business, and developer choice models. The agencies ran the model hundreds of times, testing the effects that different regional strategies could have on affecting the distribution of housing and employment growth. The output was measured against a set of growth targets put together by ABAG regional planners working with planners from local jurisdictions. Overall, the growth allocation results of the UrbanSim model align fairly closely with these growth targets at a summary level as well as for most localities, though, there are substantial differences for some individual localities. The extent of the differences between local plans and the UrbanSim output is a discussion for the agencies, regional stakeholders, and individual jurisdictions.

The *Draft Preferred Scenario* accommodates 100 percent of the needed housing units, and offers a rationale that these units can be built given future market conditions and existing or expected policies to support focused growth at the local, regional or state level.

### **How did we get here?**

In May 2016, MTC and ABAG released three alternative land use and transportation scenarios illustrating the effects that different housing, land use, and transportation strategies would have on the adopted goals and performance targets. The three scenarios represented a progression of plausible regional futures, from more intense housing and employment growth in the urban core — called the “Big Cities Scenario”; to more evenly apportioned development among PDAs in medium-sized cities with access to rail services — labeled the “Connected Neighborhoods Scenario”; to a more dispersed development pattern, with more relative growth occurring outside of PDAs — known as the “Main Streets Scenario.”

The release of the scenarios initiated a public process in May and June 2016 to garner input from the public, stakeholders, community groups, and local officials, via public open houses in each county, an online comment forum as well as an online interactive quiz (the “Build a Better Bay Area” website). By July, MTC and ABAG had received comments from more than 1,100 residents. During this time period, the agencies received direct feedback from the local jurisdictions on the scenarios.

Additionally, the results of a 2015 PDA Assessment have also directly informed our confidence in the Draft Preferred Scenario. This assessment examined 65 of the nearly 200 locally identified PDAs. The analysis evaluated the likelihood of housing actually being built in each PDA, by examining local planning and permitting processes; community support for development; market forces, including the attractiveness of the area to investors, developers and builders; the capacity of water and sewer systems and other infrastructure; and the availability of financing. The PDA Assessment was a reality check. It found that under existing conditions — meaning with current zoning laws, policies and market conditions — only about 70 percent of housing allocated to PDAs in *Plan Bay Area 2013* would get built with these results being boosted to nearly 90 percent with a range of fairly aggressive policy and investment strategies. The results of the *Draft Preferred Scenario* align with the results of the PDA Assessment, providing added confidence in the regional forecast’s consideration of both market conditions and local policy.

### **Strategies included in the Preferred Scenario**

Beyond built-in assumptions on local planning and market conditions, the Draft Preferred Scenario also works to incorporate a number of regional land use strategies, which can affect land use patterns by changing a community’s capacity for new development or incentivizing a particular type or location of growth. This combination of strategies is necessary to create a *Draft Preferred Scenario* that can achieve or move toward the region’s adopted targets.

The land use strategies incorporated in the Draft Preferred Scenario include the following:

- Current urban growth boundaries are kept in place.
- Inclusionary zoning was applied to all cities with PDAs, meaning that these jurisdictions are assumed to allow below-market-rate or subsidized multi-family housing developments.

- All for-profit housing developments are assumed to make at least 10 percent of the units available to low-income residents, in perpetuity (via deed restrictions).
- In some cases, PDAs were assigned higher densities in the future than are currently allowed.
- The cost of building in PDAs and/or Transit Priority Areas (TPAs) is assumed to be reduced by the easing of residential parking minimums and streamlining environmental clearance.
- Subsidies are assumed to stimulate housing and commercial developments within PDAs.

These measures are not prescriptive—again, there are many potential public policy options that could help the region attain its adopted targets. Rather, these strategies should be considered as illustrations of what it would take to keep the Bay Area an economically vibrant, diverse and sustainable region in the year 2040.

## **Moving Forward**

Although the levels of new housing and jobs may appear daunting, the challenge becomes much more achievable when viewed through the long-range lens of a 25-year plan. For instance, a medium-sized city of 50,000 residents slated to absorb 1,000 more new housing units by 2040 than previously anticipated would in actuality need to only add 40 units a year to meet the target. That yearly figure could be reached by adding two 10-unit apartment buildings (or one 20-unit building) per year, and creating another 20 accessory dwelling units associated with single-family homes each year. In other words, in nearly all cases, jurisdictions should be able to absorb their housing allotments while fully retaining the character of their communities.

It is important to keep in mind that the process of refining the Bay Area’s ideal development pattern is nearly continuous to stay synced with the four-year mandated update cycles— we will revisit all the assumptions in the adopted Preferred Scenario as we launch the next update to Plan Bay Area. We learn more with each cycle, and are able to take those lessons and apply them to the forecasting and modeling as well as our public outreach methods for the next cycle.

Such assurances aside, regional planners and policymakers understand that some adjustments may be necessary as we continue to refine the *Draft Preferred Scenario*’s assumptions. To this end, a careful balancing act regarding future growth patterns is as much an art as a science, and we look forward to working with local planners and policymakers, stakeholders and members of the public in the coming weeks to advance our mutual understanding of the development climate and capacity in various jurisdictions, and to refine and improve this *Draft Preferred Scenario*.

Attachment A: Distribution of 2040 Household and Employment Forecasts

Attachment A: Distribution of 2040 Household and Employment Forecasts  
 Plan Bay Area 2040 *Draft Preferred Scenario*

County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
Alameda	Alameda	<b>Total</b>	<b>30,100</b>	<b>41,700</b>	<b>29,200</b>	<b>39,600</b>
		PDA	1,850	6,000	6,900	15,200
	Albany	<b>Total</b>	<b>7,350</b>	<b>7,850</b>	<b>4,400</b>	<b>5,600</b>
		PDA	300	550	2,100	2,450
	Berkeley	<b>Total</b>	<b>46,500</b>	<b>55,700</b>	<b>90,300</b>	<b>139,400</b>
		PDA	6,700	13,300	28,500	42,000
	Dublin	<b>Total</b>	<b>14,900</b>	<b>23,300</b>	<b>18,100</b>	<b>31,400</b>
		PDA	3,100	8,500	5,000	14,000
	Emeryville	<b>Total</b>	<b>5,600</b>	<b>14,300</b>	<b>15,850</b>	<b>20,550</b>
		PDA	2,400	10,500	13,500	16,850
	Fremont	<b>Total</b>	<b>70,000</b>	<b>89,900</b>	<b>86,200</b>	<b>114,500</b>
		PDA	23,000	41,200	38,200	46,000
	Hayward	<b>Total</b>	<b>45,100</b>	<b>53,200</b>	<b>60,900</b>	<b>92,400</b>
		PDA	4,350	8,600	7,600	10,300
	Livermore	<b>Total</b>	<b>28,600</b>	<b>30,900</b>	<b>42,600</b>	<b>48,800</b>
		PDA	850	2,100	23,800	27,750
	Newark	<b>Total</b>	<b>12,900</b>	<b>15,450</b>	<b>17,300</b>	<b>25,600</b>
		PDA	200	2,150	200	450
	Oakland	<b>Total</b>	<b>157,200</b>	<b>235,000</b>	<b>179,100</b>	<b>257,500</b>
		PDA	115,500	190,500	158,200	229,400
	Piedmont	<b>Total</b>	<b>3,800</b>	<b>3,850</b>	<b>1,800</b>	<b>1,750</b>
	Pleasanton	<b>Total</b>	<b>24,700</b>	<b>34,600</b>	<b>60,100</b>	<b>69,900</b>
		PDA	1,300	8,000	12,500	19,600
San Leandro	<b>Total</b>	<b>30,800</b>	<b>38,500</b>	<b>49,700</b>	<b>66,800</b>	
	PDA	4,700	11,700	9,750	11,000	
Union City	<b>Total</b>	<b>20,300</b>	<b>24,200</b>	<b>21,000</b>	<b>30,700</b>	
	PDA	500	3,450	250	250	
Alameda County Unincorporated	<b>Total</b>	<b>50,000</b>	<b>56,300</b>	<b>28,850</b>	<b>33,700</b>	
	PDA	10,450	12,850	6,850	8,850	
<b>County Total</b>	<b>Total</b>	<b>548,000</b>	<b>724,700</b>	<b>705,500</b>	<b>978,300</b>	
	PDA	175,100	319,300	313,400	444,000	

County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
Contra Costa	Antioch	<b>Total</b>	<b>32,400</b>	<b>41,900</b>	<b>20,200</b>	<b>25,400</b>
		PDA	1,400	5,200	2,050	2,300
	Brentwood	<b>Total</b>	<b>16,800</b>	<b>29,700</b>	<b>11,600</b>	<b>12,150</b>
	Clayton	Total	3,950	4,050	2,000	2,100
	Concord	<b>Total</b>	<b>45,000</b>	<b>66,000</b>	<b>54,200</b>	<b>95,200</b>
		PDA	4,000	22,200	10,200	41,400
	Danville	<b>Total</b>	<b>15,300</b>	<b>16,550</b>	<b>11,800</b>	<b>12,450</b>
		PDA	1,350	2,000	6,300	6,600
	El Cerrito	<b>Total</b>	<b>10,300</b>	<b>11,950</b>	<b>5,300</b>	<b>5,750</b>
		PDA	750	2,000	3,800	4,550
	Hercules	<b>Total</b>	<b>8,300</b>	<b>10,600</b>	<b>4,850</b>	<b>6,050</b>
		PDA	900	2,650	1,150	1,500
	Lafayette	<b>Total</b>	<b>9,200</b>	<b>10,750</b>	<b>9,050</b>	<b>9,650</b>
		PDA	1,700	2,700	6,650	7,250
	Martinez	<b>Total</b>	<b>14,250</b>	<b>15,450</b>	<b>20,800</b>	<b>26,200</b>
		PDA	700	850	6,800	9,650
	Moraga	<b>Total</b>	<b>5,600</b>	<b>5,750</b>	<b>4,500</b>	<b>5,800</b>
		PDA	30	40	1,400	1,650
	Oakley	<b>Total</b>	<b>10,600</b>	<b>16,700</b>	<b>3,350</b>	<b>6,050</b>
		PDA	800	6,400	1,550	4,050
	Orinda	<b>Total</b>	<b>6,500</b>	<b>7,050</b>	<b>4,850</b>	<b>5,150</b>
		PDA	250	550	2,650	2,800
	Pinole	<b>Total</b>	<b>6,550</b>	<b>7,300</b>	<b>6,850</b>	<b>9,000</b>
		PDA	350	950	5,250	6,950
	Pittsburg	<b>Total</b>	<b>19,400</b>	<b>27,400</b>	<b>11,800</b>	<b>16,400</b>
		PDA	5,150	8,900	4,600	6,100
	Pleasant Hill	<b>Total</b>	<b>13,500</b>	<b>14,000</b>	<b>16,300</b>	<b>19,600</b>
		PDA	850	950	5,750	7,100
	Richmond	<b>Total</b>	<b>36,700</b>	<b>56,500</b>	<b>30,800</b>	<b>63,500</b>
		PDA	8,600	22,300	13,400	37,000
San Pablo	<b>Total</b>	<b>8,950</b>	<b>9,600</b>	<b>7,400</b>	<b>10,000</b>	
	PDA	2,000	2,350	4,850	6,700	
San Ramon	<b>Total</b>	<b>24,400</b>	<b>31,100</b>	<b>47,900</b>	<b>46,100</b>	
	PDA	200	5,800	25,650	22,400	
Walnut Creek	<b>Total</b>	<b>30,400</b>	<b>38,200</b>	<b>51,050</b>	<b>54,550</b>	
	PDA	4,950	9,550	27,400	29,500	
Contra Costa County Unincorporated	<b>Total</b>	<b>57,800</b>	<b>70,700</b>	<b>0</b>	<b>0</b>	
	PDA	4,400	16,100	0	0	
<b>County Total</b>	<b>Total</b>	<b>375,900</b>	<b>491,200</b>	<b>360,200</b>	<b>472,700</b>	
	PDA	38,300	111,500	138,200	209,400	

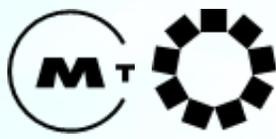
County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
Marin	Belvedere	Total	900	1,000	300	300
		PDA				
	Corte Madera	Total	3,900	4,350	6,650	7,450
		PDA				
	Fairfax	Total	3,400	3,550	1,550	1,700
		PDA				
	Larkspur	Total	5,850	6,300	7,450	8,800
		PDA				
	Mill Valley	Total	5,900	8,150	6,000	6,600
		PDA				
	Novato	Total	20,150	21,350	26,400	29,500
		PDA				
	Ross	Total	800	900	350	400
		PDA				
	San Anselmo	Total	5,200	5,450	3,300	3,650
PDA						
San Rafael	Total	22,550	25,950	43,300	49,100	
	PDA	1,650	2,750	9,000	10,100	
Sausalito	Total	4,150	4,500	5,200	5,800	
	PDA					
Tiburon	Total	3,600	3,850	2,850	2,900	
	PDA					
Marin County Unincorporated	Total	27,450	30,600	17,500	21,350	
	PDA	1,500	2,050	650	750	
<b>County Total</b>	<b>Total</b>	<b>103,900</b>	<b>115,900</b>	<b>120,800</b>	<b>137,600</b>	
	<b>PDA</b>	<b>3,150</b>	<b>4,800</b>	<b>9,650</b>	<b>10,850</b>	
Napa	American Canyon	Total	5,400	7,000	5,450	8,150
		PDA	400	1,500	1,350	1,700
	Calistoga	Total	2,050	2,400	2,200	2,650
		PDA				
	Napa	Total	28,100	30,250	34,000	36,500
		PDA	350	1,200	5,300	6,300
	St. Helena	Total	2,400	3,000	5,700	5,650
		PDA				
	Yountville	Total	1,100	1,200	2,750	2,750
		PDA				
Napa County Unincorporated	Total	10,200	11,850	20,550	23,250	
	PDA					
<b>County Total</b>	<b>Total</b>	<b>49,200</b>	<b>55,700</b>	<b>70,700</b>	<b>79,000</b>	
	<b>PDA</b>	<b>800</b>	<b>2,700</b>	<b>6,600</b>	<b>8,050</b>	
San Francisco	San Francisco	Total	347,100	475,500	576,900	887,800
		PDA	184,000	302,300	473,800	765,000

County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
San Mateo	Atherton	Total	2,350	2,500	2,150	2,300
		PDA				
	Belmont	Total	8,800	9,600	7,900	10,000
		PDA	2,500	2,850	3,500	4,450
	Brisbane	Total	1,800	6,300	5,200	17,600
		PDA	0	4,400	0	10,900
	Burlingame	Total	12,250	13,800	28,000	38,300
		PDA	6,950	8,300	11,500	15,700
	Colma	Total	850	1,250	3,950	4,900
		PDA	700	1,050	1,450	1,950
	Daly City	Total	30,700	37,000	18,400	23,150
		PDA	8,500	13,500	4,650	5,800
	East Palo Alto	Total	6,950	9,950	5,100	7,000
		PDA	800	2,200	950	1,750
	Foster City	Total	11,900	14,250	15,800	21,800
	Half Moon Bay	Total	4,200	4,700	4,900	5,200
	Hillsborough	Total	3,750	3,950	2,100	2,300
	Menlo Park	Total	12,300	17,800	34,600	45,000
		PDA	200	1,050	6,200	7,950
	Millbrae	Total	7,950	11,000	5,900	12,900
		PDA	600	3,350	2,800	9,100
	Pacifica	Total	13,900	14,300	5,950	7,300
	Portola Valley	Total	1,700	1,750	2,700	3,000
	Redwood City	Total	27,800	36,000	59,200	85,000
		PDA	600	6,700	20,700	27,600
	San Bruno	Total	14,600	18,300	12,900	15,350
		PDA	3,700	6,750	9,300	11,300
	San Carlos	Total	13,200	13,700	16,300	21,700
		PDA	50	100	1,200	1,650
	San Mateo	Total	37,900	49,200	51,000	67,600
		PDA	11,200	19,200	25,300	34,000
South San Francisco	Total	20,450	23,450	38,800	55,400	
	PDA	5,300	7,650	8,250	11,350	
Woodside	Total	2,050	2,500	1,950	2,150	
San Mateo County Unincorporated	Total	21,400	24,500	20,600	27,500	
	PDA	2,400	2,950	3,200	4,100	
County Total	Total	256,900	315,800	343,300	475,300	
	PDA	43,500	80,100	99,000	147,600	

County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
Santa Clara	Campbell	<b>Total</b>	<b>16,550</b>	<b>18,950</b>	<b>25,200</b>	<b>31,800</b>
		PDA	600	1,650	5,250	6,950
	Cupertino	<b>Total</b>	<b>20,900</b>	<b>24,450</b>	<b>26,800</b>	<b>53,100</b>
		PDA	2,250	4,900	9,800	13,950
	Gilroy	<b>Total</b>	<b>14,000</b>	<b>19,600</b>	<b>17,850</b>	<b>20,800</b>
		PDA	1,400	3,350	4,500	5,300
	Los Altos	<b>Total</b>	<b>10,500</b>	<b>12,000</b>	<b>14,050</b>	<b>16,750</b>
		PDA	0	200	2,200	2,650
	Los Altos Hills	<b>Total</b>	<b>2,850</b>	<b>3,050</b>	<b>1,550</b>	<b>1,750</b>
	Los Gatos	<b>Total</b>	<b>11,900</b>	<b>12,400</b>	<b>19,000</b>	<b>21,250</b>
	Milpitas	<b>Total</b>	<b>19,000</b>	<b>30,800</b>	<b>42,000</b>	<b>56,400</b>
		PDA	800	8,800	5,700	9,900
	Monte Sereno	<b>Total</b>	<b>1,250</b>	<b>1,350</b>	<b>550</b>	<b>550</b>
	Morgan Hill	<b>Total</b>	<b>12,550</b>	<b>15,500</b>	<b>19,250</b>	<b>20,700</b>
		PDA	250	900	1,550	1,400
	Mountain View	<b>Total</b>	<b>31,800</b>	<b>58,500</b>	<b>48,500</b>	<b>69,600</b>
		PDA	5,800	29,300	25,200	39,000
	Palo Alto	<b>Total</b>	<b>26,550</b>	<b>29,150</b>	<b>102,000</b>	<b>123,200</b>
		PDA	500	950	3,850	4,800
	San Jose	<b>Total</b>	<b>297,700</b>	<b>440,600</b>	<b>387,700</b>	<b>502,600</b>
		PDA	67,200	201,700	229,200	299,400
	Santa Clara	<b>Total</b>	<b>42,100</b>	<b>54,900</b>	<b>102,900</b>	<b>189,100</b>
		PDA	300	6,200	10,200	13,100
	Saratoga	<b>Total</b>	<b>10,650</b>	<b>11,000</b>	<b>8,750</b>	<b>9,500</b>
	Sunnyvale	<b>Total</b>	<b>52,600</b>	<b>80,700</b>	<b>65,800</b>	<b>116,000</b>
		PDA	6,200	32,000	21,900	29,000
	Santa Clara County Unincorporated	<b>Total</b>	<b>26,100</b>	<b>33,600</b>	<b>29,500</b>	<b>36,500</b>
<b>County Total</b>	<b>Total</b>	<b>597,100</b>	<b>846,600</b>	<b>911,500</b>	<b>1,269,700</b>	
	PDA	85,300	289,800	319,200	425,500	

County	Jurisdiction	Summary Level	Households 2010	Household Forecast 2040	Employment 2010	Employment Forecast 2040
Solano	Benicia	<b>Total</b>	<b>10,700</b>	<b>11,800</b>	<b>12,900</b>	<b>18,600</b>
		PDA	600	900	2,050	2,050
	Dixon	<b>Total</b>	<b>5,850</b>	<b>6,950</b>	<b>4,850</b>	<b>6,100</b>
		PDA	450	550	300	350
	Fairfield	<b>Total</b>	<b>34,200</b>	<b>38,700</b>	<b>43,100</b>	<b>51,600</b>
		PDA	2,300	5,000	6,450	7,100
	Rio Vista	<b>Total</b>	<b>3,700</b>	<b>10,400</b>	<b>2,350</b>	<b>2,450</b>
	Suisun City	<b>Total</b>	<b>9,000</b>	<b>9,650</b>	<b>2,500</b>	<b>3,000</b>
		PDA	1,100	1,550	1,100	1,300
	Vacaville	<b>Total</b>	<b>31,000</b>	<b>33,050</b>	<b>29,300</b>	<b>35,000</b>
		PDA	850	2,250	4,900	4,950
	Vallejo	<b>Total</b>	<b>40,950</b>	<b>45,050</b>	<b>30,900</b>	<b>35,300</b>
		PDA	400	1,150	2,600	3,050
	Solano County Unincorporated	<b>Total</b>	<b>6,900</b>	<b>14,700</b>	<b>4,250</b>	<b>4,400</b>
<b>County Total</b>	<b>Total</b>	<b>142,300</b>	<b>170,300</b>	<b>130,200</b>	<b>156,500</b>	
	PDA	5,700	11,400	17,350	18,800	
Sonoma	Cloverdale	<b>Total</b>	<b>3,250</b>	<b>5,250</b>	<b>1,750</b>	<b>1,600</b>
		PDA	800	2,850	550	500
	Cotati	<b>Total</b>	<b>3,050</b>	<b>3,550</b>	<b>2,700</b>	<b>3,000</b>
		PDA	350	700	700	700
	Healdsburg	<b>Total</b>	<b>4,400</b>	<b>4,700</b>	<b>8,400</b>	<b>9,900</b>
	Petaluma	<b>Total</b>	<b>21,800</b>	<b>27,100</b>	<b>30,000</b>	<b>35,700</b>
		PDA	500	4,450	3,500	4,050
	Rohnert Park	<b>Total</b>	<b>15,000</b>	<b>21,100</b>	<b>12,050</b>	<b>13,350</b>
		PDA	1,300	5,300	4,250	4,900
	Santa Rosa	<b>Total</b>	<b>63,800</b>	<b>78,800</b>	<b>76,400</b>	<b>91,700</b>
		PDA	16,800	30,300	41,100	48,600
	Sebastopol	<b>Total</b>	<b>3,300</b>	<b>5,000</b>	<b>5,000</b>	<b>5,050</b>
		PDA	2,050	3,750	4,650	4,650
	Sonoma	<b>Total</b>	<b>4,900</b>	<b>6,250</b>	<b>7,150</b>	<b>8,050</b>
	Windsor	<b>Total</b>	<b>9,050</b>	<b>10,550</b>	<b>7,600</b>	<b>9,200</b>
		PDA	1,100	2,300	900	1,200
	Sonoma County Unincorporated	<b>Total</b>	<b>58,300</b>	<b>68,600</b>	<b>51,700</b>	<b>63,900</b>
	<b>County Total</b>	<b>Total</b>	<b>186,800</b>	<b>231,000</b>	<b>202,700</b>	<b>241,400</b>
PDA		23,000	49,700	55,800	64,600	
<b>Regional Total</b>	<b>Total</b>	<b>2,607,000</b>	<b>3,427,000</b>	<b>3,422,000</b>	<b>4,698,000</b>	
	PDA	559,000	1,172,000	1,433,000	2,094,000	

# Plan BayArea 2040



## **DRAFT PREFERRED SCENARIO:** OVERVIEW OF GROWTH PATTERN & INVESTMENT STRATEGY



Sonoma County Transportation Authority- Planning Advisory Committee  
Matt Maloney, MTC – September 15<sup>th</sup>, 2016

Image Source: <https://www.flickr.com/photos/adamschultz/8810617814/>

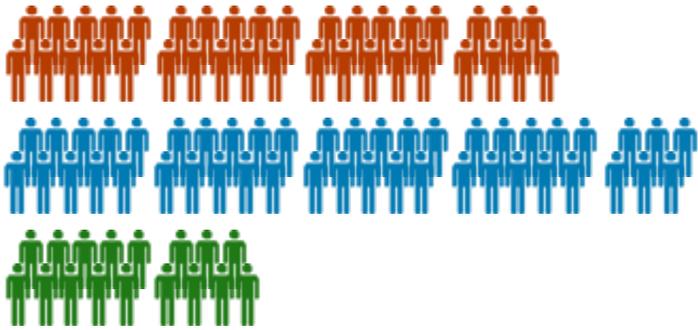
Plan  
BayArea  
2040

**Plan Bay Area 2040** establishes a 24-year regional vision for growth and investment.

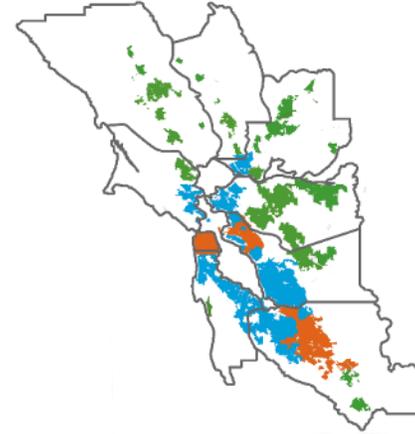


# Our economy is booming – but we're not building enough housing.

Jobs added from 2011 through 2015:  
**501,000**



Housing units built from 2011 through 2015:  
**65,000**



**Big 3 Cities:**  
1 housing unit built for every **7 jobs** created

**Bayside Cities and Towns:**  
1 housing unit built for every **15 jobs** created

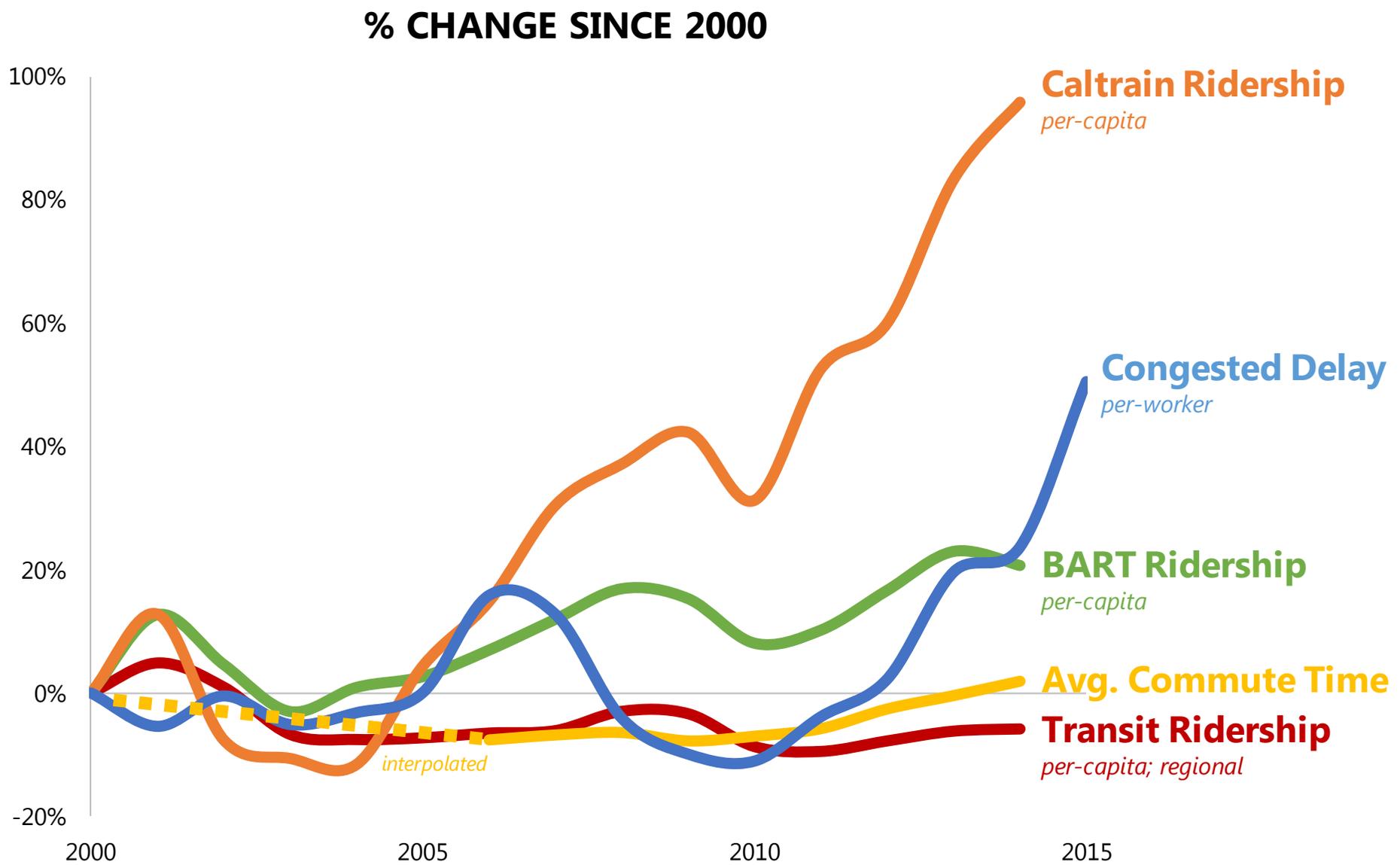
**Inland, Coastal, Delta Cities and Towns:**  
1 housing unit built for every **3 jobs** created

Regionally: 1 house was built for every **8 jobs** created

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-5/2011-20/view.php>



# This current boom is translating into new pressures on our transportation system – even worse than the “dot com” boom.



Source: Vital Signs (MTC 2015; ACS 2014; NTD 2014)

# Funding and policies are available to help us tackle transportation challenges...

	Transportation Strategies	Land Use Strategies
<b>State/ Federal</b>	<ul style="list-style-type: none"> <li>• Generate new state/federal revenues</li> <li>• Fund projects and programs</li> <li>• Condition existing funding sources</li> </ul>	
<b>Regional Agencies</b>	<ul style="list-style-type: none"> <li>• Prioritize high-performing expansion projects</li> <li>• Fund preservation and operation of system</li> <li>• Generate new regional revenues</li> <li>• Condition existing funding sources</li> <li>• Coordinate multi-county transportation programs</li> <li>• Advocate for Bay Area projects at the state and federal levels</li> </ul>	
<b>Local Agencies</b>	<ul style="list-style-type: none"> <li>• Build transportation projects</li> <li>• Improve efficiency of operations and maintenance activities</li> <li>• Generate new local revenues</li> <li>• Condition local revenues</li> <li>• Advocate for local projects at the regional, state, and federal levels</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Private Companies:</b> operate private shuttles and provide TNC service</li> </ul>	

# ... but solving our land use and affordability challenges is much more difficult.

## Transportation Strategies

### State/ Federal

- Generate new state/federal revenues
- Fund projects and programs
- Condition existing funding sources
- Reform tax policies (including redevelopment)
- Subsidize affordable housing
- Streamline regulatory processes (e.g., CEQA reform)

### Regional Agencies

- Prioritize high-performing expansion projects
- Fund preservation and operation of system
- Generate new regional revenues
- Condition existing funding sources
- Coordinate multi-county transportation programs
- Advocate for Bay Area projects at the state and federal levels
- Condition existing funding sources
- Implement new regional development fees

*Fewer regional policies available today than for transportation*

### Local Agencies

- Build transportation projects
- Improve efficiency of operations and maintenance activities
- Generate new local revenues
- Condition local revenues
- Advocate for local projects at the regional, state, and federal levels

### Other

- **Private Companies:** operate private shuttles and provide TNC service
- **Developers:** build new residential, commercial, and industrial buildings (*both market-rate and affordable*)

# Working within these constraints – and keeping this update limited and focused – we achieve 5 of the 13 ambitious targets.

## SUMMARY OF THE DRAFT PREFERRED SCENARIO PERFORMANCE TARGET RESULTS

Performance targets highlighted in this presentation are marked with an asterisk (\*).

Refer to **Attachment A** of the performance item for detailed results.

Note that target results are subject to change as scenarios are further refined this fall, and as scenarios are ultimately analyzed against the 2040 horizon year.

### TARGET ACHIEVED (5)



**Climate Protection\***



Adequate Housing



**Open Space and Agricultural Preservation\***



Middle-Wage Job Creation



**Goods Movement/ Congestion Reduction\***

### RIGHT DIRECTION (5)



Healthy and Safe Communities



Affordable Housing



**Non-Auto Mode Shift\***



**Road Maintenance\***



Transit Maintenance

### WRONG DIRECTION (3)



**Housing + Transportation Affordability\***



**Displacement Risk\***



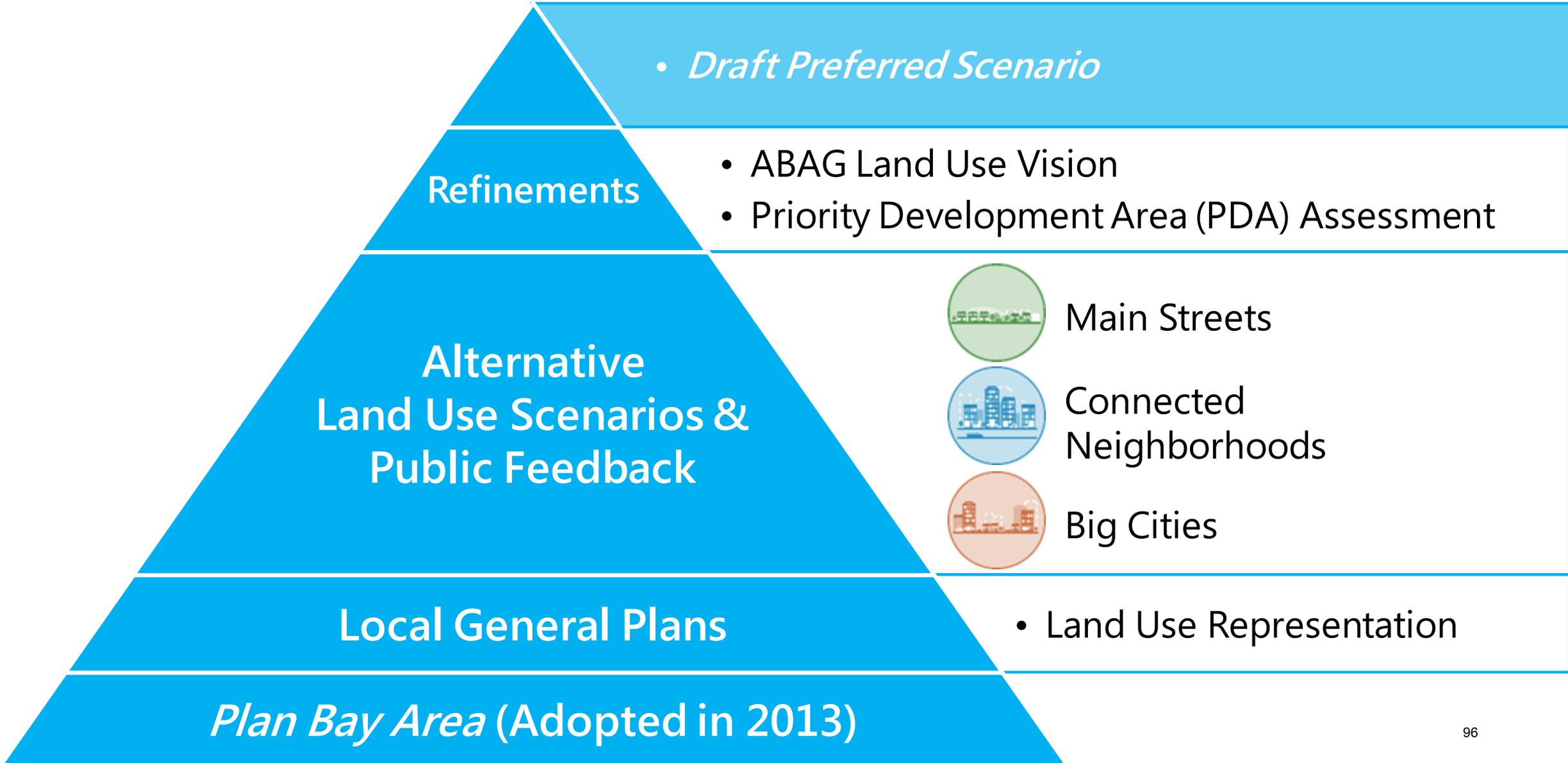
Access to Jobs

Plan  
BayArea  
2040

Identifying a feasible pattern for regional growth was the first step in crafting the Draft Preferred Scenario.



# The Draft Preferred Scenario builds on *Plan Bay Area*.



# What is UrbanSim?

- Land use model forecasting likely future development patterns
- Considers a range of information for each land parcel in the Bay Area:
  - Allowable uses
  - Allowable intensity
  - Prohibitions
  - Developer profitability

# Data Sources for 2010 base year

## 2010 Households

- U.S. Census Bureau
- Consistent at Census Block Group Totals

## 2010 Employment

- Employment Development Department
- Consistent at County Totals
- Spatial distribution within county based on Dunn & Bradstreet data

# Land use strategies influence the location of future housing and jobs.

The **Draft Preferred Scenario** has the following key strategies for land use:



Keep **current urban growth boundaries** in place.



Apply **inclusionary zoning** in all cities with PDAs.



Assume for-profit housing developments make **10 percent of units deed-restricted** in perpetuity.



Assign **higher densities** than currently allowed by cities in select PDAs.



Reduce the cost of building in PDAs and TPAs through **eased parking minimums** and **streamlined environmental clearance**.

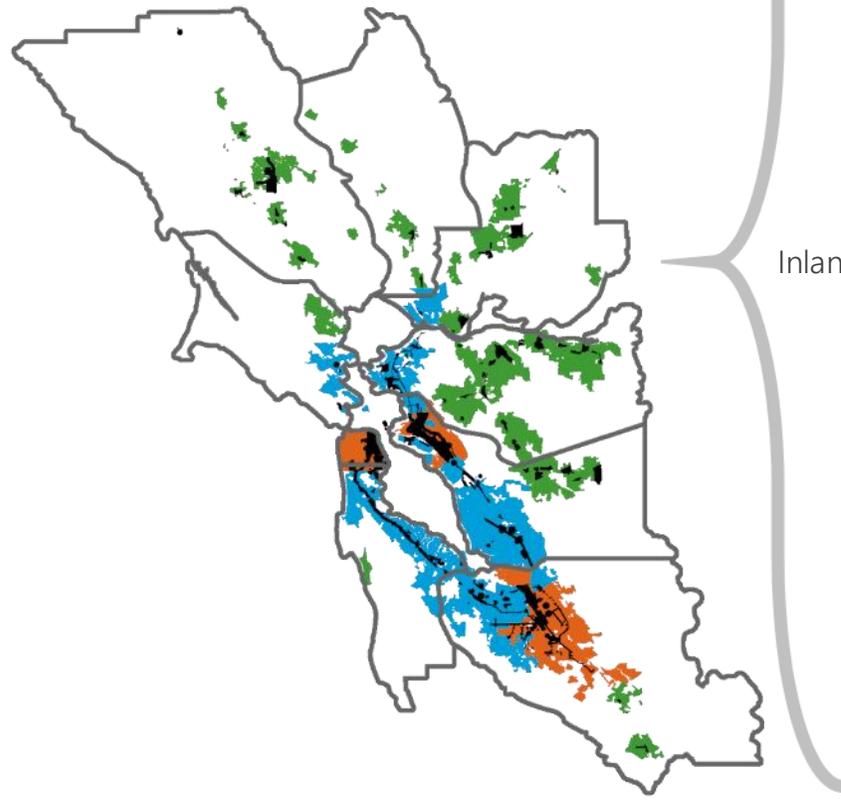


Assume **subsidies** stimulate housing and commercial development within PDAs.



# Similar to *Plan Bay Area*, the Draft Preferred focuses growth in the core of the region.

## Where will the region plan for the 820,000 new households?



Big 3 Cities



Bayside



Inland, Coastal, Delta



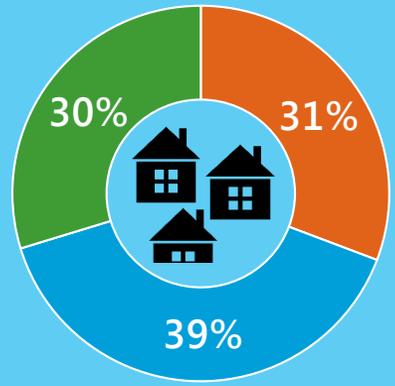
in PDA



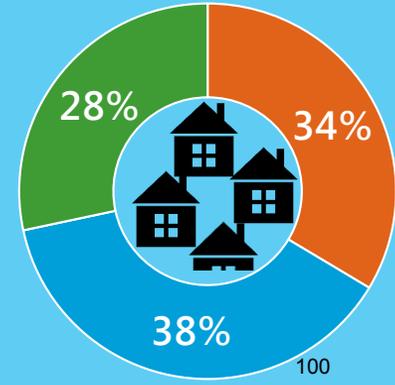
outside PDA



2010: **2.6 million** households

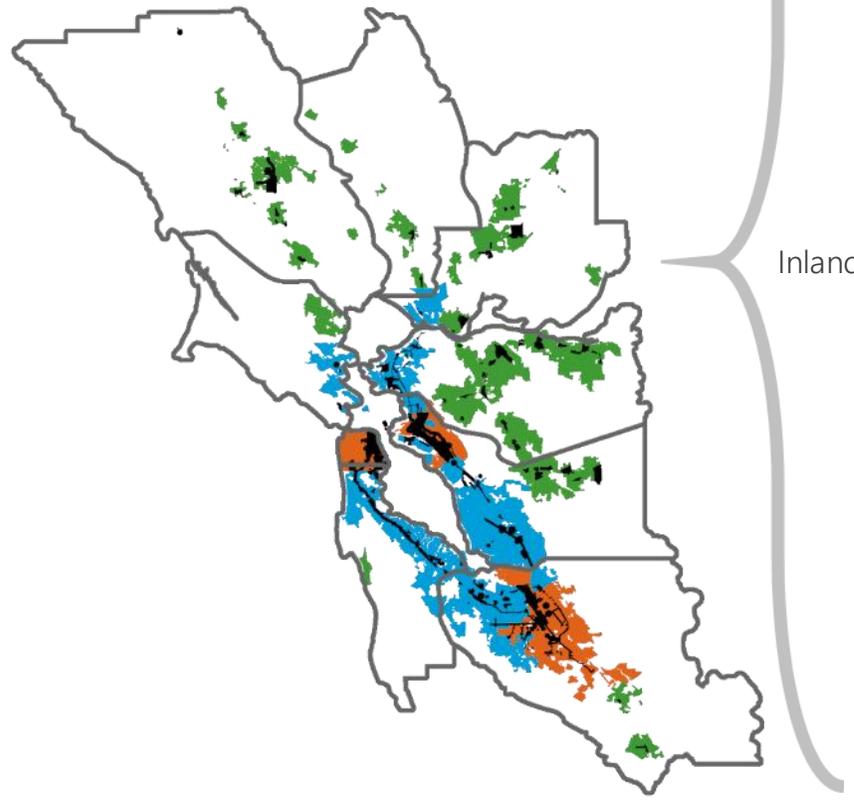


2040: **3.4 million** households



# Fewer strategies exist to encourage shifts in job locations – meaning that the West Bay and South Bay remain primary centers.

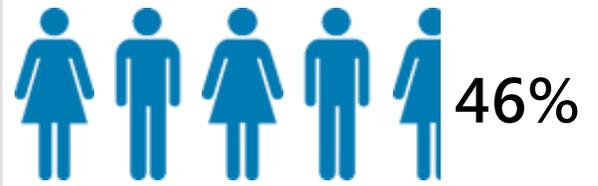
Where will the region plan for the 1.3 million new jobs?



Big 3 Cities



Bayside



Inland, Coastal, Delta



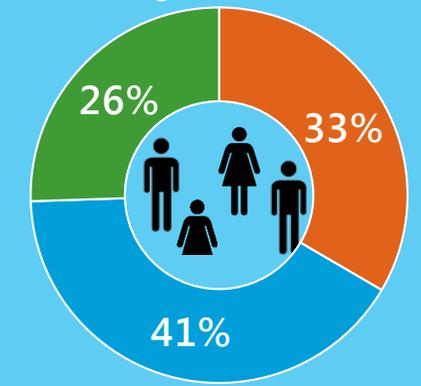
in PDA



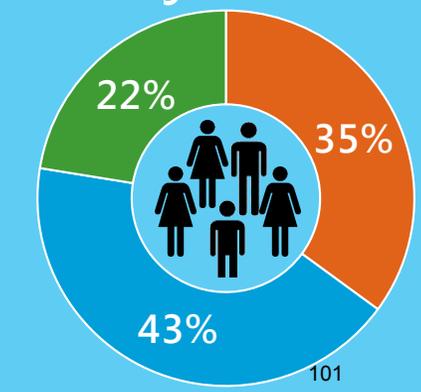
outside PDA



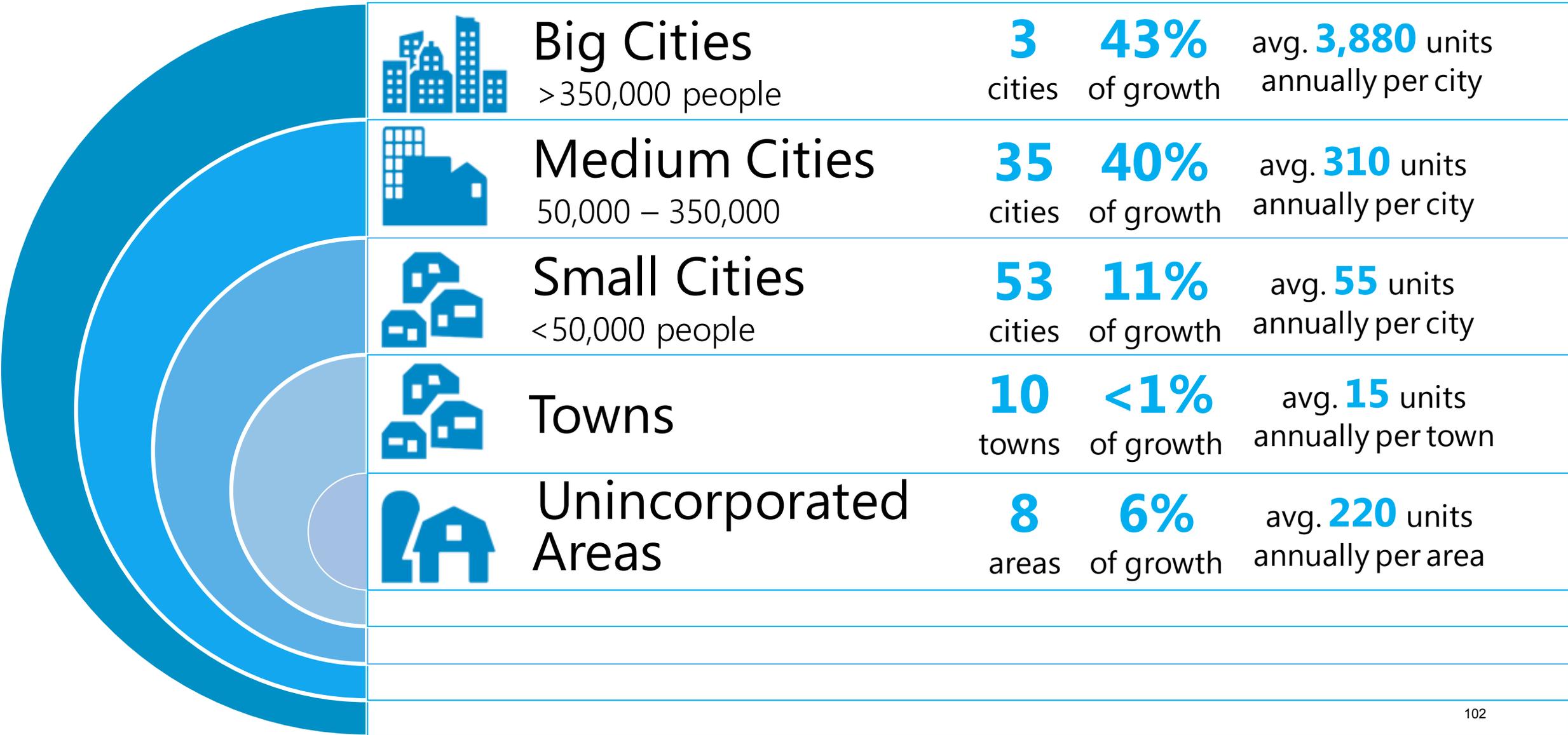
2010: **3.4 million** jobs



2040: **4.7 million** jobs



# Local jurisdiction support is critical to realize the goals of Plan Bay Area 2040.



# More information for local jurisdictions interested in detailed forecasts is publicly available.

<b>County</b>	<b>Households 2010</b>	<b>Households 2040</b> (Forecast)	<b>Employment 2010</b>	<b>Employment 2040</b> (Forecast)
Alameda	548,000	725,000	706,000	978,000
Contra Costa	376,000	491,000	360,000	473,000
Marin	104,000	116,000	121,000	138,000
Napa	49,000	56,000	71,000	79,000
San Francisco	347,000	476,000	577,000	888,000
San Mateo	257,000	316,000	343,000	475,000
Santa Clara	597,000	847,000	912,000	1,270,000
Solano	142,000	170,000	130,000	157,000
Sonoma	187,000	231,000	203,000	241,000
<b>Total</b>	<b>2,607,000</b>	<b>3,427,000</b>	<b>3,422,000</b>	<b>4,699,000</b>

# The Draft Preferred land use pattern meets our environmental goals, but it does not solve the region's affordability issues.

Goal	TARGET		No Project	Main Streets	Connected Neighbor.	Big Cities	Draft Preferred
 Climate Protection	<b>1</b> Reduce per-capita CO <sub>2</sub> emissions	-15%	-5%	-15%	-18%	-20%	-18%
 Open Space and Agricultural Preservation	<b>4</b> Direct development within urban footprint	100%	87%	91%	100%	100%	100%
 Equitable Access	<b>5</b> Decrease H+T share for lower-income households*	-10%	+14%	+13%	+13%	+13%	+13%
 Equitable Access	<b>7</b> Do not increase share of households at risk of displacement*	+0%	+18%	+11%	+13%	+15%	+9%



\* = indicates that performance results analysis year 2035; final target results will reflect consistent horizon year of 2040

Image Source: <https://www.flickr.com/photos/the-far-robby/15095382616/>

# Plan BayArea 2040

The Draft Preferred Scenario supports focused growth by prioritizing transportation operations, maintenance, and modernization.



# Fortunately, the region has significant resources for improving our transportation system – especially voter-approved sales taxes.

## Revenue Envelope for Plan Bay Area 2040

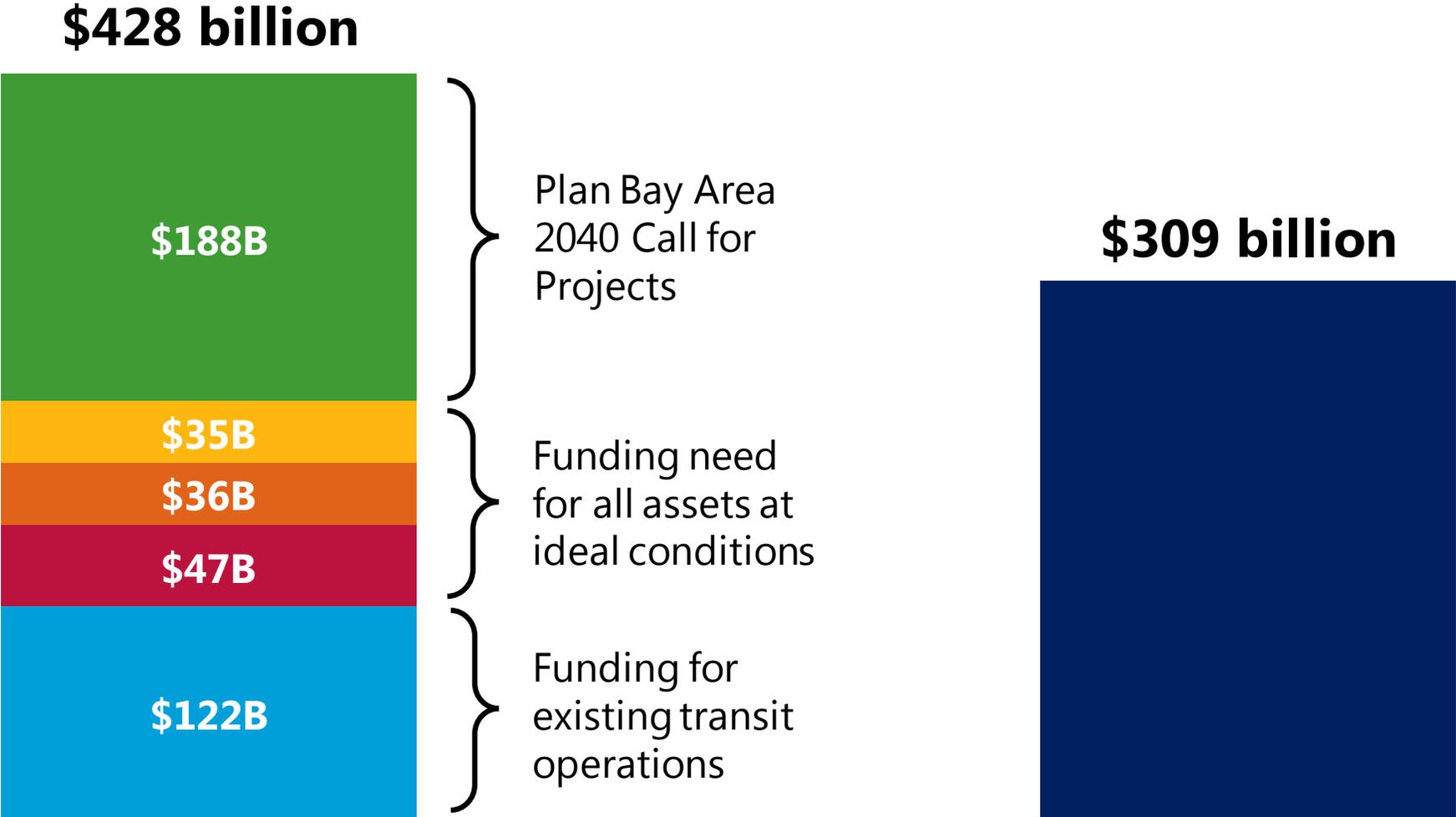
Federal State Regional Local Anticipated 2016 Transportation Ballot Measures



**\$309 billion**  
Year of Expenditure \$



# Due to fiscal constraints, it was not possible to achieve ideal maintenance conditions and to fund all projects submitted.



Funding Need

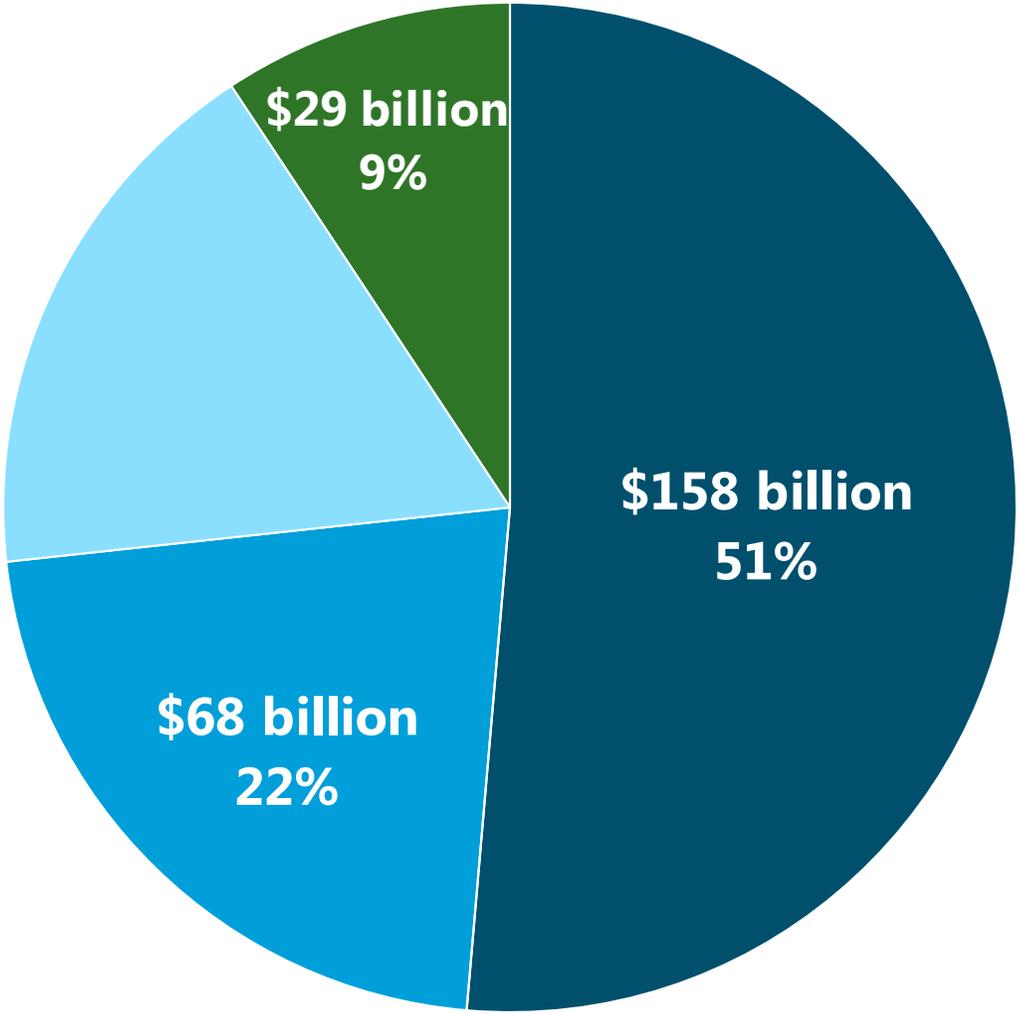
Available Revenue

# The Draft Preferred Scenario allocates over 90 percent of funds towards maintenance and modernization, similar to Plan Bay Area.

Total Plan Bay Area 2040 Expenditures  
(in billions of \$YOE)

**91%**  
**Operate, Maintain,  
and Modernize**

**9%**  
**Expand Existing  
System**



- Operate and Maintain - Transit
- Operate and Maintain - Roads/Freeways/Bridges
- Modernize
- Expand

# Operating and maintaining the existing system remains our top priority, despite its high costs.

Category	Current Conditions (2015)	Draft Preferred (2040)
Transit Operations	<i>Fully funds preservation of current service levels through 2040</i>	
Transit Maintenance	<b>29%</b> of transit assets past useful life	<b>12%</b> of transit assets past useful life
Local Road Maintenance	Pavement condition index of <b>66</b>	Pavement condition index of <b>69</b>
Highway Maintenance	<b>20%</b> of highway lane-miles in poor condition	<b>20%</b> of highway lane-miles in poor condition

## Strategy 1:

Operate and Maintain  
**\$226 billion** (73%)

### Includes:

- Transit Operations (\$122 billion)
- Transit Maintenance (\$31 billion)
- Local Streets Maintenance (\$25 billion)
- Bridge Maintenance (\$14 billion)

# Modernization of existing transit system and highways is a high priority as well.



## Strategy 2: Modernize **\$54 billion** (17%)

### Includes:

- Core Capacity (\$7 billion)
- Bike/Ped Program (\$3 billion)
- Goods Movement Program (\$3 billion)
- Caltrain Electrification (\$2 billion)
- Mobility and Access Program (\$2 billion)
- BART Metro (\$1 billion)



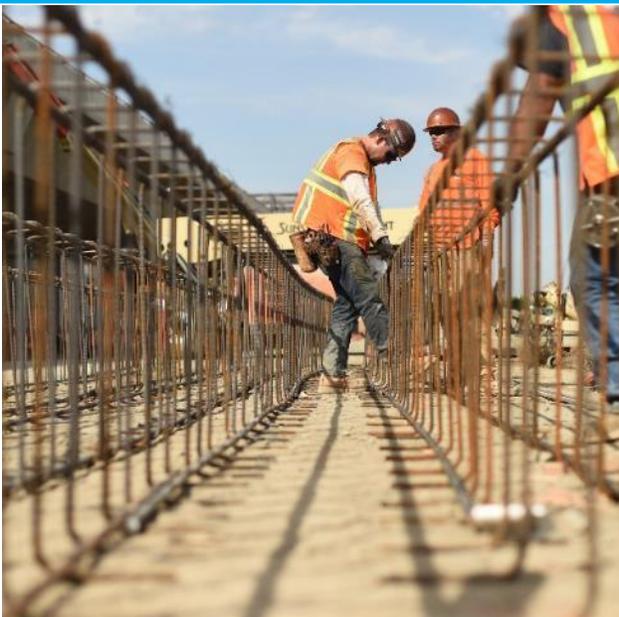
# The share of funding allocated towards expansion projects continues to decline – focusing primarily on high-performers.



## Strategy 3: Expand **\$29 billion** (9%)

### Includes:

- High Speed Rail in Bay Area (\$8 billion)
- BART to San Jose (\$5 billion)
- Caltrain Downtown Extension (\$4 billion)
- Silicon Valley Express Lanes: SR-85 + US-101 (\$2 billion)



# The Draft Preferred Scenario includes specific strategies for equity.



Fund existing bus operations through 2040

**\$62 billion**



Fund bus service increases and transit improvements

**\$5 billion**



Fund Lifeline Program and County Access Initiatives

**\$2 billion**



Assume **increases in inclusionary zoning** within Priority Development Areas



# Performance results for transportation are generally positive but fall short on several key targets.

Goal	TARGET	No Project	Main Streets	Connected Neighbor.	Big Cities	Draft Preferred	
 Climate Protection	<b>1</b> Reduce per-capita CO <sub>2</sub> emissions	-15%	-5%	-15%	-18%	-20%	-18%
 Economic Vitality	<b>10</b> Reduce per-capita delay on freight network	-20%	+14%	-22%	-14%	-35%	-28%
 Transportation System Effectiveness	<b>11</b> Increase non-auto mode share*	+10%	+2%	+2%	+3%	+4%	+3%
 Transportation System Effectiveness	<b>12</b> Reduce vehicle O&M costs due to pavement conditions*	-100%	+46%	-66%	-9%	+15%	-16%

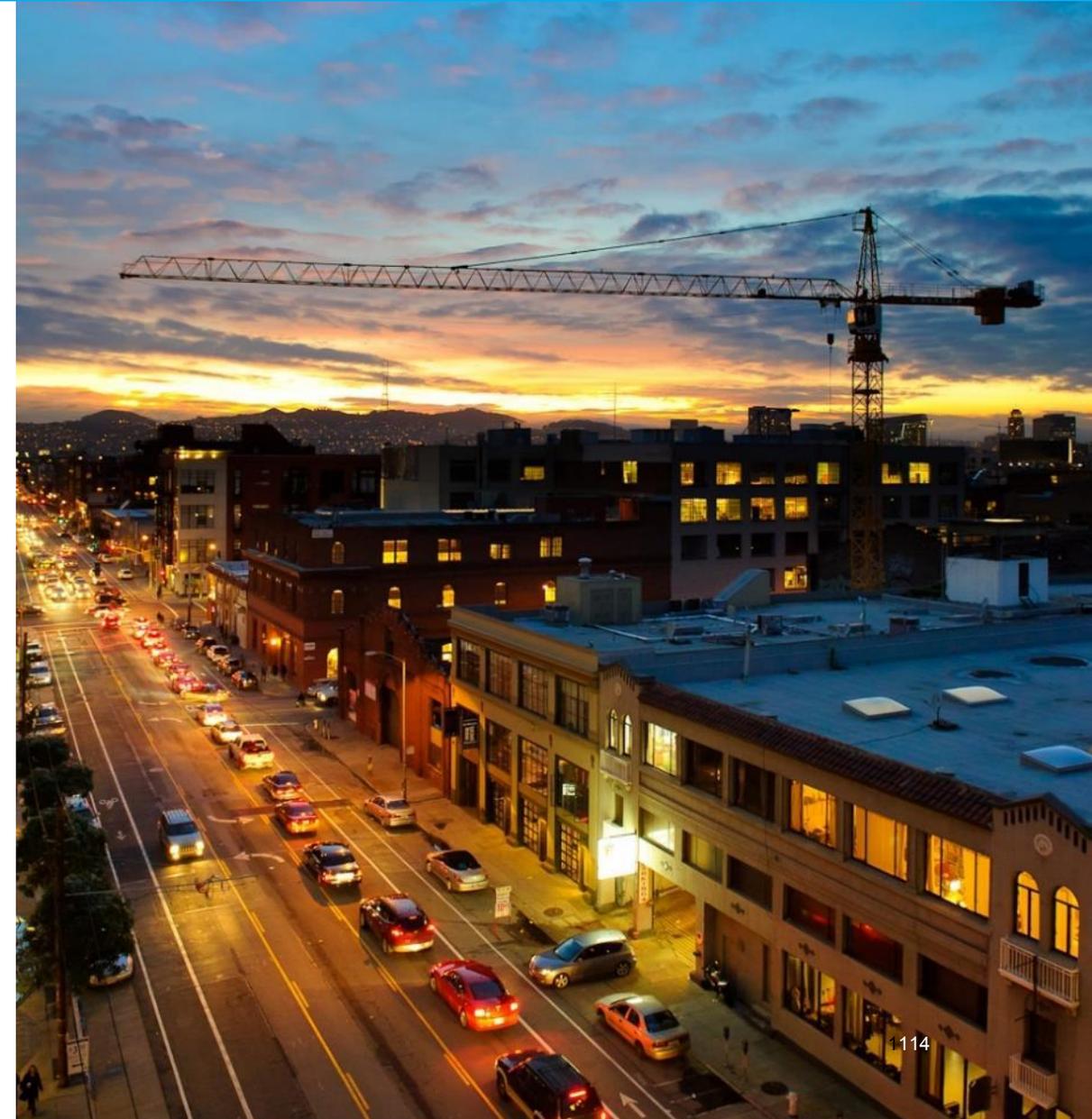
\* = indicates that performance results analysis year 2035; final target results will reflect consistent horizon year of 2040



# Despite its limitations, the Draft Preferred Scenario does perform notably better than the status quo (No Project).

## Compared to the No Project:

- The Draft Preferred Scenario achieves **13 additional percentage points** of per-capita greenhouse gas reduction, primarily due to the Climate Initiatives Program.
- **Nearly 12,000 fewer acres** of greenfield lands are developed in the Draft Preferred Scenario.
- **63,000 fewer households** are at risk of displacement in PDAs, TPAs, and HOAs in the Draft Preferred Scenario.
- The typical driver spends **\$124 less per car** on auto maintenance due to smoother local streets in the Draft Preferred Scenario.



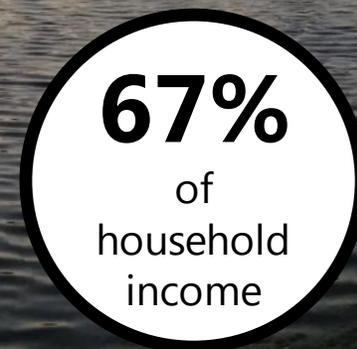
# Plan BayArea 2040

**If we really want to address affordability and equity challenges, action is needed by an engaged public and by all levels of government. Only the most aggressive policies will be sufficient to deal with our housing crisis.**

Housing +  
Transportation  
Costs  
(as a share of  
income)\*



2005



2040

\* = for lower-income households

We want your feedback on how to craft the best Preferred Scenario possible.

### September

- Hold County Workshops with Planning Directors

### October

- Comments on Draft Preferred Due **(October 14)**
- Revise Preferred Scenario

### Fall

- Adopt Revised Preferred Scenario
- Begin CEQA Review

### Spring 2017

- Release Draft Plan
- Release Draft EIR

### Summer 2017

- Adopt Plan Bay Area 2040
- Certify EIR

## Staff Report

**To:** Regional Climate Protection Authority

**From:** Lauren Casey, Director of Climate Programs

**Item:** 4.3.1 – Partnership for Resilience and Preparedness (PREP) Launch

**Date:** October 10, 2016

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### Issue:

Information only

### Background:

The Partnership for Resilience and Preparedness (PREP) is a public-private collaboration between Federal agencies, non-governmental organizations, private companies, and other organizations, including local and regional governments. PREP aims to help planners, investors, and resource managers more easily integrate climate risks into decisions through a data-driven approach based on collaboration, data access, and data usability. PREP will be jointly coordinated by the U.S. Global Change Research Program and World Resources Institute. The list of current partners can be found here: <http://www.prepdata.org/partners>.

On September 22, the PREP launched a beta version of the PREP platform: an online tool that will allow communities to self-select and visualize climate risks pulled from Federal datasets, from [climate.data.gov](http://climate.data.gov) and other relevant datasets, including locally generated data. The attached press release describes the launch. The PREP website can be accessed at: <http://www.prepdata.org/>.

Sonoma County was selected to be the first community featured in a dashboard built on the PREP platform. Sonoma County was selected due to its national reputation for leadership on climate change, the unique local climate vulnerability products available from the Climate Ready North Bay and other projects, the Sonoma County Water Agency's commitment to adaptation planning, and the willingness of the Sonoma County Climate Resilience Team to co-create the dashboard beta with PREP partners. The Sonoma County Climate Resilience Team is the name given to the collaboration between the Water Agency, the RCPA, the North Bay Climate Adaptation Initiative, Pepperwood, and the U.S. Geological Survey.

The Sonoma County dashboard can be found at: <http://www.prepdata.org/dashboard/understanding-sonoma-countys-climate-adaptation-plan/>

There are three tabs on the Sonoma County PREP site: data, insights, and tools.

The data tab includes a sample of specific datasets regarding climate risks in Sonoma County such as precipitation, maximum air temperature, and climatic water deficit (a measure of landscape aridity).

The insights tab features the dashboard developed by the local Climate Resilience Team to share themes discovered in local climate adaptation work completed to date, including the adaptation elements of *Climate Action 2020 and Beyond*. Use the blue arrows on the bottom and sides to navigate between insights.

The tools tab presents myriad resources available to help decision makers in Sonoma County drill into the details of various climate risks and to implement solutions to be resilient to those risks. This section features multiple RCPA resources, including the *Climate Action 2020 and Beyond* web page, the Climate Ready North Bay project, the Climate Ready Roadmap, and other tools that the RCPA has supported.

Moving forward, the Water Agency has committed to develop a local plan for the Dashboard by working with Earth Knowledge to understand the needs of potential dashboard users and propose decision support enhancements that could make the PREP dashboard as useful to local stakeholders as possible. The RCPA will continue to participate in these and other future PREP efforts.

**Policy Impacts:**

Developing adaptation strategies is part of the RCPA's mission.

**Fiscal Impacts:**

None.

**Staff Recommendation:**

None. Information only.

# FACT SHEET: Launching New Public-Private Partnership and Announcing Joint Declaration on Leveraging Open Data for Climate Resilience

Even as the United States and the international community act to curb the carbon pollution that is driving climate change, citizens and communities need to prepare for the current and future impacts of a changing climate and work with partners around the world to do the same. That is why, over the last seven and a half years, the Obama Administration has worked to advance the development and provision of **data**, **information**, **tools**, and **technical assistance** to support climate preparedness and resilience efforts both domestically and internationally.

Today, to continue these efforts, the Administration is launching the **Partnership for Resilience and Preparedness (PREP)**, a public-private collaboration among Federal agencies, non-governmental organizations, private-sector companies, and civil-society organizations. The partnership will identify priority-information needs, reduce barriers to data access and usability, and develop an open-source platform to enable sharing and learning on the availability and use of data and information for climate resilience. PREP emerged out of the work of the **Climate Data Initiative** (CDI), when a diverse group of organizations and private companies working with the CDI data decided to focus on the power of collaboration to address gaps they saw in the CDI and enhance access to climate data and information worldwide. It is being pursued in coordination with the Global Partnership for Sustainable Development Data that was launched last year.

To further strengthen global collaboration to enhance access to actionable information for climate resilience, the Administration, along with 13 other nations and organizations from the private sector and civil society, is releasing today a **Joint Declaration on Harnessing the Data Revolution for Climate Resilience**. The Joint Declaration is being released by the governments of Bangladesh, Belgium, Canada, Colombia, Germany, Ireland, Japan, Kenya, the Marshall Islands, Mexico, Peru,

the Republic of Korea, the United Kingdom, and the United States, as well as by Amazon Web Services, IBM, Economic Commission for Latin America and Caribbean, Future Earth, the Group on Earth Observations, Google, Microsoft, World Bank, and World Resources Institute. The Joint Declaration calls for concrete actions in order to increase international climate resilience through improving accessibility and usability of data.

PREP and the Joint Declaration respond to the commitments the Administration made as part of its **Third Open Government National Action Plan** to work to expand the availability and accessibility of climate-relevant data worldwide, leverage open data to stimulate innovation and private-sector entrepreneurship in the application of climate-relevant data, and seek international opportunities to help meet critical data needs.

### **About the Partnership for Resilience and Preparedness**

The Partnership for Resilience and Preparedness (PREP) seeks to empower a data-driven approach to building climate resilience by:

- **Engaging communities** and facilitating ongoing conversations among producers and users of data, information, and tools to support climate resilience;
- Identifying and **reducing the barriers to access, contribute, and use data** and information products for climate resilience; and
- Developing an **open-source platform** to enhance access to and usability of climate-relevant data and information.

The partnership will be jointly coordinated by the U.S. Global Change Research Program and World Resources Institute. It will build on and contribute to the many other programs that the U.S. Government already supports to strengthen climate resilience globally, including the **Climate Services for Resilient Development** partnership, the National Oceanic and Atmospheric Administration's (NOAA) **International Research and Applications Project** (IRAP), National Aeronautics and Space Administration (NASA) and the U.S. Agency for International Development's (USAID) **SERVIR program, the Global Resilience Partnership** (GRP), and the **Global Framework for Climate Services**.

### **PREP Platform Prototype**

Today, PREP is releasing a **beta platform** as a first step in an iterative process to work with communities around the world to enhance data accessibility to support communities' climate-resilience needs. The platform was developed on the open-source infrastructure of Resource Watch

by a team of science, technology, and climate-resilience specialists from Federal agencies, the private sector, and international-civil-society organizations, working initially with Sonoma County, California; the Climate Impacts Group at the University of Washington; the city of Porto Alerge, Brazil; and the city of Durban, South Africa.

In the coming year, PREP will enter a pilot phase of the PREP platform using online and offline forums to identify the climate-relevant data and information needs of a wide range of users. The platform, currently in beta form, will allow communities to self-select and visualize an initial set of Federal datasets from climate.data.gov and other relevant data; capabilities to be added over the coming months will include the ability to self-select relevant information into a customizable dashboard. In addition, PREP will seek to work in-depth with at least a dozen communities by the end of 2017 to test the platform and address user needs.

#### **FEDERAL CONTRIBUTIONS**

- **U.S. Global Change Research Program (USGCRP):** The **USGCRP** is a Federal program that coordinates and integrates 13 Federal agencies to advance climate science, improve the understanding of how global change is impacting society, and provide the scientific basis to inform and enable timely decisions. In its interagency capacity, USGCRP will coordinate the U.S. Government's involvement in PREP by providing technical support to the Federal data provision effort, providing administrative support to organize the Federal team, and providing the interface between the Federal and non-Federal teams.
- **Department of the Interior (DOI):** DOI will contribute relevant data and services from the Federal Geospatial Platform (GeoPlatform) and facilitate the delivery of Federal information on climate resilience. DOI will also enhance users' ability to search and use climate data through open-application programming interfaces (APIs) delivered through the GeoPlatform and used by PREP.
- **National Aeronautics and Space Administration (NASA):** In support of PREP, NASA is developing discovery, access, cataloging, and visualization services on NASA observation and model data and extending curation services for Federal climate-related data, developed through the Climate Data Initiative. NASA will also support the PREP effort by: (1) continuing improvements to services supporting the PREP platform through promoting open standards, application-program interfaces, and persistent data citation; (2) exploring and testing new architectures, such as cloud services, to enhance the flexibility, performance, and extensibility of the PREP platform; (3) coordinating outreach to climate-risk assessment and resilience-planning professionals to better understand their needs from local to global scales; and (4) engaging professionals in the development and testing of the PREP platform and dashboards through sponsored data challenges.

- **National Oceanic and Atmospheric Administration (NOAA):**The Department of Commerce’s National Oceanic and Atmospheric Administration (NOAA)’s **Big Data Project** is teaming up with selected commercial-cloud and information services providers to distribute NOAA's data via their platforms and associated analytical services. Both Amazon Web Service (AWS) and Google are currently delivering NOAA information via the **Big Data Project** and are integrating those NOAA data with data contributions from other U.S. Federal agencies to meet the PREP goals. NOAA will actively engage in PREP data accessibility and public-engagement activities to continue to help decision makers find and use tools and data they most need.

#### **NON-FEDERAL CONTRIBUTIONS**

- **Amazon Web Services (AWS):** AWS commits to making new datasets available on the AWS Cloud at no cost, including datasets for global elevation, USDA's National Agriculture Imagery Program (NAIP), and archival Landsat data. AWS will continue to provide cloud services for hosting datasets that PREP identifies as priorities for climate resilience. Additionally, the AWS Cloud Credits for Research program will open a call for proposals this year to develop new tools and applications in support of climate resilience and preparedness activities within PREP. AWS's activities in PREP will be carried out as part of the new Earth on AWS Consortium, which is made up of enterprises, startups, research institutions, and universities that use AWS to analyze Earth-observation data.
- **CARTO:** CARTO’s open-source platform infrastructure powers aspects of the PREP platform’s key data-analysis and visualization capabilities. CARTO commits to continue to work with PREP to facilitate strategic-technology integrations into decision making for climate-risk management. CARTO will also provide in-kind infrastructure and engineering support for the full development of the PREP platform.
- **Descartes Labs:** Descartes Labs contributed to the construction of the beta PREP platform and commits to support PREP by: (1) advising on cloud storage, processing, and hosting issues; (2) processing and making available relevant public datasets; and (3) providing relevant Descartes Labs maps of global agriculture and land-use through the PREP platform.
- **Earth Knowledge:** Earth Knowledge (EK) worked with Sonoma County to co-design the development of a beta PREP dashboard. Over the next year, EK commits to continue to work with Sonoma County and five additional communities to identify information needs and support the further development of community dashboards. EK will also provide access from the PREP platform to their big-data platform to provide customized data integration, analytics, and business-intelligence software solutions for operational decision making in the areas of global-change impacts to agriculture, water and land management, and health.
- **Esri:** Esri actively supported PREP data providers, contributing data-web services and creating a public, open-data site to enable easy discovery, preview, and download of data for analysis. Esri will work with PREP partners to make climate-projection data interactively explorable through open

formats and open-source apps. Esri will also make Story Map tools available free to allow anyone to create and share their own data-driven narratives.

- **Federation of Earth Science Information Partners (ESIP):**ESIP commits to: (1) host workshops to provide a forum for exploring the challenges and opportunities users face using climate-relevant data, especially Earth observations; (2) facilitate a process for documenting the lessons learned and best practices on how to make climate-relevant data more interoperable and useful; and (3) use ESIP infrastructure to incubate proof-of-concept solutions for improving access and evaluating multiple options.
- **Forum One:** Over the next year, Forum One will lead an effort, through online collaboration and surveys, to define and document the information and tool needs of communities around the world who are working to manage the risks of climate variability and change.
- **Future Earth:** Future Earth will: (1) connect with up to 10 communities around the world to inform co-design of the next phase of the PREP platform so that it meets their needs; (2) connect PREP with well-aligned, international efforts within and beyond Future Earth’s Knowledge Action Networks; and (3) produce a report that characterizes the information and data needs of the communities in order to design the PREP platform to strengthen regional capacities to integrate climate information into existing sustainable-development platforms.
- **Google:** Google commits to host climate-relevant data in Google BigQuery and Google Earth Engine, with 1PB of datasets to be hosted for free by the end of 2016. Google further commits to work with PREP to help organize priority, climate-relevant data in the cloud, making the data universally accessible and making it easy to perform small- to large-scale analytics. PREP users will be able to run up to 1TB of queries per month for free without the need to host the data or manage any infrastructure. Researchers, NGOs, and other non-commercial users will also be able to explore and analyze the data in Earth Engine free of charge. Google will also work with other data providers and consumers to develop best practices for data sharing within the climate resilience and preparedness community.
- **Microsoft:** Microsoft will work with PREP to help test and demonstrate new tools, services, and business models that enable smart urban infrastructure and environmental management. Microsoft will: (1) convene workshops with a diverse community of participants to identify data gaps, barriers to accessibility and actionable insights, and other challenges; (2) develop cloud-based solutions that support data collection, sharing, and analysis to inform local- and regional-planning efforts for both long-term and short-term resilience decision-making; (3) contribute to research and best practices for data management, access, and security that enable data-driven approaches to build climate resilience; (4) provide cloud-computing resources through the Azure for Research program to help researchers and scientists accelerate projects related to urban resilience and environmental management.

- **Sonoma County, CA:** Sonoma County, through the Sonoma County Water Agency and its collaborators, including the North Bay Climate Adaptation Initiative, Regional Climate Protection Authority, and the United States Geological Survey, worked together to co-develop the beta Sonoma County PREP Climate Risk Dashboard. Sonoma County will work with PREP to identify and communicate the information and data access needs of local communities. This includes collaborating with similar international communities in countries such as Colombia.
- **The Group on Earth Observations (GEO):** GEO will contribute to the partnership through the efforts of its 100+ member countries and 100+ participating organizations to build a Global Earth Observation System of Systems (GEOSS). GEO commits to engage providers and users of these data resources through targeted workshops and its annual international plenary to ensure a sustained dialogue around the information needs of those seeking to integrate climate products and services into adaptation processes and decisions. GEO will also support PREP by linking the cross-cutting aspects of climate to several important areas including biodiversity and ecosystem sustainability, disaster resilience, food security and sustainable agriculture, and water resources management.
- **Vizzuality:** Vizzuality led the design and development of the underlying infrastructure of the PREP platform. Vizzuality will continue to blend user-focused design with open-source technology to develop the PREP platform from beta to full functionality.
- **The Weather Company, an IBM Business:** The Weather Company commits to providing free and open access to relevant data sets, including a new, historical dataset from its Weather Underground personal-weather-station network, providing observations from 200,000+ locations around the globe. In addition, The Weather Company will donate access to data on current conditions and historical observations, which can be analyzed and overlaid with other data to help advance risk assessment and potential planning.
- **World Resources Institute (WRI):** WRI will coordinate the non-governmental actions for the partnership. WRI managed the development of the beta PREP platform, which was built on Resource Watch, a collaborative, open-source data system that unites technology, transparency, and human networks to drive sustainable management of the planet's resources. WRI commits to expanding the partnership, refining the platform based on user feedback, promoting global adoption of the platform, and ensuring the long-term financial sustainability of the platform and the Resource Watch open-data architecture that supports it. WRI will also contribute expertise on resilience and adaptation planning to help communities working with PREP to strengthen their decision making.

## Staff Report

**To:** SCTA Board of Directors

**From:** Suzanne Smith, Executive Director  
James Cameron, Director of Projects and Programming

**Item:** 4.4.1 – FY16/17 Measure M Final Budget

**Date:** October 10, 2016

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**Issue:**

Shall the SCTA adopt a final budget for Measure M for FY16/17?

**Background:**

By October of each year, the SCTA must adopt three Final Budgets in order for operations to continue. The three budgets cover the SCTA general operations, Measure M and the Transportation Fund for Clean Air (TFCA).

This staff report covers the FY16/17 Measure M Final Budget. Prior year information is included with FY15/16 actual revenues and expenditures.

Under the Measure M program, the SCTA must adopt a summary budget that includes all the individual budgets for each program category included in the Measure as well as separate budgets for the bond proceeds and bond debt service. Once revenue for the full sales tax program has been estimated it is then assigned to each program category based on the percent prescribed in Measure M. The Measure M Final Budget also includes anticipated expenses related to projects and administration within each program category. This budget action enables Measure M funds to be kept separately from other SCTA funds.

The Measure M Final Budget for FY16/17 has been prepared assuming a 3% growth in sales tax revenue projection over the FY15/16 actual sales tax revenues. The sales tax revenue projections are based on revenues received from the Board of Equalization (BOE). BOE revenues are received approximately three months behind fiscal year reporting timelines. Per generally accepted accounting principles (GAAP), SCTA reports revenues when they are earned and can be measured. Due to the length of time between when SCTA earns sales tax revenues and when the BOE sends those funds to the SCTA, SCTA needs to establish a sales tax receivable at the end of each fiscal year. The County’s Enterprise Financial System (EFS) entry is made by projecting the revenues for the first two months of the next fiscal year to estimate the final year-end sales tax revenue amount. Therefore, the first two months of sales tax revenues in FY16/17 are booked as receivables in EFS FY15/16. As a result, BOE revenues and EFS sales tax revenues are out of sync at the same moment in time.

In addition to sales tax revenue, the Measure M Final Budget for FY16/17 includes a projection on interest earned on deposits as well as reimbursements from other agencies based on cooperative agreements. Reimbursement revenue includes anticipated deposits from the City of Petaluma for design of the Rainier structure as part of MSN-C2, deposits from the City of Petaluma for the close out of the Old Redwood Highway

Interchange with the Highway 101 Central-C project, deposits from Caltrans for design services during construction for MSN C3 Highway 101 HOV lane projects and deposits from Caltrans Local Assistance for the federally reimbursable design of the Highway 101 Marin Sonoma Narrows Median Widening project (MSN B2 Phase 2).

The Measure M Cash Flow Model incorporates audited sales tax revenues. The expenditures associated with Measure M are focused on project costs and administration. The FY16/17 Measure M Final Budget includes funding for all of the program categories including the following specific items:

- Project allocations including construction capital & support, right-of-way capital & support, conservation mitigation credits, and pre-construction project development phases
- Consultant services from AECOM and BKF for design services for Highway 101; KNN for financial advisory services; VCA for project management; Parsons for services related to development and delivery of an environmental document, and Pisenti & Brinker, LLP, for audit services
- Accounting services
- Legal services (including legal services related to right-of-way acquisitions on Hwy 101 projects)
- Office expenses and printing services
- SCTA staff
- Bond interest and principal payments for 2011 Bonds and 2015 Bonds.

There are no planned loans from the LSP program to the Bike/Pedestrian program in FY 16/17. The current Cash Flow Model predicts a \$20,000 Loan from LSP program to the Bike/Pedestrian program will be needed in FY 18/19. The loan from the LSP program to the Rail program approved in FY 13/14 began repayment to LSP in FY14/15 and will continue through FY20/21.

**Policy Impacts:**

None.

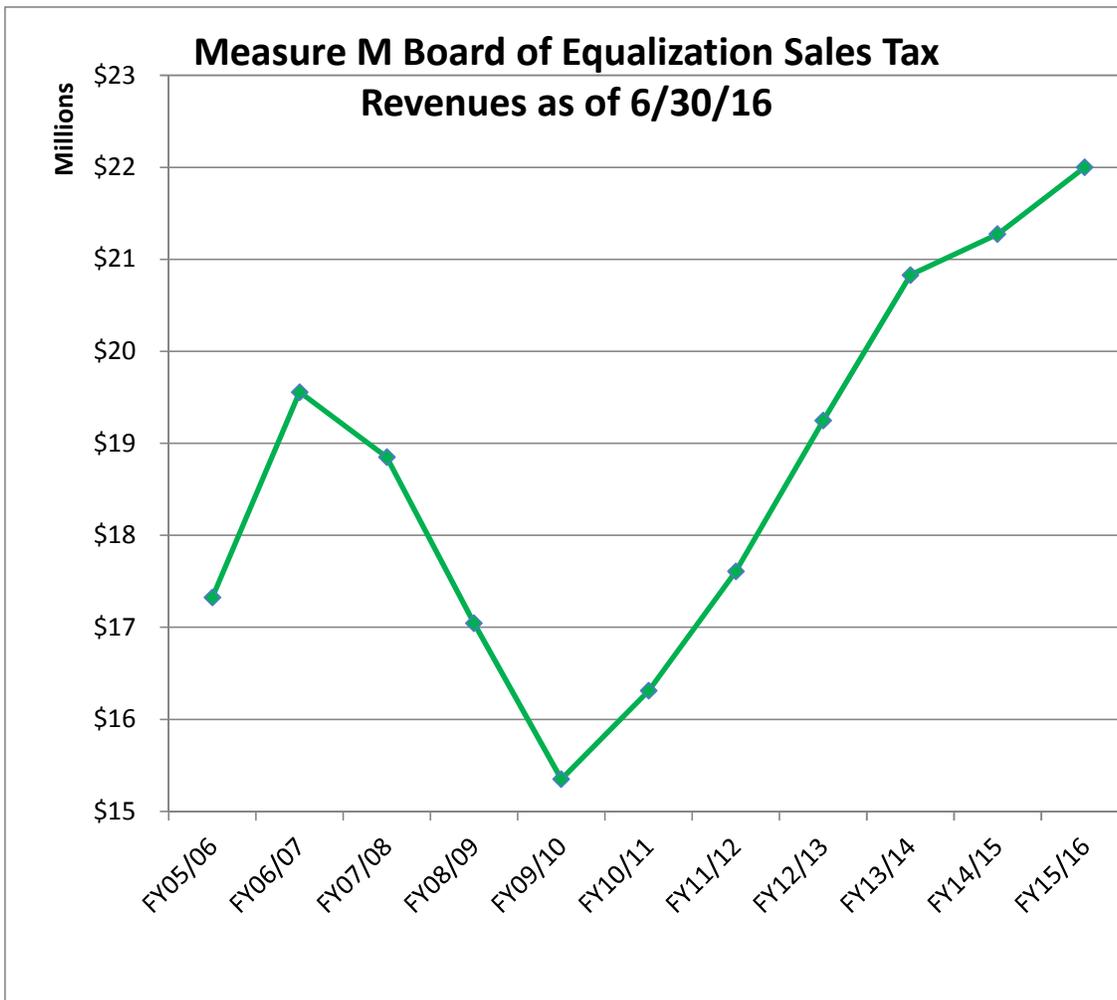
**Fiscal Impacts:**

Sales tax revenues (BOE revenues) for FY15/16 increased 3.4% over FY14/15 revenues. SCTA is projecting that revenues will continue to grow at a 3% rate for FY16/17. Expenditures are anticipated due to both project development work and construction operations on Highway 101 projects, Local Streets Projects, and Bicycle and Pedestrian projects. The anticipated expenditures are primarily from prior year's programming. Future construction projects will likely need new fund sources to construct.

The Measure M Cash Flow Model incorporates all the planned expenditures, anticipated revenues and reserve fund for Hwy 101 projects, a positive balance for the LSP program, and positive balance (including the FY18/19 loan from the LSP program) for the Bike/Pedestrian program. The Local Streets Rehabilitation (LSR), Local Bus Transit (LBT), and Administration programs will continue to receive allotted payments based on actual sales tax revenues.

**Staff Recommendation:**

The SCTA must adopt a Measure M Final Budget for FY16/17 by October 31, 2016. The SCTA should consider the proposed Measure M Final Budgets and summary and, if they meet with the Board's approval, adopt the Final Budget. Adoption of Resolution No. 2016-018 adopting the FY16/17 Measure M Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.



<b>Fiscal Year Revenue Re-Cap as of 6/30/2016</b>		
	<b>BOE YTD</b>	<b>% Change</b>
<b>FY04/05</b>	<b>\$ 1,145,033.38</b>	
<b>FY05/06</b>	<b>\$ 17,324,361.72</b>	
<b>FY06/07</b>	<b>\$ 19,555,567.21</b>	12.88%
<b>FY07/08</b>	<b>\$ 18,849,654.14</b>	-3.61%
<b>FY08/09</b>	<b>\$ 17,046,017.97</b>	-9.57%
<b>FY09/10</b>	<b>\$ 15,351,089.59</b>	-9.94%
<b>FY10/11</b>	<b>\$ 16,311,451.92</b>	6.26%
<b>FY11/12</b>	<b>\$ 17,609,444.65</b>	7.96%
<b>FY12/13</b>	<b>\$ 19,247,107.08</b>	9.30%
<b>FY13/14</b>	<b>\$ 20,829,458.29</b>	8.22%
<b>FY14/15</b>	<b>\$ 21,272,759.23</b>	2.13%
<b>FY15/16</b>	<b>\$ 21,999,537.16</b>	3.42%

BOE - Board of Equalization Deposits.

Deposits are estimates which are 2 months behind the sales tax being collected.

Estimated monthly BOE deposits then receive a quarterly true-up.

**October 10, 2016**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY  
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF  
CALIFORNIA, ADOPTING A FINAL MEASURE M BUDGET FOR FISCAL YEAR  
2016/2017.**

**Whereas**, a Final Measure M Budget for Fiscal Year 2016/2017 has been prepared by the Executive Director, reviewed by the Sonoma County Transportation Authority and attached as Exhibit A; and

**Now, Therefore, Be It Resolved** that the Fiscal Year 2016/2017 Final Measure M Budget for the Sonoma County Transportation Authority, attached hereto and marked Exhibit A, is hereby adopted.

**Be It Further Resolved** that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

**The Foregoing Resolution** was moved by Director , seconded by Director , and approved by the following vote:

Director Chambers	_____	Director Mackenzie	_____
Director Coursey	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gurney	_____	Director Russell	_____
Director Gorin	_____	Director Salmon	_____
Director Landman	_____	Director Zane	_____

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered**

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on October 10, 2016.

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Suzanne Smith, Executive Director  
Clerk, Sonoma County Transportation Authority

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Budget Summary for All Programs**

Exhibit A

Account	Description	Actual FY 14-15	Budgeted FY 14-15	Actuals FY 15-16	Final FY 15-16	Preliminary FY 16-17
40301	Sales/Use Tax Receipts	20,891,959	21,175,700	21,561,037	21,518,717	22,207,868
42358	State - Other (Caltrans)	808,599	1,433,000	409,810	561,000	1,155,000
42601	County	-	569,000	-	369,000	-
42612	City of Petaluma	3,213,778	5,517,000	-	1,610,000	263,000
44002	Interest on Pooled Cash	224,501	170,446	331,836	190,080	233,116
44003	Interest Earned	16,122	40,500	17,700	16,419	19,000
46029	Donations/Reimbursements	-	-	206	500	500
46200	Prior Year Revenue	793,912	-	-	-	-
46203	Prior Year Revenue - State	-	-	119,000	-	-
47101	Transfer in within a Fund	6,229,993	6,231,836	809,754	21,084	-
47111	Bond Proceeds	49,265,000	48,000,000	-	-	-
47112	Bond-Premium	7,225,508	6,000,000	-	-	-
49002	Advances	-	1,700,000	(450,000)	(500,000)	400,000
49003	Advances - Clearing	-	670,000	450,000	500,000	(400,000)
	<b>Total Revenues</b>	<b>88,669,374</b>	<b>91,507,482</b>	<b>23,249,343</b>	<b>24,286,800</b>	<b>23,878,485</b>
	Check balance	88,669,374	91,507,482	23,249,343	24,286,800	23,878,485
	Variance	-	-	-	-	-
51201	Administration Costs	7,025	8,500	10,875	10,800	14,000
51206	Audit Services	17,325	22,000	12,391	22,000	22,000
51207	Fiscal Accounting	32,678	30,500	30,075	40,500	35,000
51211	Legal Services	563,189	670,000	256,380	630,000	220,000
51225	Training-In-Service	-	-	-	-	-
51226	Consultants	2,277,172	3,174,000	993,579	2,647,000	4,015,000
51244	Permits	-	-	-	-	-
51241	Outside Printing Services	-	13,000	1,251	500	13,000
51249	SCTA Staff Time	195,686	200,000	187,100	200,000	265,000
51301	Public/Legal Notices	-	250	-	250	-
51421	Rents/Leases-Buildings	37,000	37,000	37,000	37,000	37,000
51602	Travel Expense	5,574	19,000	6,392	19,000	19,000
51902	Communication	-	-	-	-	-
51916	County Services Contract	16,348	16,000	6,805	17,000	17,000
51919	EFS Charges	-	-	-	-	-
52091	Memberships	4,750	5,500	2,850	5,500	6,000
52101	Misc Expenses	1,692	1,000	2,249	1,910	1,660
52111	Office Expense	-	2,000	-	2,000	2,000
52115	Books/Periodicals	-	500	-	500	-
52116	Printing Services	651	-	-	12,500	-
52117	Postage	-	2,000	-	2,000	2,000
52162	Conservation Credits	-	15,000	-	15,000	15,000
52163	Professional Development	1,262	3,000	1,073	3,000	3,000
53101	LT Debt - Principal Payments	8,012,500	8,982,500	6,105,000	6,105,000	6,139,000
53103	LT Debt - Interest Payments	3,080,034	3,104,413	3,056,586	3,039,077	3,015,413
53104	Debt- Interest Other	-	-	-	24,000	19,000
53105	Debt Issuance Costs	347,463	540,000	689	2,000	-
53501	Contributions to Other Govts	22,790,214	43,256,135	12,199,960	31,832,925	22,381,526
57101	Other Financing	38,954,138	42,600,000	-	-	-
57011	Transfers out within a Fund	6,229,993	6,231,836	809,754	21,084	-
59002	Advances	-	-	450,000	1,500,000	400,000
59003	Advances Clearing	-	1,700,000	(450,000)	(1,500,000)	(400,000)
	<b>Total Expenses</b>	<b>82,574,694</b>	<b>110,634,134</b>	<b>23,720,011</b>	<b>44,690,546</b>	<b>36,241,599</b>

<b>Beginning Fund Bal.</b>	44,319,708	44,319,708	50,414,388	50,414,388	50,503,169
<b>Revenues</b>	88,669,374	91,507,482	23,249,343	24,286,800	23,878,485
<b>Expenses</b>	(82,574,694)	(110,634,134)	(23,720,011)	(44,690,546)	(36,241,599)
<b>Adjustments</b>	-	-	559,449	-	-
<b>Change in Encumbrances</b>	-	-	-	-	-
<b>Change in Fund Balance</b>	6,094,680	(19,126,652)	88,782	(20,403,746)	(12,363,114)
<b>Ending Fund Bal.</b>	<b>50,414,388</b>	<b>25,193,056</b>	<b>50,503,169</b>	<b>30,010,642</b>	<b>38,140,056</b>

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**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Administration (1%)**

Dept ID: 70030100

Fund 74651

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actual FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	208,920	211,757	215,610	215,187	<b>222,079</b>
44002	Interest on Pooled Cash	1,481	1,282	2,375	1,560	1,952
46029	Donations/Reimbursements	-	-	206	500	500
	<b>Total Revenues</b>	<b>210,400</b>	<b>213,039</b>	<b>218,191</b>	<b>217,247</b>	<b>224,531</b>
51206	Audit Services	17,325	22,000	12,391	22,000	22,000
51207	Fiscal Accounting	32,678	25,000	30,075	35,000	35,000
51211	Legal Services	1,546	20,000	866	20,000	20,000
51226	Consultants	7,916	15,000	8,898	15,000	15,000
51241	Outside Printing & Binding		12,500	1,251		12,500
51249	SCTA Staff Time	30,812	40,000	37,600	40,000	40,000
51421	Rents/Leases-Buildings	37,000	37,000	37,000	37,000	37,000
51602	Travel Expense	4,387	9,000	5,979	9,000	9,000
51916	County Services Contract	16,348	16,000	6,805	17,000	17,000
51919	EFS Charges					
52091	Memberships	4,750	5,500	2,850	5,500	6,000
52101	Misc Expense	17		22	20	20
52111	Office Expense		2,000	-	2,000	2,000
52116	Printing Services	651		-	12,500	-
52163	Professional Development	1,262	3,000	1,073	3,000	3,000
	<b>Total Expenses</b>	<b>154,693</b>	<b>207,000</b>	<b>144,811</b>	<b>218,020</b>	<b>218,520</b>
	Beginning Fund Balance	256,355	256,355	312,062	312,062	390,399
	Revenues	210,400	213,039	218,191	217,247	224,531
	Expenses	(154,693)	(207,000)	(144,811)	(218,020)	(218,520)
	Adjustments	-	-	4,957	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	55,707	6,039	78,337	(773)	6,011
	Ending Fund Balance	<b>312,062</b>	<b>262,394</b>	<b>390,399</b>	<b>311,289</b>	<b>396,410</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Local Street Repairs (LSR - 20%)**

Dept ID: 70030200

Fund 74652

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	4,178,392	4,235,140	4,312,207	4,303,744	4,441,574
44002	Interest on Pooled Cash	4,683	5,000	5,694	5,000	5,000
<b>Total Revenue</b>		<b>4,183,075</b>	<b>4,240,140</b>	<b>4,317,901</b>	<b>4,308,744</b>	<b>4,446,574</b>
52101	Misc Expense	338	-	450	300	300
53501	Contributions to Other Govts.	4,258,696	4,911,978	4,404,621	4,904,323	5,054,123
<b>Total Expenses</b>		<b>4,259,034</b>	<b>4,911,978</b>	<b>4,405,071</b>	<b>4,904,623</b>	<b>5,054,423</b>
Beginning Fund Balance		671,837	671,837	595,879	595,879	607,849
Revenues		4,183,075	4,240,140	4,317,901	4,308,744	4,446,574
Expenses		(4,259,034)	(4,911,978)	(4,405,071)	(4,904,623)	(5,054,423)
Adjustments		-	-	99,140	-	-
Change in Encumbrances		-	-	-	-	-
Change in Fund Balance		(75,959)	(671,838)	11,970	(595,879)	(607,849)
Ending Fund Balance		<b>595,879</b>	<b>(1)</b>	<b>607,849</b>	<b>(0)</b>	<b>0</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Local Street Projects (LSP - 20%)**

Dept ID: 70030300

Fund 74653

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	4,178,392	4,235,140	4,312,207	4,303,744	4,441,574
44002	Interest on Pooled Cash	93,437	68,370	116,640	88,025	86,930
44003	Interest Earned	16,122	40,500	17,510	16,419	19,000
49002	Advances			(450,000)	(500,000)	400,000
49003	Advances - Clearing		670,000	450,000	500,000	(400,000)
<b>Total Revenue</b>		<b>4,287,950</b>	<b>5,014,010</b>	<b>4,446,358</b>	<b>4,408,188</b>	<b>4,547,504</b>
51226	Consultants	711,420	1,200,000	487,108	1,025,000	2,000,000
52101	Misc Expense	338		450	300	300
53501	Contributions to Other Govts.	2,445,139	12,608,755	2,476,915	12,499,000	8,600,000
59002	Advances			-	1,000,000	-
59003	Advances Clearing		1,700,000	-	(1,000,000)	-
<b>Total Expenses</b>		<b>3,156,897</b>	<b>15,508,755</b>	<b>2,964,473</b>	<b>13,524,300</b>	<b>10,600,300</b>
	Beginning Fund Balance	13,673,970	13,673,970	15,305,023	15,305,023	17,386,049
	Revenues	4,287,950	5,014,010	4,446,358	4,408,188	4,547,504
	Expenses	(3,156,897)	(15,508,755)	(2,964,473)	(13,524,300)	(10,600,300)
	Adjustments	500,000		599,140	-	400,000
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	1,631,054	(10,494,745)	2,081,026	(9,116,112)	(5,652,796)
	Ending Fund Balance	<b>15,305,023</b>	<b>3,179,225</b>	<b>17,386,049</b>	<b>6,188,911</b>	<b>11,733,253</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 (40%)**

Dept ID: 70030400

Fund 74654

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	1,943,418	1,783,226	496,440	814,596	1,106,704
42358	State - Caltrans	808,599	1,433,000	409,810	561,000	1,155,000
42601	County		569,000	-	369,000	-
42612	City of Petaluma	3,213,778	5,517,000	-	1,610,000	263,000
44002	Interest on Pooled Cash	104,965	76,941	127,309	55,969	76,234
46200	Prior Year Revenue	793,912		-		
46203	Prior Year Revenue - State			119,000		
<b>Total Revenue</b>		<b>6,864,673</b>	<b>9,379,167</b>	<b>1,152,558</b>	<b>3,410,565</b>	<b>2,600,938</b>
51201	Administration Costs	6,306	8,000	9,194	10,000	12,000
51207	Fiscal Accounting		5,000	-	5,000	-
51211	Legal Services	47,186	150,000	14,362	100,000	100,000
51226	Consultants *	1,152,953	1,459,000	472,897	800,000	1,000,000
51241	Outside Printing Services		500	-	500	500
51249	SCTA Staff Time	164,874	160,000	149,500	160,000	225,000
51301	Public/Legal Notices		250		250	-
51602	Travel Expense	1,187	10,000	413	10,000	10,000
52101	Misc Expense	677	1,000	900	1,000	600
52111	Office Expense					
52115	Books/Periodicals		500		500	
52117	Postage		2,000		2,000	2,000
52162	Conservation Credits		15,000		15,000	15,000
53501	Contributions to Other Govts	6,849,462	13,023,000	16,379	2,000,000	500,000
57011	Transfers Out - Within a fund			788,671		
59002	Advances	-	-			
<b>Total Expenses</b>		<b>8,222,645</b>	<b>14,834,250</b>	<b>1,452,316</b>	<b>3,104,250</b>	<b>1,865,100</b>
	Beginning Fund Balance	16,642,543	16,642,543	15,284,571	15,284,571	15,246,842
	Revenues	6,864,673	9,379,167	1,152,558	3,410,565	2,600,938
	Expenses	(8,222,645)	(14,834,250)	(1,452,316)	(3,104,250)	(1,865,100)
	Adjustments			262,029	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	(1,357,972)	(5,455,083)	(37,729)	306,315	735,838
	Ending Fund Balance	<b>15,284,571</b>	<b>11,187,460</b>	<b>15,246,842</b>	<b>15,590,886</b>	<b>15,982,681</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2011 Series Bonds Reserve**

Dept ID: 70030700

Fund 74657

<u>Account</u>	<u>Description</u>	Actual FY 14-15	Budgeted FY 14-15	Actuals FY 15-16	Final FY 15-16	Preliminary FY 16-17
44002	Interest on Pooled Cash	-	-	-	-	-
47111	Bond Proceeds	-	-	-	-	-
<b>Total Revenue</b>		-	-	-	-	-
52101	Misc Expense	-	-	-	-	-
<b>Total Expenses</b>		-	-	-	-	-
	Beginning Fund Balance	1,890,000	1,890,000	1,890,000	1,890,000	1,890,000
	Revenues	-	-	-	-	-
	Expenses	-	-	-	-	-
	Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	-	-	-	-	-
	Ending Fund Balance	<b>1,890,000</b>	<b>1,890,000</b>	<b>1,890,000</b>	<b>1,890,000</b>	<b>1,890,000</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2011 Series Bonds - Debt Service Fund**

Dept ID: 70030900

Fund 74659

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	1,952,728	1,092,141	2,228,662	2,201,784	2,205,097
44002	Interest on Pooled Cash	21	-			
44003	Other Interest Earnings	0	-			
47101	Transfer in within a Fund	15,427	15,688			
<b>Total Revenue</b>		<b>1,968,176</b>	<b>1,107,829</b>	<b>2,228,662</b>	<b>2,201,784</b>	<b>2,205,097</b>
53101	Bond - Principal Payments	285,000	285,000	1,436,250	1,436,250	1,512,250
53103	Bond - Interest Payments	807,141	807,141	765,534	765,535	692,847
<b>Total Expenses</b>		<b>1,092,141</b>	<b>1,092,141</b>	<b>2,201,784</b>	<b>2,201,785</b>	<b>2,205,097</b>
	Beginning Fund Balance	412,933	412,933	1,288,969	1,288,969	1,315,846
	Revenues	1,968,176	1,107,829	2,228,662	2,201,784	2,205,097
	Expenses	(1,092,141)	(1,092,141)	(2,201,784)	(2,201,785)	(2,205,097)
	Adjustments			-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	876,036	15,688	26,877	(1)	-
	<b>Ending Fund Balance</b>	<b>1,288,969</b>	<b>428,621</b>	<b>1,315,846</b>	<b>1,288,968</b>	<b>1,315,846</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Transit (10%)**

Dept ID: 70031000

Fund 74660

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	2,089,196	2,117,570	2,156,104	2,151,871	2,220,787
44002	Interest on Pooled Cash	2,340	2,200	2,832	1,490	3,000
<b>Total Revenue</b>		<b>2,091,536</b>	<b>2,119,770</b>	<b>2,158,936</b>	<b>2,153,361</b>	<b>2,223,787</b>
52101	Misc Expense	169	-	225	150	300
53501	Contributions to Other Govts.	2,129,358	2,455,688	2,202,292	2,451,138	2,527,403
<b>Total Expenses</b>		<b>2,129,527</b>	<b>2,455,688</b>	<b>2,202,517</b>	<b>2,451,288</b>	<b>2,527,703</b>
Beginning Fund Balance		335,918	335,918	297,927	297,927	303,916
Revenues		2,091,536	2,119,770	2,158,936	2,153,361	2,223,787
Expenses		(2,129,527)	(2,455,688)	(2,202,517)	(2,451,288)	(2,527,703)
Adjustments				49,570	-	-
Change in Encumbrances		-	-	-	-	-
Change in Fund Balance		(37,991)	(335,918)	5,989	(297,927)	(303,916)
Ending Fund Balance		<b>297,927</b>	<b>0</b>	<b>303,916</b>	<b>(0)</b>	<b>(0)</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Passenger Rail (5%)**

Dept ID: 70031100

Fund 74661

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	393,689	694,738	337,522	342,008	372,274
44002	Interest on Pooled Cash	1,732	1,537	7,445	(10,570)	8,000
	<b>Total Revenue</b>	<b>395,421</b>	<b>696,275</b>	<b>344,967</b>	<b>331,438</b>	<b>380,274</b>
51201	Administration Costs	719	500	1,681	800	2,000
51207	Fiscal Accounting		500		500	
52101	Misc Expense	85		112	80	80
53101	Bond - Principal Payments		970,000			
53103	Bond - Interest Payments	16,122	32,000	17,510		
53104	Other Interest Expense			-	19,000	19,000
59002	Advances			450,000	500,000	400,000
59003	Advances Clearing			(450,000)	(500,000)	(400,000)
	<b>Total Expenses</b>	<b>16,925</b>	<b>1,003,000</b>	<b>19,304</b>	<b>20,380</b>	<b>21,080</b>
	Beginning Fund Balance	307,417	307,417	185,913	185,913	36,361
	Revenues	395,421	696,275	344,967	331,438	380,274
	Expenses	(16,925)	(1,003,000)	(19,304)	(20,380)	(21,080)
	Adjustments	(500,000)	-	(475,215)	-	(400,000)
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	(121,504)	(306,725)	(149,552)	311,058	(40,806)
	Ending Fund Balance	<b>185,913</b>	<b>692</b>	<b>36,361</b>	<b>496,971</b>	<b>(4,445)</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Passenger Rail 2011 Bond Issue Reserve**

Dept ID: 70031200

Fund 74662

<u>Account</u>	<u>Description</u>	Actual FY 14-15	Budgeted FY 14-15	Actuals FY 15-16	Final FY 15-16	Preliminary FY 16-17
44002	Interest on Pooled Cash					
47111	Bond Proceeds					
	<b>Total Revenue</b>	-	-	-	-	-
52101	Misc Expense					
	<b>Total Expenses</b>	-	-	-	-	-
	Beginning Fund Balance	630,000	630,000	630,000	630,000	630,000
	Revenues	-	-	-	-	-
	Expenses	-	-	-	-	-
	Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	-	-	-	-	-
	<b>Ending Fund Balance</b>	<b>630,000</b>	<b>630,000</b>	<b>630,000</b>	<b>630,000</b>	<b>630,000</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Passenger Rail 2011 Bond Debt Service**

Dept ID: 70031400

Fund 74664

<u>Account</u>	<u>Description</u>	Actual FY 14-15	Budgeted FY 14-15	Actuals FY 15-16	Final FY 15-16	Preliminary FY 16-17
40301	Sales/Use Tax	650,909	364,047	738,827	733,928	736,366
44002	Interest on Pooled Cash	13				
47101	Transfer in within a Fund	9,197	10,778	-	-	-
<b>Total Revenue</b>		<b>660,119</b>	<b>374,825</b>	<b>738,827</b>	<b>733,928</b>	<b>736,366</b>
53101	Bond - Principal Payments	95,000	95,000	478,750	478,750	504,750
53103	Bond - Interest Payments	269,047	269,047	255,178	255,178	231,616
<b>Total Expenses</b>		<b>364,047</b>	<b>364,047</b>	<b>733,928</b>	<b>733,928</b>	<b>736,366</b>
	Beginning Fund Balance	137,644	137,644	433,717	433,717	438,616
	Revenues	660,119	374,825	738,827	733,928	736,366
	Expenses	(364,047)	(364,047)	(733,928)	(733,928)	(736,366)
	Adjustments			-	-	-
	Change in Encumbrances			-	-	-
	Change in Fund Balance	296,073	10,778	4,899	-	-
	Ending Fund Balance	<b>433,717</b>	<b>148,422</b>	<b>438,616</b>	<b>433,717</b>	<b>438,616</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Bicycle/Pedestrian (4%)**

Dept ID: 70031500

Fund 74665

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	835,678	847,028	862,441	860,748	888,315
44002	Interest on Pooled Cash	11,054	9,616	2,588	32	2,000
49002	Advances		1,700,000		-	
49003	Advances (clearing)				-	
<b>Total Revenue</b>		<b>846,733</b>	<b>2,556,644</b>	<b>865,029</b>	<b>860,780</b>	<b>890,315</b>
52101	Misc Expense	68		90	60	60
53103	Bond - Interest Payments		8,500			
53104	Other Interest Expense			-	5,000	
53501	Contributions to Other Govts.	2,782,986	4,256,714	341,083	1,533,000	1,300,000
<b>Total Expenses</b>		<b>2,783,054</b>	<b>4,265,214</b>	<b>341,173</b>	<b>1,538,060</b>	<b>1,300,060</b>
	Beginning Fund Balance	1,942,667	1,942,667	6,346	6,346	550,029
	Revenues	846,733	2,556,644	865,029	860,780	890,315
	Expenses	(2,783,054)	(4,265,214)	(341,173)	(1,538,060)	(1,300,060)
	Adjustments	-	-	19,828	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	(1,936,321)	(1,708,570)	543,684	(677,280)	(409,745)
	Ending Fund Balance	<b>6,346</b>	<b>234,097</b>	<b>550,029</b>	<b>(670,934)</b>	<b>140,284</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2015A Series Bonds Debt Service Fund  
Refunding of 2008 Bond - No New Money**

Dept ID: 70031600

Fund 74666

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	490,667	1,274,275	3,906,433	4,311,107	4,312,100
44003	Interest Earned			189		
47101	Transfer in within a Fund	1,597,870	1,597,870	707,587		
<b>Total Revenue</b>		<b>2,088,536</b>	<b>2,872,145</b>	<b>4,614,210</b>	<b>4,311,107</b>	<b>4,312,100</b>
53101	Bond - Principal Payments	-	-	2,910,000	2,910,000	2,861,000
53103	Bond - Interest Payments	-	-	1,401,107	1,401,107	1,451,100
<b>Total Expenses</b>		<b>-</b>	<b>-</b>	<b>4,311,107</b>	<b>4,311,107</b>	<b>4,312,100</b>
Beginning Fund Balance		-	-	2,088,536	2,088,536	2,391,639
Revenues		2,088,536	2,872,145	4,614,210	4,311,107	4,312,100
Expenses		-	-	(4,311,107)	(4,311,107)	(4,312,100)
Adjustments		-	-	-	-	-
Change in Encumbrances		-	-	-	-	-
Change in Fund Balance		2,088,536	2,872,145	303,103	-	-
Ending Fund Balance		<b>2,088,536</b>	<b>2,872,145</b>	<b>2,391,639</b>	<b>2,088,536</b>	<b>2,391,639</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2015A Series Bonds**

Dept ID: 70031700

**Escrow Account with Trustee for Payoff of 2008 Bond – Callable December 1, 2017**

Fund 74667

<u>Account</u>	<u>Description</u>	Actual FY 14-15	Budgeted FY 14-15	Actuals FY 15-16	Final FY 15-16	Preliminary FY 16-17
47101	Transfer in within a Fund	4,607,500	4,607,500			
47111	Bond Proceeds	34,200,000	37,000,000			
47112	Bond-Premium	5,015,846	6,000,000			
	<b>Total Revenue</b>	<b>43,823,346</b>	<b>47,607,500</b>	-	-	-
53101	Bond - Principle Payments	4,607,500	4,607,500			
53105	Debt Issuance	240,149	400,000	476	1,000	
57011	Transfers out within a Fund	-	-	21,084	21,084	
57101	Other Financing Uses	38,954,138	42,600,000			
	<b>Total Expenses</b>	<b>43,801,786</b>	<b>47,607,500</b>	<b>21,559</b>	<b>22,084</b>	-
	Beginning Fund Balance	-	-	21,559	21,559	(0)
	Revenues	43,823,346	47,607,500	-	-	-
	Expenses	(43,801,786)	(47,607,500)	(21,559)	(22,084)	-
	Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	21,559	-	(21,559)	(22,084)	-
	<b>Ending Fund Balance</b>	<b>21,559</b>	-	<b>(0)</b>	<b>(525)</b>	<b>(0)</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2015B Series Bonds Debt Service Fund**

Dept ID: 70031800

Fund 74668

<u>Account</u>	<u>Description</u>	<b>Actual FY 14-15</b>	<b>Budgeted FY 14-15</b>	<b>Actuals FY 15-16</b>	<b>Final FY 15-16</b>	<b>Preliminary FY 16-17</b>
40301	Sales/Use Tax	149,333	500,000	1,994,583	1,280,000	1,261,000
47101	Transfers In- Within a Fund			81,083	-	
47112	Premiums	2,209,663				
<b>Total Revenue</b>		<b>2,358,996</b>	<b>500,000</b>	<b>2,075,667</b>	<b>1,280,000</b>	<b>1,261,000</b>
53101	Bond - Principal Payments			1,280,000	1,280,000	1,261,000
53103	Bond - Interest Payments			617,257	617,257	639,850
<b>Total Expenses</b>		<b>-</b>	<b>-</b>	<b>1,897,257</b>	<b>1,897,257</b>	<b>1,900,850</b>
	Beginning Fund Balance	-	-	2,358,996	2,358,996	2,537,406
	Revenues	2,358,996	500,000	2,075,667	1,280,000	1,261,000
	Expenses	-	-	(1,897,257)	(1,897,257)	(1,900,850)
	Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	2,358,996	500,000	178,410	(617,257)	(639,850)
	Ending Fund Balance	<b>2,358,996</b>	<b>500,000</b>	<b>2,537,406</b>	<b>1,741,739</b>	<b>1,897,556</b>

**Sonoma County Transportation Authority  
Measure M FY 2016-2017 Final Budget  
Highway 101 2015B Series Bonds**

Dept ID: 70031900

Fund 74669

<u>Account</u>	<u>Description</u>	<u>Actual FY 14-15</u>	<u>Budgeted FY 14-15</u>	<u>Actuals FY 15-16</u>	<u>Final FY 15-16</u>	<u>Preliminary FY 16-17</u>
40301	Sales/Use Tax					-
44002	Interest on Pooled Cash	1,118		66,954	48,574	50,000
44003	Interest Earned					
47101	Transfers In - Within a Fund			21,084	21,084	
47111	Bond Proceeds	15,065,000	11,000,000			
	<b>Total Revenue</b>	<b>15,066,118</b>	<b>11,000,000</b>	<b>88,037</b>	<b>69,658</b>	<b>50,000</b>
51211	Legal Services	514,458	500,000	241,151	510,000	100,000
51226	Consultants*	404,883	500,000	24,676	807,000	1,000,000
53105	Debt Issuance	107,314	140,000	214	1,000	-
53501	Contributions to Other Govts	4,324,574	6,000,000	2,758,671	8,445,464	4,400,000
57011	Transfers out within a Fund					-
	<b>Total Expenses</b>	<b>5,351,228</b>	<b>7,140,000</b>	<b>3,024,711</b>	<b>9,763,464</b>	<b>5,500,000</b>
	Beginning Fund Balance	-	-	9,714,890	9,714,890	6,778,216
	Revenues	15,066,118	11,000,000	88,037	69,658	50,000
	Expenses	(5,351,228)	(7,140,000)	(3,024,711)	(9,763,464)	(5,500,000)
	Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	9,714,890	3,860,000	(2,936,674)	(9,693,806)	(5,450,000)
	Ending Fund Balance	<b>9,714,890</b>	<b>3,860,000</b>	<b>6,778,216</b>	<b>21,084</b>	<b>1,328,216</b>

## Staff Report

**To:** SCTA Directors  
**From:** Suzanne Smith, Executive Director  
**Item:** 4.4.2 – FY16/17 Transportation Fund for Clean Air Final Budget  
**Date:** October 10, 2016

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**Issue:**

Shall the SCTA adopt a final budget for the Transportation Fund for Clean Air program for FY16/17?

**Background:**

By October of each year, the SCTA must adopt three final budgets in order for operations to continue. The three budgets cover the SCTA operations, Measure M and the Transportation Fund for Clean Air (TFCA).

This staff report covers the FY16/17 TFCA Final Budget. As is customary, the budget includes revenue from the Bay Area Air Quality Management District and the programmed funds available to each jurisdiction. The projects included in the FY16/17 budget are the same projects approved by the SCTA in May 2016. The funds allocated for each project are then assigned to each jurisdiction in which the project is proposed.

**Policy Impacts:**

None

**Fiscal Impacts:**

If a final budget is not adopted funds cannot be reimbursed to jurisdiction that expended money on projects and that could result in project delays, cash flow problems or related issues.

**Staff Recommendation:**

The SCTA must adopt the FY16/17 TFCA Final Budget by October 31, 2016. The SCTA should consider the proposed TFCA Final Budget and if it meets with the Board’s approval, adopt the FY16/17 TFCA Final Budget.

Adoption of Resolution No. 2016-019 adopting the FY16/17 TFCA Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

**October 10, 2016**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY  
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF  
CALIFORNIA, ADOPTING THE TRANSPORTATION FUND FOR CLEAN AIR  
FINAL BUDGET FOR FISCAL YEAR 2016/2017.**

**Whereas**, a Transportation Fund for Clean Air Final Budget for Fiscal Year 2016/2017 has been prepared by the Executive Director, reviewed by the Sonoma County Transportation Authority and attached as Exhibit A; and

**Now, Therefore, Be It Resolved** that the Fiscal Year 2016/2017 Final Transportation Fund for Clean Air Budget for the Sonoma County Transportation Authority, attached hereto and marked Exhibit A, is hereby adopted.

**Be It Further Resolved** that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

**The Foregoing Resolution** was moved by Director , seconded by Director , and approved by the following vote:

Director Chambers	_____	Director Mackenzie	_____
Director Coursey	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gurney	_____	Director Russell	_____
Director Gorin	_____	Director Salmon	_____
Director Landman	_____	Director Zane	_____

Ayes:

Noes:

Absent:

Abstain:

**So Ordered**

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on October 10, 2016.

\_\_\_\_\_  
Suzanne Smith, Executive Director  
Clerk, Sonoma County Transportation Authority

Exhibit A

**Sonoma County Transportation Authority - TFCA Program  
FY 2016-17 Final Budget  
Fund 74551**

Account	Budgeted 2014-15	Actual 2014-15	Budgeted 2015-16	Actual 2015-16	Final 2016-17	Amount of Change	Percent Change
<b>Revenues</b>							
44002 Interest on Pooled Cash	5,741	5,444	5,700	5,193	5,630	70	1.36%
42610 TFCA Funds	593,508	572,578	594,401	614,093	608,412	(14,011)	-2.28%
46200 Prior Year Revenue	-	-	-	-	-	-	N/A
<b>Total</b>	<b>599,249</b>	<b>578,022</b>	<b>600,101</b>	<b>619,286</b>	<b>614,041</b>	<b>(13,940)</b>	<b>-2.25%</b>
<b>Expenditures</b>							
51201 Administration Costs	29,675	29,675	29,348	22,779	29,536	(188)	-0.83%
51211 Legal Services	-	-	115	115	115	-	0.00%
53501 Distribution to Cities	457,868	243,766	424,739	182,971	443,125	(18,386)	-10.05%
53501 Distribution to County Agencies	146,278	68,895	140,199	-	141,265	(1,066)	N/A
<b>Total</b>	<b>633,821</b>	<b>342,336</b>	<b>594,401</b>	<b>205,865</b>	<b>614,041</b>	<b>(19,640)</b>	<b>-9.54%</b>
<b>Prior Year Expenditures</b>							
53501 Distribution to Cities & County Agencies	943,902	586,922	665,151	621,385	393,594	271,557	43.70%
<b>Total</b>	<b>943,902</b>	<b>586,922</b>	<b>665,151</b>	<b>621,385</b>	<b>393,594</b>	<b>271,557</b>	<b>43.70%</b>
<b>Starting Fund Balance</b>	(68,154)	(68,154)	562,200	562,200	112,330	449,870	
<b>Total Revenue</b>	599,249	578,022	600,101	<b>619,286</b>	<b>614,041</b>	<b>(13,940)</b>	-2.25%
<b>Total Expenditures</b>	(1,577,724)	(929,258)	(1,259,552)	(827,250)	(1,007,635)	(251,917)	30.45%
<b>Less Change in Encumbrances</b>	-	792,215	-	(241,906)	-	-	
<b>Audit Adjustment</b>	-	189,375	-	-	-	-	
<b>Change in Unreserved Fund Balance</b>	<b>(978,475)</b>	<b>630,354</b>	<b>(659,451)</b>	<b>(449,870)</b>	<b>(393,594)</b>	<b>(265,857)</b>	
<b>UNRESERVED FUND BALANCE</b>	<b>(1,046,629)</b>	<b>562,200</b>	<b>(97,251)</b>	<b>112,330</b>	<b>(281,264)</b>	<b>184,013</b>	

## Staff Report

**To:** Regional Climate Protection Authority  
**From:** Lauren Casey, Director of Climate Programs  
**Item:** 4.4.3 - FY16/17 Final Budget for RCPA  
**Date:** October 10, 2016

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### Issue:

Shall the Board adopt a final budget for RCPA for the fiscal year beginning July 1, 2016 that includes an increase in local member contributions?

### Background:

By October of each year, the RCPA must approve a Final Budget in order for operations to continue.

This staff report describes the FY16/17 RCPA Final Budget (Exhibit A). As is customary, the budget includes all revenues from local, regional, state, and federal sources, as well as all anticipated expenditures. Prior year information is included in the form of actual revenues and expenditures from FY15/16.

### **REVENUE AND REIMBURSEMENTS IN THE RCPA FY16/17 FINAL BUDGET INCLUDE:**

- Interest on Pooled Cash / Interest Charges

Interest budgeted in FY16/17 is \$1,400.

- Federal Contributions

No federal contributions are expected in FY16/17.

- City and County Contributions

At the recommendation of the Executive Committee, the Final Budget reflects an increase in local member contributions from those approved in May in order to deliver on the climate action needs of RCPA members. The proposed increase of \$100,000 is allocated as outlined in Exhibit B. Each jurisdiction is asked to contribute an additional \$5,000 plus a percentage of \$50,000 based on population.

This request is the first of a two phased approach to increasing the RCPA budget. Phase two would be put in to place in FY17/18 and proposes a further increase in local contributions in order to fully fund the RCPA at six positions with a \$645,000, non-grant based annual income stream from members and partners.

The increase in local revenue is warranted to deliver on the non-reimbursable work that must be done to advance regional efforts to reduce greenhouse gas emissions. By participating in the RCPA each member jurisdiction receives on-going climate action planning support, implementation strategy development, greenhouse gas (GHG) measurement, monitoring and reporting, community engagement, legislative engagement, coordination, and access to grant funding and awards. The relative cost of these services is

substantially lower than if each jurisdiction funded these efforts alone, or through private contractors. See attached table for more detail.

- Other Government Contributions

In addition to contributions from member jurisdictions, the RCPA receives support from local partner agencies who share overlapping missions and collaborate with the RCPA on project delivery, including the Sonoma County Water Agency, the Sonoma County Agricultural Preservation and Open Space District, and Sonoma Clean Power. Final partner contributions from these regional agencies are also outlined in Exhibit B, and the Final Budget includes additional revenue of \$60,000 from local partners for services provided by the RCPA related to Applied Solutions and electric vehicle planning.

Other government contributions also includes revenue associated with the implementation of the Bay Area Regional Energy Network (BayREN), which is administered by the Association of Bay Area Governments (ABAG). BayREN received over \$14 million from the California Public Utilities Commission (CPUC) to implement energy efficiency programs in the nine county bay area in 2016. Of this, \$415,759 was allocated to the RCPA for the administration of the BayREN PAYS<sup>®</sup> pilot expansion (including technical consultants), coordination with BayREN members, and the local implementation of regional programs including Energy Upgrade California, Bay Area Multifamily Buildings Enhancement program, codes and standards work, and commercial PACE marketing. The RCPA expects to be funded at a similar level for BayREN implementation in 2017, with roughly half of each calendar year budget spent in FY16/17. Thus the total budgeted revenue from BayREN in the final budget is \$419,500.

- State Grants

No revenue from State grants is included in the FY16/17 budget.

The RCPA and SCTA jointly manage the implementation of the Shift Sonoma County project, an effort to develop a low carbon transportation plan funded by the California Strategic Growth Council. The contract for the project is between the SCTA and the SGC, and therefore all revenue and expenditures associated with Shift appear in the SCTA budget.

The Climate Action 2020 and Beyond and Climate Ready North Bay projects both finished in FY15/16.

**EXPENDITURES IN THE RCPA FY 16/17 FINAL BUDGET INCLUDE:**

- Staff Salaries and Benefits

RCPA staff includes a full time Director of Climate Programs, a full time Climate Action Coordinator, and part of the Executive Director, Community Affairs Specialist, and several administrative positions. These employees manage programs, coordinate with partners (staff and directors), write grants, administer contracts, and engage with members of the community on climate action programs and issues.

Health and retirement benefits are provided through the County of Sonoma and paid for by the RCPA. The increase in salary and benefits is primarily due to RCPA contributions to a new administrative position. To date, all administrative support provided to the RCPA has been provided with existing SCTA staff resources. Overall RCPA staff costs are roughly \$490,000, including 25% of the Executive Director's salary and benefits, as well as 0.5 FTE for new admin support. The amount reflected in the budget, \$370,000, is the cost of staffing exclusive of the Shift grant.

- Outside Contracts/Services

Items considered outside contracts or services include staff time as explained above, as well as: the annual audit services; county services such as financial management, claims processing, budget preparation and general accounting; consultant contracts for support on the delivery of Bay Area Regional Energy Network (BayREN) energy efficiency programs; and legal counsel, which is expected to increase substantially due to the lawsuit filed against the RCPA related to the *Climate Action 2020 and Beyond* EIR. The total budget for FY16/17 for these costs is \$760,150.

- Operational Expenses

Items considered operational expenses include office supplies, office lease, printing, postage, insurance, travel, staff development, event registrations, organizational memberships, and other related categories. The total amount requested for these items in the FY16/17 budget is \$86,500.

**Policy Impacts:**

Adoption of the RCPA budget for FY16/17 will establish the program activity level and ability to deliver on the RCPA's Mission, Goals, and Objectives.

**Fiscal Impacts:**

The final budget proposes an increase in RCPA member contributions to fund increasing levels of service provided by the RCPA to members.

**Staff Recommendation:**

In order to continue operation, the RCPA must adopt a Final Budget for FY16/17 by October 31, 2016. The RCPA should consider the proposed RCPA Final Budget and if it meets with the Board's approval, adopt the FY16/17 RCPA Final Budget, including Final Local Contributions from RCPA Members.

Adoption of Resolution No. 2016-006 adopting the FY16/17 RCPA Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

**Table 1** – Estimated costs of Climate Action Plan implementation for one jurisdiction vs. regional collaboration

Annual Climate Action Implementation Costs to RCPA Members	Member Led Implementation			RCPA Led Implementation		
	Min. FTE/gov	Cost per member, in house <sup>1</sup>	Cost per member, consultant <sup>2</sup>	RCPA FTE required for all <sup>3</sup>	RCPA cost for all	Ave RCPA cost per member <sup>4</sup>
Implementation strategy development	1	\$107,500	\$200,000	2	\$215,000	\$21,500
Communitywide GHG inventory update <sup>5</sup>	0.2	\$21,500	\$25,000	0.4	\$43,000	\$4,300
Monitoring of measure status and impacts	0.2	\$21,500	\$41,600	0.4	\$43,000	\$4,300
Community engagement and education	0.5	\$53,750	\$104,000	1	\$107,500	\$10,750
Grant writing	0.2	\$21,500	\$41,600	0.4	\$43,000	\$4,300
Grant and contract management	0.5	\$53,750	\$104,000	1	\$107,500	\$10,750
Coordination and knowledge sharing	0.2	\$21,500	\$41,600	0.4	\$43,000	\$4,300
Legislative engagement	0.2	\$21,500	\$41,600	0.4	\$43,000	\$4,300
<b>Total annual CAP implementation cost</b>	<b>3</b>	<b>\$322,500</b>	<b>\$599,400</b>	<b>6</b>	<b>\$645,000</b>	<b>\$64,500</b>
Member staff participation in RCPA model <sup>6</sup>						\$53,750
<b>Cost savings to each Member<sup>7</sup></b>						<b>(\$204,250)</b>

<sup>1</sup> The minimum salary of a local government (Member or RCPA) employee with sufficient training to deliver on the above is assumed to be \$75,000; benefits are assumed to be 50% of base salary for a total cost of \$107,500 per FTE.

<sup>2</sup> Costs for consultant services are based on RCPA experience with consulting contracts for the similar tasks (for Climate Action 2020, BayREN, on-call lobbying support, etc), and a private sector consultant with appropriate expertise bills at \$100 per hour.

<sup>3</sup> The RCPA can provide a service for ten jurisdictions with roughly 1/5 of the resources that would be needed in aggregate if each provided it alone. For example: a community wide inventory may take 0.25 of an FTE for one city, or 2.5 for ten cities; the RCPA can deliver with 0.5 FTE.

<sup>4</sup> RCPA costs are divided across participating jurisdictions equally in this instance, not scaled by population or other factors.

<sup>5</sup> Consulting contracts for GHG inventories often exceed \$25,000.

<sup>6</sup> The RCPA model still requires jurisdiction staff time to participate and lead jurisdiction implementation, estimated at 0.5 FTE.

<sup>7</sup> Member cost savings are illustrated relative to in house costs, as a conservative estimate of savings.

**Sonoma County Regional Climate Protection Authority**  
**FY 2016-17 Final Budget**  
**Budget Fund #74601**

Account	Actual 2014-15	Budgeted 2014-2015	Actual 2015-16	Budgeted 2015-16	Final 2016-17	Amount of Change	Percent Change
<b>Revenues</b>							
42461 Federal	-	-	-	-	-	-	N/A
42601 County	94,784	94,784	130,827	130,827	56,820	(74,007.00)	-130.25%
42610 Other Governments	392,798	471,530	436,551	477,000	574,000	97,000.00	16.90%
42628 Cities	80,716	80,716	83,139	83,138	165,714	82,576.00	49.83%
44002 Interest	1,072	900	1,685	1,000	1,400	400.00	28.57%
46022 State Grants	133,133	132,000	288,246	79,000	-	(79,000.00)	N/A
46029 Donations/ Reimbursements	47	-	31	-	-	-	N/A
46040 Miscellaneous	-	-	-	-	-	-	N/A
46050 Outdate / Cancel Warrant	-	-	-	-	-	-	N/A
46200 Revenue Applic to PY	(386)	-	2,547	-	-	-	N/A
46203 Revenue Applic to PY - State	-	-	(2,124)	-	-	-	N/A
49004 Treasury Note	-	-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>	<b>702,164</b>	<b>779,930</b>	<b>940,901</b>	<b>770,965</b>	<b>797,934</b>	<b>26,969.00</b>	<b>3%</b>
<b>Expenditures</b>							
<b>Outside Contracts/Services</b>							
51206 Annual Audit	7,700	7,700	6,974	8,000	7,000	(1,000.00)	-14.29%
51207 Fiscal Accounting Services	6,014	4,500	5,560	6,000	5,150	(850.00)	-16.50%
51211 Legal Services	17,443	15,000	24,376	100,000	100,000	-	0.00%
51249 RCPA Staff Time	268,449	282,700	411,602	305,260	370,000	64,740.00	17.50%
51911 Mail Services County	523	-	-	500	500	-	0.00%
51915 ISD Reprographics Svc	1,773	-	-	-	-	-	N/A
51916 County Services	8,446	13,000	2,174	8,500	8,500	-	0.00%
51919 EFS Charges	-	-	-	8,000	8,000	-	0.00%
51803 / 51226 Contract/Consultant Services	289,785	473,900	365,481	403,040	261,000	(142,040.00)	-54.42%
<b>SUBTOTAL</b>	<b>600,133</b>	<b>796,800</b>	<b>816,167</b>	<b>839,300</b>	<b>760,150</b>	<b>(79,150.00)</b>	<b>-10%</b>
<b>Operational Expenditures</b>							
51041 Liability Insurance	4,457	4,916	4,293	5,000	5,000	-	0.00%
51241 Printing Services	-	5,000	27,454	10,000	10,500	500.00	4.76%
51421 Rents/Leases-Bldgs/Imp	6,000	6,000	6,000	6,000	26,000	20,000.00	76.92%
51602 / 51605 Travel	8,190	5,000	10,622	20,000	20,000	-	0.00%
51905 ISD Improvement Projects	2,547	-	-	-	-	-	N/A
52091 Memberships	2,560	5,000	2,500	7,500	7,500	-	0.00%
52111 Office Supplies	171	2,000	1,362	3,000	3,000	-	0.00%
52117 Postage	-	1,000	295	1,000	500	(500.00)	-100.00%
52162 Sponsorships/Public Outreach	6,135	15,000	6,532	19,200	10,000	(9,200.00)	-92.00%
52163 Professional Development	-	-	1,867	4,000	4,000	-	0.00%
<b>SUBTOTAL</b>	<b>30,061</b>	<b>53,916</b>	<b>60,924</b>	<b>75,700</b>	<b>86,500</b>	<b>10,800.00</b>	<b>12.49%</b>
<b>TOTAL EXPENDITURES</b>	<b>630,194</b>	<b>850,716</b>	<b>877,092</b>	<b>915,000</b>	<b>846,650</b>	<b>(68,350.00)</b>	<b>-8.07%</b>
<b>Starting Fund Balance</b>	<b>142,947</b>	<b>142,947</b>	<b>214,918</b>	<b>255,048</b>	<b>255,048</b>		
<b>Total Revenue</b>	<b>702,164</b>	<b>779,930</b>	<b>940,901</b>	<b>770,965</b>	<b>797,934</b>		
<b>Total Expenditures</b>	<b>(630,194)</b>	<b>(850,716)</b>	<b>(877,092)</b>	<b>(915,000)</b>	<b>(846,650)</b>		
<b>Adjustments</b>	<b>-</b>	<b>-</b>	<b>(23,679)</b>	<b>-</b>	<b>-</b>		
<b>Change in Fund Balance</b>	<b>71,970</b>	<b>(70,786)</b>	<b>40,131</b>	<b>(144,035)</b>	<b>(48,716)</b>		
<b>ENDING FUND BALANCE</b>	<b>214,918</b>	<b>72,161</b>	<b>255,048</b>	<b>111,013</b>	<b>206,332</b>		

**October 10, 2016**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY  
REGIONAL CLIMATE PROTECTION AUTHORITY, COUNTY OF SONOMA,  
STATE OF CALIFORNIA, ADOPTING A FINAL BUDGET FOR FISCAL YEAR  
2016/2017.**

**Whereas**, a Final Budget for Fiscal Year 2016/2017 has been prepared by the Executive Director, reviewed by the Sonoma County Regional Climate Protection Authority and attached as Exhibit A; and

**Whereas**, the Final Budget for Fiscal Year 2016/2017 includes a contribution from the Cities and County partnering agencies for work associated with the Regional Climate Protection Coordination Plan effort, attached hereto as Exhibit B.

**Now, Therefore, Be It Resolved** that the Fiscal Year 2016/2017 Final Budget for the Sonoma County Regional Climate Protection Authority, attached hereto and marked Exhibit A, is hereby adopted.

**Be It Further Resolved** that the Cities and County of Sonoma Partnering agencies will contribute revenue as described in Exhibit B payable by the first day in July of the Fiscal Year 2016/2017 to the Sonoma County Regional Climate Protection Authority.

**Be It Further Resolved** that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

**The Foregoing Resolution** was moved by Director , seconded by Director , and approved by the following vote:

Director Chambers	_____	Director Mackenzie	_____
Director Coursey	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gurney	_____	Director Russell	_____
Director Gorin	_____	Director Salmon	_____
Director Landman	_____	Director Zane	_____

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered**

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Regional Climate Protection Authority held on October 10, 2016.

\_\_\_\_\_

Suzanne Smith, Executive Director  
Clerk, Sonoma County Regional Climate Protection Authority

Exhibit B

<b>Final FY2016-17 Local Contribution to RCPA</b>						
<b>Jurisdiction</b>	<b>Population<sup>1</sup></b>	<b>Percent</b>	<b>Proposed FY16/17 Amount</b>	<b>Final FY16/17 Amount (\$5,000 + \$50k by pop)</b>	<b>Additional Contribution</b>	
Cloverdale	8,708	1.7548%	\$ 2,150	\$ 8,028	\$	5,877
Cotati	7,346	1.4803%	\$ 1,814	\$ 7,554	\$	5,740
Healdsburg	11,687	2.3550%	\$ 2,886	\$ 9,063	\$	6,178
Petaluma	59,540	11.9979%	\$ 14,702	\$ 25,700	\$	10,999
Rohnert Park	41,077	8.2774%	\$ 10,143	\$ 19,281	\$	9,139
Santa Rosa	173,071	34.8756%	\$ 42,734	\$ 65,172	\$	22,438
Sebastopol	7,507	1.5127%	\$ 1,854	\$ 7,610	\$	5,756
Sonoma	10,933	2.2031%	\$ 2,700	\$ 8,801	\$	6,102
Windsor	27,335	5.5083%	\$ 6,750	\$ 14,504	\$	7,754
County	149,049	30.0349%	\$ 36,803	\$ 56,820	\$	20,017
	<b>496,253</b>	<b>100.0000%</b>	<b>\$ 122,534</b>	<b>\$ 222,534</b>	<b>\$</b>	<b>100,000</b>
<sup>1</sup> California Department of Finance - January 1, 2015 - Based on published population by entity.						
Sonoma County Agricultural Preservation & Open Space District			\$ 25,000	\$ 25,000	\$	-
Sonoma County Water Agency			\$ 35,000	\$ 35,000	\$	-
Sonoma Clean Power			\$ 35,000	\$ 35,000	\$	-
		<b>Sub Total</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$</b>	<b>-</b>
		<b>Grand Total</b>	<b>\$ 217,534</b>	<b>\$ 317,534</b>	<b>\$</b>	<b>100,000</b>

## Staff Report

**To:** SCTA Board of Directors  
**From:** Suzanne Smith, Executive Director  
**Item:** 4.4.4 – FY16/17 SCTA Final Budget  
**Date:** October 10, 2016

---

### **Issue:**

Shall the SCTA adopt a final operating budget for FY16/17?

### **Background:**

By October of each year, the SCTA must adopt three final budgets in order for operations to continue. The three budgets cover the SCTA general operations, Measure M and the Transportation Fund for Clean Air (TFCA).

This staff report covers the FY16/17 SCTA Final Budget. The budget includes all revenues derived from local, regional, state and federal sources. In addition to revenues, all anticipated expenditures are listed. Prior year actuals are included for FY15/16.

The Final FY16/17 Budget has nominal changes from the preliminary budget approved in May including: additional revenue from MTC for work on ridesharing (\$35,000), increased estimate for HOV lane violations (up \$10,000), an expenditure related to a design alternatives study for Hwy 37 (\$25,000), an expenditure related to possible relocation expenses (\$20,000), acknowledgement of a new RCPA position funded for half of the fiscal year (\$50,000) and minor adjustments to services and supplies line items.

### **REVENUE IN THE SCTA FY16/17 FINAL BUDGET INCLUDES:**

#### ***State Funding***

- State Transportation Improvement Program (STIP) – Planning, Programming & Monitoring (PPM)

These funds pay for staffing, office space/supplies, and consultant costs associated with the planning and project management related to the State Highway System and other eligible STIP projects. For FY16/17 SCTA anticipates using \$325,000 in PPM funds. This revenue comes to the SCTA on a reimbursement basis from Caltrans. This amount is up from last fiscal but it is expected to decrease next fiscal year by approximately \$75,000 due to lack of STIP funding statewide.

- Strategic Growth Council (SGC) Grant for Shift Sonoma County

The SCTA received a planning grant from the SGC to address mode shift and fuel shift to reduce GHG emissions from the transportation sector and to assist with CEQA analysis on Climate Action 2020. It is anticipated that just less than half of the grant, \$439,000, will be spent this fiscal year on staff time, consultant services, legal services and meeting related costs.

- HOV Lane Violation Fines

SCTA began receiving a percentage of the fines collected related to HOV lane violations in FY14/15. This new source of revenue is hard to estimate; for FY16/17 the conservative amount proposed for the budget is \$40,000. The amount collected in FY15/16 was \$53,794; in FY14/15 was \$66,771 and FY13/14 was \$10,271.

- Transportation Fund for Clean Air (TFCA) Funds

The SCTA is eligible to receive 5% of the TFCA funds to serve as the Program Manager for the TFCA program based on the hours spent managing the program. The SCTA anticipates receiving \$29,650 to administer the program for FY16/17. This item shows up under Reimbursements and is reflected as a negative expenditure due to the budgeting systems' handling of payment transfers within an agency.

### **Federal Funding**

- Surface Transportation Program (STP) funds from MTC planning contract

The SCTA is eligible to receive federal STP funds through MTC based on a contractual arrangement that includes a specific scope of work related to regional activities plus an additional scope of work with tasks related to transportation and land use planning, including the maintenance of the travel demand model and Sustainable Communities Strategy work. For FY16/17, the budget anticipates \$720,000. This amount is down from FY15/16. The SCTA remains eligible for the funds as long as it maintains a planning and programming function. This source is critical to fund staff and agency operations; future years of funding will be included as part of the funding in the One Bay Area Grant cycle two process.

A one-time, two-year contract for \$70,000 was provided by MTC to enhance SCTA work on carpooling. The FY16/17 budget includes \$35,000 of this revenue.

### **Local Funding**

- The City and County partner contributions

Local jurisdictions contribute to the SCTA based on a population and centerline road mile formula. Population numbers were updated based on Department of Finance figures for 2015 and revised road mile numbers derived from jurisdictions' Pavement Management System. The total contribution from local jurisdictions is \$362,032 plus an anticipated \$25,000 from the County of Sonoma to help fund a portion of the Hwy 37 design alternatives study.

The FY16/17 local contribution reflects a 3% increase over last year. The increase will assist in funding critical SCTA operations that cannot be funded with grant or Measure M funds – including matching State and federal funding. A breakdown of the proposed costs to each jurisdiction is provided.

- Measure M

The SCTA bills directly to projects for SCTA staff time and materials used specifically on Highway 101 projects. The FY16/17 budget reflects \$265,000 for staff. This item shows up under Reimbursements and is reflected as a negative expenditure due to the budgeting systems' handling of payment transfers within an agency.

- RCPA

The RCPA staff is paid for through the SCTA's budget system and then staff time is reimbursed to SCTA from RCPA. The SCTA budget includes \$368,000 in funds from the RCPA to cover the bulk of staff costs, including a portion of the Executive Director and support staff time. A portion of the RCPA staff time is paid for through the Shift grant discussed above. The final budget includes \$50,000 as an estimated partial year cost for a new full time position for RCPA. This item shows up under Reimbursements and is reflected as a negative expenditure due to the budgeting systems' handling of payment transfers within an agency.

- Interest on Pooled Cash

Interest budgeted for FY16/17 is \$1,000.

**EXPENDITURES IN THE SCTA FY16/17 FINAL BUDGET INCLUDE:**

- Staff Salaries/Benefits

The FY16/17 budget reflects the salaries and benefits for 11.5 full time positions. The salary and benefit budget totals \$1,950,092, up 6.9% from FY15/16 due to anticipated merit increases and increases in the cost of benefits. Health and retirement benefits are provided through the County of Sonoma and paid for by the SCTA.

- Outside Contracts/Services

This category totals \$346,979 and includes annual audit services; financial management, claims processing, payroll, budget preparation and general accounting; contracts for consultant services (Shift and related activities); and legal counsel for contract reviews and procedural/operational questions.

- Operational Expenses

Items considered operational expenses include computer hardware and software, office supplies, office lease, printing, travel, professional development and other related categories. The total amount requested for these items in the FY16/17 budget is \$323,842.

**Policy Impacts:**

No new policy issues are proposed in the FY16/17 SCTA Final Budget. The Final Budget includes some new operational issues that were not part of the Preliminary Budget: hiring a new staff position for RCPA, possible relocation, and adding work related to Highway 37 and ridesharing.

**Fiscal Impacts:**

The FY16/17 SCTA Final Budget includes a 3% increase in local contributions (an increase of \$10,000) for SCTA.

Overall funding for SCTA has shifted in the past few years as funds from the State Transportation Improvement Program have continued to decline. The attached chart shows how revenue sources have changed over time. A second chart projects the next five years.

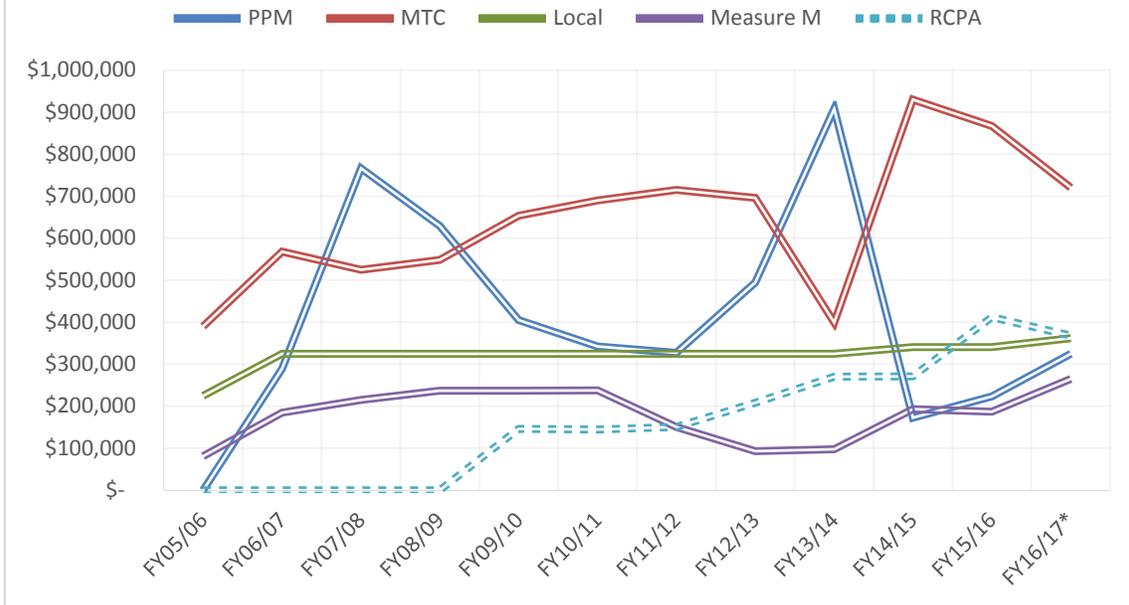
A new item is now included in the SCTA budget. The City of Rohnert Park has initiated the collection of a regional traffic mitigation fee for development approved in the University District Specific Plan. These funds are to be deposited with the SCTA until such time as a traffic mitigation project that meets the requirements of the fee program is selected and funds are required to build the project. Rohnert Park collected \$161,000 in FY15/16 and submitted the funds to SCTA in FY16/17. This shows up in the FY16/17 budget as restricted fund balance as there is no expenditure yet associated with the revenue.

**Staff Recommendation:**

In order to continue operation, the SCTA must adopt a Final Budget for FY16/17 by October 31, 2016. The SCTA should consider the proposed Final SCTA Budget and, if it meets with the Board's approval, adopt the FY16/17 SCTA Final Budget.

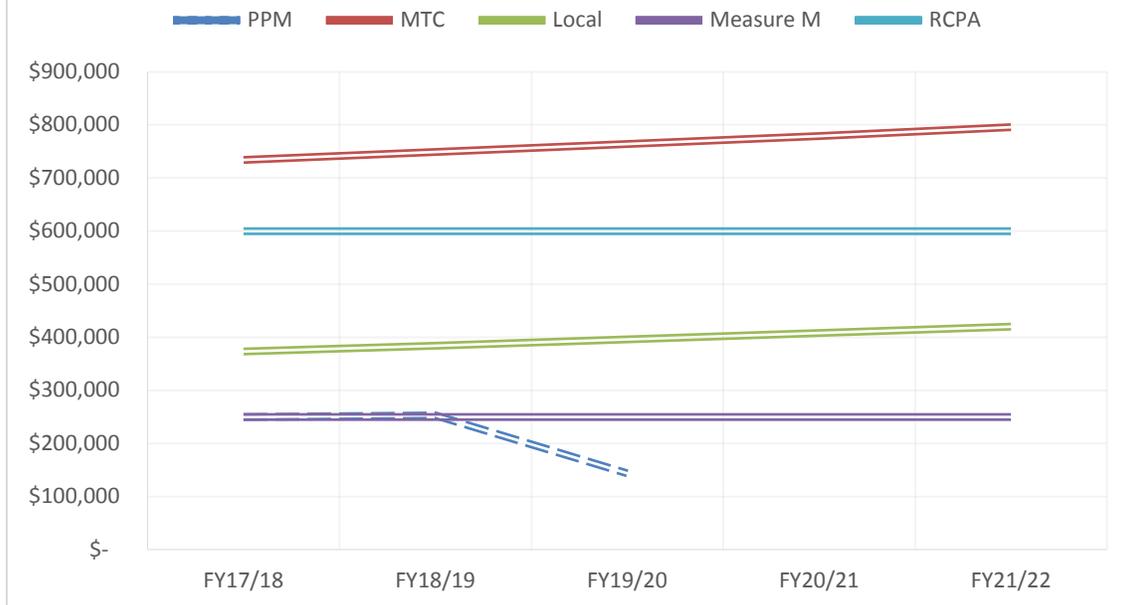
Adoption of Resolution No. 2016-020 adopting the FY16/17 Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

## SCTA OPERATING REVENUES - HISTORIC



Total range - \$0.7M in FY05/06 to \$2M in FY16/17

## SCTA OPERATING REVENUES - PROJECTIONS



Total range - \$2.2M in FY17/18 down to \$2M in FY21/22

**RESOLUTION NUMBER 2016-020  
SONOMA COUNTY TRANSPORTATION AUTHORITY  
SANTA ROSA, CALIFORNIA**

**OCTOBER 10, 2016**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY  
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF  
CALIFORNIA, ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2016/2017.**

**Whereas**, a Final Budget for Fiscal Year 2016/2017 has been prepared by the Executive Director, reviewed by the Sonoma County Transportation Authority and attached as Exhibit A; and

**Whereas**, the Final Budget for Fiscal Year 2016/2017 does not include a Cost of Living Adjustment for SCTA employees; and

**Whereas**, the Final Budget for Fiscal Year 2016/2017 includes a contribution for local jurisdictions based on a population/road-mile formula, attached hereto as Exhibit B.

**Now, Therefore, Be It Resolved** that the Fiscal Year 2016/2017 Final Budget for the Sonoma County Transportation Authority, attached hereto and marked Exhibit A, is hereby adopted.

**Be It Further Resolved** that the Cities and County of Sonoma will contribute revenue as described in Exhibit B payable by the Eighth day in November of the Fiscal Year 2016/2017 to the Sonoma County Transportation Authority.

**Be It Further Resolved** that the Executive Director, acting as Clerk of the Authority, shall deliver a certified copy of this resolution to the Sonoma County Auditor-Controller.

**The Foregoing Resolution** was moved by Director , seconded by Director , and approved by the following vote:

Director Chambers	_____	Director Mackenzie	_____
Director Coursey	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gurney	_____	Director Russell	_____
Director Gorin	_____	Director Salmon	_____
Director Landman	_____	Director Zane	_____

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered**

I, the undersigned, certify that the foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Sonoma County Transportation Authority held on October 10, 2016.

\_\_\_\_\_  
Suzanne Smith, Executive Director  
Clerk, Sonoma County Transportation Authority

**Sonoma County Transportation Authority**  
**FY 2016-17 Final Budget - Budget Fund 74501**

	Actual 2014-15	Budgeted 2014-15	Actual 2015-16	Budgeted 2015-16	Final 2016-17	Amount of Change	Percent Change
<b>Revenues</b>							
State - STIP/PPM	132,758	223,000	199,768	150,000	325,000	175,000	116.67%
State - TDA3	70,253	30,000	-	-	-	-	N/A
Federal - Real Time Rideshare CMAQ	265,659	178,400	-	-	-	-	N/A
Local Contributions	341,250	341,250	351,487	351,488	387,032	35,544	10.11%
Federal - Short Range Transit Plan	-	-	18,395	20,000	1,605	(18,395)	-91.98%
Federal - MTC Contract STP/CMAQ	930,022	867,000	789,381	900,000	755,000	(145,000)	-16.11%
HOV Lane Violation Fines	66,771	-	53,794	20,000	40,000	20,000	100.00%
Interest	474	1,000	954	1,000	1,000	-	0.00%
State - Shift Grant SGC	96,237	422,000	369,619	557,000	438,900	(118,100)	-21.20%
Donations/Reimbursements	1,233	5,000	4,316	-	2,500	2,500	N/A
Revenue Applicable from PY - Misc.	10,710	-	70,396	-	-	-	N/A
Revenue Appl - PY Intergmtl- State	-	-	(3,266)	-	-	-	N/A
Operating Transfers - ISD	-	-	-	-	11,800	11,800	N/A
<b>TOTAL REVENUES</b>	<b>1,915,366</b>	<b>2,067,650</b>	<b>1,854,478</b>	<b>1,999,488</b>	<b>1,962,837</b>	<b>(36,651)</b>	<b>-1.77%</b>
<b>Expenditures</b>							
<b><u>Salaries and Benefits</u></b>							
Employee Salary (11.5 FT positions)	1,044,112	1,033,075	1,159,592	1,157,565	1,210,615	53,050	4.58%
Employee Benefits (11.5 FT positions)	620,237	596,284	665,310	680,042	739,477	59,435	8.74%
<b>SUBTOTAL</b>	<b>1,664,349</b>	<b>1,629,359</b>	<b>1,824,903</b>	<b>1,837,607</b>	<b>1,950,092</b>	<b>112,485</b>	<b>6.90%</b>
<b><u>Outside Contracts/Services</u></b>							
County Services (mail, EFS, payroll)	29,069	25,500	16,394	33,000	31,979	(1,021)	-3.09%
Audit Services	26,975	25,000	19,305	20,000	23,800	3,800	19.00%
Fiscal Accounting Services	46,764	37,000	32,791	40,000	41,200	1,200	3.00%
Legal Services	5,439	15,000	16,805	15,000	15,000	-	0.00%
Consultant Services	91,837	450,000	126,488	300,000	235,000	(65,000)	-21.67%
Contract- Security Services	-	-	-	-	-	-	N/A
<b>SUBTOTAL</b>	<b>200,084</b>	<b>552,500</b>	<b>211,782</b>	<b>408,000</b>	<b>346,979</b>	<b>(61,021)</b>	<b>-11.04%</b>
<b><u>Operational Expenditures</u></b>							
Liability Insurance	6,637	7,511	5,647	8,000	7,000	(1,000)	-12.50%
Printing Services/Copier Rental	12,178	13,500	14,892	15,000	15,000	-	0.00%
Public/Legal Notices	-	1,000	-	1,000	500	(500)	-50.00%
Rents/Leases-Bldgs	59,762	62,000	62,650	65,000	92,600	27,600	42.46%
Travel/Training	34,586	40,000	29,843	50,000	40,000	(10,000)	-20.00%
Telephones	11,138	11,000	9,952	11,000	11,600	600	5.45%
County ISD Computer Support	49,808	59,000	51,521	60,000	52,350	(7,650)	-12.75%
ISD-Computer Replacement Program	-	10,792	-	7,000	17,792	10,792	154.17%
Office Supplies / Equipment	35,143	38,000	8,161	8,000	8,000	-	0.00%
Subscriptions	483	1,000	2,122	1,000	2,000	1,000	100.00%
Postage	-	5,000	-	-	-	-	N/A
Computer Software & Hardware	2,430	5,000	3,745	5,000	5,000	-	0.00%
Events/Public Outreach	-	5,000	404	10,000	5,000	(5,000)	-50.00%
Professional Development	9,380	6,600	5,484	20,000	17,000	(3,000)	-15.00%
Contribution - Non County (Carma, Hwy 37)	207,881	116,000	22,012	-	50,000	50,000	N/A
<b>SUBTOTAL</b>	<b>429,426</b>	<b>381,403</b>	<b>216,434</b>	<b>261,000</b>	<b>323,842</b>	<b>62,842</b>	<b>16.48%</b>
<b><u>Reimbursements</u></b>							
Reimbursements - Measure M	(193,046)	(200,000)	(187,100)	(200,000)	(265,000)	(65,000)	32.50%
Reimbursements - RCPA	(271,089)	(669,000)	(411,602)	(243,300)	(368,000)	(124,700)	51.25%
Reimbursements - TFCA	(29,675)	(30,000)	(22,779)	(30,000)	(29,650)	350	-1.17%
<b>SUBTOTAL</b>	<b>(493,810)</b>	<b>(899,000)</b>	<b>(621,482)</b>	<b>(473,300)</b>	<b>(662,650)</b>	<b>(189,350)</b>	<b>40.01%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,800,049</b>	<b>1,664,262</b>	<b>1,631,636</b>	<b>2,033,307</b>	<b>1,958,264</b>	<b>(75,043)</b>	<b>-3.69%</b>
<b>Starting Fund Balance</b>	<b>365,698</b>	<b>365,698</b>	<b>481,015</b>	<b>481,015</b>	<b>737,093</b>	<b>256,078</b>	<b>53.24%</b>
<b>Total Revenue</b>	<b>1,915,366</b>	<b>2,067,650</b>	<b>1,854,478</b>	<b>1,999,488</b>	<b>1,962,837</b>	<b>(36,651)</b>	<b>-1.83%</b>
<b>Total Expenditures</b>	<b>(1,800,049)</b>	<b>(1,664,262)</b>	<b>(1,631,636)</b>	<b>(2,033,307)</b>	<b>(1,958,264)</b>	<b>75,043</b>	<b>-3.69%</b>
<b>Adjustments</b>	<b>-</b>	<b>-</b>	<b>33,236</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>115,317</b>	<b>403,388</b>	<b>256,078</b>	<b>(33,819)</b>	<b>4,573</b>	<b>38,392</b>	<b>-113.52%</b>
<b>ENDING FUND BALANCE</b>	<b>481,015</b>	<b>769,086</b>	<b>737,093</b>	<b>447,196</b>	<b>741,667</b>	<b>-</b>	<b>-</b>
<b>RESTRICTED FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>161,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>902,667</b>	<b>160</b>	<b>-</b>

Exhibit B

<b>FY2016-17 Local Contribution to SCTA</b>			
<b><u>Jurisdiction</u></b>	<b>50% Road Miles<sup>1</sup></b>	<b>Local Contribution FY15-16</b>	<b>Proposed FY16-17 (updated by 3%)</b>
	<b>50% Population<sup>2</sup></b>		
Cloverdale	1.5502%	\$ 5,464	\$ 5,612
Cotati	1.2234%	\$ 4,237	\$ 4,429
Healdsburg	2.1264%	\$ 7,445	\$ 7,698
Petaluma	9.5889%	\$ 33,775	\$ 34,715
Rohnert Park	6.0565%	\$ 21,267	\$ 21,926
Santa Rosa	27.7751%	\$ 97,392	\$ 100,555
Sebastopol	1.2560%	\$ 4,424	\$ 4,547
Sonoma	1.8109%	\$ 6,301	\$ 6,556
Windsor	4.5264%	\$ 15,949	\$ 16,387
County	44.0859%	\$ 155,233	\$ 159,605
<b>Total</b>	<b>100.0000%</b>	<b>\$ 351,488</b>	<b>\$ 362,032</b>

<sup>1</sup> Road Mileage (Center Line Miles) as of September 15, 2015.

<sup>2</sup> California Department of Finance - January 1, 2015 - Based on published population by entity.

## Staff Report

**To:** SCTA Board of Directors  
**From:** Suzanne Smith  
**Item:** 6.2 - Regional Agency Reports  
**Date:** October 10, 2016

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### Issue:

### Issue:

Recent updates from:

- Sonoma Clean Power
- Sonoma/Marin Area Rail Transit (SMART)
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Metropolitan Transportation Commission (MTC)
- Association of Bay Area Governments (ABAG)
- Bay Area Air Quality Management District (BAAQMD)
- Bay Conservation and Development Commission (BCDC)
- California Councils of Governments (CALCOG)
- Self Help Counties Coalition

### Background:

The following links provide information regarding various regional agencies and issues:

- MTC Executive Director's Report
  - <http://mtc.ca.gov/whats-happening/news/executive-directors-report>
- SMART
  - [http://www2.sonomamarintrain.org/userfiles/file/GM\\_Report - September 2016.pdf](http://www2.sonomamarintrain.org/userfiles/file/GM_Report_-_September_2016.pdf)

### Staff Recommendation:

This is an informational item only.

**CANCELLATION NOTICE**

**SCTA Technical Advisory Committee (TAC)**

**Scheduled For Thursday, September 22, 2016**

**Has Been Cancelled**

The next TAC meeting will be held

Thursday, October 27, 2016  
1:30 PM

Sonoma County Transportation Authority  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401  
Conference Room

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The next **S C T A** meeting will be held **October 10, 2016**  
The next **SCTA TAC** meeting will be held **October 27, 2016**

Copies of the full Agenda Packet are available at [www.sctainfo.org](http://www.sctainfo.org)

**DISABLED ACCOMMODATION:** If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

**SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** Materials related to an item on this agenda submitted to the **SCTA Technical Advisory Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

## CANCELLATION NOTICE

The Citizens Advisory Committee Meeting (CAC) scheduled for September 26, 2016 has been cancelled.

The next CAC meeting will be held  
Monday, October 31, 2016  
4:00 p.m.  
Sonoma County Transportation Authority  
490 Mendocino Ave., Suite 206  
Santa Rosa, CA 95401

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The next **SCTA** meeting will be held **October 10, 2016**  
The next **SCTA CAC** meeting will be held **October 31, 2016**

Copies of the full Agenda Packet are available at [www.sctainfo.org](http://www.sctainfo.org).

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

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## Planning Advisory Committee

### MEETING AGENDA

**September 15, 2016 – 9:30 a.m.**

Sonoma County Transportation Authority  
SCTA Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Public Comment
3. Administrative
  - 3.1. Approval of the agenda – changes, additional discussion items- ACTION
  - 3.2. Review Meeting Notes from April 21, 2016 and June 16, 2016\* – ACTION
4. Plan Bay Area Planning Directors Workshop\* - update and information from MTC representatives, Ken Kirkey and Matt Maloney - INFORMATION
5. Policies related to medical cannabis – materials to be handed out at meeting - INFORMATION
6. Round table members discussion
7. Other Business /Next agenda
8. Adjourn

\*Attachment

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The next **SCTA** meeting will be held **October 10, 2016**

The next **PAC** meeting will be held **November 17, 2016**

**DISABLED ACCOMMODATION:** If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA/RCPA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

**SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS:** Materials related to an item on this agenda submitted to the Transit-Technical Advisory Committee after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

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## Countywide Bicycle & Pedestrian Advisory Committee

### MEETING AGENDA

**September 27, 2016 – 1:30 p.m.**

Sonoma County Transportation Authority  
SCTA Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Approval of Meeting Notes: May 24, 2016 - **DISCUSSION / ACTION\***
3. Public Comment
4. Roundtable updates - Discussion
5. TDA3/TFCA Quarterly Report – Information\*
6. Bike/Pedestrian Counters, Joe Rodota Trail Data – Discussion\*\*
7. Caltrans District 4 Bike Plan, local bike plan status update - Discussion
8. Other Business / Comments / Announcements
9. Adjourn - **ACTION**

\*Materials attached

\*\*Materials to be handed out

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The next **SCTA/RCPA** meeting will be held October 10, 2016

The next **CBPAC** meeting will be held November 22, 2016

Copies of the full Agenda Packet are available at [www.scta.ca.gov](http://www.scta.ca.gov)

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## Transit Paratransit Coordinating Committee

### MEETING AGENDA

**September 20, 2016 – 1:30 p.m.**

Sonoma County Transportation Authority  
SCTA Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Approval of Meeting Notes: July 19, 2016 - **DISCUSSION / ACTION\***
3. MTC's Coordinated Plan, follow-up discussion on recommendations – Discussion\*
4. Roundtable Updates
  - 4.1. Transit / Paratransit Operators
  - 4.2. Other Entities
5. Public Comment
6. Other Business / Comments / Announcements
  - 6.1. Bus stop relocation in downtown Santa Rosa – Mendocino & 7<sup>th</sup> stop has moved to Ross and B Street
7. Adjourn - **ACTION**

\*Materials attached

\*\*Materials to be handed out

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The next **SCTA/RCPA** meeting will be held October 10, 2016

The next **TPCC** meeting will be held November 15, 2016

Copies of the full Agenda Packet are available at [www.sctainfo.org](http://www.sctainfo.org)

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## Transit – Technical Advisory Committee

### MEETING AGENDA

**September 14, 2016 – 10:00 a.m.**

Sonoma County Transportation Authority  
SCTA Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Approval of Meeting Notes: July 13, 2016 – **ACTION\***
3. Transit Operator Updates
4. Clipper Update, if available – Discussion
5. Final SMART Integration Plan, <https://mtcdrive.app.box.com/s/gcoe9c00u818jxryljy6q17t6kptzku2> - Discussion
6. Other Business / Comments / Announcements
7. Adjourn - **ACTION**

\*Materials attached

\*\*Materials to be handed out

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The next **SCTA/RCPA** meeting will be held October 10, 2016

The next **T-TAC** meeting will be held October 12, 2016

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