

BOARD OF DIRECTORS AGENDA PACKET

**Monday, October 12, 2015
2:30 p.m.**

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



BOARD OF DIRECTORS AGENDA

October 12, 2015 – 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 14, 2015 meeting (ACTION)*
 - B. **SCTA Items**
 - 3.2. Measure M – status report on annual reporting letters (REPORT)*
 - 3.3. Measure M – Measure M Cooperative Agreement Amendment for M71406 Access Across 101, City of Santa Rosa (ACTION)*
 - 3.4. Admin – Resolution of Commendation for Susan Kelly (ACTION)*
4. **Regular Calendar**
 - A. **RCPA Items**
 - 4.1. RCPA Planning
 - 4.1.1. Electric Vehicles – update of Fuel Shift plan and the State of Electric Vehicles in Sonoma County communities (REPORT)*
 - 4.2. RCPA Programs
 - 4.2.1. Activities Report (REPORT)*
 - 4.2.2. Solid Waste – status report on Sonoma County Waste Management Agency matters (REPORT)
 - B. **SCTA Items**
 - 4.3. SCTA Planning
 - 4.3.1. Comprehensive Transportation Plan – (ACTION)*
 - Update on public outreach
 - 4.4. SCTA Projects and Programming
 - 4.4.1. Highways – memorandum of understanding related to advancing improvements in the Highway 37 corridor (ACTION)*
 - 4.4.2. Measure M – presentation on the status of Measure M Bicycle and Pedestrian Projects (REPORT)
 - 4.4.3. Highways – update on State Highway projects (REPORT)
 - C. **SCTA/RCPA Joint Items**
 - 4.5. Admin – SCTA Final Budgets for FY15/16 (ACTION)*
 - 4.5.1. Measure M
 - 4.5.2. TFCA



- 4.5.3. SCTA operations
- 4.6. Admin – RCPA Final Budget for FY15/16 (ACTION)*
- 4.7. Admin – updates to administrative documents (ACTION)*
 - Personnel Policies for FY15/16
 - Job descriptions updated for 2015
 - Salary schedule for FY15/16
 - Executive Director contract

5. Reports and Announcements

- 5.1. Executive Committee report
- 5.2. Regional agency reports*

SMART	NCRA	MTC	Self Help Counties Coalition
ABAG	BAAQMD	CALCOG	GGBHTD Sonoma Clean Power
- 5.3. Advisory Committee agendas*
- 5.4. SCTA/RCPA staff report
- 5.5. Announcements

6. Adjourn

*Materials attached.

The next **SCTA/RCPA** meetings will be held **October 12, 2015**

Copies of the full Agenda Packet are available at www.sctainfo.org

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BOARD OF DIRECTORS MEETING

Meeting Minutes of September 14, 2015

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 2:33 p.m. by Vice Chair Rabbitt in Chair Gurney's absence.

Directors Present: Vice Chair Rabbitt, Supervisor, Second District; Director Ahanotu, City of Rohnert Park (Alternate); Director Carlstrom, City of Santa Rosa; Director Chambers, City of Healdsburg; Director Gallian, City of Sonoma; Director Gorin, Supervisor, First District; Director Landman, City of Cotati; Director Miller, City of Petaluma; Director Russell, City of Cloverdale; Director Salmon, Town of Windsor; Director Zane, Supervisor, Third District.

Directors Absent: Chair Gurney, Sebastopol.

2. Public comment on items not on the regular agenda

Ann Hancock of the Center for Climate Protection introduced two new staff; Geoffrey Smith, Solar Sonoma County Program Coordinator, and Doron Amiran, Electric Vehicle Program Manager. She referred to an Electric Vehicle White Paper written by Brant Arthur and Lauren Casey.

Dwayne DeWitt of Roseland, Santa Rosa, addressed the need to water the trees. He noted that, despite the current severe drought, if they are not watered they will lose their carbon sequestration ability. This, in turn, hampers their ability to help reduce GHG emissions, which ultimately defeats the purpose in planting them. He cited the need to practice urban forestry.

3. Consent Calendar

A. SCTA/RCPA Concurrent Items

- 3.1. Admin – Minutes of the July 13, 2015 meeting (ACTION)*

B. SCTA Items

- 3.2. Measure M – de-obligation of appropriation for design and right of way phase funds – Santa Rosa Creek Trail Project (ACTION)*
- 3.3. Measure M – Fulton Road cooperative agreement with Santa Rosa and related appropriation request (ACTION)*
- 3.4. Measure M – professional services agreement with Vali Cooper & Associates, Inc. for project management and project controls for various Highway 101 projects (ACTION)*
- 3.5. Measure M – MSN-B2 Phase 2, PS&E Contract with Amendment 1 for time extension only (ACTION)*

C. RCPA Items

- 3.6. CA2020 – contract for on call planning services with Pete Parkinson (ACTION)*
- 3.7. Admin – Resolution of Commendation for Misty Mersich (ACTION)*

Motion by Director Russell, seconded by Director Landman, to approve the Consent Calendar as presented. Motion passed unanimously (11-0-1-0).

4. Regular Calendar

A. RCPA Items

- 4.1. RCPA Planning
 - 4.1.1. CA2020 – status of draft document and upcoming public meetings (REPORT)*

Lauren Casey reported that the Plan is complete, but still needs work. She reported that RCPA staff has been meeting with

jurisdiction staff, City Managers, and summarized research and data that have been gathered over the past two years in this effort. She also summarized various public meetings that have taken place.

Ms. Casey announced that once the Plan is adopted, communities will be able to streamline environmental review, and that staff has been working with the City Councils to learn how CEQA has been applied.

Ms. Casey next announced that Pete Parkinson will be acting as a consultant in this project, and that a public draft of this work will be coming to the Board later this fall.

The Board expressed its commendation on the report. In response to Board questions regarding public outreach for the EIRs, Ms. Casey explained that meetings are being scheduled. These are anticipated to take place in October/November at various locations in the County.

Additional Board comments included the need to include larger planning bodies, such as BAAQMD, to intersect on a larger level with those in the current Plan.

Mr. DeWitt cited the need to consider Transit Oriented Development (TOD) in the Southwest Santa Rosa area, and the need to plant more trees.

4.2. RCPA Programs

4.2.1. Solid Waste – consideration of possible role for RCPA in Sonoma County Waste Management Agency programs and policy development (ACTION)*

Suzanne Smith opened a discussion regarding the possibility of the RCPA assuming tasks and policy responsibilities currently handled by the Sonoma County Waste Management Agency (SCWMA) and ending the current Joint Powers Agreement (JPA).

Comments included the need to consider the practical and technical aspects of this reorganization; ensuring that whatever funds go to the SCWMA go to the RCPA; the impact of the dissolution of the SCWMA and the void this would leave; landfill closure issues; equitable

representation in the composition of the agency; issues involving litigation; the need to ensure that the 2020 sunset of the SCTA does not derail services to the community and fulfillment of its goals; the need for a business plan to be developed that would include costs and staffing required; assessment of the impact this would have on what the Authority is already doing; the need for the voice of the small city to be heard; and the importance of maintaining a distinction between staff handling technical issues separately from the policymaking body, as well as the need for a strong Technical Advisory Committee.

Additional observations included a consensus to proceed with exploration of the options available, and to bring this matter to the respective City Councils for discussion, with an awareness of the issues that would need to be addressed.

Vice Chair Rabbitt opened the item for public comment.

Ms. Hancock expressed that the RCPA could play a role in resolving the issue of the sun setting of the SCWMA and continue to address the problem of garbage in the community.

Patrick Carter of the SCWMA reported that the agency has formed a subcommittee to explore the issues raised in the Board's discussion, and that handling of the sunset clause start as soon as possible. He noted that without the concept issues, it would often be unnecessary to meet on a monthly basis. He did not feel this would involve significant additional time each month.

Motion by Director Carlstrom, seconded by Director Gallian, to pursue the concept of RCPA taking responsibility for some of the work currently carried out by the SCWMA. Motion passed unanimously (11-0-1-0).

B. SCTA Items

4.3. SCTA Planning

4.3.1. **PUBLIC HEARING:**

Comprehensive Transportation Plan – (ACTION)*

- Project list approval for the Regional Transportation Plan and the Comprehensive

- Transportation Plan
- Performance assessment of policies

Janet Spilman referred to page 82, the project list, noting that these are financially constrained.

In response to Board questions, Ms. Spilman explained that current projects listed came from the 2009 list, which was recently distributed to the Technical Advisory Committee for its feedback as to whether these are still viable projects. Projects not shown on this list will be included with the next CTP in four years.

Motion by Director Landman, seconded by Director Miller, to approve the CTP list of projects. Motion carried unanimously (11-0-1-0).

Ms. Spilman next referred to the RTP list of projects given to MTC, noting that staff will submit all capacity-increasing projects; these would projects for which there is an urgent need; e.g., that need to be built in the next four years.

Motion by Director Zane, seconded by Director Gallian, to approve the RTP list of projects. Motion passed unanimously (11-0-1-0).

Chris Barney presented a slideshow explaining that staff reviewed how policy, technology, and other strategies could help meet CTP targets. This included examining the CTP project list and how the top 11 projects would affect the achievement of goals, as well as the impact of housing and population growth.

Mr. Barney summarized policies and strategies that were tested; as noted previously, some projects may have significant benefits locally, but little impact countywide; projects reduce congestion but do not have significant impact on other goals. Staff seeks the Board's comments on policies and approaches, and whether there are strategies that they wish to have removed from the list for future analysis.

Board comments referred to the impact of Uber and the need to conduct research in this area; the potential negative impact of implementing a significant price increase in parking; and the fact that without a significantly robust transportation infrastructure in Sonoma County,

many of the alternatives presented are not viable.

Chair Rabbitt opened the item to public comment:

Steve Birdlebough of the Sonoma County Transportation and Land Use Coalition addressed the difficulty of gauging the degree of change that can take place 25 years into the future and the need to shift the focus to the cost of driving. He emphasized the benefit of utilizing technology in meeting goals (e.g., pay-by-the-mile to track mileage).

An unidentified woman, a citizen of Santa Rosa, cited the need for a good transit system for Santa Rosa.

Teri Shore of the Greenbelt Alliance addressed the need for an express bus through Sonoma Valley, and the need for more funding for transit in general, which would also support and encourage local tourism.

4.4. SCTA Projects and Programming

- 4.4.1. MTC – proposal to amend One Bay Area Grant (OBAG) funding for rail car purchase (ACTION)*

Motion by Director Carlstrom, seconded by Director Russell, to approve the proposed administrative change of programming in the OBAG funds for purchase of rail cars. Motion passed unanimously (11-0-1-0).

- 4.4.2. Measure M – status report on Measure M Bicycle and Pedestrian Projects (REPORT)

N/A

- 4.4.3. Highways – update on State Highway projects (REPORT)

Ms. Smith referred to the handout.

5. Reports and Announcements

- 5.1. Executive Committee report

N/A

- 5.2. Regional agency reports*

SMART: Included in agenda.

NCRA: N/A

MTC/ABAG: Vice Chair Rabbitt led discussion regarding the current proposed merging of MTC and ABAG and MTC assuming certain duties currently conducted by ABAG.

Self Help Counties Coalition: N/A

BAAQMD: Director Zane announced the approval of a \$3 million rebate program for the replacement of wood burning stoves with a clean burning device.

CALCOG: N/A

GGBHTD: N/A

Sonoma Clean Power: N/A

5.3. Advisory Committee agendas*

Included in agenda.

5.4. SCTA/RCPA staff report

Ms. Smith announced the return of Dana Turr y from maternity leave on a part-time basis September 13, 2015.

5.5. Announcements

6. Adjourn

5:11 p.m.

Staff Report

To: Sonoma County Transportation Authority
From: Seana L. S. Gause, Senior – Programming and Projects
Item: 3.2 – Measure M Annual Reporting Letter Status Update
Date: October 12, 2015

Issue:

What is the status of the annual reporting for expenditures of Measure M funds this past fiscal year (FY14/15)?

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.

Three LSR reporting letters (City of Cloverdale, City of Sonoma and the County of Sonoma) were not submitted by the 9/15/15 deadline. All three letters have since been received.

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 (Sonoma County Bicycle Coalition). As of the writing of this staff report one of the two letters is still outstanding (Bicycle Safety and Education – Safe Routes to Schools). All other reporting letters for the LSP, Bike/Ped and Rail programs were submitted on time. This summary has been 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 informational item only.

Staff Report

To: Sonoma County Transportation Authority

From: Seana L. S. Gause, Senior – Programming and Projects

Item: 3.3 – Measure M Cooperative Agreement Amendment for M71406 Access Across 101, City of Santa Rosa

Date: October 12, 2015

Issue:

Shall the SCTA approve an amendment to cooperative agreement M71406 to revise the financial plan and wording in two of the articles for the City of Santa Rosa’s Access Across 101 Project (attached)?

Background:

The City of Santa Rosa has an existing Measure M cooperative agreement to implement the Access Across 101 Project. Since that document was approved, staff identified a minor edit in the articles of Sections II and III that needed clarification and worked with Counsel to provide clearer text of the agreement. The amendment revises the articles to agree with the revised financial plan and to clarify that the funds available to the project are limited to those appropriated for that purpose by this Board.

Additionally, the current amendment would revise the financial plan that was approved as part of the original agreement to extend the available funding to correspond to the funds programmed and approved in the 2014 Measure M Strategic Plan.

SCTA counsel recommended that the project sponsor approve the amendment prior to SCTA approval. The Santa Rosa City Council has already approved the proposed amendment.

Policy Impacts:

The amendment of the cooperative agreement is consistent with established policy

Fiscal Impacts:

There is no fiscal impact associated with the Cooperative Agreement amendment, because the programming was approved in the 2014 Measure M Strategic Plan

Staff Recommendation:

Staff recommends that the Board approve the amendment to cooperative agreement M71406 (A1).

FIRST AMENDMENT TO COOPERATIVE AGREEMENT M71406
BETWEEN
THE SONOMA COUNTY TRANSPORTATION AUTHORITY
AND
THE CITY OF SANTA ROSA

This First Amendment to Agreement No. M71406 (“First Amendment”) is made and entered into as of _____ (Effective Date) by and between the **CITY OF SANTA ROSA**, hereinafter referred to as “**CITY**” and the **SONOMA COUNTY TRANSPORTATION AUTHORITY**, hereinafter referred to as “**AUTHORITY**.”

RECITALS

- A. AUTHORITY adopted that certain 2014 Strategic Plan that sets forth AUTHORITY’s program and project implementation policies with regard to the use of funds provided under the 2004 Traffic Relief Act for Sonoma County Expenditure Plan and Ordinance approved by the voters of Sonoma County on November 2, 2004 (hereinafter referred to as “Measure M”). The 2014 Strategic Plan, as such plan may be amended from time to time, is hereinafter referred to as the “Strategic Plan.”
- B. Consistent with Measure M and the Strategic Plan, AUTHORITY and CITY previously entered into Cooperative Funding Agreement No. M71406 (the “Original Agreement”) to identify a local street improvement project under Measure M.
- C. CITY and AUTHORITY desire to amend the following Sections and the Financial Plan (Exhibit B) to more clearly define the project and the funds available therefor.

NOW, THEREFORE, in consideration of the foregoing, AUTHORITY and CITY agree to amend the Original Agreement as follows:

1. Paragraph 1 of Section II is amended to read as follows:

- “1. Reimbursement of CITY Expenses. Consistent with its Strategic Plan, to make available Measure M funds (currently set at \$250,000) to assist with the Bike-Pedestrian Access Across Highway 101 in Sonoma County. AUTHORITY shall process CITY invoices within forty-five days of receiving an invoice in a form reasonably acceptable to AUTHORITY’s Executive Director.”

2. Paragraph 1 of Section III is amended to read as follows:

“1. Funding Availability and Needs. The funding available for the Project is limited by the funds identified in Exhibit B-1 and to approved appropriations by AUTHORITY’s Board. If additional funds beyond those identified in Exhibit B-1 are necessary to complete the Project, AUTHORITY will cooperate with CITY to identify and secure new or increased fund commitments; however, completion of the Project remains the responsibility of CITY.”

3. Exhibit B to the Original Agreement is replaced with Exhibit B-1 to this First Amendment.

Except to the extent the Original Agreement is specifically amended or supplemented by this First Amendment, the Original Agreement, is and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall be construed to modify, invalidate or otherwise affect any provision of the Original Agreement or any right of AUTHORITY arising there under.

CITY OF SANTA ROSA

SONOMA COUNTY TRANSPORTATION
AUTHORITY

By: _____
Director of Transportation and Public Works

By: _____
Sarah Glade Gurney, SCTA Chair

APPROVED AS TO LEGAL FORM

APPROVED AS TO SUBSTANCE:

FOR CITY:

By: _____
Suzanne Smith, Executive Director

By: _____
City Attorney

FOR AUTHORITY:

By: _____
County Counsel

Attachment: Exhibit B-1

**COOPERATIVE FUNDING AGREEMENT NO. M71406-A1
 BETWEEN
 THE SONOMA COUNTY TRANSPORTATION AUTHORITY
 AND
 THE CITY OF SANTA ROSA
EXHIBIT B-1**

FINANCIAL PLAN AND SCHEDULE (2004 Dollars)

FINANCIAL PLAN: (Through PS&E)

Fiscal Year	Prior	FY14/15	FY15/16	FY16/17	FY17/18	Totals
Measure M	\$250,000	0	0	0	0	\$250,000
<i>Local Funds</i>	<i>\$612,000</i>	<i>\$100,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>\$712,000</i>

SCHEDULE:

Project Development Phase	Begin	End
Scoping	April 2009	January 2016
Project Approval/Env Doc (PA&ED)	February 2016	June 2017
Right of Way	July 2017	June 2018
Plans, Specs, Estimates (PS&E)	July 2017	June 2018
Construction	August 2018	August 2019

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA COUNTY
TRANSPORTATION AUTHORITY, COUNTY OF SONOMA, STATE OF
CALIFORNIA, AUTHORIZING STAFF TO ACKNOWLEDGE THE
OUTSTANDING SERVICE OF SUSAN KELLY**

WHEREAS, Susan Kelly, in her position as City Engineer for the City of Sebastopol has honorably served as Chair of both the Sonoma County Transportation Authority’s Citizens Bicycle and Pedestrian Advisory Committee since its inception (1991) and the Technical Advisory Committee since 2005 and a representative since inception; and

WHEREAS, Sue Kelly, has retired from the City of Sebastopol and thus is leaving her posts on the SCTA Committees to pursue the finer things in life; and

WHEREAS, in her time as representative and Chair of said committees, Sue Kelly was instrumental in the hiring, mentoring, guiding and professionally shaping most of SCTA staff members; and

WHEREAS, Sue Kelly has served with creative, unerring, insightful leadership and a ready smile on the Authority’s Bicycle and Pedestrian and Technical Advisory Committees; and

WHEREAS, Sue Kelly has served valiantly, stoically, unflinchingly, professionally, and with great humility, wit and wisdom; and

WHEREAS, during her tenure as Chair, Sue Kelly oversaw the development and implementation of the Traffic Relief Act for Sonoma County (also known as Measure M), providing policy and procedure guidance and advocacy for stakeholders and project sponsors alike;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby express its deeply held appreciation and recognition for the years of service (a *volunteer* job) well done, since 1991.

THE FOREGOING RESOLUTION was adopted by the acclamation of the Sonoma County Transportation Authority and Regional Climate Protection Authority this twelfth day of October, two thousand and fifteen.

Erin Carlstrom	Sarah Glade Gurney	Jake Mackenzie	Carol Russell
Tom Chambers	Susan Gorin	Kathy Miller	Sam Salmon
Laurie Gallian	Mark Landman	David Rabbitt	Shirlee Zane

WHEREUPON the Chair declared the above and foregoing resolution duly adopted, and

SO ORDERED

Staff Report

To: SCTA/RCPA Board of Directors
From: Lauren Casey, Deputy Director, Climate Programs
Item: 4.1.1 – Electric Vehicles – Fuel Shift Plan update
Date: October 12, 2015

Issue:

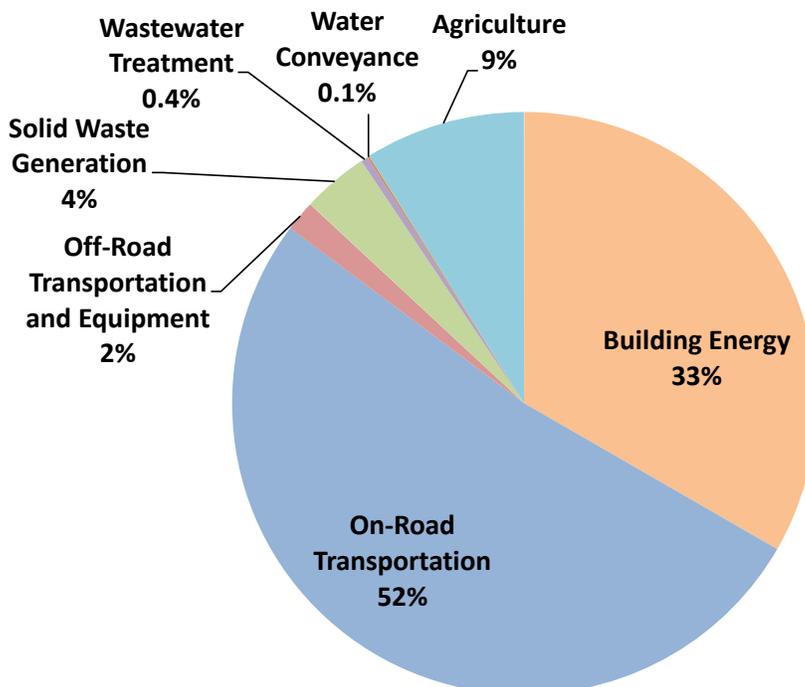
Information only

Background:

SCTA/RCPA has funding to conduct a Transportation Fuel Shift Plan through the Shift Sonoma County grant. The Transportation Fuel Shift action plan will yield a countywide strategic plan to support rapid growth in electric vehicle (EV) use in Sonoma County through deployment and operation of electric vehicle charging infrastructure (EVCI).

Electric vehicles are seen as a critical strategy in reducing emissions in the transportation sector, which generates roughly 1.9 million metric tons of carbon dioxide equivalent (MTCO_{2e}) annually, accounting for over 52% of local contributions to greenhouse gas (GHG) emissions.

2010 Community Wide GHG Emissions by Sector



The deployment of plug-in electric vehicles (PEVs or EVs) has the potential to reduce petroleum consumption and GHG emissions dramatically. Advancing EVs will also increase energy independence and retain economic value currently exported to petroleum producers by utilizing local energy resources for transportation. However, the success of long-term transportation electrification will depend in part on the near-term deployment of vehicles and charging infrastructure.

Fuel Shift Goals

The scope of the Shift Sonoma County project is intended to ensure that local government investments in strategies to facilitate PEV use are:

1. effective,
2. strategically focused on local government leverage points, and
3. aligned with other community goals such as land use, equity, energy reliability, and economic vitality.

Governor Jerry Brown has established a goal of 1 million EVs to be sold in California by 2023. There are already at least 2,000 PEVs on the roads of Sonoma County, which represents 1.6% of total PEV sales in the state – just larger than Sonoma County’s share of state population. To achieve a proportional share of that goal, Sonoma County need to see 16,000 PEVs on the road by 2023, which would depend on PEVs accounting for more than 10% of new vehicle sales by that year.

RCPA and SCTA staff have proposed that a Shift measure be incorporated into *Climate Action 2020* that would advance PEVs through local government actions and regional partnerships. Staff is working with ICF to determine an appropriate goal for communitywide PEV use by 2020. The draft target is 5% of the light duty vehicle fleet, or 9,000 total PEVs.

Greenhouse Gas Benefits of PEVs

Many factors affect the precise greenhouse gas impact of PEV use, including the type of vehicle being replaced, driving habits, the time of vehicle charging, and the electricity mix being used. However, ICF estimates that the average fuel related emissions reductions per vehicle (driving 10,000 miles) is 2.6 MTCO_{2e} per year. The electricity used by PEV driving 10,000 miles would generate between 330-355 kilograms of CO₂ per year, achieving a 93% reduction in emissions from vehicle travel.

Current Barriers to PEV Use

The first element of the Shift Sonoma County plan is a survey of existing PEV use and barriers to broader adoption. ICF prepared the attached memo that presents a snapshot of current PEV use in Sonoma County, introduces concepts related to local PEV readiness, and articulates the critical barriers the Shift Project should seek to remove. The critical barriers identified fall under:

- Gasoline prices/potential saturation of the early adopter market
- Upfront vehicle cost/consumer buying patterns
- Consumer awareness
- Charging infrastructure availability

Some of these barriers may be addressed through local government actions; the next stage of the project is to identify best practices and innovative ideas for local strategies to address these barriers.

Stakeholder Engagement in Fuel Shift Planning

This memo, and the white paper recently released by the Center for Climate Protection (<http://climateprotection.org/electric-vehicles-in-sonoma-county/>) will serve as the foundations for discussion at the first meeting of an RCPA EV Steering Committee on September 29th. The committee is open to participants with a keen interest in and relevant expertise related to advancement of PEVs. RCPA staff will convene meetings of the group during the duration of the Fuel Shift Planning project to

solicit input on barriers, proposed solutions, and recommendations regarding the implementation of Fuel Shift strategies.

Coordination with members and partners

RCPA members have served as leaders in vehicle electrification by building publicly accessible charging infrastructure, incorporating EVs in their fleets, developing best practice recommendations for infrastructure, and more. In addition to the efforts to understand how to support expansion of private PEV infrastructure and use, the Shift project will support the Sonoma County EV Partnership in reconvening to resolve critical and ongoing issues around municipally owned charging infrastructure such as workplace charging policy, cost recover, siting, and cost assessments. This component of the Shift Scope will begin in October.

Sonoma Clean Power is also very interested in advancing electric vehicle programs, and SCTA and RCPA staff are working closely with them to assess how that might evolve. In general the link between reducing emissions from the transportation sector and the value of EVs to SCP in terms of managing their energy load and providing clean fuel is significant and not just a concept of the future. Staff from all three agencies will be exploring the technical and policy oriented aspects of how expanding the EV fleet can align our existing resources and harness the most benefit.

Policy Impacts:

The Transportation Fuel Shift Action Plan will yield a comprehensive plan for facilitating increased use of electric vehicles in Sonoma County, consistent with the objectives to reduce consumption of carbon based fuels including the RCPA Mission, Goals, and Objectives.

Fiscal Impacts:

The budget for consulting services related to Transportation Fuel Shift will not exceed \$115,000 in available grant funding.

Staff Recommendation:

None. Information only.



MEMORANDUM

To: Lauren Casey, Brant Arthur | SCTA/RCPA
From: Philip Sheehy and James Choe
Date: September 2015
Re: Fuel Shift: Program and Policy Needs Assessment (Draft)

Introduction

The deployment of plug-in electric vehicles (PEVs or EVs) has the potential to reduce petroleum consumption and greenhouse gas (GHG) emissions dramatically, and increase energy independence through the utilization of locally produced energy. However, the success of long-term transportation electrification will depend in part on the near-term deployment of vehicles and charging infrastructure, and the associated planning required by stakeholders. The transition towards higher rates of PEV adoption and deployment of the corresponding charging infrastructure requires a broad range of stakeholders to prepare and plan for deployment. The Transportation Fuel Shift Plan in Sonoma County is a critical component of this broader effort.

The objective of this memo is to identify and assess potential barriers to EV use in Sonoma County that could be addressed via local policies or programs to promote EVs and EVCI. The initial sections of this memo present a snapshot of the current market for EVs in Sonoma County, covering issues such as EV and charging infrastructure deployment to date, a review of readiness planning at the local- and county-level, and a review of relevant state-level initiatives.

Vehicles and Infrastructure

Vehicles

There are at least 2,000 PEVs in Sonoma County, with a 60/40 split between BEVs and PHEVs (as shown in the table below). To date, this represent about 1.6% of the PEVs sold in California, slightly greater than the County’s share of the population. There are likely closer to 2,500 PEVs on the roads in Sonoma County, the data in the table below are retrieved from the Clean Vehicle Rebate Project. However, on a statewide basis, CARB reports that the CVRP project only accounts for about 70% of PEVs deployed. In other words, there are consumers who purchase a PEV, but do not opt for the rebate.

Table 1. PEV Counts in Sonoma County, from Clean Vehicle Rebate Projects

Geography	As of	Cumulative Count (since 3/2010)		
		PHEV	BEV	TOTAL
Sonoma County	Sep 2013	197	305	502
Sonoma County	Aug 2015	772	1,142	1,914

The Center for Climate Protection estimates that about 16,000 PEVs will need to be on the road by 2020 to achieve the Governor’s goals of 1 million EVs on California roads.

Infrastructure

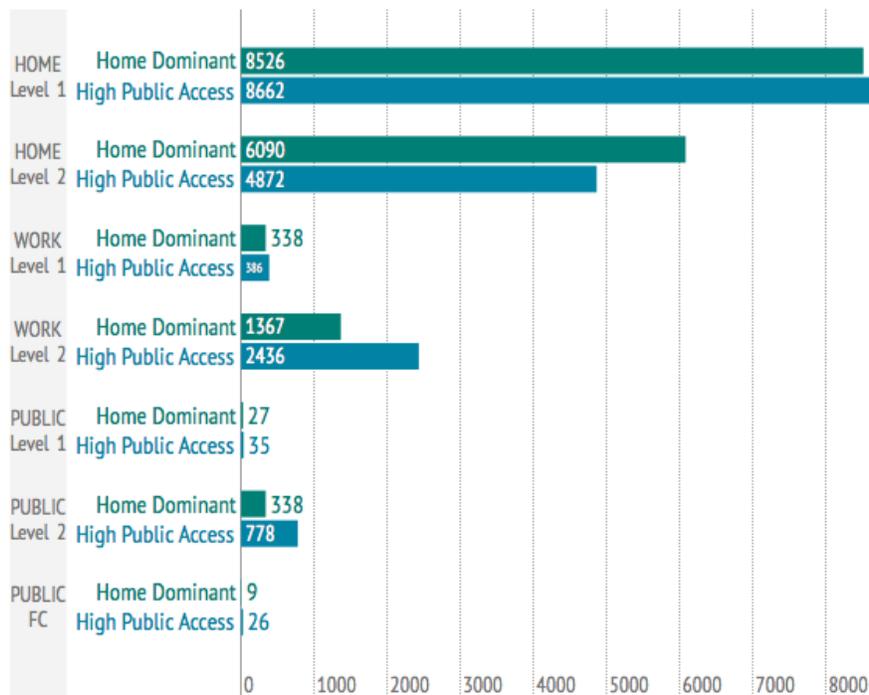
The table below includes the number of electric vehicle charging stations in Sonoma County, based on data from the Alternative Fuel Data Center’s (AFDC) station locator.

Table 2. PEV Charging Infrastructure in Sonoma County

Charging Infrastructure	Public	Private
Level 1	39	9
Level 2	114	11
DC Fast Charging	22	--

The Center for Climate Protection estimates an anticipated expansion of charging infrastructure for Sonoma County consider Level 1, Level 2 and DC fast charging (DCFC) equipment. The scenarios were characterized as home dominant and high public access.

Figure 1. Estimated build out of charging stations in Sonoma County¹



Review of PEV Readiness in Sonoma County from 2012

Zoning, Parking, and Permitting

As part of the readiness planning at the regional level, the Bay Area Air Quality Management District (BAAQMD) conducted a survey of local governments, from March to August 2012, to understand their level of

¹ Center for Climate Protection, Electric Vehicles in Sonoma County, White Paper on Status and Paths to Adoption, 2015. Available online at <http://climateprotection.org/wp-content/uploads/2015/08/EVWhitePaper-SonomaCounty-Final.pdf>

PEV readiness. The survey sought to answer questions across the key areas of PEV readiness, including the following areas, with an introduction to each PEV readiness element below:

- ▶ Building Codes
- ▶ Stakeholder Training and Education
- ▶ Permitting and Inspection
- ▶ Consumer Education and Outreach
- ▶ Zoning, Parking, and Local Ordinances
- ▶ Incentives for Charging: MDUs, Workplace, and Public

The results reveal that the Bay Area at large, and Sonoma County as well, were in vastly different states of readiness in terms of their attention to developing PEV specific building codes, permitting and inspection practices, and zoning and parking ordinances; Santa Rosa ranked as one of the five highest rated municipalities in responding to that survey. The table below summarizes the results; ICF will update this table moving forward based on outreach to municipalities in Sonoma County.

Table 3. Sonoma County responses to 2012 BAAQMD Survey

City/ County	Permitting				Other	
	Permit Fee (single family)	Timeframe	Application	Permitting Process	Building Codes	Public Charging
City of Cloverdale	\$251–\$500	6–10 days	Over the counter	Intermediate and post- inspection	Not started	—
City of Healdsburg	\$251–\$500	2–5 days	Over the counter	Post-inspection	Looking at other agencies	—
City of Rohnert Park	—	—	—	—	Not started	Yes; Coulomb Tech ARRA grant
City of Santa Rosa	\$101–\$250	Same day	Over the counter	Intermediate and post- inspection	—	Yes; DOE Grant
City of Sebastopol	\$101–\$250	Same day	Over the counter	More than one pre- inspection	Best practice	Yes
City of Sonoma	\$251–\$500	3–5 weeks	Over the counter	Pre and post inspection	More info	Yes; County of Sonoma
Sonoma County	—	Same day	Over the counter	—	—	Yes

Notes:

- Santa Rosa and Sonoma County were the only agencies to have started updating zoning and/or parking rules.
- None of the cities listed above provide incentives.
- The City of Cotati provided mostly blank responses to the survey
- The City of Petaluma and Town of Windsor did not respond to the survey.

ICF developed specific parking requirements as part of the Bay Area PEV Readiness Plan, as shown in the table below.

Table 4. ICF recommendations for PEV parking requirements

County	Multifamily Residential		Workplaces		Opportunity Charging Locations	
	EVSE	Pre-wired	EVSE	Pre-wired	EVSE	Pre-wired
Sonoma	0.5%	3.5%	0.5%	0.5%	0.5%	0.5%

Update on State-Level Actions

The Governor’s Office of Planning and Research (OPR) developed and updates California’s Roadmap to 1.5 million Zero Emission Vehicles. The most recent update highlights state-level initiatives in the PEV space, including the following relevant achievements:

- ▶ Policy Initiatives
 - Multi-State ZEV Action Plan (May 2014) towards 3.3 million ZEVs by 2025, seven states signed Memorandum of Understanding (MOU)
 - Governor’s CA Charge Ahead Initiative, 1M ZEVS by 2020, benefit disadvantaged communities
- ▶ Incentives
 - Dealers can obtain HOV stickers in advance to provide to EV buyers at point of sale
 - CVRP rebates extended
 - HOV stickers expanded and extended
 - Underlying funding programs have been extended: Air Quality Improvement Program (AQIP) and Alternative and Renewable Fuel and Vehicle Technology Program (ARFVT)
 - IOUs sell LCFS credits generated by PEVs
- ▶ Fleets
 - Governor signed Executive Order for government EV fleets
- ▶ Parking, Codes, Signage
 - EV parking benefits at state-owned properties
 - CA Building Code changes to support EVs
 - Caltrans directive standardizing station signage
- ▶ Infrastructure deployment
 - CEC developed statewide DCFC corridor gap analysis for West Coast Electric Highway

Barriers to PEV Growth

ICF has identified the following critical barriers to PEV growth; ICF notes that these are not all barriers that can be addressed through local readiness planning and action. The next section regarding recommendations focuses on those issues which can be targeted.

- ▶ **Gasoline prices / Potential saturation of early market.** It is well known that gasoline prices have been significantly lower over the last year; however, the prices have dropped less in California than in other places because we have higher fuel taxes and because of carbon pricing via the cap-and-trade program. PEV sales have likely slowed as a result of this short-term phenomenon. The other component of this issue that is not as well understood, and posed more as a hypothesis by ICF than a finding, is that some markets may be seeing some levels of saturation as a result of early PEV success. It is conceivable that PEV adoption will look more like a step function than a continuously smooth curve, as is often projected by analysts.
- ▶ **Upfront vehicle cost / Consumer buying patterns.** Consumer surveys indicate the manufacturer's suggested retail price (MSRP) of a vehicle is of paramount importance, with nearly 70% claiming it is the most important factor in deciding their purchase.² Additionally, consumers expect PEVs to be cost-competitive with similar internal combustion engine (ICE) vehicle models, with a majority desiring a sticker price under \$30,000.³ While there have undoubtedly been decreases in battery prices, which have in turn lowered EV pricing, the price differential between a PEV and a conventional vehicle (or even a hybrid electric vehicle) remains too high to increase EV sales. The other component that ICF considers critical is changing consumer buying patterns. Consumers are holding on to vehicles longer (in part an artefact of the Great Recession) and a lower percentage of the population is accounting for the new vehicles purchased. This makes it challenging to deploy EVs in a fleet that is turning over slower than in years' past.
- ▶ **Consumer awareness.** Consumers are becoming increasingly familiar with the idea of electric vehicles. However, when consumers' familiarity is tested at a level more in-depth than generic high-level messaging, there is a general lack of awareness of PEVs in the consumer market today. Sonoma County specific numbers are unclear, but data from other sources indicate that even in consumer markets with high levels of PEV deployment such as San Francisco, less than 50% of respondents were "very familiar" or "somewhat familiar" with EVs.
- ▶ **Charging infrastructure availability.** The Center for Climate Protection notes that the Sonoma market may be overlooked by private infrastructure developers who focus on more densely populated areas. In a study for the California Electric Transportation Coalition,⁴ ICF explored the challenges that third-party owners and operates of charging infrastructure face. Our review focused on the following challenges: a) The underlying revenue model for charging infrastructure is based on the resale of electricity, a commodity that is inexpensive compared to the high cost of infrastructure for PEV charging and b) the demand for non-home charging is unclear due to a variety of variables, including BEV vs. PHEV deployment, battery technology, availability of free charging, consumer willingness to pay, and driver behavior (e.g., non-residential dwell time and daily VMT). There are other issues associated with availability, such as visibility and signage which also require attention.

² Deloitte Touche Tohmatsu Ltd, "Gaining Traction: A Customer View of Electric Vehicle Mass Adoption in the U.S. Automotive Market," 2010.

³ Ibid.

⁴ ICF International, California Transportation Electrification Assessment, Phase 1, 2013. Available online at http://www.caetc.com/wp-content/uploads/2014/09/CalETC_TEA_Phase_1-FINAL_Updated_092014.pdf

ICF Recommendations

As part of the Fuel Shift Plan, ICF is charged with identifying the most important aspects of current conditions for Sonoma County to consider in scoping local strategies to increase PEV use. There are clearly issues over which Sonoma County and its partners have little control e.g., gasoline prices. The recommendations below focus on areas of which Sonoma County and its partners have more influence.

- ▶ **Local readiness is still a factor.** ICF stresses the need to get all communities in Sonoma County updated on PEV readiness elements such as zoning, permitting, and building codes. In some cases, these are simple changes to codes or enshrining EV considerations in existing planning documents. The primary objective is to ensure that the county and its municipalities are primed for receiving attention from private stakeholders (e.g., Sonoma Clean Power or PG&E) or position themselves to receive public incentives/funding. ICF believes that both private and public stakeholders will look to the communities that have a combination of consumer potential and charging infrastructure readiness. Adoption has been modest-to-good to date across the entire state; however, the ZEV program has not even been initiated in earnest yet (starts in full force in 2017). The current period of transportation electrification should be viewed as the runway in advance of accelerated adoption in the next 2-4 years; and it is incumbent upon planners to take advantage of resources now rather than wait.
- ▶ **Focus on workplace charging.** It is increasingly clear that infrastructure providers and utilities are looking to workplace charging as the next phase of infrastructure expansion. There will be incentives and other funding opportunities here as well; but it also is possible for Sonoma County to engage workplaces directly to make sure they have the resources they need to express interest to the proper stakeholders (e.g., Sonoma Clean Power, PG&E, NRG, etc.). ICF also recommends updating the regional infrastructure siting analysis performed for the Bay Area PEV Readiness Plan to focus on Sonoma County; the update will incorporate current/forecasted adoption rates and any information available on the use of existing charging infrastructure in Sonoma County.
- ▶ **Consumer education and outreach.** There are a variety of initiatives related to consumer education and outreach; these should continue and be expanded to the extent feasible. There is a lot of information available online to consumers; however, it is often in multiple places—at the utility website, or with air pollution control districts, permitting departments, OEMs, state agencies, etc.. There are information aggregators that have started to emerge; however, the efficacy of these remains unclear. Regardless of the number of existing initiatives, however, Sonoma County and its municipalities need to continue to seek opportunities to engage with PEV ecosystem partners to educate consumers about the benefits of EV ownership. These include engagement with automobile manufacturers (OEMs), utilities, EV charging industry market participants, car dealerships, and fleets.
- ▶ **Municipal government fleets.** Although fleet vehicles make up a small component of the overall fleet, there is clearly interest amongst public officials and public fleet managers to switch to EVs. One of the limiting factors to date has been related to readiness, with a focus on site assessments for potential charging infrastructure deployment. ICF recommends an expedited review of existing infrastructure and capacity at municipalities interested in deploying charging infrastructure. In some cases, these charging locations could serve other employers or as a public charging opportunity as well.

Staff Report

To: RCPA Board of Directors
From: Lauren Casey, Program Manager
Item: 4.2.1 – RCPA Activities Report
Date: October 13, 2015

Issue:

Information Only

Background:

CLIMATE POLICY

California Legislation

At the July Board meeting, RCPA staff highlighted a number of bills that were introduced in the 2015 session related to climate change, most notably the Senate package presented at: <http://focus.senate.ca.gov/climate>. By the end of session many of these bills were passed, some with substantive amendments. Several were not finalized and will be picked up in the next legislative session. Several highlights relative to RCPA work include:

- **SB 32 (Pavley):** *To be taken up in 2016.* It would create new long term GHG emission reductions targets for the State of California of 40% below 1990 levels by 2030 and 80% below 1990 levels by 2050. The passage of SB 32 would extend the framework for climate action created by the Global Warming Solutions Act, and require that the Air Resources Board develop a Scoping Plan to implement these targets. This bill was passed by the Senate but not yet the Assembly and will be taken up in the 2016 session.
- **SB 350 (De Leon & Leno):** *Passed.* It establishes new targets for renewable energy (50% Renewable Portfolio Standard) and efficient buildings (a 50% improvement in building energy efficiency), by 2030. A third goal, to increase low-carbon fuels (50% reduction in petroleum use), was removed from the bill prior to it passing.
- **SB246 (Wieckowski):** *Passed.* It establishes an Integrated Climate Adaptation and Resiliency Program to be administered by the Office of Planning and Research to support the coordination of local, regional, and state planning efforts to respond to climate change.

The RCPA issued comments in support of the full Senate Climate Package when originally announced in February, which can be found at <http://focus.senate.ca.gov/climate/saying>

The Assembly has also introduced a number of climate related bills during the 2015 session, including a few of note related to current RCPA and Sonoma County programs. A summary of climate related bills that passed or were extended until 2016 is attached. Staff will work with State agencies to engage in the implementation of policies and programs.

U.S.-China Climate Leaders Summit

Due to our designation as a White House Climate Action Champion, the RCPA was invited to attend the inaugural U.S. China Local Climate Leaders Summit, hosted by Los Angeles Mayor Eric Garcetti on September 15th and 16th, and a side event announcing the California-China Urban Climate Collaborative hosted by ICLEI Local Governments for Sustainability.

Highlights of the event included:

- Signing of the U.S.-China Climate Leaders Declaration, which establishes shared commitment to ambitious targets, greenhouse gas inventory reporting, the development of climate action plans, and the enhancement of bilateral partnerships. Commitments made by subnational actors in the United States a commitment to the long term target of 80% below 1990 levels by 2050: https://www.whitehouse.gov/sites/default/files/us_china_climate_leaders_declaration_9_14_15_730pm_final.pdf
- Chinese municipalities announced the creation of the Alliance of Peaking Pioneer Cities (APPC), which commits them to pursue peaks in CO2 levels earlier than the national target of 2030.
- Many specific bilateral agreements were made between cities, departments of finance, national labs, and other entities to share best practices, build centers for innovation, and launch demonstration projects, among other collaborations.
- Vice President Joe Biden spoke on the essential role of local leaders to operationalize state and national policies on climate change: <https://www.youtube.com/watch?v=nCYLBft3yZY>

One particular opportunity in follow-up to the event is for Sonoma County to participate in the California-China Urban Climate Collaborative, and RCPA staff are working with ICLEI staff to schedule a meeting to further explore this opportunity.

President Obama and President Xi met in Washington, D.S. during the week following the Local Leaders Summit, and reaffirmed the U.S.-China Joint Announcement on Climate Change from November 2014 in a statement: <https://www.whitehouse.gov/the-press-office/2015/09/25/us-china-joint-presidential-statement-climate-change>. Of particular note was President Xi's plans to limit and put a price on greenhouse gas emissions starting in 2017.

CLIMATE ACTION PLANNING

Climate Action 2020

RCPA staff has continued to work with jurisdiction staff through the Staff Working Group on the community wide climate action plan. Since the last Board update, the Staff Working Group has been reviewing comments received and initiating work on the CEQA process under consultation with County Counsel and the Sonoma County Permit Resource and Management Department (PRMD).

A Notice of Preparation of a Draft Environmental Impact Report was issued on September 25th for a Public Scoping Meeting to be held at PRMD on Tuesday, October 13th. At the Scoping Meeting RCPA staff will hear comments on the scope of environmental information to be addressed in the Programmatic Environmental Impact Report (PEIR).

RCPA staff is concurrently still working to write the climate action plan document, and anticipates the public release of the document in before the end of 2015. During the release of the public draft, extensive public outreach meetings on the draft plan will take place, as well as public hearings at commissions and Councils and the Board of Supervisors. The Staff Working Group is still working towards local Adoption of the final climate action plan is the spring of next year.

Policy Impacts:

None.

Fiscal Impacts:

None.

Staff Recommendation:

Information only

California Legislative 2015 Session - Climate Change

Bill	Description	Status
SB9 – Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program	Ensure Cap and Trade funding is invested responsibly in projects that maximize greenhouse gas reductions and meet the goals of AB 32.	Sent to Governor
SB32 – California Global Warming Solutions Act of 2006: emissions limit	Sets an enforceable greenhouse gas reduction target of 80% below 1990 levels by 2050, the level identified by the international scientific community as necessary to stave off the worst effects of climate change. The bill includes enforceable interim goals.	Now a two-year bill that will be revisited in January
SB64 – California Transportation Plan	Reduce greenhouse gas emissions, increase sustainability, and help prepare the state transportation system to deal with long-term climate change.	Sent to Governor
SB185 – Public retirement systems: public divestiture of thermal coal companies.	Prohibits the California Public Employees’ Retirement System and California State Teachers’ Retirement System from investing in coal companies.	Sent to Governor
SB189 – Clean Energy and Low-Carbon Economic and Jobs Growth Blue Ribbon Committee	This bill would create the Clean Energy and Low-Carbon Economic and Jobs Growth Blue Ribbon Committee in the California Environmental Protection Agency, which would advise state agencies on the most effective ways to expend clean energy and GHG-related funds and implement policies in order to maximize California’s economic and employment benefits.	Active Bill - In Committee Process
SB246 – Climate Change Adaptation	Establishes the Integrated Climate Adaptation and Resiliency Program to be administered by the Office of Planning and Research to develop and implement mitigation and adaptation plans and coordinating regional and local efforts with state strategies to ensure a comprehensive approach to California’s overall climate strategy.	Sent to Governor
SB350 – Clean Energy and Pollution Reduction Act of 2015	Sets the following goals for 2030: 50% utility power coming from renewable energy; 50% increase in energy efficiency in existing buildings.	Senate – Passed Sent to Governor
SB367 – Agricultural lands: greenhouse gases	Ensure that California’s agriculture sector maximizes its opportunities to achieve voluntary greenhouse gas emission reductions by developing projects and on-farm practices that also have other environmental and health benefits.	Assembly Appropriations
SB379 – Land use: general plan: safety element	Ensure cities and counties are providing for the safety and protection of their communities in the future by including climate adaptation and resiliency strategies as part of the safety elements of their general plans.	Sent to Governor
SB398 – Green Assistance Program	Create the Green Assistance Program to provide technical assistance to small businesses, small non-profits and disadvantaged communities to access funding for energy efficiency upgrades or	Passed Senate, Held in Assembly

	projects that lessen the negative health impacts of poor air quality.	Appropriations
SB471 – Water, Energy, and reduction of GHG emissions: planning	This bill would include reduction of greenhouse gas emissions associated with water treatment among the investments that are eligible for funding from the Greenhouse Gas Reduction Fund. This bill would require the State Energy Resources Conservation and Development Commission to conduct a study of water-related energy use in California. This bill would require the State Water Resources Control Board to establish a grant and loan program for water projects that result in the net reduction of water-related greenhouse gas emissions.	Passed Senate, Held in Assembly Appropriations
SB 513 – Carl Moyer Memorial Air Quality Standards Attainment Program: fees	Establishes a process to adjust the cost-effectiveness limit in order to recognize increasing costs of technology and projects that provide co-benefits, such as greenhouse gas reductions, technology advancement and air quality improvements in the most polluted communities.	Sent to Governor
SB758 – Atmospheric Rivers: Research, Mitigation, and Climate Forecasting Program	Requires study of atmospheric river patterns to increase water supply reliability and flood protection to make more effective use of their patterns as they produce 30 to 50 percent of California’s rain and water supply within a handful of days each year.	Sent to Governor
SB765 – Energy Efficiency Market Transformation	This bill would create a statewide independent entity, the California Market Transformation Administrator (CalMTA), with a mission to unlock deeper, cost effective energy savings that are necessary to reach Governor Brown’s climate goal of double energy efficiency in existing buildings by 2030	Passed in Senate; moves to Assembly; converted to two-year bill
SB788 – California Coastal Protection Act of 2015	Ensures that the Coastal Sanctuary Act and Marine Protection act are able to provide their intended protections by repealing outdated sections of the Public Resources Code that allow for offshore drilling in areas that were subsequently designated to protect and conserve marine life. This will help the state to achieve its GHG reduction targets.	Assembly Appropriations
SB793 – Green Tariff Shared Renewables Program	Requires an investor owned utility (IOU) that offers a Green Tariff Shared Renewables Program to permit a participating customer to subscribe to the program and be provided with an estimate of reasonably anticipated bill credits and charges.	Sent to Governor
AB156 – Greenhouse Gas Reduction Fund and technical assistance	This bill would increase access for disadvantaged communities (DAC) to cap-and-trade revenues by providing technical assistance grants to non-profits and regional agencies to help DACs navigate the pre-planning and application process.	Passed in Assembly; held in Senate Appropriations Committee
AB692 – Low-carbon transportation fuels	Beginning 2017, at least 3% of the aggregate amount of bulk transportation fuel purchased by the state government to be procured from very low carbon transportation fuel sources. The bill would require, except as provided, the percentage to be increased by 1% each year thereafter	Sent to Governor

	until January 1, 2024.	
AB693 – Multifamily Affordable Housing Solar Roofs Programs	This bill would create the Multifamily Affordable Housing Renewables Program, to provide opportunities for everyone to benefit from renewable energy installations. It provides financial incentives to multifamily affordable housing properties funded from investor-owned utility's greenhouse gas allowances.	Sent to Governor
AB802 – Energy Efficiency	A bill to improve energy efficiency in buildings by authorizing investor owned utilities (IOUs) to use direct financial incentives to bring buildings up to and beyond code. It would also revise and reform California's statewide benchmarking and disclosure program in order to encourage energy efficiency in existing buildings.	Sent to Governor
AB1045 – Organic waste: composting	This bill would require the EPA, in coordination with many state departments, develop and implement policies to aid in diverting organic waste from landfills by promoting the composting of specified organic waste and by promoting compost. The bill would require the agency to promote a goal of reducing at least 5 million metric tons of greenhouse gas emissions per year through the development and application of compost on working lands, and would require the agency to work with the Department of Food and Agriculture to achieve this goal.	Sent to Governor
AB1110 – Greenhouse gases emissions intensity reporting: retail electricity suppliers	Would standardized greenhouse gas reporting methodologies for all load-serving entities. The bill, whether intentional or not, would have prohibited Community Choice programs from counting out-of-state wind or hydro power as renewable, when it clearly is. It has already been improved, and is still in the works as a two-year bill.	Now a two year bill Or ordered inactive?
AB1269 – Alternative Energy	Extends the sales and use tax exclusion for projects that reduce GHG, air and water pollution, or energy consumption until 2021.	Sent to Governor
AB1288 – Air Resources	Add two Environmental Justice members to CARB's Board to represent low-income communities.	Sent to Governor
AB1482 – Climate Adaptation	Would require the Natural Resources Agency to update the state's climate adaptation strategy every 3 years to coordinate state agency and department actions to adapt to climate change impacts such as sea-level rise, extreme weather events, the urban heat island effect, habitat loss, wildfires and drought. The bill would also require the Natural Resources Agency to release a draft plan of the climate adaptation strategy for public review and input.	Sent to Governor
AB1496 – Methane Emissions	This bill would require the state air resources board to take specified actions and conduct specified analyses with respect to methane emissions.	Sent to Governor

Note: Not an inclusive list, other legislation includes groundwater, water conservation, etc.

Staff Report

To: Sonoma County Transportation Authority
From: Brant Arthur, Community Affairs Specialist
Item: 4.3.1 – Comprehensive Transportation Plan public outreach update
Date: October 12, 2015

Issue:

What is the status of public outreach for the Moving Forward 2040 Comprehensive Transportation Plan (CTP)?

Background:

In the process of updating the CTP public input is imperative to help steer goals and policies. Staff is also eager to engage with the public about the challenges and opportunities for the transportation system and the future of transportation in Sonoma County.

The 2009 CTP was a major rewrite of the Transportation Plan and had a significant budget; \$200,000 was budgeted for public outreach alone. For 2008/09, SCTA conducted a number of events, including:

- 6 Public Workshops;
- Telephone poll;
- Focus Groups;
- Conference.

For the 2015 update all outreach is being done in-house, with a minimal budget. The SCTA opted not to proceed with a telephone poll when the Public Participation Strategy was discussed in July 2014. Staff was directed to find innovative ways to interact with the public, especially those community members usually underrepresented. Key to the strategy was to “reach people where they are”. In preparation of the Draft CTP, SCTA staff has provided several opportunities for public engagement:

- 2 public Workshops;
- An online poll;
- 2 public hearings (and other presentations at SCTA Board Meetings).

Moving Forward 2040

Recognizing that there would not be a single all-encompassing method, staff proposed the following:

Investigate new, online methods – provide an interaction that would be adjustable to the audience. With information available online an interested party would be able to choose transportation priorities and weigh in about their experiences quickly. If they choose, they had the option to delve into the details of the Goals and Targets, project lists, past plans and more.

Existing events and small groups – Staff made presentations to Sonoma State University and Santa Rosa Junior College students, the Santa Rosa Chamber of Commerce, the

Transportation and Land Use Coalition, and Graton Rancheria. Smaller one-on-one conversations sharing information about the CTP happened early and often.

Host public meetings – several SCTA meetings were noticed for the Public. Staff also hosted public workshops in Santa Rosa and Petaluma

Work through existing organizations – chief among the existing organizations are the SCTA’s own advisory committees. The Citizens Advisory Committee, Planning, Technical and Transit Advisory Committees have made invaluable contributions to the CTP. They also provide contacts to other interested organizations.

Results to date

The public workshops were held in Santa Rosa (9/9/15) and Petaluma (9/17/15). Staff was on hand to discuss the CTP and collect input from 30 attendees at the two events. SCTA staff has discussed attending more existing events if more public workshops are desired in the next round of outreach for the CTP.

The online poll was open for three weeks from September 3-23, 2015. SCTA staff selected Peak Democracy to conduct the poll, taking advantage of our existing contract. In addition to working with existing organizations to share information on ways for the public to engage with the CTP, a Facebook campaign was used to reach another 11,550 local residents.

There were 339 responses to survey questions covering transportation priorities, funding, alternatives and travel choices. Responses to the survey were also collected offline, through paper surveys available at the public workshops. Links to a Spanish translation of the survey were shared through Latino community organizations.

Respondents were asked to prioritize a list of the general categories of transportation system improvements. The average priorities for all respondents were:

1. Maintain roads
2. Expand SMART
3. Expand bikes
4. Expand buses
5. Road improvements
6. Highway 101

Respondents to the survey indicated a stronger commitment for alternative commute modes, including 24.1% who reported telecommuting or working from home:

ode of transportation to get to work	Most often used
Drive alone	69.4%
Ride a bicycle	9.5%
Ride the bus	8.3%
Carpool or vanpool	6.6%
Walk to work	3.7%
Ride a motorcycle	1.2%
Some other mode	1.2%

The survey also included several questions on electric vehicles. Notably, **43.7%** of respondents said they were likely or extremely likely to purchase a plugin-in hybrid or electric vehicle when shopping for their next vehicle.

Another question asked respondents to indicate whether they would support or oppose a number of options to help fund transportation improvements in Sonoma County:

Options to fund transportation improvements	% supported
Increase traffic impact fees on new development	65.5%
Increase gas taxes	60.4%
Increase business and corporate taxes	59.8%
Calculate yearly "vehicle license fees" based on the number of miles driven	51.1%
Allow single-occupant vehicles to drive in carpool lanes for a fee	36.6%
Enact local property tax measures to fund local road improvements	37.8%
Increase the sales tax	39%
Charge more for parking	39.6%

Full results of the survey can be explored online: <http://j.mp/ctp-survey-results>. Responses to a separate satisfaction survey for using Peak Democracy were positive, with 82% reporting that they liked using the Sonoma County Communities Forum. While technical issues remain a problem for some, the following anonymous comment is representative of many that were received:

I've never been asked in Sonoma County what I think about public transportation, or how I get about. I'm grateful for the opportunity to share my opinions, though limited by the structure of your questionnaire. – Response to Satisfaction Survey of CTP Survey

The next step for public outreach will begin when the Draft CTP is released this winter. SCTA staff plans to focus more on engaging the public through existing events and organizations for this next phase..

Policy Impacts:

The CTP is the long term planning document for the SCTA.

Fiscal Impacts:

No fiscal impacts.

Staff Recommendation:

This item is for information only.

Staff Report

To: SCTA Board of Directors

From: Suzanne Smith, Executive Director

Item: 4.4.1 – memorandum of understanding related to advancing improvements in the Highway 37 corridor

Date: October 12, 2015

Issue:

Shall the SCTA enter into a memorandum of understanding (MOU) with Napa, Solano and Marin regarding the advancement of improving the Highway 37 corridor?

Background:

Highway 37 is a key transportation corridor linking the four North Bay counties together. Due to its strategic transportation role and environmentally sensitive natural footprint, Highway 37 has been the subject of not only a long-range planning study being conducted by UC Davis (UCD) and the California Department of Transportation (Caltrans). In addition, staff and elected officials from the four counties have been in discussion over the past year about how local transportation authorities might play a role in advancing improvements in the corridor.

As a result of those discussions, a memorandum of understanding (MOU) has been crafted to help move forward with how to conduct coordination in the future and manage collective efforts in raising funds to prepare a Caltrans-oriented Project Study Report (PSR) or Project Initiation Document (PID). The attached document is being proposed for adoption by all four counties.

No immediate opportunity for funding the needed planning work has been identified, and this is one of the group's immediate tasks – to seek funds for a PID.

The MOU will be a joint understanding among the Napa County Transportation Planning Agency (NCTPA), the Solano Transportation Authority (STA), the Sonoma County Transportation Authority (SCTA) and the Transportation Authority of Marin (TAM), and constitutes solely as a guide to the respective intentions and policies of the parties involved for the State Route (SR) 37 Corridor. It is not intended to authorize funding or project effort nor is it a legally binding contract. Funding commitments providing for the deposit of funds for specific work phases or project effort committing resources will be covered by one or more separate cooperative agreements. These will come forward over time.

The intent of this MOU is to define how the four agencies will work together in cooperation to successfully promote and expedite the delivery of improvements in the SR 37 Corridor to address the threat of sea level rise, traffic congestion, transit options and recreational activities. It constitutes a guide to the intentions and strategies of the parties involved and provides the overall framework, including outlining their respective roles, responsibilities and potential funding strategy for the SR 37 Corridor.

Policy Impacts:

The SCTA has recognized the circulation and environmental perils of the Highway 37 corridor and included improvements in the corridor in the most recent Comprehensive Transportation Plan. The proposed MOU will help advance improvements in the area and provide guidance on the role of local governments. The proposed MOU is very similar to the document SCTA was party to for the Marin Sonoma Narrows in the early 2000's. That effort helped guide the project development process through CEQA.

Fiscal Impacts:

Approval of the MOU will have minimal financial impact to SCTA. At this time the only costs associated with this effort is staff time and some legal services.

Staff Recommendation:

Consider authorizing the Chair to sign the proposed MOU for the Highway 37 corridor.

MEMORANDUM OF UNDERSTANDING
for
THE STATE ROUTE 37 CORRIDOR
between
Napa County Transportation Planning Agency,
Solano Transportation Authority,
Sonoma County Transportation Authority
and the Transportation Authority of Marin

I. INTENT

This Memorandum of Understanding (MOU), entered into on _____, between the Napa County Transportation Planning Agency (NCTPA), the Solano Transportation Authority (STA), the Sonoma County Transportation Authority (SCTA) and the Transportation Authority of Marin (TAM), (collectively referred to as the Parties), constitutes solely a guide to the respective intentions and policies of the Parties involved for the State Route (SR) 37 Corridor. It is not intended to authorize funding or project effort nor is it a legally binding contract. Funding commitments providing for the deposit of funds for specific work phases or project effort committing resources will be covered by one or more separate cooperative agreements as may be outlined herein.

The intent of this MOU is to define how the four agencies will work together in cooperation to successfully promote and expedite the delivery of improvements in the SR 37 Corridor to address the threat of sea level rise, traffic congestion, transit options and recreational activities. It constitutes a guide to the intentions and strategies of the parties involved and provides the overall framework, including outlining their respective roles, responsibilities and potential funding strategy for the SR 37 Corridor.

In order to achieve the intent of this MOU, the Parties will work cooperatively, using staff, consultants and resources interchangeably, as part of the Project Team in a commitment to deliver improvements to the SR 37 Corridor and will coordinate with affected agencies and interested parties, as necessary. Cooperative agreements will be required and are expected for each specific phase of work requiring the expenditure of funds and/or staff services provided by the Parties.

II. ABBREVIATIONS AND SELECT DEFINITIONS

- Agency Assignments – The four stakeholder agencies have agreed to share in the staffing of the work. This documents indicates the agreed upon agency responsibilities on each of the individual projects.
- BCDC – Bay Conservation and Development Commission
- CMAs – The four congestion management agencies, or equivalent, that are signatories to this MOU
- CTC – California Transportation Commission

- MTC – Metropolitan Transportation Commission
- SR 37 PROJECT – The project that is the subject of this MOU and which consists of multiple individual projects that will be managed collectively as defined herein.
- Department of Caltrans – California Department of Transportation
- ESC – Executive Steering Committee
- NCTPA – Napa County Transportation Planning Agency
- PLT – Project Leadership Team
- Policy Committee – Committee formed by elected representatives from Marin, Napa, Solano, and Sonoma Counties
- SCTA – Sonoma County Transportation Authority
- STA – Solano Transportation Authority
- Staffing Plan – Based upon the Agency Assignments, the SR 37 Project Executive Steering Committee will assign agency and consulting staff to perform work on both the SR 37 Corridor and the Individual Projects.
- TAM – Transportation Authority of Marin

III. PROJECT DESCRIPTION

State Highway 37 (SR 37) is a regionally significant highway linking the north, east and west San Francisco Bay sub-regions. SR 37 follows 21 miles along the northern shore of San Pablo Bay linking US 101 in Novato, Marin County with Interstate 80 (I-80) in Vallejo, Solano County. It serves as a vital connection between the eastern and western counties of the northern San Francisco Bay Area, and the Central Valley. It is the northernmost non-mountainous east-west link between US 101 and I-5 (via I-80 and I-505) in the State.

From US 101 to the signalized SR 121 intersection at Sears Point, SR 37 is a four-lane expressway. Another signalized intersection is at Lakeville Road. East of Sears Point, it becomes two-lane conventional highway with a median barrier as it crosses the Napa-Sonoma marshlands. At Mare Island, a four-lane freeway begins. SR 37 continues eastward through Vallejo terminating at I-80.

By connecting US 101 to I-80, SR 37 connects job markets and housing within Marin, Sonoma, Napa and Solano Counties as well as commuters coming from the East Bay counties of Contra Costa and Alameda. The commute, freight movement, and recreational functions of the route require efficient traffic management on both weekdays and weekends. As a parallel route north of the Richmond-San Rafael Bridge (I-580), SR 37 functions as a State Recovery Route and is part of the Interregional Roads System (IRRS) between US 101 and I-80.

SR 37 is vulnerable to flooding during heavy storms repeatedly requiring its closure. SR 37 is also affected by the continual settling of the roadway from unstable soil structures and heavy truck traffic which requires frequent roadway repairs. SR 37 has been identified by BCDC and Caltrans through two separate studies as vulnerable to future

projected sea level rise making it more likely to experience increased flooding events and resulting in frequent need for more repeated repairs.

The purpose of the SR37 Corridor MOU is to develop an expedited funding, financing and project implementation strategy for the reconstruction of SR 37 to withstand rising seas and storm surges while improving mobility and safety along the route.

IV. PROJECT STRATEGY

The Parties intend to develop a project strategy that will expedite the delivery of the SR 37 Corridor improvements that improves the existing facility while protecting it from rising sea levels and flooding. To the extent feasible, the SR 37 Corridor would maximize benefits to marshland restoration and provide multi-modal services. The initial key SR 37 Corridor tasks, detailed in Appendix A, will be modified as necessary by the Policy Committee, without formally amending this MOU as the scope of the SR 37 Corridor improvements are refined.

The SR 37 Corridor strategy is intended to be a cooperative effort with oversight from the Policy Committee using a collaborative, integrated team comprised of staff from NCTPA, SCTA, STA, TAM and consultants, as needed. STA and SCTA will provide staff and legal support in support of the MOU's Policy Committee, Executive Steering Committee (ESC) and Project Leadership Team (PLT).

The mix of staff assigned to each subsequent task may come from different sources provided by NCTPA, SCTA, STA and TAM but the primary sources will be STA and SCTA staff and consultants.

Regional, State and federal partners will also be included in the project strategy, including: Caltrans, MTC, BCDC, the CTC and numerous natural resource agencies.

V. PROJECT DELIVERY ORGANIZATION – ROLES AND RESPONSIBILITIES

Oversight and policy direction for the SR 37 Corridor MOU will be provided by the Policy Committee. The complete delivery of the SR 37 Corridor improvements shall be the responsibility of the Executive Steering Committee (ESC). The ESC will be assisted by the Project Leadership Team (PLT) which will provide direct support to the SR 37 Corridor Project Manager.

A. SR37 Corridor Policy Committee

- **Role:**

The SR37 Corridor Policy Committee representation is based on equal representation of the four North Bay counties however there is recognition that the bulk of the corridor improvement area is located in Sonoma and Solano Counties. The Policy Committee is comprised of up to three members from Napa County, up to three members from Marin

County, three members from Solano County, and three members from Sonoma County, appointed by the respective NCTPA, SCTA, STA, and TAM Board of Directors. The appointed members shall select a Chair and Vice-Chair.

- **Responsibilities:**

The Policy Committee's purpose is to provide policy oversight to the respective staffs and dispute resolution throughout the SR 37 Corridor implementation process. The Policy Committee will approve SR 37 Corridor scope, schedule and budget, including any necessary changes, and will agree on a funding plan for each SR 37 Corridor project phase. The Policy Committee will serve as the final level of review of any disputes amongst the Project team that may arise throughout the SR 37 Project.

- **Meetings:**

Meetings of the SR 37 Corridor Policy Committee will occur once per quarter or as needed. Meetings to be rotated between locations located to the West (Marin and Sonoma) and East (Solano and Napa) and in close proximity to the SR 37 Corridor or at a location determined by the MOU's Policy Committee.

- **Voting:**

All actions of the SR 37 Policy Committee require the affirmative vote of a majority of the members, which must include at least one affirmative vote of a member representing each Solano and Sonoma Counties. All actions require the affirmative vote of a majority of the members of the County in which the action is proposed to occur.

B. Executive Steering Committee (ESC)

- **Role:**

The ESC will meet as necessary to assist the Policy Committee on developing agendas, minutes and staff reports and implementing the SR 37 Corridor improvements. The ESC will also review and provide recommendations regarding options for financing and funding, project delivery, and coordination with other agencies. It will hold the PLT accountable for delivering the SR 37 Corridor project phases in accordance with the scope, schedule and/or cost changes approved by the Policy Committee.

- **Members:**

- Executive Director of NCTPA
- Executive Director of SCTA
- Executive Director of STA
- Executive Director of TAM

- **Responsibilities:**

- Provide the Project Leadership Team and other project staff necessary feedback related to the SR 37 PROJECT
- Oversee overall SR 37 Corridor progress
- Review Project Staffing Plans, including the use of consultants
- Determine the lead entity for any phase or portion of work
- Determine how and when to brief the four participating CMA Boards, California Transportation Commission (CTC), Cal STA, Caltrans, MTC, BCDC, and other governmental agencies.

- Serve as the second level of review for unresolved Corridor implementation issues (such issues may be within or between task teams and members and/or the agencies).
- **Meetings:**
 - Once per quarter or as needed.

C. Project Leadership Team (PLT)

- **Role:**

This team reports to the ESC and provides direct agency support and input on the SR 37 Corridor improvements. The ESC shall appoint the PLT members who will include at least one designated representative from the respective CMAs. The PLT will oversee the SR 37 Project Manager in delivering the SR 37 Corridor improvements within scope, schedule and budget and provide the ESC with recommendations for those items requiring ESC and Policy Committee approval per this MOU and subsequent Cooperative Agreements.

- **Members:**
 - Deputy Director of NCTPA
 - Deputy Director of SCTA
 - Deputy Director of STA
 - Project Delivery Manager of TAM
- **Responsibilities:**
 - Monitor and review the SR 37 Corridor progress
 - Recommend changes to the SR 37 Corridor scope, schedule and/or budget to the ESC
 - Provide direction on issues as requested by the SR 37 Project Manager
 - Approve staff assignments to the SR 37-Corridor wide responsibilities
 - Recommend the award of consultant contracts by the contracting agency as submitted by the SR 37 Project Managers
 - Approve the SR 37 Corridor and IP Staffing Plans
 - Approve changes within the approved SR 37 Corridor scope, schedule and budget and notify the ESC of such changes
- **Meetings:**
 - Meet on an as needed basis as determined necessary by the members or by the SR 37 Project Manager.
 - Meeting participants will typically include, but not be limited to the following participants:
 - Project Delivery Manager
 - Public Information (s) Staff
 - Attend meetings of the ESC and other SR 37 PROJECT meetings as needed.

D. Other Stakeholders

Due to the regional and environmental issues associated with the SR 37 Corridor, other non-party stakeholders may be invited to participate as needed for the SR 37 Corridor.

These stakeholders may be identified throughout the SR 37 Corridor through funding, financing, project delivery, traffic enforcement, and environmental concerns. To the extent their participation is formally warranted, this MOU will be amended to add these stakeholders as necessary.

VI. PROJECT FUNDING

NCTPA, SCTA, STA, and TAM are the SR 37 Corridor co-sponsors and intend to jointly fund or seek funding options for the SR 37 Corridor. The four agencies will seek to identify and obtain available federal, state, regional and local resources for the SR 37 Corridor and will continue to strive for additional funding in a cooperative manner. This may include public financing, private ventures, and/or tolling. The Parties agree to evaluate all potential funding sources and financing options in order to expedite the delivery of the SR 37 Corridor improvements.

NCTPA, SCTA, STA, and TAM agree to meet and confer upon the request of any party to this MOU to discuss proposed changes to scope, limits, cost and/or schedule.

VII. ISSUE RESOLUTION

As issues arise in the SR 37 Corridor life-cycle, time is of the essence and they need to be resolved as diligently as possible. To this end, a process has been built into the responsibilities described in this MOU.

Many of these issues can be resolved within these teams, especially those that do not change the scope of the SR 37 Corridor, require additional budget and that do not delay the approved schedule. The PLT shall be the first level of review of the issues, which these teams cannot resolve. If the PLT either does not have sufficient authority to resolve the issue or is unable to agree, then they will elevate the issue resolution after a maximum of two meetings (an initial meeting to hear the issue, and, if necessary, a second meeting to hear any additional information requested during the first meeting). If the PLT is unable to resolve the issue it will be elevated as follows:

Second-level review and resolution: the ESC will review the issue, the options for resolution, the pros and cons to each option, and the advocate's reasons in support of specific options. Provided the resolution falls within the authority granted the ESC, then they will determine the outcome. If, for some reason, the issue cannot be fully resolved by the ESC, the issue will be escalated to the Policy Committee.

Final review and resolution: any issue unable to be resolved by the ESC will be presented to the Policy Committee for final review. If, for some reason, the issue cannot be fully resolved without approval from an agency board then the Policy Committee will direct preparation of agenda items for any required action needed to ratify their agreed upon solution.

The Parties have executed this MOU as of the last date written below.

_____ Executive Director Napa County Transportation Planning Agency	_____ Date	_____ Executive Director Solano Transportation Authority	_____ Date
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_____ Executive Director Sonoma County Transportation Authority	_____ Date	_____ Executive Director Transportation Authority of Marin	_____ Date
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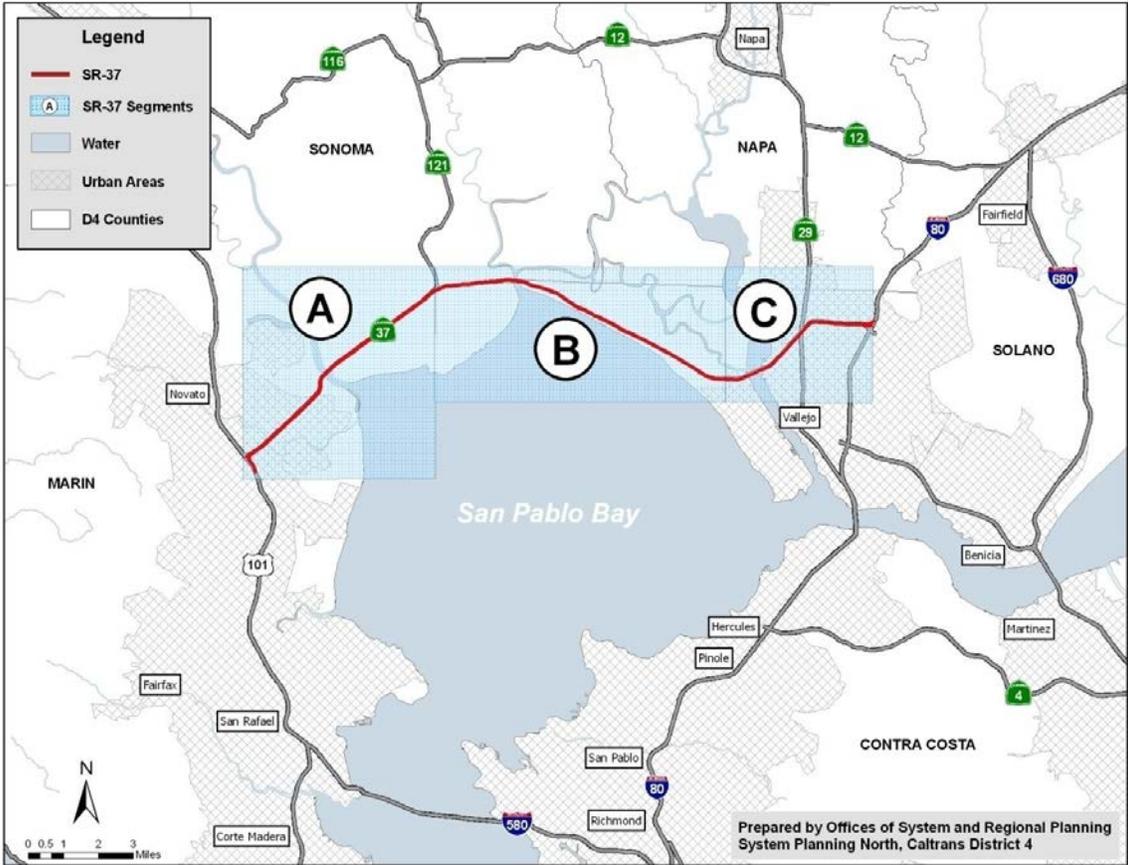
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Appendix A - Key SR 37 PROJECT Tasks

The Parties agree to cooperate and coordinate efforts on the initial priority action areas as follows:

1. Project Initiation Document
2. Defining of Corridor Project Scope of Work
3. Delivery Plan including Project Cost Estimate and Delivery Schedule
4. Development of Funding/Financing Plan
5. Corridor Transit Plans
6. Public Relations/Public Information
7. Environmental Approval and Mitigation Plan
8. Project Design
9. Operational and Maintenance Plan
10. Financing Policy
11. Right-of-Way
12. Construction

Appendix B - Project Map



Staff Report

To: Sonoma County Transportation Authority
From: James R. Cameron, Deputy Director of Projects and Programming
Item: 4.5.1 – FY15/16 Measure M Final Budget
Date: October 12, 2015

Issue:

Shall the SCTA adopt a final budget for Measure M for FY15/16?

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 FY15/16 Measure M Final Budget. Prior year information is included with FY14/15 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 FY15/16 has been prepared assuming a 3% growth in sales tax revenue projection over the FY14/15 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 EFS (Enterprise Financial System) 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 FY15/16 are booked as receivables in EFS FY14/15. 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 FY15/16 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 construction of the Old Redwood Highway Interchange with the Highway 101 Central-C project, deposits from the County of Sonoma for the construction of the Airport Boulevard Interchange with the

Highway 101 North-B project, deposits from Caltrans for design services during construction for several 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 FY15/16 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 in each program category
- Consultant services from AECOM (URS) and BKF for design services for Highway 101; KNN for financial advisory services; GCP for project management; 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

In FY 14/15 the 2008 bonds were refunded to recognize a present value saving of approximately \$1.8 million and new cash of approximately \$15 million for the Highway 101 program. The budget for FY15/16 includes on-going debt service expenditures for the 2011 & 2015 Bond interest and principal. There is a planned loan from the LSP program to the Bike/Pedestrian program estimated at \$1.0 million that is part of the budget this year. The loan from the LSP program to the Rail program approved in FY 13/14 began making repayments in FY14/15 and will continue making payments through FY19/20.

Policy Impacts:

None

Fiscal Impacts:

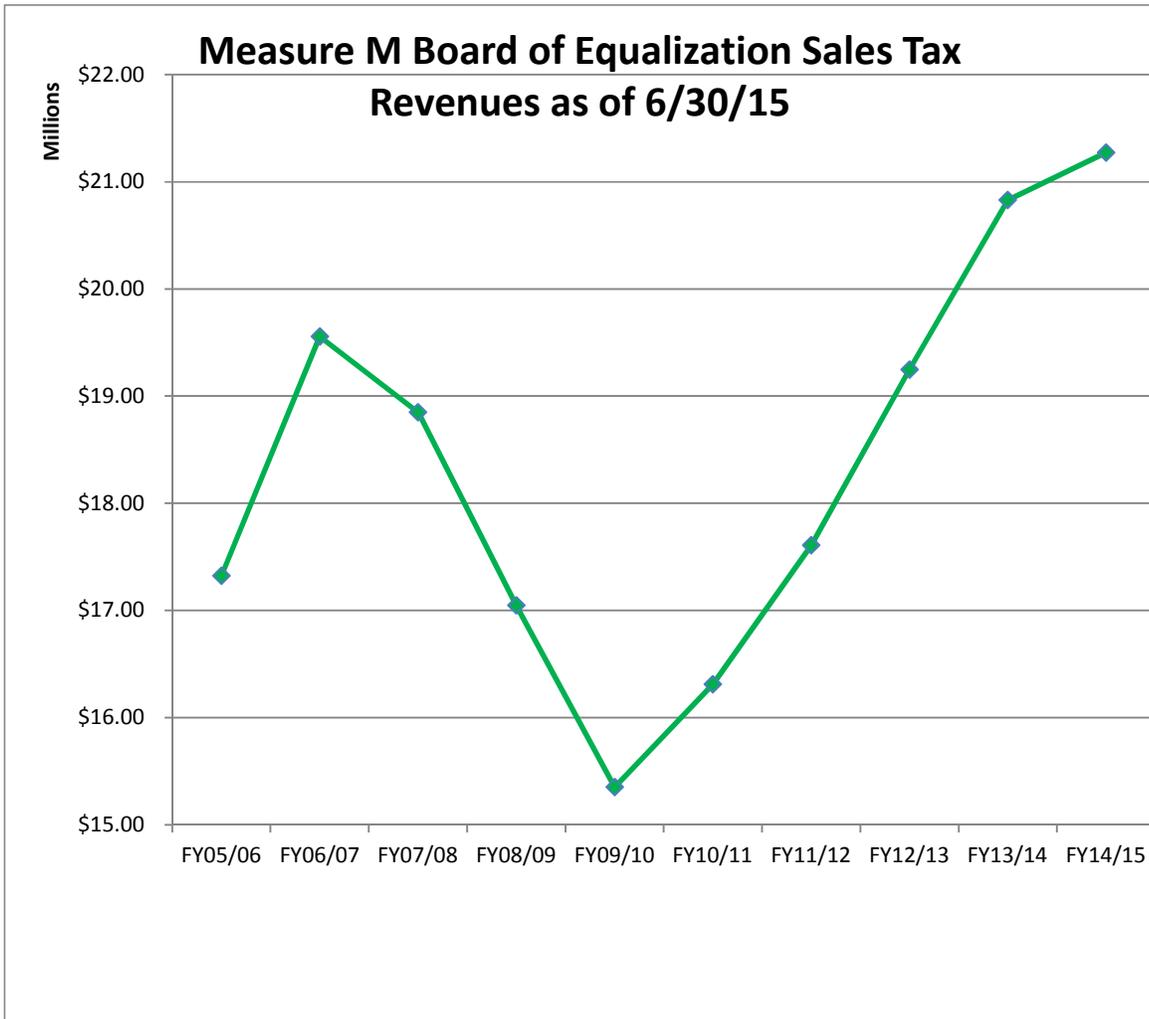
Sales tax revenues (BOE revenues) for FY14/15 increased 2.1% over FY13/14 revenues. SCTA is projecting that revenues will continue to grow at a 3% rate for FY15/16. Expenditures are anticipated due to both project development work and construction operations on Highway 101 projects, Local Streets Projects (LSP), and Bicycle and Pedestrian projects. The anticipated expenditures are primarily from prior year's programming. Future construction projects will need new fund sources to construct.

The Measure M Cash Flow Model incorporates all the planned expenditures and anticipated revenues and maintains over a \$15 million (2015 bond revenue) cash flow balance and reserve fund for Hwy 101 projects, a positive balance for the LSP program, and positive balance (including the 15/16 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 FY15/16 by October 31, 2015. 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. 2015-025 adopting the FY15/16 Measure M Final Budget requires a 2/3-majority vote. **Therefore, the budget MUST receive eight (8) affirmative votes to pass.**



<u>Fiscal Year Revenue Re-Cap as of 6/30/2015</u>		
	BOE YTD	% Change
FY04/05	\$ 1,145,033.38	
FY05/06	\$ 17,324,361.72	
FY06/07	\$ 19,555,567.21	12.88%
FY07/08	\$ 18,849,654.14	-3.61%
FY08/09	\$ 17,046,017.97	-9.57%
FY09/10	\$ 15,351,089.59	-9.94%
FY10/11	\$ 16,311,451.92	6.26%
FY11/12	\$ 17,609,444.65	7.96%
FY12/13	\$ 19,247,107.08	9.30%
FY13/14	\$ 20,829,458.29	8.22%
FY14/15	\$ 21,272,759.23	2.13%

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 12, 2015

**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 2015/2016.**

WHEREAS, a Final Measure M Budget for Fiscal Year 2015/2016 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 2015/2016 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 Carlstrom	_____	Director Mackenzie	_____
Director Chambers	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gorin	_____	Director Russell	_____
Director Gurney	_____	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 12, 2015.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Budget Summary for All Programs**

Exhibit A

Sub-Object	Account	Description	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax Receipts	20,558,932	21,085,522	20,891,959	21,175,700	21,518,718
1700	44002	Interest on Pooled Cash	317,874	295,619	224,501	190,843	190,079
1701	44003	Interest Earned	1	-	16,122	40,500	16,419
2500	42358	State - Other (Caltrans)	1,609,958	926,000	808,599	1,433,000	561,000
	42461	Federal Other Funding	-	-	-	-	-
2901	42601	County	4,627,608	3,897,000	-	569,000	369,000
2913	42612	City of Petaluma	5,147,050	4,972,000	3,213,778	5,517,000	1,610,000
2916	42615	City of Cotati	-	-	-	-	-
3980	46200	Prior Year Revenue	10,000	-	793,912	-	-
4102	46029	Donations/Reimbursements	2,505	-	-	-	500
4109	46050	Outdated/Cancelled Warrant	-	-	-	-	-
4210	49002	Advances	-	2,800,000	-	1,700,000	500,000
4219	49003	Advances - Clearing	-	-	-	670,000	(500,000)
	47101	Transfer in within a Fund	-	-	6,229,993	6,231,836	-
4680	47111	Bond Proceeds	-	-	49,265,000	48,000,000	-
4682	47112	Bond-Premium	-	-	7,225,508	6,000,000	-
4683	47113	Bond-Cost of Issuance	-	-	-	-	-
		Total Revenues	32,273,929	33,976,141	88,669,374	91,527,879	24,265,717
Check balance			32,273,928	33,976,141	88,669,374	91,527,879	24,265,717
Variance			0	-	0	-	-
6040	51902	Communication	-	-	-	-	-
6280	52091	Memberships	5,326	2,800	4,750	5,500	5,500
6300	52101	Misc Expenses	489	1,000	1,692	1,020	1,910
6400	52111	Office Expense	135	2,000	-	2,000	2,000
6410	52117	Postage	-	2,000	-	2,000	2,000
6415	52115	Books/Periodicals	-	500	-	500	500
6430	52116	Printing Services	4,540	13,000	651	13,000	13,000
6500	51249	SCTA Staff Time	98,606	100,000	195,686	200,000	200,000
6521	51916	County Services Contract	15,319	15,000	16,348	16,000	17,000
	51919	EFS Charges	-	-	-	-	-
6570	51226	Consultants	2,539,728	3,961,000	2,277,172	3,174,000	2,647,000
6573	51201	Administration Costs	2,750	8,500	7,025	8,500	10,800
6589	51244	Permits	-	-	-	-	-
6610	51211	Legal Services	140,502	170,000	563,189	670,000	630,000
6629	51207	Fiscal Accounting	27,537	30,500	32,678	30,500	40,500
6630	51206	Audit Services	17,325	22,000	17,325	22,000	22,000
6640	53105	Debt Issuance Costs	-	-	347,463	540,000	2,000
6800	51301	Public/Legal Notices	-	250	-	250	250
6840	51421	Rents/Leases-Buildings	36,685	37,000	37,000	37,000	37,000
7110	52163	Professional Development	-	1,500	1,262	3,000	3,000
7120	51225	Training-In-Service	-	-	-	-	-
7302	51602	Travel Expense	9,571	17,000	5,574	19,000	19,000
7750	N/A	Conservation Credits	-	65,000	-	15,000	15,000
7910	53101	LT Debt - Principal Payments	3,245,000	3,245,000	8,012,500	8,012,500	6,105,000
	53102	Debt Principal Other	-	-	-	970,000	-
7930	53103	LT Debt - Interest Payments	3,224,613	3,224,613	3,063,913	3,063,913	3,039,076
	53104	Debt- Interest Other	-	-	16,122	40,500	20,000
8010	53501	Contributions to Other Govts	47,601,277	56,534,231	22,790,214	43,256,135	31,832,925
	57011	Transfers out within a Fund	-	-	6,229,994	48,831,836	-
	57101	Other Financing Uses	-	-	38,954,138	-	-
9210	59002	Advances	-	2,800,000	-	1,700,000	1,500,000
	59003	Advances Clearing	-	-	-	-	(1,500,000)
		Total Expenses	56,969,402	70,252,894	82,574,695	110,634,153	44,665,461
Check balance			56,969,402	70,252,894	82,574,695	110,634,153	44,665,461
Variance			-	-	-	-	-
		Beginning Fund Bal.	69,683,726	69,717,416	44,319,709	44,319,709	50,414,388
		Revenues	32,273,929	33,976,141	88,669,374	91,527,879	24,265,717
		Expenses	(56,969,402)	(70,252,894)	(82,574,695)	(110,634,153)	(44,665,461)
		Audit Adjustments	(668,544)	-	-	-	-
		Change in Encumbrances	-	-	-	-	-
		Change in Fund Balance	(25,364,017)	(36,276,753)	6,094,679	(19,106,274)	(20,399,745)
		Ending Fund Bal.	44,319,709	33,440,663	50,414,388	25,213,435	30,014,644

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**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Administration (1%)**

Dept ID: 70030100
Index: 793109

Fund 74651

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	205,589	210,855	208,920	211,757	215,187
1700	44002	Interest on Pooled Cash	1,128	1,055	1,481	1,310	1,560
4102	46029	Donations/Reimbursements	-	-	-	-	500
4109	46050	Outdated/Cancelled Warrant	-	-	-	-	-
Total Revenues			206,717	211,910	210,400	213,067	217,247
6040	51902	Communication	-	-	-	0	-
6280	52091	Memberships	5,326	2,800	4,750	5,500	5,500
6300	52101	Misc Expense	5	-	17	20	20
6400	52111	Office Expense	135	2,000	-	2,000	2,000
6415	52115	Books/Periodicals	-	-	-	0	-
6430	52116	Printing Services	4,540	12,500	651	12,500	12,500
6500	51249	SCTA Staff Time	39,358	40,000	30,812	40,000	40,000
6521	51916	County Services Contract	15,319	15,000	16,348	16,000	17,000
	51919	EFS Charges	-	-	-	0	0
6570	51226	Consultants	7,738	15,000	7,916	15,000	15,000
6573	51201	Administration Costs	-	-	-	0	-
6610	51211	Legal Services	2,712	20,000	1,546	20,000	20,000
6629	51207	Fiscal Accounting	23,537	25,000	32,678	25,000	35,000
6630	51206	Audit Services	17,325	22,000	17,325	22,000	22,000
6840	51421	Rents/Leases-Buildings	36,685	37,000	37,000	37,000	37,000
7110	52163	Professional Development	-	1,500	1,262	3,000	3,000
7120	51225	Training-In-Service	-	-	-	0	-
7302	51602	Travel Expense	9,524	7,000	4,387	9,000	9,000
Total Expenses			162,203	199,800	154,693	207,020	218,020
Beginning Fund Balance			206,989	212,589	256,355	256,355	312,062
Revenues			206,717	211,910	210,400	213,067	217,247
Expenses			(162,203)	(199,800)	-154,693	-207,020	-218,020
Audit Adjustments			4,852	-	0	0	0
Change in Encumbrances			-	-	0	0	0
Change in Fund Balance			49,366	12,110	55,707	6,047	-773
Ending Fund Balance			256,355	224,699	312,062	262,402	311,290

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Local Street Repairs (LSR - 20%)**

Dept ID: 70030200

Index: 793208

Fund 74652

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	4,111,786	4,217,104	4,178,392	4,235,140	4,303,744
1700	44002	Interest on Pooled Cash	4,587	3,000	4,683	5,000	5,000
Total Revenue			4,116,374	4,220,104	4,183,075	4,240,140	4,308,744
6300	52101	Misc Expense	98	-	338	-	300
8010	53501	Contributions to Other Govts.	4,093,929	4,850,900	4,258,696	4,911,978	4,904,323
Total Expenses			4,094,027	4,850,900	4,259,034	4,911,978	4,904,623
Beginning Fund Balance			552,451	552,451	671,838	671,838	595,879
Revenues			4,116,374	4,220,104	4,183,075	4,240,140	4,308,744
Expenses			(4,094,027)	(4,850,900)	(4,259,034)	(4,911,978)	(4,904,623)
Audit Adjustments			97,040				
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			119,387	(630,796)	(75,959)	(671,837)	(595,879)
Ending Fund Balance			671,838	(78,345)	595,879	0	(0)

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Local Street Projects (LSP - 20%)**

Dept ID: 70030300

Index: 793307

Fund 74653

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	4,111,786	4,217,104	4,178,392	4,235,140	4,303,744
1700	44002	Interest on Pooled Cash	124,094	125,363	93,437	82,370	88,025
1701	44003	Interest Earned		-	16,122	40,500	16,419
2901	42601	County			-	-	
	49002	Advances					(500,000)
4219	49003	Advances - Clearing			-	670,000	500,000
Total Revenue			4,235,881	4,342,467	4,287,950	5,028,010	4,408,188
6570	51226	Consultants	-	150,000	711,420	1,200,000	1,025,000
6300	52101	Misc Expense	98	-	338		300
6610	51211	Legal Services	113	-			
8010	53501	Contributions to Other Govts.	11,955,538	16,123,000	2,445,139	12,608,755	12,499,000
9210	59002	Advances	-	2,800,000	-	1,700,000	1,000,000
	59003	Advances - Clearing					(1,000,000)
Total Expenses			11,955,748	19,073,000	3,156,897	15,508,755	13,524,300
Beginning Fund Balance			24,994,353	24,994,353	16,473,970	16,473,970	17,605,024
Revenues			4,235,881	4,342,467	4,287,950	5,028,010	4,408,188
Expenses			(11,955,748)	(19,073,000)	(3,156,897)	(15,508,755)	(13,524,300)
Audit Adjustments			(800,515)	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			(8,520,383)	(14,730,533)	1,131,054	(10,480,745)	(9,116,112)
Ending Fund Balance			16,473,970	10,263,820	17,605,024	5,993,225	8,488,911

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Highway 101 (40%)**

Dept ID: 70030400
Index: 793406

Fund 74654

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	2,038,392	5,451,915	1,943,418	1,783,226	814,596.15
1700	44002	Interest on Pooled Cash	147,487	150,697	104,965	83,213	55,969
1701	44003	Interest Earned	-	-	-	-	-
2500	42358	State - Caltrans	1,609,958	926,000	808,599	1,433,000	561,000
	42461	Federal Other Funding					
2901	42601	County	4,627,608	3,897,000	-	569,000	369,000
2913	42612	City of Petaluma	5,147,050	4,972,000	3,213,778	5,517,000	1,610,000
2916	42615	City of Cotati	-	-	-	-	-
3980	46200	Prior Year Revenue	10,000	-	793,912	-	-
4102	46029	Donations/Reimbursements	2,505	-	-	-	-
Total Revenue			13,583,000	15,397,612	6,864,673	9,385,439	3,410,565
6300	52101	Misc Expense	196	1,000	677	1,000	1,000
6400	52111	Office Expense	-	-	-	-	-
6410	52117	Postage	-	2,000	-	2,000	2,000
6415	52115	Books/Periodicals	-	500	-	500	500
6430	51241	Printing Services	-	500	-	500	500
6500	51249	SCTA Staff Time	59,248	60,000	164,874	160,000	160,000
6570	51226	Consultants	2,532,333	3,796,000	1,152,953	1,459,000	\$800,000
6573	51201	Administration Costs	2,438	8,000	6,306	8,000	10,000
6589	51244	Permits	-	-	-	-	-
6610	51211	Legal Services	137,677	150,000	47,186	150,000	100,000
6629	51207	Fiscal Accounting	3,625	5,000	-	5,000	5,000
6800	51301	Public/Legal Notices	-	250	-	250	250
7302	51602	Travel Expense	47	10,000	1,187	10,000	10,000
7750	N/A	Conservation Credits	-	65,000	-	15,000	15,000
8010	53501	Contributions to Other Govts	23,870,989	26,172,000	6,849,462	13,023,000	2,000,000
9210	59002	Advances	-	-	-	-	-
Total Expenses			26,606,552	30,270,250	8,222,645	14,834,250	3,104,250
Beginning Fund Balance			29,756,291	29,756,291	16,642,543	16,642,543	15,284,570
Revenues			13,583,000	15,397,612	6,864,673	9,385,439	3,410,565
Expenses			(26,606,552)	(30,270,250)	(8,222,645)	(14,834,250)	(3,104,250)
Audit Adjustments			(90,197)	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			(13,113,748)	(14,872,638)	(1,357,972)	(5,448,811)	306,315
Ending Fund Balance			16,642,543	14,883,653	15,284,570	11,193,732	15,590,885

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Highway 101 2011 Series Bonds Reserve**

Dept ID: 70030700

Index: 793463

Fund 74657

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1700	44002	Interest on Pooled Cash	-	-	-	-	-
4680	47111	Bond Proceeds	-	-	-	-	-
Total Revenue			-	-	-	-	-
6300	52101	Misc Expense	-	-	-	-	-
Total Expenses			-	-	-	-	-
Beginning Fund Balance			1,890,000	1,890,000	1,890,000	1,890,000	1,890,000
Revenues			-	-	-	-	-
Expenses			-	-	-	-	-
Audit Adjustments			-	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			-	-	-	-	-
Ending Fund Balance			1,890,000	1,890,000	1,890,000	1,890,000	1,890,000

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Highway 101 2011 Series Bonds - Debt Service Fund**

Dept ID: 70030900
Index: 793489

Fund 74659

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	1,097,081	684,150	1,952,728	1,092,141	2,201,784
	44002	Interest on Pooled Cash			21		
3980	46200	Prior Year Revenue	-	-			
	47101	Transfer in within a Fund	-	-	15,427	15,688	-
Total Revenue			1,097,081	684,150	1,968,176	1,107,829	2,201,784
7910	53101	Bond - Principal Payments	273,750	273,750	285,000	285,000	1,436,250
7930	53103	Bond - Interest Payments	816,947	816,947	807,141	807,141	765,534
Total Expenses			1,090,697	1,090,697	1,092,141	1,092,141	2,201,784
Beginning Fund Balance			406,549	406,549	412,933	412,933	1,288,969
Revenues			1,097,081	684,150	1,968,176	1,107,829	2,201,784
Expenses			(1,090,697)	(1,090,697)	(1,092,141)	(1,092,141)	(2,201,784)
Audit Adjustments			-	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			6,384	(406,547)	876,036	15,688	-
Ending Fund Balance			412,933	2	1,288,969	428,621	1,288,969

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Transit (10%)**

Dept ID: 70031000

Index: 793505

Fund 74660

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	2,055,893	2,108,552	2,089,196	2,117,570	2,151,872
1700	44002	Interest on Pooled Cash	2,213	2,200	2,340	2,200	1,490
4210	49002	Advances					
Total Revenue			2,058,106	2,110,752	2,091,536	2,119,770	2,153,361
6300	52101	Misc Expense	49	-	169	-	150
7920	53104	Interest	-	-			
8010	53501	Contributions to Other Govts.	2,046,865	2,426,129	2,129,358	2,455,688	2,451,138
Total Expenses			2,046,914	2,426,129	2,129,527	2,455,688	2,451,288
Beginning Fund Balance			276,206	276,206	335,918	335,918	297,927
Revenues			2,058,106	2,110,752	2,091,536	2,119,770	2,153,361
Expenses			(2,046,914)	(2,426,129)	(2,129,527)	(2,455,688)	(2,451,288)
Audit Adjustments			48,520	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			59,712	(315,377)	(37,991)	(335,918)	(297,927)
Ending Fund Balance			335,918	(39,171)	297,927	-	0

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Passenger Rail (5%)**

Dept ID: 70031100

Index: 793604

Fund 74661

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	662,253	826,226	393,689	694,738	342,008
1700	44002	Interest on Pooled Cash	7,606	6,385	1,732	1,537	(10,570)
4210	49002	Advances		2,800,000			
	49003	Advances Clearing					
Total Revenue			669,859	3,632,611	395,421	696,275	331,438
6300	52101	Misc Expense	24	-	85		80
6573	51201	Administration Costs	313	500	719	500	800
6629	51207	Fiscal Accounting	375	500	-	500	500
7910	53102	Debt - Principal Other				970,000	
7930	53104	Debt - Interest Other			16,122	32,000	15,000
8010	53501	Contributions to Other Govts.	4,443,311	4,443,311	-	-	-
	59002	Advances					500,000
	59003	Advances - Clearing					(500,000)
Total Expenses			4,444,023	4,444,311	16,925	1,003,000	16,380
		Beginning Fund Balance	1,257,322	1,257,322	(2,492,583)	(2,492,583)	(2,114,087)
		Revenues	669,859	3,632,611	395,421	696,275	331,438
		Expenses	(4,444,023)	(4,444,311)	(16,925)	(1,003,000)	(16,380)
		Audit Adjustments	24,260	-	-	-	-
		Change in Encumbrances	-	-	-	-	-
		Change in Fund Balance	(3,749,904)	(811,700)	378,496	(306,725)	315,058
		Ending Fund Balance	(2,492,583)	445,622	(2,114,087)	(2,799,308)	(1,799,030)

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Passenger Rail 2011 Bond Issue Reserve**

Dept ID: 70031200
Index: 793612

Fund 74662

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1700	44002	Interest on Pooled Cash	-	-			
4680	47111	Bond Proceeds	-	-			
Total Revenue			-	-	-	-	-
6300	52101	Misc Expense	-	-			
Total Expenses			-	-	-	-	-
Beginning Fund Balance			630,000	630,000	630,000	630,000	630,000
Revenues			-	-	-	-	-
Expenses			-	-	-	-	-
Audit Adjustments			-	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			-	-	-	-	-
Ending Fund Balance			630,000	630,000	630,000	630,000	630,000

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Passenger Rail 2011 Bond Debt Service**

Dept ID: 70031400
Index: 793638

Fund 74664

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	365,694	228,050	650,909	364,047	733,928
	44002	Interest on Pooled Cash			13		
3980	46200	Prior Year Revenue		-			
	47101	Transfer in within a Fund		-	9,197	10,778	-
Total Revenue			365,694	228,050	660,119	374,825	733,928
7910	53101	Bond - Principal Payments	91,250	91,250	95,000	95,000	478,750
7930	53103	Bond - Interest Payments	272,316	272,316	269,047	269,047	255,178
Total Expenses			363,566	363,566	364,047	364,047	733,928
Beginning Fund Balance			135,516	135,516	137,644	137,644	433,717
Revenues			365,694	228,050	660,119	374,825	733,928
Expenses			(363,566)	(363,566)	(364,047)	(364,047)	(733,928)
Audit Adjustments			-	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			2,128	(135,516)	296,073	10,778	-
Ending Fund Balance			137,644	1	433,717	148,422	433,717

**Sonoma County Transportation Authority
Measure M FY 2015-2016 Final Budget
Bicycle/Pedestrian (4%)**

Dept ID: 70031500
Index: 793703

Fund 74665

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
1140	40301	Sales/Use Tax	822,357	843,421	835,678	847,028	860,749
1700	44002	Interest on Pooled Cash	8,754	5,540	11,054	9,713	32
4210	49002	Advances		-	-	1,700,000	1,000,000
	49002	Advances Clearing					(1,000,000)
Total Revenue			831,111	848,961	846,733	2,556,741	860,780
6300	52101	Misc Expense	20	-	68		60
	53102	Debt - Principal Other					
7920	53104	Debt - Interest Other	-	-	-	8,500	5,000
8010	53501	Contributions to Other Govts.	103,688	1,431,935	2,782,986	4,256,714	1,533,000
Total Expenses			103,708	1,431,935	2,783,054	4,265,214	1,538,060
Beginning Fund Balance			1,195,855	1,195,855	1,942,667	1,942,667	6,346
Revenues			831,111	848,961	846,733	2,556,741	860,780
Expenses			(103,708)	(1,431,935)	(2,783,054)	(4,265,214)	(1,538,060)
Audit Adjustments			19,408	-	-	-	-
Change in Encumbrances			-	-	-	-	-
Change in Fund Balance			746,811	(582,974)	(1,936,321)	(1,708,473)	(677,280)
Ending Fund Balance			1,942,667	612,881	6,346	234,194	(670,934)

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

Dept ID: 70031600

Fund 74666

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
	40301	Sales/Use Tax	-	-	490,667	1,274,275	4,311,107
	44003	Interest Earned	0	-	-	-	
	46200	Prior Year Revenue	-	-	-	-	
	47101	Transfer in withing a Fund			1,597,870	1,597,870	
Total Revenue			0	-	2,088,536	2,872,145	4,311,107
	53101	Bond - Principal Payments	-	-	-	-	2,910,000
	53103	Bond - Interest Payments	-	-	-	-	1,401,107
Total Expenses			-	-	-	-	4,311,107
		Beginning Fund Balance	-	-	0	0	2,088,536
		Revenues	0	-	2,088,536	2,872,145	4,311,107
		Expenses	-	-	-	-	(4,311,107)
		Audit Adjustments	-	-	-	-	-
		Change in Encumbrances	-	-	-	-	-
		Change in Fund Balance	0	-	2,088,536	2,872,145	-
		Ending Fund Balance	0	-	2,088,536	2,872,145	2,088,536

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

Dept ID: 70031700

Escrow Account with Trustee for Payoff of 2008 Bond – Callable 12/1/2017

Fund 74667

<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
40301	Sales/Use Tax	-	-	-	-	-
44002	Interest on Pooled Cash	-	-	-	-	-
44003	Interest Earned	-	-	-	-	-
46200	Prior Year Revenue	-	-	-	-	-
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	-
47113	Bond-Cost of Issuance	-	-	-	-	-
Total Revenue		-	-	43,823,346	47,607,500	-
52101	Misc Expense	-	-	-	-	-
51249	SCTA Staff Time	-	-	-	-	-
51226	Consultants*	-	-	-	-	-
51211	Legal Services	-	-	-	-	-
51242	Fiscal Agent Fees	-	-	-	-	-
53101	Bond - Principle Payments	-	-	4,607,500	4,607,500	-
53103	Bond - Interest Payments	-	-	-	-	-
53105	Debt Issuance	-	-	240,149	400,000	1,000
51602	Travel Expense	-	-	-	-	-
N/A	Conservation Credits	-	-	-	-	-
53501	Contributions to Other Govts	-	-	-	-	-
57101	Other Financing Uses	-	-	38,954,138	42,600,000	-
Total Expenses		-	-	43,801,786	47,607,500	1,000
	Beginning Fund Balance	-	-	-	-	21,559
	Revenues	-	-	43,823,346	47,607,500	-
	Expenses	-	-	(43,801,786)	(47,607,500)	(1,000)
	Audit Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	-	-	21,559	-	(1,000)
	Ending Fund Balance	-	-	21,559	-	20,559

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

Dept ID: 70031800

Fund 74668

<u>Subobject</u>	<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
	40301	Sales/Use Tax	-	-	149,333	500,000	1,280,000
	44003	Interest Earned	0	-	-	-	-
	46200	Prior Year Revenue	-	-	-	-	-
	47112	Premium	-	-	2,209,663	-	-
Total Revenue			0	-	2,358,996	500,000	1,280,000
	53101	Bond - Principal Payments	-	-	-	-	1,280,000
	53103	Bond - Interest Payments	-	-	-	-	617,257
Total Expenses			-	-	-	-	1,897,257
		Beginning Fund Balance	-	-	0	0	2,358,996
		Revenues	0	-	2,358,996	500,000	1,280,000
		Expenses	-	-	-	-	(1,897,257)
		Audit Adjustments	-	-	-	-	-
		Change in Encumbrances	-	-	-	-	-
		Change in Fund Balance	0	-	2,358,996	500,000	(617,257)
		Ending Fund Balance	0	-	2,358,996	500,000	1,741,739

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

Dept ID: 70031900

Fund 74669

<u>Account</u>	<u>Description</u>	Actual FY 13-14	Budgeted FY 13-14	Actual FY 14-15	Budgeted FY 14-15	Final FY 15-16
40301	Sales/Use Tax	-	-	-	-	-
44002	Interest on Pooled Cash	-	-	1,118	-	48,574
44003	Interest Earned	-	-	-	-	-
46200	Prior Year Revenue	-	-	-	-	-
47111	Bond Proceeds	-	-	15,065,000	11,000,000	-
47112	Bond-Premium	-	-	-	-	-
47113	Bond-Cost of Issuance	-	-	-	-	-
Total Revenue		-	-	15,066,118	11,000,000	48,574
52101	Misc Expense	-	-	-	-	-
51249	SCTA Staff Time	-	-	-	-	-
51226	Consultants*	-	-	404,883	500,000	807,000
51211	Legal Services	-	-	514,458	500,000	510,000
51242	Fiscal Agent Fees	-	-	-	-	-
53105	Debt Issuance	-	-	107,314	140,000	1,000
51602	Travel Expense	-	-	-	-	-
N/A	Conservation Credits	-	-	-	-	-
53501	Contributions to Other Govts	-	-	4,324,574	6,000,000	8,445,464
57101	Transfers out within a Fund	-	-	-	-	-
Total Expenses		-	-	5,351,228	7,140,000	9,763,464
	Beginning Fund Balance	-	-	-	-	9,714,890
	Revenues	-	-	15,066,118	11,000,000	48,574
	Expenses	-	-	(5,351,228)	(7,140,000)	(9,763,464)
	Audit Adjustments	-	-	-	-	-
	Change in Encumbrances	-	-	-	-	-
	Change in Fund Balance	-	-	9,714,890	3,860,000	(9,714,890)
	Ending Fund Balance	-	-	9,714,890	3,860,000	0

Staff Report

To: SCTA Directors
From: Suzanne Smith, Executive Director
Item: 4.5.2 - FY15/16 Final Budget Transportation Fund for Clean Air
Date: October 12, 2015

Issue:

Shall the SCTA adopt a final Budget for the Transportation Fund for Clean Air program for FY15/16?

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 FY15/16 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 FY15/16 budget are the same projects approved by the SCTA in May 2015. 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 FY15/16 TFCA Final Budget by October 31, 2015. The SCTA should consider the proposed TFCA Final Budget and if it meets with the Board's approval, adopt the FY15/16 TFCA Final Budget.

Adoption of Resolution No. 2015-026 adopting the FY15/16 TFCA Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

October 12, 2015

**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 2015/2016.**

WHEREAS, a Transportation Fund for Clean Air Final Budget for Fiscal Year 2015/2016 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 2015/2016 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 Carlstrom	_____	Director Mackenzie	_____
Director Chambers	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gorin	_____	Director Russell	_____
Director Gurney	_____	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 12, 2015.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

Exhibit A

**Sonoma County Transportation Authority - TFCA Program
FY 2015-16 Final Budget
Fund 74551**

Account		Actual 2013-14	Budgeted 2013-14	Actual 2014-15	Budgeted 2014-15	Final 2015-16	Amount of Change	Percent Change
Revenues								
44002	Interest on Pooled Cash	5,186	5,231	5,444	5,741	5,700	(41)	-0.72%
42610	TFCA Funds	589,484	590,744	572,578	593,508	594,401	893	0.15%
46200	Prior Year Revenue	-	-	-	-	-	-	N/A
Total		594,670	595,975	578,022	599,249	600,101	852	0.14%
Expenditures								
51201	Administration Costs	29,163	29,276	29,675	29,675	29,348	(327)	-1.10%
51211	Legal Services	113	-	-	-	115	115	N/A
53501	Distribution to Cities	90,950	440,323	226,183	457,868	424,739	(33,129)	-7.24%
53501	Distribution to County Agencies	32,983	212,983	68,895	146,278	140,199	(6,079)	-4.16%
Total		153,209	682,582	324,753	633,822	594,401	(39,420)	-6.22%
Prior Year Expenditures								
53501	Distribution to Cities & County Agencies	235,923	746,025	397,547	943,902	666,049	(277,854)	-29.44%
Total		235,923	746,025	397,547	943,902	666,049	(277,854)	-29.44%
Starting Fund Balance		113,560	113,560	(68,154)	(68,154)	65,421	(181,715)	
Total Revenue		594,670	595,975	578,022	599,249	600,101	852	0.14%
Total Expenditures		(389,132)	(1,428,607)	(722,300)	(633,822)	(594,401)	317,274	-50.06%
Less Change in Encumbrances		(197,877)	-	277,854	-	-	-	
Change in Unreserved Fund Balance		7,660	(832,632)	133,576	(34,572)	5,700	318,126	
UNRESERVED FUND BALANCE		121,221	(719,072)	65,421	(102,727)	71,121	136,411	

Staff Report

To: SCTA Directors

From: Suzanne Smith, Executive Director

Item: 4.5.3 – FY15/16 Final Budget for SCTA

Date: October 12, 2015

Issue:

What is the proposed Final Budget for the SCTA for FY15/16?

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 FY15/16 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 FY14/15.

The Final FY15/16 Budget has no significant changes from the preliminary budget approved in May.

REVENUE IN THE SCTA FY15/16 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 FY15/16 SCTA anticipates using \$150,000 in PPM funds. This revenue comes to the SCTA on a reimbursement basis from Caltrans. This amount is down from last fiscal year due to the amount available in the STIP for these purposes.

- 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 approximately half of the grant, \$557,000, will be spent this fiscal year on staff time, consultant services, legal services and meeting related costs.

- HOV Lane Violation Fines

SCTA recently began receiving a percentage of the fines collected related to HOV lane violations. This new source of revenue is hard to estimate; for FY15/16 the conservative amount proposed for the budget is \$20,000. The FY14/15 amount 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 of projects based on the hours spent managing the program. The SCTA anticipates receiving

\$30,000 to administer the program for FY15/16. 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 Surface Transportation Program (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 FY15/16, the budget anticipates \$900,000. 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.

- Congestion Mitigation/Air Quality (CMAQ) grant for Rideshare (Carma)

This grant was fully expended in FY14/15, thus this budget line item is zero for FY15/16.

- Federal Transit Administration funds from MTC for Short Range Transit Planning

MTC is providing a grant of \$20,000, to SCTA for work on coordination in local Short Range Transit Plans. This work will address such common issues as transit sustainability project recommendations, fixed route and paratransit coordination, standardization of ADA paratransit eligibility, rehabilitation of the Santa Rosa Transit Mall, emergency coordination, fare change coordination, Clipper, schedule changes and inter-operator transfers, bus route connectivity with Sonoma/Marin Area Rail Transit (SMART), coordinated marketing opportunities, standardized way-finding signage, and joint procurement efforts.

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 2014 and revised road mile numbers derived from jurisdictions' Pavement Management System. The total contribution from local jurisdictions as shown in the Final Budget is \$351,488. A breakdown by jurisdiction is included as an attachment.

- Measure M

The SCTA bills directly to projects for SCTA staff time and materials used specifically on Highway 101 projects. The FY15/16 budget reflects \$200,000 for staff and materials. 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 \$243,000 in funds from the RCPA to cover staff costs, including a portion of the Executive Director and support staff time. 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. This amount is less than was proposed in the preliminary budget due to the Shift grant administered by SCTA being used to directly pay for a portion of RCPA staff time.

- Interest on Pooled Cash

Interest budgeted for FY15/16 is \$1,000.

EXPENDITURES IN THE SCTA FY15/16 FINAL BUDGET INCLUDE:

- Staff Salaries/Benefits

The FY15/16 budget reflects the salaries and benefits for eleven full time positions. The salary and benefit budget totals \$1,837,607, up \$200,000 from FY14/15 due to the addition of a new full time position, anticipated merit increases and anticipated increases in the cost of benefits. A 3% COLA is proposed. Health and retirement benefits are provided through the County of Sonoma and paid for by the SCTA.

- Outside Contracts/Services

This category totals \$408,000 and includes annual audit services; financial management, claims processing, payroll, budget preparation and general accounting; contracts for consultant services (Shift, web design 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 FY15/16 budget is \$261,000.

Policy Impacts:

No new policy issues are proposed in the FY15/16 SCTA Final Budget.

Fiscal Impacts:

The FY15/16 SCTA Final Budget proposes a 3% increase in local contributions (an increase of \$10,000) and a 3% COLA for all employees (an increase of \$30,000).

Staff Recommendation:

In order to continue operation, the SCTA must adopt a Final Budget for FY15/16 by October 31, 2015. The SCTA should consider the proposed Final SCTA Budget and, if it meets with the Board's approval, adopt the FY15/16 SCTA Final Budget.

Adoption of Resolution No. 2015-027 adopting the FY15/16 Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

October 12, 2015

**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 2015/2016.**

WHEREAS, a Final Budget for Fiscal Year 2015/2016 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 2015/2016 includes a 3.0% Cost of Living Adjustment for SCTA employees; and

WHEREAS, the Final Budget for Fiscal Year 2015/2016 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 2015/2016 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 end of the first quarter of Fiscal Year 2015/2016 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 Carlstrom	_____	Director Mackenzie	_____
Director Chambers	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gorin	_____	Director Russell	_____
Director Gurney	_____	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 12, 2015.

Suzanne Smith, Executive Director
Clerk, Sonoma County Transportation Authority

Exhibit A

**Sonoma County Transportation Authority
FY 2015-2016 FINAL BUDGET
Budget Fund #74502**

	Actual 2013-14	Budgeted 2013-14	Actual 2014-15	Final 2014-15	Final 2015-16	Amount of Change	Percent Change
Revenues							
State - STIP/PPM	907,528	885,000	173,020	223,000	150,000	(73,000)	-32.74%
State - Shift Grant SGC	18,294	5,000	96,237	422,000	557,000	135,000	31.99%
State - TDA3	-	-	29,992	30,000	-	(30,000)	-100.00%
Federal - MTC Contract STP	398,599	300,000	930,022	867,000	900,000	33,000	3.81%
Federal - Real Time Rideshare CMAQ	815,826	967,000	265,659	178,400	-	(178,400)	-100.00%
Federal - Short Range Transit Plan	-	-	-	-	20,000	20,000	N/A
Local Contributions	325,000	325,000	341,250	341,250	351,488	10,238	3.00%
HOV Lane Violation Fines	-	-	66,771	-	20,000	20,000	N/A
Interest	(163)	1,000	474	1,000	1,000	-	0.00%
Donations/Reimbursements	1,096	5,000	1,233	5,000	-	(5,000)	-100.00%
Outdate / Cancel Warrant	-	-	-	-	-	-	N/A
Revenue Applicable from PY - Misc.	-	-	10,710	-	-	-	N/A
Operating Transfers - ISD	5,835	-	-	-	-	-	N/A
TOTAL REVENUES	2,472,015	2,488,000	1,915,366	2,067,650	1,999,488	(68,163)	-2.74%
Expenditures							
<u>Salaries and Benefits</u>							
Employee Salary (11 FT positions)	995,961	1,011,743	1,044,112	1,033,075	1,157,566	124,491	12.05%
Employee Benefits (11 FT positions)	554,085	498,803	620,237	596,284	680,041	83,757	14.05%
SUBTOTAL	1,550,046	1,510,545	1,664,349	1,629,359	1,837,607	208,248	13.79%
<u>Outside Contracts/Services</u>							
County Services (mail, EFS, payroll)	20,194	25,500	29,069	25,500	33,000	7,500	29.41%
Audit Services	22,475	25,000	26,975	25,000	20,000	(5,000)	-20.00%
Fiscal Accounting Services	41,602	37,000	46,764	37,000	40,000	3,000	8.11%
Legal Services	3,390	20,000	5,439	15,000	15,000	-	0.00%
Consultant Services	336,755	400,000	91,837	450,000	300,000	(150,000)	-33.33%
SUBTOTAL	424,416	507,500	200,084	552,500	408,000	(144,500)	-28.47%

Exhibit A

**Sonoma County Transportation Authority
FY 2015-2016 FINAL BUDGET
Budget Fund #74502**

	Actual 2013-14	Budgeted 2013-14	Actual 2014-15	Final 2014-15	Final 2015-16	Amount of Change	Percent Change
<u>Operational Expenditures</u>							
Liability Insurance	6,828	8,000	6,637	7,511	8,000	489	6.51%
Printing Services/Copier Rental	10,385	15,000	12,178	13,500	15,000	1,500	11.11%
Public/Legal Notices	133	1,000	-	1,000	1,000	-	0.00%
Rents/Leases-Bldgs	57,259	75,000	59,762	62,000	65,000	3,000	4.84%
Travel/Training	26,498	55,000	34,586	40,000	50,000	10,000	25.00%
Telephones	9,284	14,000	10,852	11,000	11,000	-	0.00%
County ISD Computer Support	42,847	48,978	50,094	59,000	60,000	60,000	101.69%
ISD-Computer Replacement Program	14,204	5,992	-	10,792	7,000	(3,792)	-35.14%
Office Supplies / Equipment	6,799	10,000	35,143	38,000	8,000	(30,000)	-78.95%
Subscriptions	1,654	1,000	483	1,000	1,000	-	0.00%
Postage	2,663	5,000	-	5,000	-	(5,000)	-100.00%
Computer Software & Hardware	2,430	5,000	2,430	5,000	5,000	-	0.00%
Events/Public Outreach	2,917	5,000	-	5,000	10,000	5,000	100.00%
Professional Development	4,559	6,500	9,380	6,600	20,000	13,400	203.03%
Contribution - Non County (Carma)	563,802	575,000	207,882	116,000	-	(116,000)	-100.00%
Office Equipment	-	3,500	-	-	-	-	N/A
SUBTOTAL	752,262	833,970	429,426	381,403	261,000	(61,403)	-7.36%
<u>Reimbursements</u>							
Reimbursements - Measure M	(98,606)	(100,000)	(193,046)	(200,000)	(200,000)	(6,954)	3.48%
Reimbursements - RCPA	(270,118)	(300,000)	(271,089)	(275,000)	(243,300)	27,789	-10.11%
Reimbursements - TFCA	(30,847)	(30,000)	(29,675)	(30,000)	(30,000)	(325)	1.08%
SUBTOTAL	(399,571)	(430,000)	(493,810)	(505,000)	(473,300)	20,510	-4.06%
TOTAL EXPENDITURES	2,327,153	2,422,015	1,800,049	2,058,262	2,033,307	22,855	1.11%
Starting Fund Balance	220,991	220,991	365,697	365,697	481,015	-	0.00%
Total Revenue	2,472,015	2,488,000	1,915,366	2,067,650	1,999,488	(68,163)	-3.30%
Total Expenditures	(2,327,153)	(2,422,015)	(1,800,049)	(2,058,262)	(2,033,307)	22,855	-1.11%
Audit Adjustments	(155)	-	-	-	-	-	-
Change in Fund Balance	144,707	65,985	115,317	9,388	(33,819)	-	-
ENDING FUND BALANCE	365,697	286,975	481,015	375,085	447,195	-	-

Exhibit B

FY2015-16 Local Contribution to SCTA				
<u>Jurisdiction</u>	50% Road Miles¹	Local Contribution FY14/15		Proposed FY15/16 (3% Increase)
	50% Population²			
Cloverdale	1.5546%	\$	5,305	\$ 5,464
Cotati	1.2054%	\$	4,113	\$ 4,237
Healdsburg	2.1180%	\$	7,228	\$ 7,445
Petaluma	9.6091%	\$	32,791	\$ 33,775
Rohnert Park	6.0505%	\$	20,647	\$ 21,267
Santa Rosa	27.7086%	\$	94,556	\$ 97,392
Sebastopol	1.2587%	\$	4,295	\$ 4,424
Sonoma	1.7927%	\$	6,117	\$ 6,301
Windsor	4.5376%	\$	15,485	\$ 15,949
County	44.1647%	\$	150,712	\$ 155,233
Total	100.0000%	\$	341,250	\$ 351,488

¹ Road Mileage (Center Line Miles) as of September 15, 2014.

² California Department of Finance - January 1, 2014 - Based on published population by entity.

Staff Report

To: RCPA Board of Directors
From: Lauren Casey, Deputy Director of Climate Programs
Item: 4.6 – FY15/16 Final Budget for RCPA
Date: October 12, 2015

Issue:

Shall the Board adopt a final budget for RCPA for the fiscal year beginning July 1, 2015?

Background:

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

This staff report covers the FY15/16 RCPA Final Budget (Exhibit A). As is customary, the budget includes all revenues from local, regional, state and federal sources. A breakdown of the costs to each jurisdiction as approved in May is provided in Exhibit B. Additionally, all anticipated expenditures are listed. Prior year information is included with FY14/15 actual revenues and expenditures.

There have been no significant changes to the preliminary budget other than a recommendation to increase funding levels for legal services for anticipated work on *Climate Action 2020* and its companion CEQA document.

REVENUE AND REIMBURSEMENTS IN THE RCPA FY14/15 FINAL BUDGET INCLUDE:

- Interest on Pooled Cash / Interest Charges

Interest budgeted for FY15/16 is \$1000.

- Federal Contributions

No federal contributions are anticipated for FY15/16.

- City and County Contributions

The City and County contributions to the RCPA are based on a quasi-population based formula. Population numbers were updated based on Department of Finance figures for 2014. The total contribution from local jurisdictions and our regional partners (the Sonoma County Water Agency and the Open Space District) as shown in the Final Budget and outlined in Exhibit B is \$213,965. This represents a 25% increase from FY14/15, primarily due to contributions from a new regional partner, Sonoma Clean Power. Contributions from existing members also increased 3% from prior year contributions as approved by the Board in the FY15/16 Preliminary budget.

- Other Government Contributions

These funds are primarily related to the Bay Area Regional Energy Network (BayREN). The RCPA, in conjunction with the Association of Bay Area Governments and other local governments in the Bay Area, secured over \$14 million dollars to implement energy efficiency programs in 2015. Of this,

\$443,246, was allocated to the RCPA for the administration of the BayREN PAYS® 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. Of this, \$253,000 remains to be spent in FY15/16. BayREN will also be funded through 2016 via a Proposed Decision released by the California Public Utilities Commission in August. It is anticipated that BayREN members will receive the same allocation at for 2015, pending allocation by the BayREN Coordinating Circle. This will amount to roughly \$449,000 for the RCPA to implement programs, half of which will be spent in FY15/16.

Total RCPA BayREN funding in FY15/16 is \$477,000.

- State Grants – Strategic Growth Council & State Coastal Conservancy

The Strategic Growth Council (SGC) funds in the RCPA budget are related to *Climate Action 2020*. Of the total \$1,000,000 grant amount awarded to Sonoma County jurisdictions and partners for *Climate Action 2020*, \$170,000 will fund RCPA which must be spent by February, 2015. This is an increase from the preliminary budget due to a reallocation of budget to support an RCPA consulting contract. Of the RCPA project budget, \$55,000 remains to be spent in FY15/16.

The Coastal Conservancy grant for \$100,000 is funding the Climate Ready North Bay project, a vulnerability analysis and pilot adaptation response project. Most of this project has been completed, and the remaining \$24,000 will be spent in FY15/16.

The Shift Sonoma County project, a new effort in FY14/15, was funded at \$868,463 for a two year period. The RCPA will manage the effort in partnership with the SCTA and consultants. Shift Sonoma County funds (also provided by the SGC) will cover RCPA staff time, however this revenue and portion of RCPA staff expenses appear in the SCTA budget.

Total state funding expected in the FY15/16 budget is \$79,000.

EXPENDITURES IN THE RCPA FY 15/16 FINAL BUDGET INCLUDE:

- Staff Salaries/Benefits

RCPA will have a full-time Deputy Director and full-time Program Specialist. In addition, in FY15/16 the RCPA will support half of a full-time Community Affairs Specialist. 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.

A 3% COLA is included as approved by the Board. Health and retirement benefits are provided through the County of Sonoma and paid for by the RCPA. The reduction for salary and benefits is primarily due to RCPA staff working a significant amount of time on the Shift project, funded directly through the SCTA. Overall RCPA staff costs are \$426,300, including 25% of the Executive Director's salary and benefits, as well as monthly administrative support costs. The amount reflected in the budget, \$243,300, is the cost of staffing exclusive of the Shift grant.

- Outside Contracts/Services

Items considered outside contracts or services include RCPA staff time and 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, the Climate Ready North Bay Project, and services related to the *Climate Action 2020* plan; website development and support; and legal counsel, which is expected to increase substantially through the *Climate Action 2020* EIR and adoption process. The total budget for FY15/16 for these costs is \$688,800.

- 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 FY15/16 budget is \$72,000.

Policy Impacts:

Adoption of the RCPA budget for FY15/16 will establish the program activity level and ability to deliver on the RCPA's Mission, Goals, and Objectives.

Fiscal Impacts:

Overall the RCPA budget is substantially similar to last fiscal year, due to similar work load and grant funding levels.

Staff Recommendation:

In order to continue operation, the RCPA must adopt a Final Budget for FY15/16 by October 31, 2015. The RCPA should consider the proposed RCPA Final Budget and if it meets with the Board's approval, adopt the FY15/16 RCPA Final Budget.

Adoption of Resolution No. 2015-003 adopting the FY15/16 RCPA Final Budget requires a 2/3-majority vote. Therefore, the budget MUST receive eight (8) affirmative votes to pass.

October 12, 2015

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
REGIONAL CLIMATE PROTECTION AUTHORITY, COUNTY
OF SONOMA, STATE OF CALIFORNIA, ADOPTING A FINAL
BUDGET FOR FISCAL YEAR 2015/2016.**

WHEREAS, a Final Budget for Fiscal Year 2015/2016 has been prepared by the Executive Director, reviewed by the Regional Climate Protection Authority and attached as Exhibit A; and

WHEREAS, the Final Budget for Fiscal Year 2015/2016 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 2015/2016 Final Budget for the 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 2015/2016 to the 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 Carlstrom	_____	Director Mackenzie	_____
Director Chambers	_____	Director Miller	_____
Director Gallian	_____	Director Rabbitt	_____
Director Gorin	_____	Director Russell	_____
Director Gurney	_____	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 Regional Climate Protection Authority held on October 12, 2015.

Suzanne Smith, Executive Director
Clerk, Regional Climate Protection Authority

Exhibit A

**Sonoma County Regional Climate Protection Authority
FY 2015-2016 FINAL BUDGET
Budget Fund #74601**

Fund 74601 Dept ID: 66100100	Actual 2013-14	Final 2013-14	Actual 2014-15	Final 2014-15	Final 2015-16	Amount of Change	Percent Change
Revenues							
State Grants (Shift, CA2020)	58,152	62,000	133,133	92,000	79,000	(13,000)	-14.13%
Local Contributions	165,501	165,500	175,500	175,500	213,965	38,465	21.92%
Other Governments (ABAG)	585,788	708,400	392,798	471,530	477,000	5,470	1.16%
Interest	749	500	1,072	900	1,000	100	11.11%
Unrealized Gains & Losses	0	0	0	0	0	0	N/A
Outdate / Cancel Warrant	0	0	0	0	0	0	N/A
Revenue Applic to PY	(398)	0	(386)	0	0	0	N/A
TOTAL REVENUES	809,792	936,400	702,164	739,930	770,965	31,035	4%
Expenditures							
Outside Contracts/Services							
Annual Audit	7,700	14,700	7,700	7,700	8,000	300	3.90%
Fiscal Accounting Services	4,500	7,500	6,014	4,500	6,000	1,500	33.33%
Legal Services	6,554	15,000	17,443	15,000	100,000	85,000	566.67%
RCPA Staff Time	270,118	297,500	268,449	282,700	243,300	(39,400)	-13.94%
County Services	12,923	7,000	8,446	13,000	16,500	3,500	26.92%
Contract/Consultant Services	440,276	503,000	289,785	473,900	315,000	(158,900)	-33.53%
SUBTOTAL	742,071	844,700	597,837	796,800	688,800	(108,000)	-14%
Operational Expenditures							
Liability Insurance	4,469	4,500	4,457	4,916	5,000	84	1.70%
Printing Services	537	4,000	2,297	5,000	10,500	5,500	110.00%
Rents/Leases-Bldgs/Imp	5,930	6,000	6,000	6,000	6,000	0	0.00%
Travel	4,091	10,000	8,190	5,000	20,000	15,000	300.00%
ISD Improvements	0	1,200	2,547	0	0	0	N/A
DP - Supplemental Services	1,071	0	0	0	0	0	N/A
Memberships	2,560	5,000	2,560	5,000	7,500	2,500	50.00%
Office Supplies	286	2,000	171	2,000	3,000	1,000	50.00%
Postage	366	2,000	0	1,000	1,000	0	0.00%
Sponsorships/Public Outreach	33,300	38,400	6,135	15,000	15,000	0	0.00%
Professional Development	0	2,000	0	0	4,000	4,000	N/A
Contrib Non-Co Government	0	15,000	0	10,000	0	(10,000)	-100.00%
SUBTOTAL	52,610	90,100	32,357	53,916	72,000	18,084	33.54%
TOTAL EXPENDITURES	794,681	934,800	630,194	850,716	760,800	(89,916)	19.99%
Starting Fund Balance	127,837	127,837	142,947	142,947	214,918	0	0
Total Revenue	809,792	936,400	702,164	739,930	770,965	(31,035)	-4.19%
Total Expenditures	(794,681)	(934,800)	(630,194)	(850,716)	(760,800)	(89,916)	10.57%
Audit Adjustments	0	0	0	0	0	0	0
Change in Fund Balance	15,111	1,600	71,970	(110,786)	10,165	(120,951)	
ENDING FUND BALANCE	142,947	129,437	214,918	32,161	225,083		

Exhibit B

FY2015-16 Local Contribution to RCPA				
Jurisdiction	Population¹	Percent	FY14/15 Amount	Proposed FY15/16 Amount (3% increase)
Cloverdale	8,641	1.7617%	\$ 2,035	\$ 2,096
Cotati	7,288	1.4859%	\$ 1,716	\$ 1,768
Healdsburg	11,541	2.3530%	\$ 2,718	\$ 2,799
Petaluma	59,000	12.0289%	\$ 13,893	\$ 14,310
Rohnert Park	40,722	8.3024%	\$ 9,589	\$ 9,877
Santa Rosa	170,236	34.7076%	\$ 40,087	\$ 41,290
Sebastopol	7,440	1.5169%	\$ 1,752	\$ 1,805
Sonoma	10,801	2.2021%	\$ 2,543	\$ 2,620
Windsor	27,104	5.5259%	\$ 6,382	\$ 6,574
			\$ -	\$ -
County	147,713	30.1156%	\$ 34,784	\$ 35,827
	490,486	100.0000%	\$ 115,500	\$ 118,965
¹ California Department of Finance - January 1, 2014 - Based on published population by entity.				
Sonoma County Agricultural Preservation & Open Space District			\$ 22,000	\$ 25,000
Sonoma County Water Agency			\$ 33,500	\$ 35,000
Sonoma Clean Power			\$ -	\$ 35,000
		Sub Total	\$ 55,500	\$ 95,000
		Grand Total	\$ 171,000	\$ 213,965

Staff Report

To: SCTA/RCPA Board of Directors

From: SCTA/RCPA Executive Committee

Item: 4.7 – updates to administrative documents for FY15/16 and a contract for the Executive Director

Date: October 12, 2015

Issue:

Shall the Board approve updates to the following administrative documents?

- Personnel Policies and Procedures
- Job descriptions
- Salary schedule
- Executive Director evaluation process and contract

Background:

The FY15/16 budget includes funding for staffing of the SCTA and RCPA. The policy documents that guide staff levels and practices include the Personnel Policies and Procedures, job descriptions and a salary schedule. In addition, the Board contracts with the Executive Director and conducts an annual performance evaluation.

The aforementioned items are proposed to be updated to reflect changes that have been reviewed and approved of by the Executive Committee. The proposed changes can be summarized as follows.

1. The Personnel Policies and Procedures Section #3 related to sick leave and compassionate leave are updated to clarify benefits and restrictions associated with The Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA). All proposed changes are shown in “track changes.”
2. As part of the Personnel Policies and Procedures update, staff has updated job descriptions and proposed an adjustment to the structure of staff positions and the related salary schedule. The revised proposal makes the following changes:
 - Structures the employees into three categories: Administrative Services, Planning, Programs and Projects, and Management
 - Proposes two Administrative Assistant levels as opposed to the three in the prior structure
 - Proposes the creation of a Department Analyst I and II position; the Department Analyst I position more accurately reflects the work currently carried out by the Administrative Assistant III
 - Proposes a Senior Project/Program Specialist position for future promotional opportunities; there is currently only a Project/Program Specialist position

- Provides additional step increases for the Director of Climate to place the position's salary structure more in line with a Director position
- Provides step increases of the Executive Director of 2.5% following an annual review with input from the full Board and approval by the Executive Committee

The proposed changes in structure of the salary schedule and respective job descriptions does not change the number of staff proposed for the SCTA/RCPA but rather is meant to improve and better organize the level and type of positions the organization has and may require in the future.

Current staff levels across SCTA and RCPA include:

- Two administrative assistants
- Two project/program specialists
- One planner
- Two senior planners
- Four managers

With the proposed changes there will be one administrative assistant and one department analyst. The other staffing levels remain the same.

3. The Executive Director, Suzanne Smith, began work at the SCTA in October 1997. The Board has approved various contracts and amendments for professional services with Ms. Smith since that time. Her current contract is set to expire in 2017 but the Executive Committee felt this was an appropriate time to revisit the contract and propose the following changes:
 - Extend the term of the contract to July 1, 2020 with an effective date of July 1, 2015
 - Create step increases as described above
 - Update language related to termination and incorporate that as an exhibit to the contract

The other elements of the contract remain the same.

Policy Impacts:

The proposed action will approve three new positions and eliminate one position in the salary schedule. Job descriptions are updated for all positions. Any increase to staffing levels would require further Board action.

Fiscal Impacts:

The proposed changes related to staff salaries and benefits are assumed in the FY15/16 budget. The proposed salary schedule includes some adjustments to salary ranges given changes to positions and job descriptions. The focus is on clarifying roles and responsibilities more accurately and providing opportunities that help with staff retention over time.

Staff Recommendation:

The Executive Committee recommends the SCTA/RCPA Board approve the changes to the Personnel Policies and Procedures as well as the updated job descriptions, salary schedule and Executive Director contract.

SONOMA COUNTY TRANSPORTATION AUTHORITY

PERSONNEL POLICIES AND PROCEDURES

Effective June 11, 2013

Adopted by SCTA: June 10, 2013
SCTA Resolution No. 2013-020

Amended July 14, 2014
Policy #16 updated

Amended October 12, 2015
Policy #3 updated

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

Contents

I _____ acknowledge that I have received and understand the following SCTA Personnel Policies and Procedures:

1. Introduction to the SCTA
2. SCTA Goals and Objectives
3. Salaries and Leaves
4. Retirement Benefits for Active Employees
5. Health and Welfare Benefits for Active Employees & for Extra Help Employees
6. At-Will Employment
7. Expenses
8. Work Hours
9. Timely Response to Phone Messages and Written Requests
10. Media Relations
11. Sexual Harassment Policy
12. Attendance at SCTA Sponsored Events
13. Salary Administration Guidelines
14. Performance Evaluations
15. Drug and Alcohol Policy
16. Staff Development
17. Sabbatical Leave

Employee Signature

Date

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#1 Introduction

Dear SCTA Employee:

I would like to welcome you as an employee of the Sonoma County Transportation Authority (SCTA). As an employee of the SCTA, you will find that we work together as a team, with each employee playing a critical role.

The purpose of this handbook is to inform you about the overall operations of the SCTA and to set forth certain policies and procedures of the SCTA. Please read it thoroughly and retain it for future reference. Please be advised that the policies and procedures set forth in this handbook are guidelines only and are subject to change at the discretion of the SCTA Board of Directors. This is also true of all policies, procedures, benefits or other programs of the SCTA, whether set forth in this handbook or not. On occasion, you may receive updated information concerning changes in policies and procedures. If you have any questions or concerns regarding these changes, please ask me for any assistance.

Sincerely,



Suzanne Smith
Executive Director

Note:

The policies and procedures set forth herein are not intended to confer contractual rights of any kind upon any employee or to create contractual obligations of any kind for the SCTA. With the exception of Section #3, the SCTA reserves the right to modify, revoke, suspend or change, in writing, any or all such policies and procedures, in whole or in part, at any time with or without notice. Any such modification, revocation, suspension, or change not in writing shall not be of any force or effect.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#2 SCTA Goals and Objectives

Date Effective: March 14, 2006

The SCTA performs several important functions in the local and regional transportation arena. The major responsibilities of the SCTA include:

- Managing a ¼ cent local sales tax for transportation projects
- Programming transportation funds
- Coordinating among jurisdictions – local, regional, and State
- Comprehensive transportation planning
- Developing regional transportation projects with local and regional partners

The Sonoma County Board of Supervisors formed the SCTA via Resolution 90-1522 in 1990. The SCTA enacted Ordinance No. 1, pursuant to the provisions of California Public Utilities Code (Section 180105), which prescribes the powers and duties of the officers of the SCTA and the methods and systems required to operate and manage the SCTA.

In 2005 the SCTA adopted Ordinance No. 3 – the SCTA Administrative Code, which updated the powers and duties of the officers of the SCTA and the methods and systems required to operate and manage the SCTA.

The SCTA is governed by a Board of Directors comprised of representatives from the Sonoma County Board of Supervisors and Mayors or City Council Members from each of the nine cities within the county. The Board of Directors adopted the following Mission Statement in September 2001:

“As a collaborative agency of the cities and County of Sonoma, we work together to maintain and improve our transportation network. We do so by prioritizing, coordinating and maximizing the funding available to us and by providing comprehensive, countywide planning. Our deliberations and decisions recognize the diverse needs within our County and the environmental and economic aspects of transportation planning”

SCTA staff is to assist the SCTA Board of Directors and its member agencies in implementing the Board's vision of priority projects in order to maintain mobility in Sonoma County in the context of a workable, realistic regional transportation system.

SONOMA COUNTY TRANSPORTATION AUTHORITY Personnel Policies and Procedures

#3 Salaries and Leaves

Date Effective: ~~June 11, 2013~~, October 12, 2015

3.1 Term

This summary will remain in effect until amended by Board action.

3.2 Pay Periods

Each pay period shall cover fourteen (14) consecutive calendar days and shall start on a Tuesday and end with the second Monday thereafter. Employees and officers shall be paid for each hour of pay status and other compensation nine (9) calendars following the last day of the pay period. If a holiday falls on said day, payment shall be made on the preceding working day.

The County of Sonoma Auditor Controller Treasurer Tax Collector (ACTTC) shall approve each payroll, before any salaries or wages provided herein are paid.

3.3 Workweek

The workweek will be forty (40) hours per week for all employees and will begin at 12:00 a.m. Tuesday and end at 11:59 p.m. the following Monday. The Executive Director may establish flexible work schedules in order to meet the needs of the Agency and the employee's job responsibilities.

3.4 Overtime Earned

All overtime will be earned at the rate of one and one half (1-1/2) hours for each one (1) overtime hour worked. Overtime compensation for non-exempt unrepresented employees will be payable with compensation for the pay period in which the regular workweek ends, or later as permissible by law.

Employees designated in SCTA Administrative Management positions shall work any and all hours necessary in performance of their assigned duties, without overtime, and without regard to a fixed work schedule.

3.5 Employee Choice on Compensatory Time Off

The employee assigned to overtime and eligible for compensatory time off will make an irrevocable choice each time such overtime is worked whether to be compensated in

cash at the base hourly rate or in compensatory time off until a maximum of forty (40) hours of compensatory time has been accrued. The SCTA Executive Director has the right to specify how an employee will be compensated for eligible overtime after forty (40) hours of compensatory time have been accumulated and until a maximum of eighty (80) hours of compensatory time have been accumulated. At no time other than separation will an employee voluntarily or involuntarily “cash out” compensatory time that has been accrued.

3.6 Cash Pay Only

When eighty (80) hours of compensatory time off are accumulated, the SCTA will compensate the employee in cash at the base hourly rate for any additional overtime worked.

3.7 Authorization for the Use of Compensatory Time

No employee will take compensatory time off without prior approval of the SCTA Executive Director or designee. The SCTA Executive Director or designee will attempt to schedule such time off at the time agreeable to the employee.

3.8 Payment for Compensatory Time at Separation

Each employee who is separated from SCTA service will be entitled to payment for accrued compensatory time at the employee’s base hourly rate at the time of the employee’s separation or as otherwise required by law.

3.9 Salary

Each salary range shall consist of a certain number of salary steps, starting with Step A and reflected in the attached salary schedule. Each step shall be expressed in cents per hour. The list of allocated job class positions and salary ranges is on file with the SCTA and Sonoma County Auditor Controller Tax Collector Treasurer. All cost of living increases approved by the SCTA Board will be reflected in the “A” step of each range upon approval and in other steps following that.

Merit Advancement within Salary Ranges:

Merit increases within a range shall not be automatic. They shall be based upon merit and shall be made only upon written approval by the appointing authority. Merit increases shall be made within the appropriate salary range for the class by computing the new salary step rate which is most closely equivalent to two and a half (2 ½), five (5), seven and a half (7 ½), or ten (10) percent higher than the previous base hourly salary.

The usual merit increase for Satisfactory or Exceeds Standards, as documented by a written performance evaluation, shall be two and a half (2 ½) or five (5) percent. The Executive Director has the option of giving no increase for a less than overall satisfactory performance.

Merit Increase - Effective Date

The effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase.

3.10 Base Hourly Rate

The base hourly rate for each employee whose class is allocated to a salary range shall be the hourly rate for the step of the range at which he or she is paid.

3.11 Pay Status

Each employee shall be considered to have pay status whenever the employee is at work, absent on a paid holiday, or absent of leave with pay, or absent on authorized compensatory time off.

3.12 Holidays

Paid holidays will be authorized for regular full time and regular part-time employees. To be entitled to pay for such holidays an employee must work or be in paid status on the employee's regularly scheduled workdays before and after the paid holiday. Part time employee's holiday shall be paid on a pro rated basis, for each hour worked or in pay status 1/10 of an hour of holiday shall be paid. Paid holidays are as follows:

- (1) New Years Day, January 1
- (2) Martin Luther King's Birthday, third Monday in January
- (3) Lincoln's Birthday, February 12
- (4) Presidents' Day, the third Monday in February
- (5) Memorial Day, the last Monday in May
- (6) Independence Day, July 4
- (7) Labor Day, the first Monday in September
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, as designated by the President
- (10) The day following Thanksgiving Day
- (11) Christmas Day, December 25
- (12) Each day appointed by the Governor of the State of California as a day of mourning, Thanksgiving or special observance.

3.13 Day Observed

If a paid holiday falls on a Saturday, the preceding Friday shall be the observed holiday in lieu of the day observed. If a paid holiday falls on a Sunday, the following Monday shall be the observed holiday.

3.14 Vacation

Each employee designated as Unrepresented shall accrue and may use vacation leave with full pay providing that the maximum accumulation shall be no more than two hundred and eighty (280) hours. Each employee designated as Unrepresented Administrative Management shall accrue vacation at the rate specified in the attached table and the maximum accruals are as specified in the same table.

3.15 Part-Time Employees

Part-time employees shall accrue vacation leave on a pro rata basis; usage and accrual shall be governed by the same rules and regulations applicable to full-time employees.

3.16 Accrual Rates

Each employee who has completed the following in-service hours shall accrue vacation at the appropriate rate shown below. In-service hours include all hours in pay status up to a maximum of eighty (80) hours in a pay period. In lieu of overtime, during each year Unrepresented Administrative Management employees and the Executive Director have seven and 1/2 days (60 hours) of Administrative Leave added to their vacation accrual. The equivalent days and the maximum accumulation columns below for Administrative Management employees include both vacation and administrative leave. Rates shown below will be adjusted to reflect any unpaid time in each pay period. The accrual rates and maximum accumulated hours shown in the chart below.

3.17 Definition of Employee Type

Unrepresented Employees include the following positions:

- Administrative Assistant
- Executive Assistant
- Transportation Planner
- Project/Program Analyst (SCTA and RCPA)
- Senior Transportation Planner

Unrepresented Administrative Management Employees include the following positions:

- Deputy Director of Planning and Public Outreach
- Deputy Director of Projects and Programming
- RCPA Climate Protection Program Manager
- Executive Director

UNREPRESENTED EMPLOYEES

Years Comp Full-Time Service	Number of Comp In-Service Hours	Vacation Accrual per 80 In-Service Hours	Max. Accum.
0 - 2	0 – 4,173	3.72	280
2 - 3	4174 – 6260	4.33	280
3 - 4	6261 – 8347	4.64	280
4 - 5	8348– 10434	4.94	280
5 - 10	10,435 - 20,870	5.25	280
10 - 15	20,871- 31,305	6.48	280
15 - 20	31,306- 41,741	7.09	280
20 - 25	41,742 – 52,177	7.70	280
More than 25	52,178 or more	8.01	280

UNREPRESENTED ADMINISTRATIVE MANAGEMENT

Years Comp Full-Time Service	Number of Comp In-Service Hours	<u>Accrual Per 80 In Service Hours</u>		
		Vacation	Admin Leave	Max. Accum.
0 -10	0 - 20,870	5.25	2.3	480
10 - 15	20,871 - 31,305	6.48	2.3	480
15 - 20	31,306 - 41,741	7.09	2.3	480
20 - 25	41,742- 52,177	7.70	2.3	480
more than 25	52,178 or more	8.01	2.3	480

3.18 Reappointment

Each employee with 10,435 in-service hours (five or more years) who resigned in good standing and is reappointed within two (2) years shall be credited with 4,174hours (2 years) of service for purposes of new vacation accrual. Each employee who was laid off and is reappointed within two (2) years shall be returned to the place on the accrual table (above) that the employee occupied when laid off.

3.19 Vacation Schedules

Vacation schedules shall be arranged by the Executive Director with particular regards to the needs of the SCTA operations, and whenever possible, with regard to the wishes of the employee. Every effort shall be made to arrange vacation schedules so that each employee will take as much vacation in a year as accrues to the employee in that year. Each employee's vacation time may be so divided as the needs of the SCTA require or permit. No employee may take vacation without advance approval of the Executive Director. No employee may take vacation leave in advance of that actually accumulated at the time such leave is taken.

3.20 Payment for Unused Vacation

Each SCTA employee who is separated from SCTA service shall be entitled to payment in lieu of all unused vacation leave and administrative leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's base hourly rate at the time of termination.

3.21 Sick Leave Benefit (Amended 10/12/15)

Each full time employee shall accrue and accumulate sick leave with full pay at the rate of 3.680 in-service hours for each completed eighty (80) hour pay period of service.

In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part time employees shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full time employees.

When an employee leaves County employment, for reasons other than layoff, retirement, or disability retirement, and returns to County employment within one year of the pay period end date in which the employee was last in paid status, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the time was not otherwise used, paid out, converted to Extra Help sick leave, or converted to service credit.

3.22 Sick Leave Use (Amended 10/12/15)

The employee may, with the approval of the Executive Director, use earned sick leave credits as outlined below:

In accordance with The Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick leave credits may, with the approval of the Executive Director, be used by an employee:

- During the employee's own incapacity due to illness or injury.
- During the time needed by the employee to undergo medical or dental treatment or examination.

- When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider she is unable because of pregnancy to work at all or is unable to perform any one or more of the essential functions of her job, or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- When a child, domestic partner or spouse of an employee who is a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent (defined as biological, foster, adoptive, step-parent, legal guardian or person who stood in place of a parent to the employee when the employee was a child) is incapacitated by illness or injury and it is necessary for the employee to care for such child, domestic partner, spouse, or parent. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child. Parent does not include a parent-in-law.
- Sick leave under this Paragraph shall not exceed forty-eight (48) hours per occurrence unless extended by the Executive Director by reason of exceptional hardships.

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee;
- For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section "family member" is defined as a:
 - child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 - parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
 - employee's spouse or registered domestic partner;
 - grandparent, grandchild, or sibling of the employee or the employee's spouse or registered domestic partner.

Sick leave use for family members shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Executive Director by reason of exceptional hardships.

- When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation. Documentation may be required for approval of use of sick leave under this provision, pursuant to section 23.3 Documentation Requirements.

3.23 Documentation

A signed affirmation for sick leave will be required of each use of such sick leave. Reasonable medical evidence of incapacity may be required for sick leave use of forty-eight (48) hours or less duration and will be required for sick leave use for more than forty-eight (48) hours duration.

3.24 Sick Leave Conversion, Payoff and Distribution (Amended 10/12/15)

Conversion at Retirement

Each SCTA employee separating from service on regular, non-disability retirement shall convert one-hundred percent (100%) of all unused sick leave remaining to such employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03, excepting that Extra Help sick leave hours are not eligible for conversion to retirement service credit.

Payoff at Regular Retirement

Each SCTA employee who separates from service on regular non-disability retirement, who reaches 100% of retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee's remaining unused sick leave to service credit under section 3.26 (Sick Leave – Conversion at Regular Retirement), the SCTA shall pay the monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit at the time of separation, computed on the basis of the employee's base hourly rate. Extra Help sick leave is not eligible for this provision.

Distribution at Death or Layoff

The SCTA shall pay each employee who separates from service by death or layoff, the monetary equivalent of 25% of all unused sick leave remaining to such employee's

credit as of the time of separation, computed on the basis of such employee's base hourly rate.

Distribution at Disability Retirement

The SCTA shall pay each employee separated from service by disability retirement at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation. This Section shall not apply to an employee separated from service by a service retirement. The SCTA shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit.

3.25 Medical Examinations

The SCTA Executive Director may direct any employee to undergo a medical examination to determine the employee's mental and physical capacity to perform the duties of the employee's position. Each determination that an employee is or is not capable of performing the duties of the employee's position will be made available to the appointing authority and the employee concerned. Each such examination will be paid for by the SCTA.

3.26 Family Care and Medical Leave (Amended 3/19/13)

Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

To be eligible for family care and medical leave, on the date on which leave is to begin, a full or part-time employee must have been employed by SCTA for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

Subject to the provisions of this document, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one, or more of the following reasons:

- ❑ The birth of a child and to care for the newborn child (FMLA and CFRA);
- ❑ The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);
- ❑ To care for the employee's child, parent, spouse, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted or foster child, stepchild, legal ward, child of a person standing in loco parentis who is under

18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent or a legal guardian. Parent does not include parent-in-law.)

- ❑ Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)
- ❑ Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a "rolling" twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

Family Care and Medical Leave To Care for a Covered Service Member with a Service Injury or Illness

Subject to the provisions of this MOU, SCTA policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, domestic partner, son, daughter, parent, or next of kin of the service member.

An eligible employee's entitlement is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. The "single 12-month period" in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered service member.

During the "single 12-month period" described above, an eligible employee's FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

Family Care and Medical Leave – Pay Status and Benefits

Except as provided in this Section, the family care and medical leave will be unpaid. The SCTA will, however, continue to provide contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks for Administrative Management and Unrepresented employees on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee's share of premiums payments, if any.

Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 5.12 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 3.26 or Section 5.12 (Medical/Pregnancy Disability Leave) and the employee wishes to continue benefit coverage, then Section 5.14 (Continuation of Health Benefits Coverage) applies.

Relationship of Family Care and Medical Leave to Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated by the SCTA as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 17 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

Family Care and Medical Leave – Relationship to Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

Family Care and Medical Leave – Notice to the SCTA

The employee must provide written notice to SCTA as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonable known 30 calendar days before the leave, then as soon as reasonable practicable.

The written notice must inform the SCTA of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

The employee shall consult with the SCTA and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

Family Care and Medical Leave – Medical Certification

An employee's request for family care and medical leave to care for a child, spouse, domestic partner or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the SCTA with recertification by the health care provider.

An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

Family Care and Medical Leave – SCTA's Response to Leave Request

It is the SCTA's responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

Family Care and Medical Leave – Dual Parent Employment

Where both parents are SCTA employees, allowable leave for the birth, adoption, or foster care placement of a child or the care of an employee's ill parent is limited to a total of twelve (12) work weeks for Administrative Management and Unrepresented employees in a 12-month period between the two employees. Their family care and medical leave entitlement is not limited or combined for any other qualifying purpose.

This limitation does not apply to leave taken by one spouse or domestic partner to care for the other, to care for a seriously ill child, or for his or her own serious illness.

Family Care and Medical Leave – Employee's Status on Returning from Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

This Section 3.26 shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The SCTA may grant additional leave without pay under this Section 3.26 provided it is consistent with the applicable other provisions of this memorandum.

For the first thirteen (13) pay periods of approved Family Leave for SCTA employees, the SCTA will continue to pay the SCTA's contribution to health and dental insurance premiums. After the thirteen (13) pay periods are completed the SCTA will cease to pay its normal benefit contributions.

The employee must pay the total benefit premiums if the employee desires to continue insurance coverage under Health and Welfare Benefit Paragraph.

3.27 Compassionate Leave (Amended 10/12/15)

Any full-time SCTA employee may be granted up thirty-two (32) hours of leave with pay, in the event of death of spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, grandparent, great-grandparent, grandchild or person with whom the employee has a relationship in loco parentis, and the mother or father of the employee or the spouse of the employee. Up to an additional eight (8) hours of sick leave may be granted to supplement compassionate leave.

Any part-time SCTA employee shall be eligible for a pro-rated compassionate leave. Ongoing work schedule for purposes of this Section shall mean an average of the two (2) pay periods immediately preceding the need for compassionate leave or the employee's normal bi-weekly allocation of hours, whichever is greater.

3.28 Court Leave

A full-time or part-time employee is entitled to pay at the employee's base hourly rate to respond to an enforceable subpoena to appear in a court or administrative agency hearing in California other than as a litigant and for reasons other than those caused by the employee's connivance or misconduct. An employee may retain such payment as may be allowed the employee for lodging, meals and travel, but as a condition for entitlement to this Court Leave, the employee shall make payable to the SCTA any and all fees which the employee may receive as payment for the service as a witness. An employee on Court Leave will receive the base hourly rate of pay for those hours spent traveling to and from the court or administrative agency hearing and the hours spent attending to the employee's obligation as a witness so long as those hours correspond to the employee's assigned work schedule. Time spent, as a witness or travel times, which are outside the employee's assigned work schedule, shall not be paid. If an employee's obligation as a witness expires on any workday with time remaining on the employee's work schedule, the employee will be obligated to return to work. These provisions do not apply to employees whose appearances are in the line of duty.

3.29 Jury Duty

It is the policy of the SCTA that employees be encouraged to perform services as jurors when summoned for jury duty by a court of competent jurisdiction. Any employee summoned for jury duty shall be entitled to full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the SCTA any and all fees which the employee may receive in payment for service as a juror.

3.30 Voting

If an employee who is a registered voter does not have sufficient time outside of the employee's working hours within which to vote in any statewide general or primary election, the employee may upon request, be granted so much working time off without loss of pay as will, when added to the employee's voting time outside the employee's

working hours, enable the employee to vote. An employee may take off so much time which will enable the employee to vote, but not more than two (2) hours of which shall be without loss of pay; provided, that the employee shall be allowed time off for voting only at the beginning or end of the employee's regular working shift, whichever allows the most free time for voting and the least time off from the employee's regular working shift.

3.31 Catastrophic Leave/Decedent's Benefit

Catastrophic Leave is a paid leave of absence due to verifiable, long-term illness or injury such as, but not limited to, cancer and heart attack which clearly disables the individual.

A Decedent's Benefit is the accumulation of vacation or compensatory leave hours donated by other SCTA employees to the designated beneficiary or estate of a SCTA employee who dies while an employee of the SCTA.

All regular employees of the SCTA, who have successfully completed 2080 hours (one year) in paid status, shall be eligible for such leave due to their own serious illness or injury, or serious illness or injury to spouse, domestic partner or dependent minor child.

The designated beneficiary or estate of an employee who was employed by SCTA and successfully completed 2080 hours (one year) in paid status and qualifies for catastrophic leave benefits, per SCTA Executive Director's approval, shall be eligible to receive any decedent's benefit

The employee must first exhaust all accrued sick leave, vacation leave and compensatory time before qualifying for catastrophic leave.

Catastrophic leave shall be additional paid leave available from vacation or compensatory leave hours donated by other SCTA employees to a specific, qualified employee.

A Decedent's Benefit shall be the accumulation of vacation or compensatory leave hours (up to a maximum of 680 hours) donated by other SCTA employees to the designated beneficiary or estate of a SCTA employee who dies while an employee of the SCTA. The decedent's benefit shall be paid to the designated beneficiary or estate of the SCTA employee in the same manner as payment to the designated beneficiary or estate of the SCTA employee of the decedent's own vacation and compensatory leave hours.

Employees donating vacation or compensatory leave must donate in increments of whole hours. The donating employee must have a vacation leave balance of at least forty hours after the donation of vacation time. Employees may donate all of their accrued compensatory time.

An employee or a decedent requesting catastrophic leave must receive the recommendation of his/her manager and the approval of the SCTA Executive Director. Such leave may initially be approved up to a maximum of 340 donated hours. If the catastrophic illness or injury continues, up to an additional 340 donated hours may be recommended and approved.

Employees donating vacation or compensatory leave to a decedent's benefit must donate their vacation or compensatory leave hours no later than 30 days after the employee's death or within 30 days of the enactment of this revised Decedent's Benefit Policy.

The ACTTC shall account for the donation and disbursement of catastrophic leave hours. At the end of the thirty day period allowed for donations for a Decedent's Benefit, the Auditor-Controller will process adjustments and then disburse to the designated beneficiary or estate all funds for leave time donated.

The decision of the SCTA Executive Director to deny the recommended Catastrophic Leave shall be final.

3.32 Hourly Cash Allowance

The SCTA shall pay each permanent full and part time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of \$3.45 per pay status hour that the employee is in paid status excluding overtime, up to a maximum of 80 hours in a pay period, (or approximately a maximum of \$600.00 per month).

Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for purpose of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases in the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#4 Retirement Benefits for Active Employees

Date Effective: June 11, 2013

4.1 Retirement – General Employees Hired On or After January 1, 2013

This shall apply to SCTA employees hired on or after January 1, 2013, who are or become contributing members of the Sonoma County Employees' Retirement Association ("SCERA") and who do not qualify for pension reciprocity as stated in Government Code Section 7522.02 (c).

- Final Compensation Based On Three Year Average
As required by Government Code Section 7522.32, effective January 1, 2013, for the purposes of determining a retirement benefit for SCERA members covered by this section 34.1, final compensation shall mean the highest average annual pensionable compensation earned during 36 consecutive months of service.
- 2.0% @ 62 Pension Formula
As required by Government Code Section 7522.20, the 2.0% at 62 pension formula shall be available to employees covered by this section 34.1 who are contributing members of the SCERA.
- Required Employee Contributions
As required by Government Code section 7522.30(c), SCERA members covered by this section 34.1 shall pay 50 percent of normal costs. In addition, SCERA members covered by this section 34.1 shall pay 3.03 percent of the employee's pensionable compensation toward the County's employer contribution to retirement costs. This additional 3.03% contribution shall continue until July 2024. Sonoma County Salary Resolution; Rev. 4-9-13 63

4.2 Retirement – General Employees Hired On or Before December 31, 2012

This shall apply to employees hired on or before December 31, 2012 who are contributing members of the SCERA, or who are hired after that date and qualified for pension reciprocity pursuant to Government Code Section 7522.02 (c) and any related SCERA reciprocity requirements.

- Final Compensation Based On Single Year

For purposes of determining a retirement benefit, final compensation for employees covered by this section 34.2 shall mean the average annual compensation earnable by the member as specified in Government Code Section 31462.1.

□ 3.0% @ 60 Pension Formula

The 3.0% at 60 pension formula (CERL 31676.17) shall be available to employees covered by this section 34.2 who are contributing members of the SCERA.

□ Required Employee Contribution

SCERA members covered by this section 34.2 will contribute the amount required by SCERA as employee contributions, and shall continue to pay an additional 3.03% of pay, pretax, to their employee retirement account. This 3.03% of pay contribution of the employee's pensionable compensation shall be paid as part of the County's contribution to pay for the unfunded accrued actuarial liability. This additional 3.03% contribution will continue until July 2024.

4.3 Employer Pick-Up of Employee's Share of Retirement Contribution – Not Allowed

Pursuant to the Public Employees Pension Reform Act of 2013 (PEPRA), the County shall not contribute towards any employee's share of retirement contributions.

4.4 Medical Benefits for Retirees

SCTA employees are eligible to receive medical benefits as retirees pursuant to County of Sonoma Salary Resolution No. 95-0926, section 15 as revised in April 2013.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#5 Health and Welfare Benefits for Active Employees

Date Effective: July 1, 2013

5.1 Social Security

Employees of the SCTA are covered by OASDI and Medicare as provided for under the Social Security Act. Deductions totaling 7.65% will be taken up to the maximum set by the Social Security Administration. The employer will make a matching contribution.

5.2 Active Employee Health Plans

An eligible employee and eligible dependent(s) (as defined below) are allowed only to enroll either as a single subscriber in a SCTA offered medical, dental, vision and/or dependent life insurance, or as the dependent spouse/domestic partner of another eligible SCTA employee/retiree, but not both. If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one plan).

An eligible employee is:

- ❑ A SCTA probationary or regular full-time or probationary or regular part-time employee

An eligible dependent is:

- ❑ Either the employee's spouse or domestic partner (requires signed domestic partner affidavit filed with the SCTA and Sonoma Auditor Controller Treasurer Tax Collectors Payroll Division); or
- ❑ An unmarried child based on your plan's age limits or a disabled dependent child regardless of age.

5.3 Participation in SCTA Offered Health (Medical, Dental, Vision, Life Insurance) Plans.

Election to enroll in a SCTA offered health plan will take place within the first 30 days following date of hire to permanently allocated position of .40 FTE or greater, or it will be made during an annual open-enrollment period. Enrollment in vision and basic life

insurance is automatic. Mid-year enrollment can only be permitted as allowed by IRC Section 125 or as required by HIPAA or other applicable regulations. The effective date of benefits will be the first of the month following date of hire or initial eligibility.

Effective June 1, 2013, the SCTA will offer the following medical plans, the County Health Plan PPO, County Health Plan EPO, and Kaiser HMO plan. The benefit provisions are outlined in the Summary Plan Description or or Evidence of Coverage, as of June 1 of each coverage year.

5.4 Contributions Toward Medical Insurance for Employees

The SCTA shall contribute a flat dollar amount not to exceed \$229.98 per pay period (\$500 per month) toward the cost of any SCTA offered medical plans for eligible full-time regular employee and their eligible dependent(s).

This is the full and total contribution amount the SCTA will contribute toward medical benefits for active regular employees and their dependent(s)

The SCTA shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 4.6.1.

5.5 Dental Benefits

The SCTA will offer dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). For all plan benefits and provisions, refer to the insurance plan document. The employee contribution is \$13 per pay period

The SCTA shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 4.11.

5.6 Vision Benefits

The SCTA will provide vision and computer vision benefits to active employees and their dependent(s). Benefits provisions, co-payments and deductibles are outlined in the Evidence of Coverage.

The SCTA will pay the total cost of the premium for vision benefits for full-time active employees.

Part-time employees will be enrolled automatically in the vision benefit and the SCTA shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 4.8

5.7 Part-Time Employee – Health Benefits

Part-time employees shall be eligible to participate in the SCTA's medical, dental, and vision plans and the SCTA's contribution toward their premiums shall be pro-rated. Pro-

ration shall be based on the number of pay status hours in the pay period, excluding overtime.

- A part-time employee covered under this Salary Resolution, whose allocated position is .75 FTE or greater bi-weekly, shall receive medical, dental and vision coverage as if the part-time employee were a full-time employee. Said part-time employee shall receive life insurance and long-term disability insurance in accordance with the employee's FTE.
- Except for part-time (.75 + FTE) employees referred to in this Section , part-time employees shall not be eligible to participate in the SCTA's life insurance program

5.8 Employee Assistance Program

The SCTA will provide the level of benefits allowable under the Employee Assistance Program (EAP).

5.9 Long-Term Disability

The SCTA agrees to provide and pay the premium for a Long-Term Disability (LTD) benefit as described in the applicable plan document to all full and part-time employees (0.4 FTE minimum) who meet the eligibility requirements. The benefit waiting period is the longer of 60 days, or the period you elect to receive paid leave. Employees eligible to receive LTD benefits are not required to exhaust sick leave before receiving LTD benefits, but an employee who chooses to use sick leave or other paid leave after the sixtieth (60th) day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as short-term disability benefits, social security and social security disability benefits, etc.

The claims dispute process is described in the Summary Plan Description or Evidence of Coverage.

5.10 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system.

5.11 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular base salary as follows:

All sick leave shall be taken until the remaining sick leave balance is 40 hours or less.

Once the sick leave balance is 40 hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.

Employees whose sick leave balance is 40 hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

5.12 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the SCTA will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per illness. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage by paying the full cost of the insurance premiums. Prior to the exhaustion of the thirteen (13) pay periods, the SCTA will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 5.12 (Medical or Pregnancy Disability Leave). If the employee returns to medical or pregnancy leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The SCTA's thirteen (13) pay period Medical Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to fifty percent (50%) allocated full time equivalent in pay status eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month

5.13 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than 50% of the employee's allocated full-time equivalent (FTE) in a pay period, the SCTA will cease to pay its contributions to the employees' benefits.

The employee must pay the total benefit premium(s), if the employee desires to continue coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than 50% of the employee's allocated full-time equivalent (FTE), the SCTA will continue to pay its normal benefit contributions.

5.14 Continuation of Health Benefits Coverage

An employee on unpaid leave as specified in Section 4.17 must notify the ACTTC no later than five (5) SCTA business days after the first day of the leave of absence, of the employee's intent to continue their participation in their SCTA offered health plans. A Request for Leave of Absence form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office two weeks in advance of the first day of absence.

To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period. This premium provides coverage for the two-week period from the next pay date. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one reminder notice. In order to reinstate coverage, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice.

Only one (1) reminder notice will be sent to the employee. If the employee fails to make proper payment to the ACTTC's office by the end of the second pay period, the employee's continued medical, dental, vision, life insurance and long-term disability coverage shall be terminated.

5.15 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans, as defined in Section 4.11. For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE.

5.16 COBRA

The SCTA provides continuation of health benefits at group rates plus 2% as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revision where applicable.

5.17 Tax-Deferred Retirement Contribution - 414(h)(2)

All employees who belong to the SCTA's Retirement System shall continue to have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code that will have the effect of deferring Federal and State income taxes on the employee's retirement contributions.

5.18 Health Care Premium Conversion Plan

All employees who have health, dental, or vision insurance premium contributions deducted from their salary, shall have their taxable wages adjusted according to Section 125 of the Internal Revenue Code, which has the effect of diverting health care premium contributions from taxable wages.

5.19 Health Flexible Spending Account (Health FSA/HCAP)

The SCTA shall continue to offer under IRS Code Section 105, a Health Care Reimbursement Account (Health Flexible Spending Account (FSA)) to enable eligible employees to set aside pre-tax dollars for reimbursement of eligible medical expenses, as prescribed in Internal Revenue Code Section 105.

5.20 Dependent and Child Care Assistance

The SCTA will offer the Dependent and Child Care Assistance plan under Internal Revenue Code Section 129.

5.21 Plan Documents and Other Controlling Documents

While mention may be made in this resolution of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under SCTA offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the SCTA. The SCTA will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management.

5.22 PST/457 Deferred Compensation Retirement Plan

Part-time (less than .50 FTE) and extra-help employees who are hired on or after October 1, 1991, shall participate in the PST/457 Deferred Compensation Retirement Plan authorized by Internal Revenue Code Section 457 in lieu of Social Security.

The SCTA shall contribute to the employee's PST/457 deferred compensation account according to the following schedule:

EMPLOYEE	SCTA
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3.5%	4.0%
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5.23 Long-Term Care Insurance-Payroll Deduction

The SCTA agrees that employees may purchase CalPERS Long Term Care Insurance at their own expense through bi-weekly payroll deduction as long as the SCTA is eligible to participate in the CalPERS payroll deduction program. Each employee is responsible to submit his/her own application and any subsequent membership changes directly to CalPERS, as CalPERS Long Term Care is not a SCTA program or under SCTA direction. CalPERS may directly invoice employees for missed payroll deductions or premiums due prior to start-up of payroll deduction

5.24 Extra Help Employees

Only benefits required by law and the following portions of Section 5 apply to extra-help employees:

Extra-help employees shall have access to a medical plan. Effective June 1, 2013, the SCTA will offer the same Kaiser HMO medical plan to eligible extra help employees and their eligible dependent(s) as is provided to regular employees as described in section 14.2.1.

Employees who meet the following criteria will be eligible to begin payroll deductions once all four criteria are met:

- Employed by the SCTA for at least 11 consecutive pay periods, and
- Worked at least four hundred forty (440) hours, and
- Worked at least one hundred sixty (160) hours in the previous four (4) pay periods, and
- Must generally work at least forty (40) hours per pay period

Effective with the first premium due, the SCTA contribution shall be up to four hundred dollars (\$400) per month.

Pro-ration shall be as follows:

(1) For each pay period in which the extra-help employee works forty (40) or more hours, the full SCTA contribution will be paid.

(2) For each pay period in which the extra-help employee works more than twenty (20) but fewer than forty (40) hours, the above amounts shall be prorated in proportion to the number of hours worked in the pay period.

(3) For each pay period in which the extra-help employee works fewer than twenty (20) hours, no SCTA contribution will be made.

Premiums for the plan will be paid in advance on the first two pay dates of the month prior to the coverage effective date and on the first two pay dates of every month thereafter. When payment has been made in full, coverage will take effect on the first of the month following payment and shall end on the last day of the same month. Coverage will be month to month and is dependent on full payment of premiums and subject to continued eligibility.

The employee premiums shall be paid through pre-tax payroll deduction as allowed by IRS Code Section 125.

Continued Coverage and Conditions for Regaining Eligibility for Medical Plan

An extra-help employee who is enrolled in the medical plan who fails to work at least twenty (20) hours in any pay period in which a premium deduction was due, will be eligible to contribute toward the medical coverage by paying the full amount of the premiums by payroll deduction if sufficient funds are available to fully cover the deduction. Premium payments not paid by payroll deduction will be due in the ACTTC's Payroll Office by the last day of the pay period in which there were insufficient hours worked. A \$25 late fee will apply for each payment not received by the due date.

Premium payments not paid by payroll deduction but paid directly to the ACTTC's Office may be continued for a maximum of three (3) months or upon the exhaustion of any approved CPDL, CFRA, or FMLA benefit period, whichever is later.

A. Employees who choose to pay timely premiums directly to the ACTTC's Office by cash or check without a lapse in coverage shall resume premium payment by payroll deduction on the first available pay date following their last cash premium payment without a lapse in coverage.

B. Employees who choose to lapse their coverage during a period of absence may do so by notifying the ACTTC's Payroll Office in writing no later than seven (7) days after the premium due date. Coverage will be lost for the months not paid. Premium payment by payroll deduction shall restart on the first pay date of a month with sufficient funds to cover the cost of premiums due and shall continue until discontinued by a written cancellation notice, non-payment of premiums, a temporary lapse in coverage in accordance with this section, or separation from employment. Coverage will not restart until a full month's premiums are paid in full.

C. Employees may choose to cancel their coverage by completing the appropriate forms.

D. Employees who fail to make any of the above elections or who fail to pay premiums when due shall receive one notice of payment due and shall have their coverage canceled for failure to respond.

E. The SCTA reserves the right to cancel an employee's active coverage if the employee lapses coverage more than three (3) times, or a similar frequency that is determined to be an administrative burden.

Employees who choose option (C) or are canceled under item (D) or (E) must wait until the next annual enrollment period to re-enroll.

An employee who loses coverage under this section may be eligible to elect COBRA continuation of coverage if he or she is no longer eligible to pay premiums directly to the Auditor-Controller-Treasurer-Tax Collector's (ACTTC) payroll division. The failure to pay premiums or the election to lapse or cancel coverage are not COBRA qualifying events.

Medical Plan - Dependent Coverage

Covered employees may purchase dependent coverage for eligible dependents at their own expense through pre-tax payroll deduction as allowed by IRS Code Section 125.

Enrollment in Medical Plan

Approximately two (2) months prior to the anticipated eligibility date, the SCTA shall provide enrollment materials to the employee. The employee then has twenty one (21) calendar days to complete and submit the enrollment forms. If coverage is waived upon initial eligibility, election to participate in the medical plan can only be made during an annual open enrollment period designated by the SCTA or as required by law.

Medical Benefits & Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or California Pregnancy Disability Leave (CPDL)

Eligible extra-help employees who are off work on an FMLA or CFRA or CPDL qualifying leave shall receive a SCTA contribution toward medical insurance equal to the average amount received in the two (2) pay periods immediately preceding the first (1st) pay period of eligible leave. Employees must pay their share of the medical insurance premiums in order to maintain coverage and to continue to be eligible for a SCTA contribution. Employees must file an Extra-Help FMLA/ CFRA/CPDL Request for Leave form along with appropriate medical documentation with their department. Upon approval, the leave form signed by the employee and his/her appointing authority shall be forwarded to the ACTTC's office.

An employee who is eligible for this continued benefit shall notify the ACTTC's payroll division of the employee's intent to continue insurance coverage no later than five (5) County business days after the first day of the leave.

To ensure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period for which premiums were due. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount by the date specified in the reminder notice. Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical insurance shall be terminated.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#6 At Will Employment

Date Effective: July 1, 1998

SCTA Employees serve in “at will” positions at the pleasure of the Executive Director. The Executive Director is considered to be the appointing authority for employees of the SCTA and may take all necessary actions to hire, promote, demote, transfer, suspend with or without pay, or discharge any employee.

The Executive Director shall consult with the SCTA Chair before action is taken to discharge an employee. The Executive Director will also inform the SCTA Executive Committee and promptly notify the SCTA Board of the action taken.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#7 Expenses

Date Effective: July 1, 2006

The following are the procedures relative to travel, mileage and meal expenses:

7.1 Reimbursement for Mileage

An SCTA employee who is authorized to use a personal automobile for travel required in the performance of official SCTA business, shall be reimbursed at the current applicable federal business standard mileage rate as established by the IRS, for each mile driven. Reimbursement shall be made after the employee submits substantiation of the date, place and purpose of travel in writing to the Executive Director. Any parking costs, public transit costs, and/or tolls associated with the trip are also reimbursable upon substantiation. The Executive Assistant will establish a form and process for reimbursement.

7.2 Conventions, Seminars or Meetings

An SCTA employee may attend a convention or meeting pertaining to his/her office when authorized by the Executive Director and within the budgetary program approved by the SCTA Board of Directors.

7.3 Meals

When required or approved by the Executive Director, employees may be reimbursed for meals, not to exceed a reasonable amount, consumed in connection with SCTA business when one of the following conditions exists:

- ❑ An employee attends a meeting or conference for the SCTA's benefit at which time a meal is a regularly scheduled event and at which attendance has been anticipated within the travel budget.
- ❑ An employee is required to attend a meeting concerning SCTA business because of his or her official position.
- ❑ An employee has been assigned by the Executive Director to attend a meeting concerning official business as a representative of the SCTA or to attend a training course.
- ❑ An employee is required to incur expenses as host for a person or persons deemed by the Executive Director to be an official guest of the SCTA.

7.4 Other

The Executive Director is accountable for determining the necessity for expending public funds for meals, the appropriateness and accuracy of the claim, the availability of funds, and conformity with SCTA policy.

In the event that an employee required by the SCTA to use a private automobile on SCTA business, should incur property damage to the employee's automobile through no negligence of the employee, and the employee is unable to recover the costs of such damage from her own insurance company or from the other driver or any other source, such costs shall be covered under the SCTA's Liability Policy to a sum not to exceed the limits of the policy, provided that any claims the employee may have against her/his insurance company or any third party have been litigated or settled, and provided further that the employee is not found guilty of a violation of the California Vehicle Code or Penal Code in connection with the event causing such damage. The employee shall submit proof of loss, damage or theft to the Executive Director within thirty (30) days of such loss, damage or theft.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#8 Work Hours

Date Effective: July 1, 1998

The offices of the SCTA shall be open to the public Monday through Friday between 8:00 a.m. and 5:00 p.m. except for SCTA holidays as defined in the Policies and Procedures #3.

Employees may work flexible daily work schedules if approved by Executive Director provided that:

- ❑ The total work hours are accumulated during the daily hours of 7:00 a.m. to 7:00 p.m. each pay period (bi-weekly)
- ❑ The employees are present at their job assignment during the “core time” of 9:00 a.m. to noon and 1:30 p.m. to 3:30 p.m.
- ❑ Employees take at least a 30-minute lunch break during the period of 11:00 a.m. to 2:00 a.m. and the lunch break does not exceed two hours.

Work away from the office, such as telecommuting from home, as authorized by the Executive Director, will be credited as work hours.

The Executive Director must approve time off during the core time in excess of work breaks.

When the Executive Director determines that operating needs require hours of coverage other than those defined as “core time,” the employee will be required to work them and shall be paid pursuant to the salary and overtime schedules and policies.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#9 Timely Response to Phone Messages / Written Requests

Date Effective: July 1, 1998

The perception of our effectiveness as the staff to the SCTA will be judged in many ways. One of those ways is how well we serve the SCTA Board members, the staff of the cities and the county, and the public. Our timely response to phone and written inquiries is a tangible measure of our commitment to serving these constituencies.

9.1 Phone Messages

Every effort should be made to respond to a phone message as soon as possible, preferably within 24 hours. If the person that called will require information you do not have or they expect a detailed response you are not prepared to offer immediately, you should call the person back within 24 hours and give them a schedule of when you can respond in detail.

9.2 Written Requests

Every effort should be made to respond to written requests as soon as possible, preferably within two (2) weeks. If the request will require research and the data is not immediately available, the person should be written to within one (1) week and given a schedule of when the detailed response can be given.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#10 Media Relations

Date Effective: July 1, 1998

It is important that the information given to the press is accurate, complete, and placed in context. It should be the objective of staff to be open and prompt in responding to press inquiries. Often the press operates on very tight deadlines and requires information that day.

10.1 Who talks to the news media?

- ❑ SCTA Board Members and the Executive Director unless specific technical or program information is required. However, staff can expect to be contacted directly by reporters at public meetings or by phone.
- ❑ In certain circumstances, professional staff may be called on to provide technical information to the media. An excess of complicated technical information can cloud a good news story. When receiving a call directly from the press:
 - Determine the name, and organization, date, and time and write it down.
 - Determine the nature of the inquiry and write it down
 - Either refer the call to the Executive Director or answer the question(s) consistent with the guidelines of this memo, and
 - If the inquiry is answered, complete a brief written record and forward to the Executive Director.
- ❑ The Chair of the SCTA Board or the Executive Director shall make all contacts with the media regarding feature articles and appearances on talk shows. Any staff person receiving such a request from the media should forward it to the Executive Director.
- ❑ SCTA initiated contacts with the media, such as press releases or requests to appear before editorial boards shall be made by the Executive Director or Chairperson of the SCTA or the designee of either person.

10.2 Policy vs. Information

When speaking to the media, always identify the kind of information given. The SCTA Board makes policy. While the staff may propose a policy or suggest policy options, a policy is official only after the SCTA Board acts. Staff may produce technical reports as information to the SCTA Board. Each staff member should ensure that the media understands the nature of the information given (e.g. staff report, staff recommendation, proposed policy or approved SCTA Board policy).

10.3 How to talk to reporters

- Simply. The media for the most part do not have technical expertise in transportation.
- Concisely. Most reporters are bright but must deal with a multitude of issues. Errors are likely to occur with questions answered in an unclear manner. Staff should keep in mind that newspapers are written for the sixth grade level reader, that TV and radio news stories are typically very concise (30-90 seconds), and that disclaimers, exceptions, and qualifying factors are often left out of news stories.
- Willingly. The media are the eyes and ears of the public. Public acceptance of the SCTA and its programs depend on public understanding, facilitated through honest and open dealings with the media.
- Honestly. Always assume you are talking “on the record.” There is no such thing as “off the record” when talking to the media. Make sure facts are correct. If you don’t know, say so but that you will find out and follow through. On rare occasions you may know but do not wish to comment. Don’t lie. Say you do not wish to comment.
- Promptly. Media calls and requests should receive highest priority. Media deadlines are absolute, and news is news for a very short time. If you do not answer promptly, the reporter will complete the story without your information, and errors or omissions may occur.
- Sensitively. A spokesperson for the SCTA, dealing with politically sensitive issues, must consider the political implications of what is said. Any staff person who does not have a grasp of facts or political implications should ask a senior staff person to handle the request. Information given to the news media cannot be retracted.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#11 Prohibiting Harassment, Discrimination & Retaliation

Date Effective: March 14, 2006

11.1 Purpose

The purpose of this Policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in employment, to define those terms, and to identify a procedure for investigating and resolving internal complaints. The SCTA encourages employees to report any conduct that is believed to violate this Policy as soon as possible.

11.2 Policy

The SCTA has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead, a single act can violate this Policy and provide grounds for discipline or other appropriate action.

Harassment or discrimination against an applicant or employee by a supervisor, management employee, co-worker or contractor on the basis of race, religion, sex (including gender and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age, or sexual orientation (including homosexuality, bisexuality, or heterosexuality) will not be tolerated.

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary or other appropriate action up to and including termination will be instituted for prohibited behavior as defined below.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate disciplinary action up to and including termination.

11.3 Definitions

Protected Classifications: This policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, sex (including gender and pregnancy), sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, genetic characteristics, and physical or mental

disability.

Policy Coverage: This policy prohibits SCTA officials, officers, employees or contractors from harassing or discriminating against applicants, officers, officials, employees, or contractors because (1) of an individual's protected classification, (2) of the perception that an individual has a protected classification, or (3) the individual associates with a person who has or is perceived to have a protected classification.

Discrimination: This policy prohibits treating individuals differently because of the individual's protected classification as defined in this policy.

Harassment may include, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that SCTA employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public:

Speech: Such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.

Physical acts: Such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement or other conduct that is inappropriate in the work place. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

Visual: Such as derogatory posters, cartoons, drawings, e-mails, pictures or videos.

Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Guidelines for Identifying Harassment: To help clarify what constitutes harassment in violation of this Policy, use the following guidelines:

- Harassment includes any conduct that would be "unwelcome" to an individual of the recipient's same protected classification and that is taken because of the recipient's protected classification.
- It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
- Even visual, verbal, and/or physical conduct between two employees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).
- Retaliation: Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process, is prohibited. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

11.4 Management Responsibilities

In order to prevent sexual harassment, management and supervisory employees are responsible for, among other things, informing employees of this Policy and reporting all complaints for sexual harassment or any type of discrimination to the Executive Director. It is the responsibility of the Executive Director to take appropriate action.

11.5 Reporting Harassment and Discrimination

Acts of harassment or any type of discrimination should immediately be reported either to your supervisor or the Executive Director. If possible, this should be reported first to a supervisor or manager

11.6 Harassment and Discrimination Complaint Procedure

All reports of possible violations of this Policy will be timely and thoroughly investigated, as appropriate. Depending on the outcome of the investigation, and the circumstances of the case, appropriate action will be taken.

11.7 Defense and Indemnification

Anyone who engages in conduct that is found to violate this Policy may not be entitled to indemnification and defense where the SCTA Board finds that such conduct falls outside the scope of employment.

11.8 Administration

This program of Equal Employment Opportunity may be amended as needed by a majority vote of the SCTA Board of Directors.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#12 Attendance at SCTA sponsored events

Date Effective: July 1, 1998

While the SCTA employees are invited to attend all SCTA sponsored functions, such as conferences, symposiums, field trips, etc. compensation for attendance shall be as follows:

- If an employee attends a SCTA sponsored function at the specific request of his/her supervisor or because it is required within the scope of his/her job function, and that function is held after official working hours or on a week-end, then the employee is entitled to overtime pay or comp time depending on their employee status, and related transportation expenses. Attendance at such functions requires the supervisor's prior approval.
- If an employee attends a SCTA sponsored function, whether during or after official working hours, of his or her own accord, then the employee is not entitled to any compensation, including but not limited to overtime pay, comp time, transportation expenses, etc.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#13 Salary Administration Guidelines

Date Effective: July 1, 1998

13.1 Starting Salaries

The Executive Director shall approve initial salaries and increases for all SCTA employees.

The initial salary offer to new hires should be determined only after verifying that the salary range for the job itself is appropriate. The reason for having salary ranges (as opposed to single rates) is to be able to vary actual salaries for individuals in recognition of performance and experience.

The minimum of the pay range is not the same as the hire rate and should not be used as such. The appropriateness of a new hire salary, within the guidelines stated above, will be determined based on budget constraints and the Executive Director's management judgment. Consideration will be given to the candidate's background and skill level, the time it is presumed it will take for the individual to learn the job, the current competitiveness of the market for the particular job, and any other factors that may be pertinent.

13.2 Promotions

A promotion, by definition, is a reassignment of an employee from one job to another job with the SCTA that is classified in a higher pay range. If a job is reclassified to a higher pay range, and the same individual employee remains in the job, it is a promotion-in-place. The same salary administration guidelines apply to both promotions and promotions-in-place.

Promotional increases shall be based on the appropriate salary level within the new position's salary range depending on the employees' performance and experience.

13.3 Demotions

When an individual is moved to a job with a lower salary grade, salary adjustments may or may not be appropriate. If, by mutual consent, the employee requests or agrees to the demotion, the current salary should be reassessed relative to its position in the new salary range. If it is over the maximum of the new range, consideration should be given to a salary decrease to an appropriate salary level within the new range.

If the demotion is the result of a job reclassification and results in a situation where the employees' salary is higher than appropriate for job duties and the salary range, it is generally best to grant no increases to the salary until such time as labor market

inflation results in increased ranges and the salary falls into the range at a level that would justify a merit increase. Pay decreases are seldom imposed in this situation, although the final decision rests with the Executive Director's discretion.

13.4 Salary Increases

The Executive Director may issue guidelines to help recommend whether an employee should receive an annual salary increase after the employee's annual performance evaluation.

Salary increases will be allocated among employees in consideration of the following criteria:

- Current position of salary level within the approved salary range of a job
- Performance evaluation
- Budget constraints

The Executive Director exercises discretion and management judgment in the process of making salary increase recommendations.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#14 Performance Evaluations

Date Effective: July 1, 1998

While continuing to emphasize the at-will nature of employment with the SCTA, performance evaluations (1) will be conducted annually for all employees and (2) the performance evaluation is the basis for considering salary adjustments for employees. All salary adjustments are to be approved by the Executive Director. Evaluation of and compensation for the Executive Director is determined in a separate contract negotiated directly between he/she and the SCTA Board of Directors.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#15 Drug and Alcohol Policy

Date Effective: July 1, 1998

The object of the SCTA's alcohol and drug policy is to provide a safe and healthy workplace for all employees, to comply with federal and state health and safety regulations, and to prevent accidents.

The manufacture, use, possession, sale, distribution, transfer, purchase or being under the influence of alcoholic beverages, illegal drugs, narcotics, controlled substances or intoxicants (collectively "Alcohol and Drugs") except for medical purposes as further described below, by SCTA employees at any time on SCTA premises or while on SCTA business is prohibited.

Employees shall not report for duty, enter or remain on SCTA premises while under the influence of Alcohol and/or Drugs nor have in their possession any such Alcohol and/or Drugs while on SCTA premises.

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician or over-the-counter medications that you buy at the store is not prohibited by this policy. Employees who are using prescriptions or over-the-counter medications that may impair their ability to perform their job safely must report such use to their supervisor immediately before starting or resuming work. If employees discover that such medication has an impaired or adverse impact on their ability to work, they should contact their physician immediately.

Any violation of this policy may result in disciplinary action up to and including immediate termination.

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Personnel Policies and Procedures

#16 Staff Development Benefit Allowance Program

Date Effective: January 1, 2014

The Staff Development Benefit Allowance Program provides an annual reimbursement allowance to assist SCTA/RCPA employees achieve professional and educational growth related to their job with the SCTA/RCPA. The Program covers work-related expenditures such as classes and seminars, professional memberships, registration fees, educational materials, tools and equipment.

A portion of the benefit may also be utilized to promote healthy lifestyles by allowing participation in physical fitness, weight reduction, stress reduction and smoking cessation programs not otherwise provided through traditional health care benefits.

All benefits provided under this Program are subject to applicable provisions of federal and/or state law, and all applicable SCTA/RCPA policies and procedures, as approved by the Executive Director and the SCTA/RCPA Board of Directors.

Full time, permanent employees are eligible for this Program.

Some benefits are taxable, others are not. The table below defines the benefits covered and taxable status.

Job-related <u>non-taxable</u> benefits covered:	
<u>Eligible Reimbursable Expense</u>	<u>Examples</u>
Education that maintains or improves skills required in your current job; includes all required training.	Registration Textbooks Parking, mileage Travel, lodging, meals
Meetings, seminars or conferences	Registration Textbooks Parking, mileage Travel, lodging, meals

Computer software	Educational and reference materials or manuals Application software
Licenses and certifications	Professional licenses and certifications Re-licensing
Educational materials	Books, periodicals Professional or technical journals CD's, DVD's or downloadable media
Physical fitness and wellness <u>non-taxable</u> benefits covered	
Physical fitness and wellness benefits	On-site workplace athletic facilities and/or wellness and physical fitness programs offered by employer Weight reduction and smoking cessation programs as treatment for specific disease as prescribed by physician

According to the IRS, benefits are excluded from your federal gross income as a working condition fringe benefit to the extent that, if you had paid the expense, it would qualify as a deductible business expense under IRC§162.

Job-related <u>taxable</u> benefits covered:	
<u>Eligible Reimbursable Expense</u>	<u>Examples</u>
Computer hardware and mobile devices (see below for detail)	Desktop or laptop computers and peripheral connectivity devices Mobile devices include personal digital assistants, mobile phones, tablets, etc.
Education required to enable you to meet the minimum educational requirements for your current job or education which will lead you to another job with SCTA/RCPA	Registration Textbooks Parking, mileage Travel, lodging, meals
Physical fitness and wellness <u>taxable</u> benefits covered	
Health club memberships or admittance to pursue or maintain personal health and physical fitness	Offsite health clubs Physical fitness or exercise classes County Parks pass

Recreation classes / sports lessons	Tennis, golf, karate, dance, skating
Personal training	Strength training, pilates training
Entry, registration, participation or league fees	Softball or golf league, running or cycling race entry fees
Physical fitness products and equipment	Videos, sports equipment, safety gear (excludes clothing and fitness apparel)
Weight reduction programs to improve general health or as treatment for a specific disease	Exercise programs Diet management programs Stress reduction programs
Smoking cessation programs to improve general health or as treatment of a specific disease	Smoking cessation programs Patches Stress reduction programs

Staff Development Exclusions:

- General office supplies and equipment
- Magazine subscriptions, newspapers, periodicals or journals of general circulation, such as Newsweek, Press Democrat, Wall Street Journal, etc.
- Consumable computer/laptop supplies (paper, ink cartridges, etc.)
- Internal modifications to SCTA/RCPA-owned computers or equipment
- Service, maintenance agreements or repair costs for qualified hardware
- Student loans, interest costs, loan fees
- Digital cameras
- Global Positioning Devices (GPS)
- All costs associated with an internet service provider
- Social events or luncheons that are not directly related to SCTA/RCPA business are not reimbursable

Annual allowance for Unrepresented Employees is:

Annual Allowance	\$500
Carryover Allowed Annually	\$250
Maximum Allowance	\$750
Wellness/Physical Fitness Allowance	\$100

Annual allowance for Administrative Management is:

Annual Allowance	\$950
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Carryover Allowed Annually	\$300
Maximum Allowance	\$1,250
Wellness/Physical Fitness Allowance	\$300
Combined use allowance (no carryover)	2.25% of base annual salary (effective 7/1/14)

Computer Hardware and Mobile Devices

Staff Development Benefit Allowances may be used towards reimbursement for the purchase of computer hardware and mobile devices as defined in the table above. Monthly service charges for internet and mobile communication connections are not reimbursable under this Program. The use and approval of all computer hardware and mobile devices is subject to review by the Executive Director. All computer hardware and mobile devices must be directly job related, must be used for SCTA/RCPA business a minimum of 50% of their use, be outlined and approved in the employees' annual Professional Development Plan document, and will be considered together with other staff development training and educational priorities required by the department head.

Pro-rated Benefits-Computer Hardware, and Mobile Devices

All reimbursements for computer hardware and mobile devices made within one year of resignation, termination or retirement from SCTA/RCPA employment will require the individual to reimburse the SCTA/RCPA for the costs of the computer hardware or mobile device or return it in good condition.

Wellness/Physical Fitness

A specified portion of the annual Staff Development Benefit Allowance may be used towards reimbursement for allowable physical fitness and/or wellness programs. The annual amounts of the allowance which can be used towards reimbursable expenses for this benefit are specified above.

Combined Use Allowance

Effective July 1, 2014, the Combined Use Allowance will be calculated based on the employee's base annual salary on July 1 of each fiscal year.

These funds may be used for eligible Wellness, Physical Fitness, and/or Staff Development expenses as specified above.

The Combined Use Allowance will not be eligible for carryover into the next fiscal year.

For greater detail on Program implementation as managed by County of Sonoma Human Resources, please see “Staff Development Benefit Allowance Program Administrative Manual” at the www.hr.sonoma-county.org website.

For purposes of this and related policies, Unrepresented staff is BU:00 and Administrative Management staff is BU:50.

SONOMA COUNTY TRANSPORTATION AUTHORITY

Personnel Policies and Procedures

#17 Sabbatical Leave

Date Effective: May 8, 2006

17.1 Requirements

An appointing authority, within his/her sole discretion, may allow an unrepresented Administrative Management employee a sabbatical leave from the employee's position with the SCTA for a period not to exceed six (6) calendar months. Prior to commencing the leave, the employee must have served the equivalent of seven (7) years of full-time service in pay status in a position or positions designated by the SCTA as Administrative Management. Each subsequent sabbatical leave shall require the equivalent of an additional seven (7) years of similar service. Any unpaid absence from work, which lasted longer than two (2) full pay periods, shall not be counted in the qualifying period.

17.2 Approval

An unrepresented Administrative Management employee must apply for the sabbatical leave in writing to the employee's appointing authority who shall respond to the request in writing by either approving or disapproving the leave. The decision of the appointing authority is final, may not be appealed or grieved under any SCTA policy, resolution or rule.

17.3 Continuation of Benefits

During the sabbatical leave and notwithstanding any other section of this Policy, the employee shall not receive any regular salary or pay; however, the SCTA shall continue to make its normal contributions for the employee's and their eligible dependents' health, dental, vision care, life, long-term disability benefits, and any other such health and welfare benefits as may be granted unrepresented Administrative Management employees in the future, as were paid at the commencement of the leave. The employee shall make appropriate payments acceptable to the ACTTC in order to continue coverage during the period of the sabbatical leave.

Executive Director

General Overview of SCTA/RCPA

The Executive Director is selected by and reports to a twelve-member Board of Directors comprised of three members of the Board of Supervisors and a council member from each of the nine cities. Combined the agencies have a staff of eleven and manages an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

The Executive Director serves as the lead staff for the SCTA/RCPA. Work involves responsibility for the effective operation of the department. The Executive Director is expected to use personal initiative and judgement to carry out department objectives.

The Executive Director's position shall, under policy direction: plan, organize, coordinate and direct the operations of the SCTA/RCPA; formulate policies, procedures and operational objectives; communicate effectively; and establish an efficient organization by facilitating consensus building and decision making.

Distinguishing Characteristics

The Executive Director is in the position of responsibility for all SCTA staff and requires the possession of strong management and interpersonal skills. The position also requires the ability to negotiate and mediate between the different entities affiliated with the SCTA on the various



interests and concerns of the jurisdictions. Additionally, the position requires the ability to establish and maintain cooperative working relationships, deal with difficult issues, and communicate clearly and effectively.

This position is responsible for all activities of the agency and requires a high level of initiative, judgement, discretion, and the ability to make independent decisions. Under the direction of the SCTA Board of Directors, the Executive Director manages personnel and budgets, develops programs, and formulates operational procedures leading to the implementation of an efficient agency.

The Executive Director should have the leadership skills to be an effective advocate on transportation issues; should have knowledge of the federal, state and regional funding processes; should have high energy, a strong work ethic, and initiative.

Typical Duties/Responsibilities

Provides leadership and administrative program policy direction; sets priorities; evaluates performance of subordinate managers; conducts meetings and conferences with staff and partner agencies; advises the Board of Directors regularly of relevant issues; ensures emphasis on quality service to clients.

Determines budget priorities, prepares and justifies program and budget recommendations to the Board of Directors; ensures that budget expenditures are properly controlled; directs the preparation and control of the budgets.

Develops and recommends organizational or system changes, as necessary, to maintain efficient operations; refines management structure with particular attention to lines of communication, decision making, and accountability; develops and implements administrative policies and procedures for the department; proposes changes in position classifications; ensures training and/or retraining programs for staff; interviews and selects staff; ensures the maintenance of personnel evaluation systems; promotes a safe working environment;

Knowledge of:

- Principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.
- Principles and practices of organizational management necessary to plan, organize, direct, staff and control a public agency and to evaluate the efficiency and effectiveness of programs, administrative policies, and planning activities.
- Principles and practices of transportation planning and project management.

- Principles and practices of climate change planning and project management.
- Principles and techniques of budget preparation and fiscal control.
- Principles and practices of personnel management, supervision, and training.
- Federal, State, and local regulations pertaining to transportation and climate issues.
- Legislative developments affecting transportation and climate programs and funding at the federal, state, regional and local levels.

Ability to:

- Plan, organize, direct, staff, and control the programs and operations of a multi-jurisdictional agency.
- Competently apply the principles and practices of public administration with an emphasis on organizational, fiscal, and human resources management.
- Work with the SCTA/RCPA Board to develop consensus on strategic directions, goals, objectives and policies.
- Establish an efficient organization and environment among SCTA/RCPA staff.
- Work with staff to assess organizational needs and to develop and implement SCTA/RCPA administrative policies and procedures.
- Effectively prioritize and direct work efforts of SCTA/RCPA staff.
- Keep abreast of current trends and best practices in the field of planning, project and program management, and public funding and financing and apply them to SCTA/RCPA programs.
- Prepare and monitor an organizational budget.
- Direct the development of funding/grant proposals.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Make presentations to any and all types of public and private sector groups on behalf of SCTA/RCPA.
- Establish and maintain cooperative working relationships with the Board, staff, other departments and agencies, the private sector, and the public.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Gain the trust of the Board while keeping the focus of the Board on the STA/RCPA missions and on their policy functions.
- Build an organization that understands the big picture commonalities and that weaves the disparate programs into that big picture.
- Keep seeing the big picture commonality of the program goals, while juggling the demands of the issue of the moment.

- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships with other city and county leaders, community stakeholders, and the public.
- Think quickly on one's feet in public and to stay focused on organizational goals without becoming personally involved in the "right way" of achieving the goals.

Minimum Qualifications

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, possession of a baccalaureate degree from an accredited college or university with academic course work in public or business administration, planning, geography, architecture, landscape architecture, economics, political science, environmental studies, structural, mechanical, or civil engineering, or closely related courses would provide such opportunity.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Five years of increasingly responsible management experience in the administrative management and policy oriented functions would provide such opportunity.

License: Possession of a valid driver's license.

Director of Climate Programs

General Overview of SCTA/RCPA

The Director of Climate Programs is selected by and reports to the Executive Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

The Director of Climate Programs is responsible for coordination of all programs related to climate change, including mitigation and adaptation. The position requires coordination between local jurisdictions, regional agencies including the Association of Bay Area Governments (ABAG), the Metropolitan Transportation Commission (MTC), the Bay Area Air Quality Management District, the Bay Conservation and Development Commission (BCDC), and consultants. The Director of Climate Programs works closely with the Director of Planning on community engagement, project delivery and planning.

The Director of Climate Programs position is responsible for developing and delivering a strategy to lead and coordinate countywide efforts to respond to climate change, across land use, transportation, energy and water use, solid waste, and other activities that generate greenhouse gas emissions or affect community response to local climate impacts.

Distinguishing Characteristics

The Director of Climate Programs is the lead staff position on all local climate action planning, programs, and related issues and requires the possession of strong management and interpersonal skills. The position also requires the ability to establish and maintain cooperative working relationships, deal with difficult issues, and communicate clearly and effectively.

The Director of Climate Programs should have the leadership skills to be an effective advocate on climate change issues; should have high energy, a strong work ethic, and initiative.

Typical Duties/Responsibilities

Duties include, but are not limited to the following:

1. Advises the Board of relevant issues and seeks direction on RCPA programs.
2. Assists the Executive Director in defining work program goals and objectives.
3. Secures grant funding to deliver on work program goals and objectives.
4. Coordinates with local governments and regional agencies on local climate action issues and the implementation of climate action plans.
5. Analyze climate action strategies in the context of local government scopes of authority and regional, state, and federal action
6. Administers and manages RCPA projects and programs; sets priorities.
7. Represents the RCPA as a liaison and participates in regional meetings and discussions about climate change and climate action. This includes representing the RCPA before other agencies and the public at meetings and presentations.
8. Prepares planning analyses and written reports, including findings and recommendations. This includes preparing agendas and reports for various policy and advisory committees.
9. Manages two staff positions.
10. Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental entities, consultants and private contractors as needed; provides contract oversight.
11. Oversees all public outreach strategies for RCPA activities, including press releases, the RCPA web site, social media, community events, and presentations.

Knowledge of:

- Principles and practices of climate change planning and project management.
- Policies and programs across land use, transportation, energy, water, solid waste, and other activities that generate greenhouse gas emissions or affect community response to local climate impacts
- Federal, State, regional, and local regulations pertaining to climate change.
- Interrelationships between government agencies at all levels.
- Legislative developments affecting climate programs and funding at the federal, state, regional and local levels.
- Principles and techniques of budget preparation and fiscal control.
- Principles and practices of personnel management.

Ability to:

- Effectively prioritize and direct work efforts of RCPA staff.
- Keep abreast of current trends and best practices in planning, project and program management, and public funding and financing and apply them to RCPA programs.
- Prepare and monitor an organizational budget.
- Develop funding/grant proposals.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.

- Make presentations to various public and private sector groups on behalf of RCPA.
- Establish and maintain cooperative working relationships with the Board, staff, other departments and agencies, the private sector, and the public.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Keep seeing the big picture commonality of program goals, while managing the details of implementation.
- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships.
- Think quickly on one's feet in public and to stay focused on organizational goals

Minimum Qualifications

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, possession of a baccalaureate degree from an accredited college or university with academic course work in public or business administration, planning, geography, architecture, landscape architecture, economics, political science, environmental studies, structural, mechanical, or civil engineering, or closely related courses would provide such opportunity.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Five years of increasingly responsible management experience in the administrative management and policy oriented functions would provide such opportunity.

License: Possession of a valid driver's license.

Director of Planning

General Overview of SCTA/RCPA

The Director of Planning is selected by and reports to the Executive Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

The Director of Planning is responsible for coordination of all issues related to transportation planning and its connection to land use, smart growth or transit oriented development planning, travel demand modeling, and specific project planning for bicycle/pedestrian routes and transit. The position requires coordination between local jurisdictions, regional agencies including the Metropolitan Transportation Commission (MTC), the Bay Area Air Quality Management District, Association of Bay Area Governments (ABAG) Caltrans and consultants. The Director of Planning works closely with the Director of Projects and Programming on programming, project delivery and planning and with the Director of Climate Programs on planning.

The Director of Planning position is responsible for developing and maintaining a transportation and land use program related to smart growth planning principles and transit oriented development, maintaining and updating the Comprehensive Transportation Plan, overseeing the transit and para-transit functions of the SCTA, overseeing the travel demand modeling program, assisting in the administration of funding programs related to transportation, land use,



bicycle/pedestrian routes and transit and managing all public outreach efforts, including web site management.

Distinguishing Characteristics

The Director of Planning is the lead staff position on all planning, public communications and related issues. This requires knowledge of transportation policies, planning policies, funding and agency roles. The position also requires the ability to establish and maintain cooperative working relationships, deal with difficult issues, and communicate clearly and effectively.

The Director of Planning should have the leadership skills to be an effective advocate on planning and related issues; should have high energy, a strong work ethic, and initiative.

Typical Duties and Responsibilities

Duties include, but are not limited to the following:

1. Assists the Executive Director in defining work program goals and objectives.
2. Provides recommendations to the Executive Director on all planning related matters and public outreach needs in a timely fashion.
3. Oversees consultant contracts
4. Oversees all planning functions of the SCTA and coordinates with the Deputy Directors of Capital Projects and Programming/Project Controls to ensure that planning, programming and project delivery functions are fully integrated and supportive of maximizing the delivery of transportation projects.
5. Represents the SCTA as a liaison and participates in regional meetings and discussions about transportation and land use planning issue, bicycle pedestrian issues and transit issues. This includes representing the SCTA before other agencies and the public at meetings and presentations.
6. Prepares planning analyses and written reports, including findings and recommendations. This includes preparing agendas and reports for various policy and advisory committees.
7. Responsible for day to day management of two staff positions, including the oversight of the SCTA travel demand model and related activities.
8. Coordinates with local governments and regional agencies on all planning issues.
9. Works with the Director of Projects and Programming on the development and monitoring of funds related to transit, bicycle/pedestrian projects and smart growth.
10. Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental entities, consultants and private contractors as needed.
11. Develops all public outreach strategies for the SCTA activities, including the SCTA web site and other public meetings as needed.

Knowledge of:

- Principles of transportation
- Understanding of land use planning practices and the connection to transportation
- The regulatory environment of transportation and land use planning
- Understanding of current issues related to transportation and land use planning
- Protocols and techniques employed for bicycle, transit and para-transit planning and funding
- Government funding and processes related to project development
- Local transportation needs and problems
- Interrelationships between government agencies at all levels
- General financial and budgetary matters

Ability to:

- Effectively prioritize and direct work efforts of RCPA staff.
- Keep abreast of current trends and best practices in planning, project and program management, and public funding and financing and apply them to RCPA programs.
- Prepare and monitor an organizational budget.
- Develop funding/grant proposals.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Make presentations to various public and private sector groups on behalf of RCPA.
- Establish and maintain cooperative working relationships with the Board, staff, other departments and agencies, the private sector, and the public.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Keep seeing the big picture commonality of program goals, while managing the details of implementation.
- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships.
- Think quickly on one's feet in public and to stay focused on organizational goals

Minimum Qualifications

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, possession of a baccalaureate degree from an accredited college or university with academic course work in public or business administration, planning, geography, architecture, landscape architecture, economics, political

science, environmental studies, structural, mechanical, or civil engineering, or closely related courses would provide such opportunity.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Five years of increasingly responsible management experience in the administrative management and policy oriented functions would provide such opportunity.

License: Possession of a valid driver's license.

Director of Projects & Programming

General Overview of SCTA/RCPA

The Director of Projects and Programming is selected by and reports to the Executive Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

The Director of Projects & Programming is responsible for coordination of all issues related to project development and delivery, fund programming functions, management of funding in the Measure M Strategic Plan and the SCTA accounting and finance functions. The position requires coordination between local jurisdictions, the Metropolitan Transportation Commission (MTC), Caltrans and multiple consultants. The Director of Projects & Programming works closely with the Director of Planning on planning, project development and public information efforts.

The Director of Projects & Programming position is responsible for the oversight of development and delivery of transportation projects, managing federal, state, regional and local funding programs in order to maximize revenues available for transportation projects and ensure project sponsors are accountable for funding spent.

The Deputy Director of Projects & Programming shall: manage project development and delivery via coordination with member jurisdictions and regional agencies, represent the agency in various



environments, analyze transportation policies, manage contracts with consultants for project delivery tasks such as environmental studies, engineering, and construction management, manage the SCTA financial advisor on Measure M fund allocations and management, work to maximize the value of transportation funding by managing various funding sources and assigning projects to the most appropriate fund source, and work with local project sponsors on project controls and delivery issues related to funding.

Distinguishing Characteristics

The Director of Projects and Programming is the lead staff position on all capital project development and delivery and related issues such as funding, sales tax revenue management and consultant management. The position requires strong management and interpersonal skills. The position also requires the ability to establish and maintain cooperative working relationships, deal with difficult issues, and communicate clearly and effectively.

The Director of Projects and Programming should have the leadership skills to be an effective advocate on climate change issues; should have high energy, a strong work ethic, and initiative.

Typical Duties and Responsibilities

Duties include, but are not limited to the following:

1. Assists the Executive Director in defining work program goals and objectives. Provides recommendations to the Executive Director on all capital project and programming related matters, including timely communication of projects status and issues, programming deadlines, requirements and status.
2. Oversees all programming functions of the SCTA and coordinates with the Deputy Director of Planning & Public Outreach to ensure that planning, programming and project delivery functions are fully integrated and supportive of the maximizing the delivery of transportation projects.
3. Plans, directs and supports capital project development in order to ensure timely and cost effective delivery of projects by working with and supporting Caltrans, local project sponsors and consultants. Responsible for technical input on capital projects for various plans, studies and programming exercises. Primary focus on the Highway 101 corridor and related improvements.
4. Directs development of and maintains systems for financial planning; data collection and analysis; project tracking; and budget reporting to support requirements for fiscal and management audits.
5. Develops and implements strategies and policies related to the design, management, construction and delivery of SCTA funded projects including the preparation and

- maintenance of project schedules and budgets. Coordinates with regional agencies, other counties and local jurisdictions to ensure timely delivery of SCTA projects.
6. Manages project development and implementation activities, including engineering feasibility analyses, environmental studies, engineering, preparation of plans, specifications and estimates, environmental mitigation, right of way negotiations and construction management.
 7. Extensive (daily) interaction with Caltrans on project delivery and programming matters and with consultants on project management.
 8. Develops, negotiates and recommends to the Executive Director the approval of contracts and cooperative agreements with other governmental entities, consultants and private contractors as needed.
 9. Represents the SCTA as a liaison and participates in regional meetings and discussions about transportation programming and project delivery. This includes representing the SCTA before other agencies and the public at meetings and presentations.
 10. Prepares analyses and written technical reports, including findings and recommendations. This includes preparing agendas and reports for various policy and advisory committees as well as public presentations to interest groups and related parties.
 11. Responsible for day to day management of the financial component of Measure M, including managing the financial advisor consultant, overseeing re-imbusement processes, managing the Measure M cash flow model, reviewing project audits and managing accounting staff.
 12. Manage programming staff to coordinate with regional and state agencies on all programming issues.
 13. Administers the Disadvantaged Business Enterprise program.
 14. Acts as the official SCTA liaison to independent auditors and oversees audits related to the Measure M program.

Knowledge of:

- The principles and regulatory environment of transportation engineering and fund programming
- Engineering feasibility analysis
- The federal and state environmental review process
- Interdisciplinary practices and trends affecting project development
- Project cost estimating
- Transportation system measures of capacity, congestion and levels of service
- Fund and project tracking
- Transportation project delivery issues

- Interdisciplinary practices and trends related to programming and project development
- Financial tools available to transportation projects
- Government funding and programming Local transportation needs and problems
- Interrelationships between government agencies at all levels
- General financial and budgetary matters

Ability to:

- Effectively prioritize and direct work efforts of RCPA staff.
- Keep abreast of current trends and best practices in planning, project and program management, and public funding and financing and apply them to RCPA programs.
- Prepare and monitor an organizational budget.
- Develop funding/grant proposals.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Make presentations to various public and private sector groups on behalf of RCPA.
- Establish and maintain cooperative working relationships with the Board, staff, other departments and agencies, the private sector, and the public.
- Be a problem solver and leader showing initiative, judgment, discretion and independent decision-making.
- Keep seeing the big picture commonality of program goals, while managing the details of implementation.
- Facilitate groups with common interests but differing positions; build partnerships and collaborative relationships.
- Think quickly on one's feet in public and to stay focused on organizational goals
- Provide excellent written and verbal communication
- Computer knowledge (i.e., Microsoft Office, email, Internet)
- Act in a flexible, motivated and self-directed manner
- Customer service oriented

Minimum Qualifications

Education: Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, possession of a baccalaureate degree from an accredited college or university with academic course work in public or business administration, planning, geography, architecture, landscape architecture, economics, political science, environmental studies, structural, mechanical, or civil engineering, or closely related courses would provide such opportunity.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Five years of increasingly responsible management experience in the administrative management and policy oriented functions would provide such opportunity.

License: Possession of a valid driver's license; Civil Engineering License from the State of California

Administrative Assistant I / II

General Overview of SCTA/RCPA

The Administrative Assistant I is selected by and reports to the Executive Director or Deputy Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

Under general supervision, performs paraprofessional work in one or more functional administrative programs; responsible for the technical administrative work; performs research on a wide variety of special and ongoing projects; and performs related duties as required.

Distinguishing Characteristics

This is the paraprofessional class performing technical administrative, office management in support of entire staff. Initially, work is closely supervised and assignments are closely reviewed, but as experience, knowledge, and skills are gained, supervision becomes more general. This class is distinguished from Administrative Trainee and higher level management classes in that incumbents in the latter classes perform assignments requiring greater analytical skills and work with greater independence.

Administrative Assistant II is distinguished from the class of Administrative Assistant I by having more complexity and responsibility.



Typical Duties/Responsibilities

- Assemble and distribute agenda packets; prepare materials for the SCTA Board and committee meetings.
- Take minutes of meetings for inclusion in public documents. Some meetings may take place after 5 p.m.
- Type and proofread a variety of documents including reports, correspondence, and forms from oral direction, rough draft, copy, notes, or transcribing machine recordings.
- Schedule appointments and various meetings, including identifying and reserving the appropriate meeting venue.
- Order office supplies.
- Maintain a neat reception area and kitchen; this may include contacting the janitorial service as needed (e.g., carpet cleaning) or recycling of items. Maintain orderly storage areas (including closets and shelving) to comply with fire/safety regulations.
- Prepare routine correspondence.
- Act as receptionist on the telephone or in person, directing inquiries and providing information on department policies and procedures.
- Provide website support and ensure ADA compliance of Internet postings, including various meeting agendas, web page changes, and announcements.
- Act as liaison with ISD for County network and computer technology issues.
- Disseminate and obtain information by phone, mail or in person; coordinate with other departments and agencies.
- Maintain a log of incoming mail and distribute mail.
- Serve as the primary point of contact for issues related to facilities management, such as office security and maintenance issues. Maintain a log of such activities.
- May be assigned additional administrative and clerical responsibilities as needed.

Knowledge, Skills and Abilities

- The position requires knowledge of and abilities related to:
- Ability to communicate effectively, verbally and in writing.
- Development of meeting minutes.
- Preparation and distribution of meeting materials.
- Time management skills.
- Computer knowledge (i.e., Microsoft Office; including Word, Access, Excel, email, Internet).
- Modern office practices, methods, procedures, and automated systems.
- Courteous and professional office demeanor.
- Supportive of fellow staff and performance of office functions.
- Ability to follow written and oral directions and instructions.

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related administrative work, public interaction, computer skills and office management would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Positions allocated to this class may require specific knowledge and abilities (See Work Plan)

October 2015

Department Analyst I / II

General Overview of SCTA/RCPA

The Department Analyst is selected by and reports to the Executive Director or Deputy Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

Under direction, the Department Analyst conducts analytical studies involving the operations and programs of a department to develop, improve, and/or implement new or existing programs, systems, procedures, and/or administrative services; provides professional level staff support in the decision making process; and performs related duties as required.

Distinguishing Characteristics

This position is characterized by the responsibility to plan, organize and perform professional level staff work in supporting departmental operations, programs, and/or services in one or more areas such as fiscal operations, budgeting, contract management, personnel, staffing, organizational review, facilities, office automation/information systems, productivity improvement, legislative analysis, customer service, etc.

The Department Analyst frequently serves as the departmental expert or resource in assigned areas of responsibility and is responsible for identifying and analyzing complex problems that



cover the full scope of organizational activities as well as recommending and implementing solutions.

The Department Analyst may provide supervision over a clerical or technical support staff, however, analytical problem solving is also a major component of this class concept. This class performs the full range of administrative functions for SCTA/RCPA, having overall authority for control of management services and for implementation of or coordination of the results of administrative and fiscal research under direction of a Deputy Director.

Department Analysts II are distinguished from the class of Department Analysts I by having more complexity and responsibility.

Typical Duties/Responsibilities

Depending on assignment, duties may include but are not limited to the following:

1. Conducts analytical studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, office automation, facilities, contract, and personnel management; designs data collection systems; collects and analyzes data from a variety of sources including departmental and external records, reports, documents, informational surveys, and contracts; develops and presents written and verbal reports and recommendations for appropriate action based on an analysis of gathered data; may be responsible for management of specific programs; may serve as liaison with Payroll, Accounting and Information Systems.
2. Develops various budgets based on analysis of data collected including impact on service levels and operations and/or information required by funding source; assists in the development of fiscal procedures; controls specific departmental purchases and expenditures; reviews financial data on an ongoing basis to assure conformance with established guidelines; may conduct cost/benefit studies and recommends changes to procedures or operations based on results of these studies.
3. Recommends and establishes contract forms and procedures; develops, reviews and makes recommendations concerning bid proposals and agreements; interprets contract terms and monitors adherence to same; recommends solutions to contractual problems.
4. Researches operational and fiscal requirements for specific grant proposals; prepares grant applications and all subsequent follow-up documentation; recommends and monitors procedures for grant implementation.
5. Reviews work methods and systems to determine possible modifications to increase service efficiency and effectiveness; develops and recommends various policies and procedures; develops written procedures to implement adopted policy, changed

- regulations or to clarify and describe standard practices; designs forms to expedite procedures; coordinates publication and dissemination of such material.
6. Researches, modifies, and adapts available computer software; writes or coordinates development of data processing applications to meet operational needs.
 7. Serves as liaison with clients and representatives of private businesses, state and/or federal agencies and other County departments to coordinate special projects, provide specified administrative services, represent the department in the development of, or change in programs and regulations, gather information and insight for use in assigned studies or management decisions.
 8. Reviews present and pending legislation to determine effect on departmental organization or programs and presents recommendations in verbal or written form.
 9. Prepares a variety of reports, records, correspondence and other documents.
 10. Participates in meetings and presents requested and independently gathered data to assist managers in making operational and administrative decisions; may provide staff support to committees, commissions, and task forces of the County.
 11. May select, train, and supervise technical and/or clerical employees as well as student interns and volunteers; may be responsible for the training program of a department.

Knowledge of:

- principles and practices of business and public administration as pertinent to area of assignment
- principles, practices and political implication of decisions regarding budgeting, fiscal management, personnel and contract management
- principles and methods of work planning, staffing analysis and project management
- techniques and practices of research methodology, data collection, and analysis
- report writing; application and use of basis statistics
- operations and functions of local government and the structure and function of the assigned department
- modern supervisory, management, and human resources practice
- modern office methods and procedures
- database, spreadsheet and word processing applications

Ability to:

- plan, organize, and conduct research, analysis and statistical studies related to the various aspects of administration, budget, and general management matters;
- collect, compile and analyze qualitative and quantitative data;
- review and implement changes in work methods, systems and procedures;
- understand, interpret and explain laws, regulations and policies governing program operations;

- prepare budgets, grant applications, service contracts and complex narrative and statistical reports;
- communicate effectively orally and in writing, and present conclusions and recommendations before advisory and policy bodies;
- establish and maintain effective working relationships with management, employees, clients, and the public in carrying out sound management policies;
- understand program objectives in relation to departmental goals and procedures;
- organize and prioritize work assignments;
- persuade, examine, and project consequence of decisions and/or recommendations;
- analyze administrative problems, budget requests, and a variety of programs, systems, and procedures;
- use and understand common database, spreadsheet and word processing applications;

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such opportunity.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to general administration, accounting, budgetary analysis, or personnel work including research, analysis, and preparation of written reports and recommendations would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Positions allocated to this class may require specific knowledge and abilities (See Work Plan)

October 2015

Project / Program Specialist I/II

General Overview of SCTA/RCPA

The Project / Program Specialist is selected by and reports to the Executive Director or Deputy Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

Under direction, conducts analytical studies, research, analysis, project management, and administrative duties in support of department programs and projects; provides professional level staff support in the decision making process; and performs related duties as required.

Distinguishing Characteristics

This class is characterized by the responsibility to plan, organize, and perform professional level staff work in supporting SCTA/RCPA projects and programs in one or more areas such as greenhouse gas sectors, climate action strategy implementation, community engagement, and communications. The incumbent frequently serves as the departmental expert or resource in assigned areas of responsibility.

Specialists II are distinguished from the class of Specialist I by having more experience, work plan complexity and responsibility, and managerial responsibilities.



Typical Duties/Responsibilities

Depending on assignment, duties may include but are not limited to the following:

1. Coordinating the development and implementation of projects and policy implementation strategies
2. Overseeing contracts and grants, including invoices, reimbursements, and reporting
3. Researching and developing best practices and policies
4. Managing data collection, monitoring and reporting
5. Assisting members in the development of planning and policy documents
6. Organizing committee and stakeholder meetings, leading meetings, taking minutes
7. Serving as liaison with clients and representatives of private businesses, state and/or federal agencies and other local governments to coordinate special projects, provide specified administrative services, represent the department in the development of, or change in programs and regulations, gather information and insight for use in assigned studies or management decisions.
8. Reviewing present and pending legislation to determine effect on departmental organization or programs and presents recommendations in verbal or written form.
9. Preparing a variety of reports, records, correspondence and other documents.
10. Conducting public outreach efforts including: website enhancements, community events, focus groups, and targeted stakeholder workshops
11. Representing department in a professional manner

Knowledge of:

- project management
- local government planning and operations
- the interrelationship between government agencies at all levels
- sector/discipline specific strategies for advancing the goals of the department
- monitoring, tracking, and reporting data
- operations and functions of local government and the structure and function of the assigned department
- modern office methods and procedures
- database, spreadsheet and word processing applications.

Ability to:

- plan, organize, and conduct research and analysis
- communicate effectively orally and in writing
- establish and maintain effective working relationships with management, employees, clients, and the public in carrying out department programs

- understand program objectives in relation to departmental goals and procedures
- organize and prioritize work assignments

Positions allocated to this class may require specific knowledge and abilities (See Work Plan).

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, a Bachelor's degree in environmental policy, management, planning, or a related discipline would provide such an opportunity.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to the implementation of programs underway by the department.

License: Possession of a valid driver's license.

Planner / Senior Planner

General Overview of SCTA/RCPA

The Planner is selected by and reports to the Executive Director or Deputy Director. Combined the SCTA/RCPA have a staff of eleven and manage an annual budget ranging from \$30-\$100 million including both projects, grant funding, programs and operations.

The Sonoma County Transportation Authority (SCTA) was established in 1990 and is charged with coordinating transportation plans, programs and projects among the cities and County of Sonoma. The SCTA develops long range transportation plans covering all modes and works cooperatively with local, regional and State agencies to deliver capital projects as well as allocate various federal, state and regional funding programs. The SCTA is also responsible for the administration of a voter approved ¼ cent sales tax dedicated to transportation.

The Regional Climate Protection Authority (RCPA) was established in 2008 and is charged with leading and coordinating countywide efforts to implement and advocate a broad range of programs and projects to reduce GHG emissions. The RCPA serves as a central location for information sharing related to GHG reducing policies, projects and programs; helps to coordinate advocacy efforts to secure funding from all levels of government; and assists local partners in their efforts to identify, prioritize and implement GHG reducing measures.

Definition

Under direction, conducts analytical studies, research, planning studies, reviews and analyzes plans and related documents, performs project management, and administrative duties in support of department programs and projects; provides professional level staff support in the decision making process and performs related duties as required.

Distinguishing Characteristics

The Planner position is a professional staff person characterized by the responsibility to plan, organize and perform professional staff work in supporting SCTA/RCPA projects and programs in one or more areas such as transportation planning (transit, paratransit, bike, pedestrian, etc.), travel demand management modeling, GIS, program management, project development and project management. The incumbent frequently serves as the departmental expert or resource in assigned areas of responsibility and is responsible for performing planning and analysis functions.

Senior Planners are distinguished from the class of Planner by having more experience, work plan complexity and responsibility, and managerial responsibilities.



Typical Duties/Responsibilities

Depending on assignment, duties may include but are not limited to the following:

1. Interprets and communicates capital project requirements and assists in the development of improved capital project management procedures in support of project control systems
2. Reviews and provides comments on project specific technical studies, reports, permits, design plans, and specifications
3. Leads the preparation of programming analyses and written technical reports.
4. Manages the TIP, including the coordination and tracking of the Local Streets and Road program
5. Reviews, coordinates, and provides recommendations on Measure M cooperative funding agreements.
6. Coordinates the development and maintenance of Measure M revenue and expenditure reports
7. Assists in the updating of the Comprehensive Transportation Plan
8. Manages the updating of Measure M Strategic Plan
9. Represents the SCTA as a liaison and participates in regional meetings and discussions about transportation programming and project delivery. This includes representing the SCTA before other agencies and the public at meetings and presentations
10. Manages the development and administration of the Disadvantaged Business Enterprise program
11. Manages the operation, maintenance, and improvement of the Sonoma County Travel Model and associated land use and economic models
12. Manages individual highway and public transportation studies, which could include detailed specification of the problem, application of travel demand models, analysis and review of simulation results, interpretation and reporting of travel forecast results, and the development of conclusions and recommendations
13. Leads the development, estimation, programming, calibration, validation, application, and documentation of transportation and land use forecasting methods
14. Assists in the development of studies investigating future impacts of future land use development patterns, transportation improvements, transportation and land use policy, and pricing on travel behavior
15. Assess impacts related to climate change on planning, programs and projects

Knowledge of:

- Principles of transportation, climate and land use planning and funding
- Local and regional bicycle and pedestrian issues
- Government funding and processes related to project development
- Protocols and techniques employed for transit and paratransit planning and funding
- Travel demand management tools and best practices

- Local transportation needs and problems
- Financial and budgetary systems
- Interrelationships between government agencies at all levels.
- Federal and State environmental review process
- Regulatory environment of transportation projects
- All phases of capital project delivery

Ability to:

- Plan, organize, and conduct research and analysis
- Flexibility and self-motivation
- Establish and maintain effective working relationships with management, employees, clients, and the public in carrying out department programs
- Understand program objectives in relation to departmental goals and procedures
- Organize and prioritize work assignments, including project and program schedules
- Decision making
- Communicate effectively orally and in writing
- Customer service oriented

Positions allocated to this class may require specific knowledge and abilities depending upon specific position and Work Plan.

Minimum Qualifications

Education: Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, a Bachelor's degree in environmental policy, management, planning, or a related discipline would provide such an opportunity.

Experience: Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to the implementation of programs underway by the department.

License: Possession of a valid driver's license.

SCTA/RCPA Salary Schedule FY15/16

Administrative Services

<u>SCTA RCPA Administrative Assistant I</u>						
Hourly	\$ 17.50	\$ 18.38	\$ 19.29	\$ 20.26	\$ 21.27	
Biweekly	\$ 1,400.00	\$ 1,470.00	\$ 1,543.50	\$ 1,620.68	\$ 1,701.71	
Monthly	\$ 3,043.72	\$ 3,195.90	\$ 3,355.70	\$ 3,523.48	\$ 3,699.66	
Annual	\$ 36,524.60	\$ 38,350.83	\$ 40,268.37	\$ 42,281.79	\$ 44,395.88	
<u>SCTA RCPA Administrative Assistant II</u>						
Hourly	\$ 24.00	\$ 25.20	\$ 26.46	\$ 27.78	\$ 29.17	
Biweekly	\$ 1,920.00	\$ 2,016.00	\$ 2,116.80	\$ 2,222.64	\$ 2,333.77	
Monthly	\$ 4,174.24	\$ 4,382.95	\$ 4,602.10	\$ 4,832.20	\$ 5,073.81	
Annual	\$ 50,090.88	\$ 52,595.42	\$ 55,225.20	\$ 57,986.45	\$ 60,885.78	
<u>SCTA RCPA Department Analyst I</u>						
Hourly	\$ 32.00	\$ 33.60	\$ 35.28	\$ 37.04	\$ 38.90	
Biweekly	\$ 2,560.00	\$ 2,688.00	\$ 2,822.40	\$ 2,963.52	\$ 3,111.70	
Monthly	\$ 5,565.65	\$ 5,843.94	\$ 6,136.13	\$ 6,442.94	\$ 6,765.09	
Annual	\$ 66,787.84	\$ 70,127.23	\$ 73,633.59	\$ 77,315.27	\$ 81,181.04	
<u>SCTA RCPA Department Analyst II</u>						
Hourly	\$ 39.00	\$ 40.95	\$ 43.00	\$ 45.15	\$ 47.40	
Biweekly	\$ 3,120.00	\$ 3,276.00	\$ 3,439.80	\$ 3,611.79	\$ 3,792.38	
Monthly	\$ 6,783.14	\$ 7,122.30	\$ 7,478.41	\$ 7,852.33	\$ 8,244.95	
Annual	\$ 81,397.68	\$ 85,467.56	\$ 89,740.94	\$ 94,227.99	\$ 98,939.39	

Planning, Programs and Projects

<u>SCTA RCPA Project/Program Specialist</u>						
Hourly	\$ 24.57	\$ 25.79	\$ 27.08	\$ 28.44	\$ 29.86	
Biweekly	\$ 1,965.24	\$ 2,063.50	\$ 2,166.68	\$ 2,275.01	\$ 2,388.76	
Monthly	\$ 4,272.60	\$ 4,486.23	\$ 4,710.54	\$ 4,946.06	\$ 5,193.37	
Annual	\$ 51,270.90	\$ 53,834.70	\$ 56,526.44	\$ 59,352.76	\$ 62,320.40	
<u>SCTA RCPA Senior Project/Program Specialist</u>						
Hourly	\$ 31.35	\$ 32.92	\$ 34.56	\$ 36.29	\$ 38.11	
Biweekly	\$ 2,508.00	\$ 2,633.40	\$ 2,765.07	\$ 2,903.32	\$ 3,048.49	
Monthly	\$ 5,452.60	\$ 5,725.23	\$ 6,011.49	\$ 6,312.07	\$ 6,627.67	
Annual	\$ 65,430.90	\$ 68,702.77	\$ 72,137.91	\$ 75,744.81	\$ 79,532.05	
<u>SCTA RCPA Planner</u>						
Hourly	\$ 32.79	\$ 34.43	\$ 36.15	\$ 37.96	\$ 39.85	
Biweekly	\$ 2,622.98	\$ 2,754.13	\$ 2,891.83	\$ 3,036.42	\$ 3,188.25	
Monthly	\$ 5,702.57	\$ 5,987.70	\$ 6,287.09	\$ 6,601.44	\$ 6,931.51	
Annual	\$ 68,430.86	\$ 71,852.41	\$ 75,445.03	\$ 79,217.28	\$ 83,178.14	
<u>SCTA RCPA Senior Planner</u>						
Hourly	\$ 41.85	\$ 43.94	\$ 46.13	\$ 48.44	\$ 50.86	
Biweekly	\$ 3,347.66	\$ 3,515.04	\$ 3,690.79	\$ 3,875.33	\$ 4,069.10	
Monthly	\$ 7,278.09	\$ 7,641.99	\$ 8,024.09	\$ 8,425.30	\$ 8,846.56	
Annual	\$ 87,337.05	\$ 91,703.90	\$ 96,289.09	\$ 101,103.55	\$ 106,158.73	

Administrative Management

<u>SCTA RCPA Director of Climate</u>								
Hourly	\$ 53.17	\$ 55.83	\$ 58.62	\$ 61.55	\$ 64.63	\$ 67.86	\$ 71.25	
Biweekly	\$ 4,253.60	\$ 4,466.28	\$ 4,689.59	\$ 4,924.07	\$ 5,170.28	\$ 5,428.79	\$ 5,700.23	
Monthly	\$ 9,247.68	\$ 9,710.06	\$ 10,195.57	\$ 10,705.35	\$ 11,240.61	\$ 11,802.64	\$ 12,392.78	
Annual	\$ 110,972.17	\$ 116,520.78	\$ 122,346.82	\$ 128,464.16	\$ 134,887.37	\$ 141,631.74	\$ 148,713.32	
<u>SCTA RCPA Director of Planning</u>								
Hourly	\$ 53.17	\$ 55.83	\$ 58.62	\$ 61.55	\$ 64.63	\$ 67.86	\$ 71.25	
Biweekly	\$ 4,253.60	\$ 4,466.28	\$ 4,689.59	\$ 4,924.07	\$ 5,170.28	\$ 5,428.79	\$ 5,700.23	
Monthly	\$ 9,247.68	\$ 9,710.06	\$ 10,195.57	\$ 10,705.35	\$ 11,240.61	\$ 11,802.64	\$ 12,392.78	
Annual	\$ 110,972.17	\$ 116,520.78	\$ 122,346.82	\$ 128,464.16	\$ 134,887.37	\$ 141,631.74	\$ 148,713.32	
<u>SCTA RCPA Director of Projects & Programming</u>								
Hourly	\$ 60.77	\$ 63.81	\$ 67.00	\$ 70.35	\$ 73.87	\$ 77.56	\$ 81.44	
Biweekly	\$ 4,861.60	\$ 5,104.68	\$ 5,359.91	\$ 5,627.91	\$ 5,909.31	\$ 6,204.77	\$ 6,515.01	
Monthly	\$ 10,569.52	\$ 11,098.00	\$ 11,652.90	\$ 12,235.54	\$ 12,847.32	\$ 13,489.69	\$ 14,164.17	
Annual	\$ 126,834.28	\$ 133,176.00	\$ 139,834.80	\$ 146,826.54	\$ 154,167.86	\$ 161,876.26	\$ 169,970.07	
<u>SCTA RCPA Executive Director</u>								
Hourly	\$ 82.41	\$ 84.47	\$ 86.58	\$ 88.75	\$ 90.97	\$ 93.24	\$ 95.57	
Biweekly	\$ 6,592.85	\$ 6,757.67	\$ 6,926.61	\$ 7,099.78	\$ 7,277.27	\$ 7,459.20	\$ 7,645.68	
Monthly	\$ 14,333.40	\$ 14,691.74	\$ 15,059.03	\$ 15,435.51	\$ 15,821.39	\$ 16,216.93	\$ 16,622.35	
Annual	\$ 172,000.00	\$ 176,300.84	\$ 180,708.37	\$ 185,226.07	\$ 189,856.73	\$ 194,603.15	\$ 199,468.22	

AGREEMENT FOR PERSONAL SERVICES
EXECUTIVE DIRECTOR
SONOMA COUNTY TRANSPORTATION AUTHORITY
REGIONAL CLIMATE PROTECTION AUTHORITY

This Agreement is made this ___ day of ___, 2015 by and between the Sonoma County Transportation Authority, a public agency (hereinafter "AUTHORITY") and Suzanne Smith (hereinafter "EMPLOYEE").

WITNESSETH:

WHEREAS, AUTHORITY and EMPLOYEE did, on November 1, 2009, execute an Agreement for Personal Services ("Prior Agreement") for the position of Executive Director of the Sonoma County Transportation Authority which would have expired on its own terms on June 30, 2014; and

WHEREAS, since the Prior Agreement was executed in 2009 there have been three amendments, dated March 14, 2011, June 10, 2013, and October 13, 2014, to adjust accrued vacation time, extend the term of the agreement to June 30, 2017 and to provide a salary increase; and

WHEREAS, AUTHORITY and EMPLOYEE are desirous of entering into a new personal services agreement for the position of Executive Director of Sonoma County Transportation Authority and Regional Climate Protection Authority with substantially the same terms; and

WHEREAS, the scope of work required of the EMPLOYEE has significantly increased since 2009 with the creation of the Regional Climate Protection Authority ("RCPA") and its attendant responsibilities; and

WHEREAS, the services of the EMPLOYEE have been exemplary and provided significant benefit to the AUTHORITY and RCPA; and

NOW, THEREFORE BE IT AGREED by and between the parties as follows:

1. Term of Employment. AUTHORITY hereby employs EMPLOYEE in the position of Executive Director of the Sonoma County Transportation Authority and Regional Climate Protection Authority for a period of five (5) years commencing July 1, 2015 and ending June 30, 2020, subject, however, to termination as herein provided.
2. Duties. EMPLOYEE shall perform the duties of Executive Director as set forth in Ordinance No. 3, the Administrative Code of the Sonoma County Transportation Authority and of Ordinance No. 1, the Administrative Code of the Regional Climate Protection Authority, as it now provides or may hereafter be amended, and such other duties may be prescribed by AUTHORITY.

3. Performance Review. AUTHORITY shall review EMPLOYEE's performance on an annual basis at the direction of the Chair. If the Board provides EMPLOYEE with a satisfactory or better performance evaluation, EMPLOYEE shall be eligible for a salary increase.

4. Compensation.

(a) EMPLOYEE's salary shall be initially set at the "A" step of the AUTHORITY's Personnel Policies Salary Schedule for the position of Executive Director. EMPLOYEE may advance in the salary range, if the Executive Committee of the Board determines that EMPLOYEE is eligible for advancement based upon annual performance evaluations. This process shall occur no later than July 1 of each fiscal year to provide an increase of one step in the Salary Schedule unless amended otherwise by AUTHORITY per Section 3 of this agreement.

(b) Except as herein provided, EMPLOYEE shall be entitled to the same fringe benefits available to AUTHORITY Administrative Management employees as specified in the Sonoma County Transportation Authority Personnel Policies. This shall include the accrual of vacation time as set forth in the Personnel Policies plus four (4) additional days of accrued vacation to be provided annually effective July 1.

(c) EMPLOYEE shall be entitled to all cost of living adjustments provided to AUTHORITY employees.

(d) AUTHORITY shall deposit six percent (6%) of EMPLOYEE's bi-weekly base salary into the Sonoma County 401(a) Deferred Compensation account.

(e) EMPLOYEE shall be reimbursed for travel and other expenses reasonably and necessarily incurred in conducting AUTHORITY and RCPA business, provided that said annual expenses do not exceed the annual travel budget.

(f) EMPLOYEE shall receive a flat rate of four hundred dollars (\$400) per pay period as reimbursement for all private vehicle mileage on AUTHORITY business. This amount will increase 5% annually effective July 1.

(g) AUTHORITY shall pay for cell phone service for one mobile device. Should EMPLOYEE opt out of receiving direct cell service from AUTHORITY, a monthly allowance of \$100 will be provided to EMPLOYEE for cell phone service.

5. Expiration and Non-renewal. At the expiration of the term of this Agreement, EMPLOYEE's employment shall automatically terminate, unless otherwise mutually extended by the parties.

6. Termination.

(a) EMPLOYEE shall serve at the will and pleasure of the AUTHORITY Board and may be terminated at the will of the Board with or without cause as provided in Attachment A. EMPLOYEE expressly waives and disclaims any right to any pre-termination or post termination notice and hearing.

(b) EMPLOYEE may terminate her employment at any time by delivering to the AUTHORITY Board her written resignation. Such resignation shall be irrevocable and shall be effective not earlier than ninety (90) calendar days following delivery. With the approval of the Board, a resignation may be rescinded at any time prior to the effective date of the resignation. At the request of the Board or with its approval, the originally scheduled date of retirement may be extended for any agreed upon period of time.

(c) From the date upon which EMPLOYEE either resigns or is notified of the AUTHORITY's intention to terminate the Agreement until the actual date upon which the resignation, termination or expiration becomes effective, EMPLOYEE shall continue to devote her full time, attention and effort to the duties anticipated hereunder and shall perform the same in a professional and competent manner. If requested, EMPLOYEE shall assist AUTHORITY in orienting EMPLOYEE's replacement and shall perform such tasks as are necessary to effect a smooth transition in the leadership of the AUTHORITY. These tasks may also include providing information or testimony regarding matters which arose during EMPLOYEE's term as Executive Director.

(d) EMPLOYEE acknowledges, understands and warrants that EMPLOYEE shall have no further right or claim to employment after the expiration of the term of this Agreement. Except as provided herein, no other document, handbook, policy, resolution or oral or written representation shall be effective or construed to be effective to extend the term hereof or otherwise grant EMPLOYEE any right or claim to continued employment with AUTHORITY.

7. Non-assignability. EMPLOYEE shall not, during the term of this Agreement, make any assignment or delegation of any of its provisions without the prior written consent of AUTHORITY.

8. Compliance with Law. EMPLOYEE shall, during her employment hereunder, comply with all laws and regulations applicable to such employment. Any act or omission of EMPLOYEE constituting a public offense involving moral turpitude or a withholding of labor is a material breach of this Agreement relieving AUTHORITY of any and all obligations hereunder. Such act or omission shall constitute sufficient grounds for EMPLOYEE's termination with cause pursuant to this Agreement.

9. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Section 1856 of the Code of Civil Procedure. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

10. No Representations or Warranties on Tax or Retirement Issues. EMPLOYEE acknowledges and agrees that the AUTHORITY has not made any representations or warranties regarding tax consequences or retirement compensation pertaining to her salary and benefits. EMPLOYEE further acknowledges and agrees that the Sonoma County Employees' Retirement Association ("SCERA") makes the final

determination on what is deemed “final compensation” for purposes calculating retirement benefits.

11. Conflict of Interest. EMPLOYEE covenants that she presently has no interest and will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of her duties required under this Agreement. EMPLOYEE shall comply with all state and local conflict of interest laws or policies, including, but not limited to, Government Code section 1090, the Political Reform Act and requirements promulgated by the Fair Political Practices Committee. EMPLOYEE shall also complete and file a “Statement of Economic Interest” with the AUTHORITY, disclosing EMPLOYEE’s financial interests, as required by the AUTHORITY’s Conflict of Interest Code.

EMPLOYEE

DATED: _____

BY: _____

Suzanne Smith

AUTHORITY

DATED: _____

BY: _____

Sarah Glade Gurney, Chair SCTA/RCPA

Authorized per SCTA Board of Directors
Action on _____

APPROVED AS TO FORM

DATED: _____

BY: _____

Cory O’Donnell, Counsel

**EXHIBIT A to Personal Services Agreement with Suzanne Smith
Termination and Administrative Leave Provisions**

1. As provided in the Personal Services Agreement, to which this Attachment A is attached and incorporated, AUTHORITY may terminate EMPLOYEE's employment with or without cause.

2. Termination without Cause: Termination of EMPLOYEE's employment without cause may be effected by the AUTHORITY giving sixty (60) days' prior written notice to EMPLOYEE. Upon such termination, EMPLOYEE shall be entitled to additional salary, and any other compensation allowed under the AUTHORITY Personnel Policies and Procedures, equal to that which would accrue during six months or one-hundred-eighty (180) days following termination and to be computed by the AUTHORITY's Auditor-Controller at the rate applicable on the day of termination plus the cash equivalent of all accumulated vacation as of the day of termination. In addition to the foregoing, EMPLOYEE shall also be entitled to be compensated for any floating holiday balance or any other compensation or benefits as allowed by the AUTHORITY Personnel Policies and Procedures, as it may be amended from time to time. EMPLOYEE's health benefits and the AUTHORITY's portion of the premium contribution shall continue to remain in effect for a period of ninety (180) calendar days from date of termination. EMPLOYEE's acceptance of said severance pay shall constitute a final settlement and satisfaction of all claims of EMPLOYEE against the AUTHORITY arising out of his employment.

3. Termination with Cause: AUTHORITY may terminate EMPLOYEE's employment for just cause at any time by giving notice of employment discrepancies and an opportunity to respond to such discrepancies prior to termination. Notice is accomplished by AUTHORITY depositing a written notice in the United States mail that is addressed to EMPLOYEE at EMPLOYEE's last known address. After termination for just cause has been affected, EMPLOYEE shall have no further rights under this Agreement or to continued employment with the AUTHORITY. Just cause includes, but is not limited to, unauthorized absence, conviction of a felony or of any criminal act involving moral turpitude; conduct which brings discredit to the AUTHORITY; disorderly conduct; incapacity due to mental or physical disability to the extent permitted by law; willful concealment or misrepresentation of material facts in applying for or securing employment; willful disregard of a lawful order from a duly constituted authority; willful disregard of a departmental policy and/or laws; negligence or willful damage to public property or waste or theft of public supplies or equipment; refusal to comply with a proper directive to undergo a medical examination as issued by an appointing authority; falsification of any records, such as medical forms, time cards or employment applications, or making material dishonest work-related statement to other employees at work or committing perjury; unauthorized possession of weapons or explosives on AUTHORITY premises; willful carelessness or violation of safety rules and regulations which jeopardize the safety of others and/or which could result in bodily injury to others or damage to AUTHORITY property; and sexual harassment of or

unlawful discrimination against another employee or applicant for employment. Any other just cause not set forth above, must be of similar egregious conduct.

4. Statement of Reasons for Termination. The AUTHORITY and EMPLOYEE will, within a reasonable period of time, not to exceed 10 working days, attempt to agree on a mutually acceptable statement as to the reasons for termination. If the parties cannot mutually agree to an acceptable statement of the reasons for termination within the time period set forth above, the AUTHORITY Board may, in its sole discretion, publish its reasons for termination. In such event, publication shall consist of filing the reasons with the Clerk of the Board at a regular or special meeting following the disclosure required by Section 54957.1 of the Government Code. A copy of the statement shall be made for EMPLOYEE and kept for her in the office of the Board's Clerk. Within ninety (90) days following the announcement of termination, EMPLOYEE may present a written response to the Board which will be maintained as a public record. The parties agree that other than as provided above, they will not make any other public statement concerning EMPLOYEE's termination.

5. Administrative Leave. Upon receiving a specific complaint or charge brought against EMPLOYEE by another person or employee, the Chair of the AUTHORITY Board may place EMPLOYEE on administrative leave when, in the sole opinion of the Chair, EMPLOYEE's temporary removal from office would be in the best interests of AUTHORITY. The Chair's decision to place EMPLOYEE on administrative leave is subject to ratification by the AUTHORITY Board at its next, legally permissible, noticed Board closed session meeting. The Chair's decision remains subject to review, at any time, by the AUTHORITY. The administrative leave will commence on the Chair's delivery to EMPLOYEE's office of a written notice to that effect. The Chair shall also deliver a copy of the notice to the employee, determined by the Chair, to be next in authority as Executive Director. Upon the delivery of the notice to EMPLOYEE's office, performance of EMPLOYEE's job duties under this Agreement are suspended but all other provisions of this Agreement shall remain in full force and effect. Thereafter, EMPLOYEE's job duties shall be performed by the employee next in authority until further written notice by the Chair. AUTHORITY and EMPLOYEE agree that AUTHORITY will incur damages, if, during the period of administrative leave, EMPLOYEE performs or attempts to perform any of the duties provided in Paragraph 2 of the Agreement, or in any other way interferes with the administration or operation of the AUTHORITY. AUTHORITY and EMPLOYEE agree that the measurement of these damages would be difficult and speculative and accordingly further agree that if EMPLOYEE performs or attempts to perform any of the duties provided in job specification for the position of Executive Director, or in any other way interferes with the administration or operation of the AUTHORITY that AUTHORITY's duties to compensate EMPLOYEE under the Agreement are discharged for each day during which EMPLOYEE engages in such non-cooperation and/or interference. The administrative leave and the suspension of job duties shall terminate on the Chair's delivery to EMPLOYEE's office of a written notice to that effect.

Staff Report

To: SCTA Board of Directors
From: Suzanne Smith
Item: 5.2 – Regional Agency Reports
Date: October 12, 2015

Issue:

Recent updates from:

- SMART
- North Coast Railroad Authority
- Metropolitan Transportation Commission (MTC)
- California Association of Councils of Government (CALCOG)
- Association of Bay Area Governments (ABAG)
- Bay Area Air Quality Management District (BAAQMD)
- Self Help Counties Coalition
- Sonoma Clean Power

Background:

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

- MTC Executive Director's Report
 - http://www.mtc.ca.gov/news/ed_report.htm
- SMART
 - http://www2.sonomamarintrain.org/userfiles/September%202015%20GM%20Report_Final.pdf

Staff Recommendation:

This is an informational item only.

Technical Advisory Committee

MEETING AGENDA

September 24, 2015 1:30 PM

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

ITEM

1. Introductions
2. Public Comment
3. Approval of Minutes, July 23, 2015* – **DISCUSSION / ACTION**
4. Approval of Minutes, Special Meeting: August 25, 2015* - **DISCUSSION / ACTION**
5. Comprehensive Transportation Plan Update – **DISCUSSION / ACTION**
6. SB 743: Transportation Impacts in CEQA - **DISCUSSION**
7. Measure M **DISCUSSION / ACTION**
 - 7.1 Measure M Invoicing / Appropriation Status*
 - 7.2 Status of Annual Reporting Letter Submittal*
 - 7.3 Updated schedule for Measure M presentations to the Citizen's Advisory Committee*
8. Regional Information Update – **DISCUSSION / ACTION**
 - 8.1 OBAG 2 Update : Eligibility Requirements regarding the Complete Streets Act
9. Rail Update – **DISCUSSION**
10. Draft SCTA Board Meeting Agenda: October 12, 2015
11. Other Business / Comments / Announcements - **DISCUSSION**
12. Adjourn - **ACTION**

*Materials attached.

**Handout at meeting

Page 1 of 2

The next **S C T A** meeting will be held October 12, 2015
The next **T A C** meeting will be held on October 22, 2015

Copies of the full Agenda Packet are available at 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 **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.



SCTA Citizens Advisory Committee

MEETING AGENDA

September 28, 2015 at 4:00 p.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 - Approval of Notes August 24, 2015* - ACTION
4. Measure M – DISCUSSION/ACTION
 - a. Report on Measure M Bicycle and Pedestrian projects
 - b. Measure M – Annual Reporting Letter Status*
 - c. Measure M Financial Reports*
5. Highway 37 update*
6. Moving Forward 2040 – CTP update*
7. Updates - DISCUSSION
 - a. Highway 101
 - b. SMART
8. Announcements
9. Adjourn

The next **SCTA/RCPA** meeting will be October 12, 2015
The next **CAC** meeting will be October 26, 2015

Copies of the full Agenda Packet are available at 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 **Citizens 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 SCTA Planning Directors/Planning Advisory Committee Meeting for September 17, 2015 has been cancelled.

The next PAC meeting will be held

Thursday, October 15, 2015
9:30 a.m.

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

The next **S C T A** meeting will be held **October 12, 2015**
The next **SCTA PAC** meeting will be held **October 15, 2015**

Copies of the full Agenda Packet are available at www.sctainfo.org

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CANCELLATION NOTICE

The Countywide Bicycle and Pedestrian Advisory Committee Meeting for September 22, 2015 has been cancelled.

The next CBPAC meeting will be held

Tuesday, November 24, 2015
1:30 p.m.

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

The next **S C T A** meeting will be held **October 12, 2015**
The next **SCTA CBPAC** meeting will be held **November 24, 2015**

Copies of the full Agenda Packet are available at www.sctainfo.org

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Transit Paratransit Coordinating Committee

MEETING AGENDA

September 15, 2015, 1:30-3:00 PM

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

ITEM

1. Introductions
2. Public Comment
3. Approval of Meeting Notes: July 21, 2015 – **DISCUSSION / ACTION***
4. Roundtable Updates
 - 4.1. Transit / Paratransit Operators
 - 4.2. Other Entities
5. Reimagining CityBus, presented by CityBus staff – fact sheet attached*
6. Other Business / Comments / Announcements
7. Adjourn – **ACTION**

The next **SCTA** meeting will be held October 12, 2015
The next **TPCC** meeting will be held November 17, 2015

Copies of the full Agenda Packet are available at www.sctainfo.org.

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SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Transit Paratransit Coordinating 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.



Transit - Technical Advisory Committee

MEETING AGENDA

September 9, 2015 10:00 AM

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: August 12, 2015 – **DISCUSSION / ACTION***
3. SMART/Bus Integration Project update – Discussion
 - Workshops were held in August in Marin and Sonoma. MTC thanks everyone for making the time to participate.
 - The consultants will be following directly with attendees for clarifications and additional information.
 - A draft report will likely be available for review in late September for comments from agencies.
 - The final report will likely be available in late October/early November.
4. Plan Bay Area 2040 performance measures summary – Chris Barney – Discussion*
5. Moving Forward 2040 - CTP 2015 - Toward meeting our Goals – Chris Barney – INFORMATION*
6. Transit Operator Updates
7. Clipper Update if available – Discussion
8. Other Business / Comments / Announcements
9. Adjourn – **ACTION**

Materials attached.

The next **SCTA** meeting will be held September 14, 2015

The next **T-TAC** meeting will be held October 14, 2015

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