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Rohnert Park

Lisa Schaffner
Healdsburg

Tim Smith
Sonoma County

AGENDA

Thursday, November 10, 2005

9:00am – 11:00 am

Sonoma County Transportation Authority

- I. Introductions and public comment on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
 - A. Approval of Minutes
- III. Reports – INFORMATION/DISCUSSION
 - A. SMART
 - B. SCTA
 - C. Members
- IV. Determination of Local TLC Criteria* - DISCUSSION/ACTION
- V. Modeling update* - DISCUSSION
- VI. Regional Mitigation Fee – Rohnert Park has requested of LAFCO that the SCTA reopen discussion of a regional transportation fee mitigation program.
- VII. MTC – Regional Transportation Plan process evaluation
- VIII. Community Based Transportation Plan – Scope of Work*
- IX. Adjourn – ACTION

* Information is attached

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The next SCTA meeting will be held November 14, 2005
The next PAC meeting will be held December 15, 2005

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

Planning Advisory Committee

MEETING MINUTES

Thursday September 15, 2005

ATTENDEES

Nancy Adams	City of Santa Rosa
Mona Babauta	Santa Rosa CityBus
Greg Carr	Sonoma County PRMD
Peter Chamberlin	Town of Windsor
Wayne Goldberg	City of Santa Rosa
Mike Moore	City of Petaluma
John Nemeth	SMART
Shelley Ticehurst	City of Healdsburg
SCTA Staff: Chris Barney, Nina Donofrio, Elijah Henley, Janet Spilman	

I. Introductions and public comment on items not on agenda:

Introductions were made. There were no public comments.

II. Consent Items – DISCUSSION/ACTION:

A. Approval of the Agenda

The agenda was approved as submitted.

B. Approval of Minutes:

The minutes were approved as submitted.

III. Reports – INFORMATION/DISCUSSION:

A. SCTA

1. Rail-Volution Conference – Sept 8-10:

Janet Spilman of the SCTA invited anyone interested to contact her to discuss this event for more details.

2. Org Chart and new job descriptions:

Ms. Spilman summarized changes to the SCTA organization chart, and welcomed Chris Barney, the SCTA's new Transportation Planner. He is replacing Elijah Henley. She also reported that instead of three Deputy Directors there would be two. The SCTA will be hiring another Transportation Planner and will also be hiring for a Project Analyst. This is a new position that will assist the Deputy Director of Projects and Programming (Guy Preston).

3. Transit Forum – September 28 – 4:30-6:30 p.m.:

Ms. Spilman announced that this is taking place Wednesday, September 28. This is a forum on bus transit, and is hosted by the Transit Paratransit Coordinating Committee and the Citizens Advisory Committee. Transit operators throughout Sonoma County will be presenting information

on their service and future plans. The meeting is then open to a public hearing. The Forum will be held at the PRMD Hearing Room.

4. Community Based Transportation Plan, Lifeline Transportation Program:

Ms. Spilman explained that these two items are in tandem; the plan precedes the program (the funding program by MTC). MTC is giving the SCTA approximately \$900,000 over three years to implement findings that come out of the Community-Based Transportation Plan. She will be bringing a scope of work for that plan to the next meeting. It will be hired out to a consultant. MTC wants a task force from all parts of the community of those interested and affected by public transportation in southwest Santa Rosa. The demographics outlined by the MTC indicate that this likely pertains to the Roseland area of Santa Rosa. Additional information will be forthcoming.

Ms. Spilman also reported that Measure M is progressing. Sebastopol has signed a cooperative agreement, and expects the others to follow.

B. SMART

John Nemeth of SMART reported that they are hoping to get the EIR out by their next Board meeting on September 21, but that it may be close. They anticipate this to be completed some time between September 21 and 30. One of the primary reviewing staff sustained an injury, which has caused a delay.

Tomorrow is the deadline for getting in qualifications for developers for the Railroad Square site. Meetings are scheduled for early October for a selection committee.

Mr. Nemeth also reported that Cal Trans has open grant funding. He said there is an open invitation for partnering on the Master Plan for the station area.

Santa Rosa received a Station Area Planning grant from MTC. MTC also committed \$100,000 for a SMART corridor plan, and have decided to use these funds mainly to see how likely SMART is to achieve the target housing thresholds. SMART is still working with MTC and the SCTA on the scope of the project. More detail will be forthcoming at the next PAC meeting.

C. Members

Wayne Goldberg of the City of Santa Rosa reported on the station area planning grant, noting that they will be sending out RFP's to five firms by the end of this week. This is expected to be completed by December 2006.

IV. SCTA Countywide Smart Growth plan/TOD policy – Information/Discussion:

Ms. Spilman began the discussion by handing out the Table of Contents to VTA's Manual of Best Practices for Integrating Transportation and Land Use to the PAC as an example of an approved plan in the Bay area. While Santa Clara varies tremendously from Sonoma County, many concerns regarding growth, housing and transportation are similar.

She also handed out a compendium of Smart growth and related policies culled from general plans within Sonoma County. Members were asked to determine if their policies were accurately represented and, if not, send information to her as soon as possible.

The conversation was then opened up for ideas and concerns.

Peter Chamberlin of the Town of Windsor observed that the current document focuses on policies, but that it needs to address land use also, particularly around the transit stations. He noted that zoning implements General Plan policies, and that in Windsor, the only mixed use allowed is vertical. He stated that more is involved than policy in creating TOD. He felt that a document that is largely visual, with graphics, charts, and diagrams, and that is very comprehensive, would be the most effective.

Greg Carr of the County of Sonoma commented that he saw this manual as input to the development code.

Ms. Spilman encouraged participants to send her any comments or information for their communities regarding issues that are not addressed in this document. She will bring the table of contents back to the next meeting, incorporating their comments.

Nancy Adams of the City of Santa Rosa recommended that the document have some kind of connection with the Comprehensive Transportation Plan (CTP). Ms. Spilman noted that this is the intent of the SCTA, and that the CTP will function as an executive summary of these plans (bicycles, TOD, etc.).

Mr. Chamberlin asked whether the plan has incentives (“if you do this, you get this.”). Ms. Spilman referred the group to the next agenda item, which addresses this issue:

V. TLC program – Review and Next Steps:

Ms. Spilman noted that the SCTA intends to orient this program more toward TOD. It is largely capital funding for these kinds of projects. The SCTA will be programming TLC funds in Sonoma County for the next three years. The MTC’s program has its own guidelines. The SCTA is being asked to develop their own set of criteria and tying in the funding program to it. This might include making areas more walk-able, creating connections between transit and activity centers (particularly housing), enhancing transit facilities, and making multi-modal facilities more accessible. These funds will become available in July of next year. In response to Mr. Carr’s question, Ms. Spilman reported that the criteria needs to be done by the end of this year.

VI. Modeling Update - Information/Discussion:

Elijah Henley referred members to the staff report on draft operational guidelines for the new modeling program, noting that this would provide interesting information in terms of travel behavior in the north counties, including Lake, Mendocino, Napa, and Sonoma County.

Mr. Henley reported that he had submitted his recommendations for the new operational model system in terms of process guidelines, procedures, what model runs will be done, what scenarios will be determined, what type of data will be disseminated, who has access to what type of data, and who should approve it.

Mr. Henley reported that he met with staff from the City of Santa Rosa and Sonoma County Transit to discuss the pursuit of a federal grant through the Transportation Research Board. This agency funds experimental transit modeling methodologies. Mr. Henley has partnered with Jeff Cassello, a professor at the University of Waterloo, in this endeavor. The grant of \$100,000 would be administered through Mr. Cassello at the University of Waterloo. Mr. Henley noted that his goal was to be able to analyze and forecast, and update land use data.

Ms. Spilman noted that Mr. Henley has been working with the Modeling Subcommittee, who have committed to meeting quarterly.

Mr. Carr expressed his appreciation for Mr. Henley's work with the SCTA.
Ms. Spilman reminded the Committee of Mr. Henley's farewell party at 4:00 p.m.

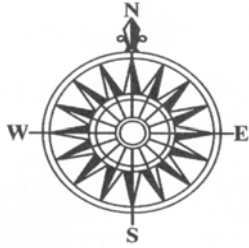
Discussion followed regarding the next meeting date, as Ms. Spilman will be out of town on October 20. It was determined that the Committee would meet as normally scheduled on this date. Mr. Carr noted that the Committee would coordinate the agenda, and that this meeting would involve planning more than it would transportation. He will follow up and contact members regarding the agenda. Ms. Spilman offered the use of the SCTA conference room for this meeting.

VII. Adjourn – ACTION:

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Nina Donofrio



Staff Report

To: Planning Advisory Committee
From: Janet Spilman
Re: Local TLC Criteria
Date: November 10, 2005

Issue: Does the PAC accept suggested criteria for TLC projects?

Background: MTC implemented and administered the Transportation for Livable Communities (TLC) since 1998 to fund transportation projects that support transit oriented development, and smart growth principles. The SCTA will program \$4,748,000 for three years of TLC projects beginning in 06/07. All funded projects must be consistent with MTC's Guiding Principles for County TLC Programs (see attached). MTC allows each county to augment their guidelines for recommended TLC projects with county-wide specific criteria as long as additional criteria does not replace or supplant the MTC adopted criteria.

Outstanding issues: Should the list of eligible projects be restricted to TOD, or any other SCTA defined criteria. Should HIP projects be included? What will be the required minimum and maximum for a single project?

Recommendation: Guidelines from MTC are fairly detailed. Consider issues called out within the following document. Determine County TLC criteria to be recommended to SCTA Board and MTC.

Next Steps: Once criteria are determined a draft call for projects will be issued.

GUIDING PRINCIPLES FOR COUNTY TLC/HIP PROGRAMS

Program Administration: The county TLC Capital and Housing Incentive programs (HIP) are to be administered by the CMAs. Each CMA may administer a TLC program or HIP program, or both. Each CMA will decide how to split its funding between the two programs. CMAs will submit draft county TLC and/or HIP program guidelines to MTC staff for comment and approval.

Funding: MTC decides on which fund sources (STP, CMAQ, or TEA) will be directed to the county programs.

Program Goals: The county programs must carry out the following adopted regional TLC goals:

TLC supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, community-based organizations and community stakeholders, and outreach to underrepresented stakeholders.
- Improve a range of transportation choices by adding or improving pedestrian, transit, and/or bicycle facilities, and by improving the links between these facilities and activity nodes.
- Support well-designed high-density housing and mixed use developments that are well served by transit, or build the capacity for future transit investment and use.
- Support a community's infill or transit-oriented development and neighborhood revitalization activities.
- Enhance a community's sense of place and quality of life.

Competitive Process: For the county programs, funds must not be allocated by formula to subareas within the county. Projects must be selected through an open, competitive process in order to fund those projects that best exemplify the program principles and result in the greatest community benefit. The regional program will continue to operate based upon an open, competitive grant process.

Multi-Year Programming: MTC's previous survey of the CMAs indicates strong interest in two or three-year programming to save staff resources and to pool multiple years of programming capacity into a single programming cycle.

Evaluation Criteria: Each county may opt to duplicate MTC's regional TLC Capital and HIP evaluation criteria, or augment the regional criteria with county-specific criteria. Additional criteria may be added to the county program but should not replace or supplant the MTC-adopted criteria. CMA staff will review the proposed county program criteria with MTC staff to ensure consistency with the regional program and to facilitate coordination among county programs.

Application Review: Both MTC and the CMAs shall have an opportunity to review both regional and county TLC/HIP program applicants as an initial component of the project evaluation process. This shall be done in a timely manner in order to allow staff ample time for project review and an ability to

submit comments to the other agency. The CMAs shall make every effort to include outside interests and other agencies as part of the project review and evaluation process.

Project Delivery: All projects funded under the county programs will be subject to the same MTC obligation deadlines and project delivery requirements imposed on projects funded in the regional programs. All projects will be subject to a “use it or lose it” policy. Unclaimed TLC/HIP funds would be returned to the CMAs for reprogramming.

CMA Board Adoption: For county programs, projects recommended for funding must be submitted to and approved by the CMA governing board. The CMA governing board shall resolve that approved projects not only exemplify TLC goals but that the local project sponsors understand and agree to meeting all project delivery and funding match and obligation deadlines.

TLC Project Sponsor Training: All local project sponsors shall be required to attend training sessions that will cover the project delivery process, the federal-aid process, and other relevant expectations for the regional and county TLC/HIP programs.

Project Monitoring and Control: The CMAs will be responsible for monitoring projects funded under the county programs and ensuring projects meet MTC obligation deadlines and project delivery requirements. In addition, the CMAs will provide quality control over funded projects, and at a minimum, ensure that projects substantially carry out the scope described in the grant applications. All scope changes must be fully explained and must demonstrate consistency with TLC goals.

Project Design Review: The CMAs will be responsible for conducting design review to ensure projects are consistent with the scope and conceptual design described in the grant applications and include innovative design elements that serve the needs of pedestrians, bicyclists, and/or transit riders.

COORDINATION BETWEEN REGIONAL & COUNTY TLC/HIP PROGRAMS

Call for Projects: The “call for projects” for the regional and county programs should be coordinated as closely as possible. This may mean that all “call for projects” would occur at the same time, or the regional program would precede the county programs. Keep in mind that approved projects must be amended into the Transportation Improvement Program (TIP). It is advantageous to coordinate the programs and carry out a single TIP amendment to save time and resources.

Program Coordination and Leveraging Funding: MTC and the CMAs shall work together to coordinate the submittal of projects to the regional and county programs. All projects submitted for funding consideration to the county program, regional program, or both, must be stand-alone projects that are not dependent on funding from both programs. In other words, a project must not rely on receiving funding from both programs to be fully funded unless there is advanced coordination to consider special combined proposals to implement a larger project. This does not preclude a local project sponsor to submit two stand-alone segments to both MTC and the CMA funding programs. MTC and the CMAs will closely coordinate on such projects.

Grant Application: To ensure a streamlined application process for sponsors, a universal application form (or standard format and content for project proposals) should be developed for both programs but may be modified as appropriate by the CMAs for inclusion of county-specific grant requirements.

Suggested SCTA TLC Criteria

PROGRAM DESCRIPTION

The *TLC Program* funds transportation infrastructure improvements to pedestrian, bicycle and transit facilities. The key objectives of this program are to encourage pedestrian, bicycle and transit trips; support a community’s larger infill development or revitalization effort; and provide for a wider range of transportation choices, improved internal mobility, and stronger sense of place.

Typical TLC capital projects include new or improved pedestrian facilities, bicycle facilities, transit access improvements, pedestrian plazas, and streetscapes. Funds can be used for project development, design, right-of-way acquisition, and/or construction. Attached is a list of funded projects in Sonoma County.

WHO CAN APPLY?

Capital Program grants are awarded on a competitive basis. Local governments, transit operators, and other public agencies are eligible recipients of the federal funds. Community-based organizations and nonprofits may be co-partners but cannot receive the funds. Grant recipients will be required to take the capital project through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the regional obligation deadline specified by MTC. In addition, grant recipients will be required to attend a training workshop on project implementation and the federal-aid process.

HOW MUCH FUNDING IS AVAILABLE?

MTC has allocated \$4,748,000 over three years in federal Congestion Mitigation and Air Quality (CMAQ) Improvements Program and Transportation Enhancement Funds to Sonoma County.

	FY 06-07	FY 07-08	FY 08-09	Total by fund source
STIP TE	\$565,000	\$861,000	\$734,000	\$2,160,000
CMAQ	\$300,000	\$300,000	\$600,000	
TE Reserve	\$685,000	\$639,000	\$664,000	\$1,988,000
Total by year	\$1,250,000	\$1,800,000	\$1,698,000	\$4,748,000 for TLC in 3 year cycle

MTC Grant amount ranges from \$150,000 to \$2 million per project. A federal local match of 11.5 percent of the total TLC project cost is required. Grant recipients will be required to take the TLC capital project through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the regional obligation deadline specified by MTC. In addition, grant recipients will be required to attend a training workshop on project implementation and the federal-aid process.

ISSUE – what should be the minimum and maximum for a grant? Other areas have different minimums for different types of projects e.g. \$200,000 for project development, \$400,000 for right of way and construction and no more than \$1million project.

ELIGIBLE ACTIVITIES

Project activities eligible for funding include bicycle and pedestrian paths and bridges; on-street bike lanes; pedestrian plazas; pedestrian street crossings; streetscaping such as median landscaping, street trees, lighting, furniture; traffic calming design features such as pedestrian bulb-outs or transit bulbs; transit stop amenities; way-finding signage; and gateway features. While these discrete activities are eligible for funding, MTC is

looking for a capital project that is well-designed, uses a variety of different design features, results in numerous community benefits, and is part of a community's broader revitalization and development efforts.

ISSUE – Should the SCTA limit local TLC funding to TOD projects – within ½ mile of a rail station and ¼ mile of a bus stop? Should the SCTA create a list of eligible projects for the CTP and other planning documents? Should the funding be tied to Measure M projects?

HOW WILL PROJECTS BE EVALUATED?

Part 1: Project Readiness Criteria

The following criteria will be used to evaluate whether a project will be able to meet the fund obligation deadline. Projects must secure a federal authorization to proceed with construction by the obligation deadline set by MTC.

1. Has a collaborative planning process involving the local government agency, community stakeholders, transit district(s), and others affected by the project taken place? (If the planning process has not been undertaken, please consider applying in a future cycle once the process is completed.)
2. Is the project fully funded with TLC capital funds? Is the project dependent upon other funding yet to be secured? Please provide a project budget showing all funding amounts and fund sources secured for the project, and describe how any funding shortfalls will be covered.
3. Is the project dependent upon another uncompleted major capital project?
4. What type of environmental document required by CEQA and NEPA will be (has been) prepared, and when would it be (was it) certified? What environmental issues may require more detailed study?
5. Is the project entirely within the local agency's right-of-way? Are any new right-of-way, permits or easements needed, and when would it be acquired (from non-TLC sources) if needed?
6. Is there a utility relocation phase within the project area but implemented separately from the project?
7. Have all affected departments within the local government agency, transit agency, and/or other public agency (1) been involved in the development of the project and (2) reviewed the project to ensure project feasibility?
8. Is the project difficult to engineer (or has engineering been completed)?
9. Is there significant local opposition that may prevent the project from meeting the funding obligation deadline?
10. Are there any pending lawsuits related to the project?

Part 2: Basic Eligibility Criteria

All basic eligibility criteria below must be met before a project can be reviewed according to the evaluation criteria under Part 3. Briefly describe how the project satisfies each criterion. Following grant approval, the project sponsor will submit a governing board approved resolution confirming the requirements described below have been met.

1. The funding request is greater than \$200,000 and less than \$3 million.
2. The project sponsor assures that a local match of at least 11.5 percent of the total project cost will be available.
3. The project sponsor agrees to abide by all applicable regulations, including the National Environmental Policy Act (NEPA) and the American with Disabilities Act (ADA).
4. The project is well-defined and results in a usable segment. MTC defines a usable segment as a section of public improvements that has defined start and end points and allows continuous travel from the start point to the end point.
5. The project sponsor understands and agrees to the MTC project delivery requirements as described in MTC Resolution 3606.
 - a. Federal funds through the TLC Capital Grants program are fixed at the programmed amount, and therefore any cost increase would not be funded through TLC.
 - b. Projects are to be designed and built consistent with the project description contained in the grant application, and if approved, as programmed in MTC's Transportation Improvement

- Program (TIP).
- c. A field review with Caltrans Local Assistance will be completed within six (6) months of grant approval.
- d. The appropriate NEPA document for the project will be certified through the office of Caltrans Local Assistance within twelve (12) months of grant approval.
- e. The project design drawings will be submitted to SCTA for review and comment at various design stages, typically 30%, 60%, 90%, and 100% submittals.
- f. A completed Plans, Specifications, and Estimates (PS&E) package will be submitted to SCTA and Caltrans Local Assistance by no later than April 1 in the year of regional obligation deadline.
- g. Federal funds will be obligated by the fund obligation deadline established by MTC for this grant cycle.
- h. The “before” and “after” photos of the project will be sent to MTC for use in publications, press releases, reports, etc. about the TLC program.
- i. MTC will be notified immediately to discuss potential project implications that will affect the delivery of the project.
- j. The project sponsor commits to maintaining the project.

Part 3: Capital Evaluation Criteria

If a project meets all the screening factors identified in Parts 1 and 2, it is evaluated according to the criteria shown below. For each category, a project will be assigned a “high”, “medium”, or “low” rating. Funding priority is based on the degree to which the project meets these criteria.

1. TLC Program Goals

- a. Project addresses one or more TLC program goals, and demonstrates how well the goals are met

2. Community Involvement

- a. Project resulted from an inclusive and collaborative planning process with community stakeholders, including low-income, minority community representatives (if applicable), as demonstrated by new or strengthened project partnerships, outreach efforts to underrepresented communities, and innovative planning techniques used to solicit public input.
- b. A planning document (such as a transportation-land use plan, urban design/landscape concept plan, design development plan, specific plan, general plan etc.) from which the project was derived, or a conceptual design illustrating the project, has been prepared and made available to the public for review and comment.
- c. Project is supported by the local agency (including planning, public works, engineering, traffic, and/or redevelopment departments/ agencies), transit operator(s), and community stakeholders who are affected by the project.

3. Project Impact

The project remedies a current or anticipated problem, and will result in one or more of the following community benefits:

- a. *Transportation Choices*: project provides for a range of transportation options to access jobs, shopping, recreation and other daily needs
- b. *Pedestrian and Bicycle Access*: project improves direct pedestrian or bicycle access to the downtown, commercial core, neighborhood, or transit stop/corridor
- c. *Transit Access*: project improves transit accessibility to a major activity center
- d. *Safety and Security*: project reduces the number of pedestrian/bicycle injuries and fatalities, and addresses safety and security concerns around transit facilities
- e. *Street Design*: project promotes good street design to encourage pedestrian, bicycle and transit trips such as narrow traffic lanes, wide sidewalks, marked crosswalks, landscape buffers, etc.; promotes safe

road-sharing between bicycles and vehicles; and complies with the American with Disabilities Act and applicable street design standards

- f. *Traffic Calming*: project reduces driving speeds to facilitate safe pedestrian, bicycle, and vehicle travel and street crossings
- g. *Streetscape Design*: project creates pedestrian, bicycle and transit friendly environments through street trees, landscape buffers, pedestrian-scaled lighting, wide sidewalks, etc.
- h. *Community Design*: project enhances the look and feel of the community and fosters a strong sense of place through upgrades to the physical environment and cohesive designs of streets, buildings, and public spaces
- i. *Air Quality*: project improves mobility via walking, biking, or taking transit, and thus reduces vehicle trips and improves air quality
- j. *Economic Development*: project acts as a catalyst to generate local economic development opportunities, particularly within disadvantaged communities

4. Land Use Links

- a. Project supports channeling new growth to areas of the region with established infrastructure and existing residential development, employment centers, and other major activity centers such as retail and cultural facilities.
- b. Project is located in a project area that is currently zoned, or will be rezoned, to support the development of a diverse mix of housing (particularly high-density, affordable, and/or mixed-income developments), retail, commercial, or office uses.
- c. Project is located in a project area where major transit infrastructure exists or is planned in to serve the land use developments.
- d. Project directs investment to a traditionally low-income community, as demonstrated by Census data on income and/or poverty level compared to the city or county as a whole.

Application Process

Step 1: SCTA issues a “call for projects” for the 3 years of funding

Step 2: Applicants submit a project proposal to SCTA for funding consideration. The project proposal should include amount of TLC funds requested, amount and source of local match, brief description of sponsor and study partner(s), detailed description of the specific capital improvements to be funded by TLC, how project fulfills evaluation criteria shown above, project finance plan for preliminary engineering, right-of-way and construction phases, project schedule for preliminary engineering, right-of-way and construction phases, and project area map and photos.

Step 3: SCTA evaluates project proposals with assistance from representatives from a Review Team.

Step 4: Based on the recommendations of the evaluation team, and funding availability of the overall program, SCTA will make a funding recommendation to the Commission.

Step 5: Following the Commission’s approval, grant recipients will enter into a funding agreement with SCTA that includes a resolution from project sponsor, attend a workshop on project implementation and the federal-aid process. Sponsors will be required to take the TLC capital project through the federal-aid process with Caltrans Local Assistance and comply with SCTA’s project review process.

HOUSING INCENTIVE PROGRAM

Program Description

The *Housing Incentive Program* rewards local governments that build high-density housing, particularly affordable housing, and mixed use developments at transit stops. The key objectives of this program are to (1) increase the housing supply in areas of the region with existing infrastructure and services in place, including transit, retail, jobs and cultural activities; (2) locate new housing where non-automotive transportation options such as walking, bicycling, and taking transit are viable transportation choices, and (3) establish the residential density and ridership markets necessary to support high-quality transit service. Local government agencies are required to spend HIP funds on either a TLC capital project that serves the new housing development or a TLC capital project that supports TLC goals but is located elsewhere within the jurisdiction. Typical capital projects include pedestrian and bicycle facilities that connect the housing project to adjacent land uses and transit; improved sidewalks and crosswalk linking the housing to a nearby community facility such as a school or a public park; or streetscape improvements that support increased pedestrian, bicycle, and transit activities and safety.

WHO CAN APPLY?

Local government agencies are eligible recipients of the federal funds. Nonprofit or market-rate housing developers may partner with a local government agency to plan and build the housing, but cannot receive the funds. Grant recipients will be required to take the capital project to be funded with HIP funds through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the regional obligation deadline specified by MTC. In addition, grant recipients will be required to attend a special training workshop on project implementation and the federal-aid process.

HOW MUCH FUNDING IS AVAILABLE?

MTC allocates federal Surface Transportation Program (STP) Funds or Congestion Mitigation and Air Quality (CMAQ) Improvements Program Funds toward the TLC capital project. Grant amount is based on sliding density scale on a per bedroom basis, including a bonus for affordable bedrooms. Up to \$5 million is available per local government agency. A federal local match of 11.5 percent of the total TLC project cost is required.

ELIGIBLE ACTIVITIES

Project activities eligible for funding include bicycle and pedestrian paths and bridges; on-street bike lanes; pedestrian plazas; pedestrian street crossings; streetscaping such as median landscaping, street trees, lighting, furniture; traffic calming design features such as pedestrian bulb-outs and transit bulbs; and transit stop amenities. While these discrete activities are eligible for funding, MTC is looking for a capital project that is well-designed, uses a variety of different design features and results in numerous community benefits.

HOW WILL PROJECTS BE EVALUATED?

MTC will follow a three-part process when evaluating projects.

PART 1: PROJECT READINESS CRITERIA

The following criteria will be used to evaluate whether a housing project will be able to meet the groundbreaking deadline and the capital project to be funded by HIP funds will be able to meet the fund obligation deadline. The capital project must be ready to begin the preliminary engineering, right-of-way, and construction phases, and to secure a federal authorization to proceed with construction by the regional obligation deadlines set by MTC.

1. What is the planning status of the housing project? Provide a detailed description and timeline of the project approval process for the housing project. Also indicate when building permits are expected to be issued, and when housing construction will begin.

To be considered for funding, a housing project should be in the zoning and entitlement process with local jurisdiction but not have received either a zoning permit or building permit. The transportation infrastructure improvement to serve the housing project should be clearly identified as part of this planning process. If the existing transportation infrastructure linking the housing project to the transit stop is deficient, the local government agency is encouraged to spend HIP funds on constructing the necessary infrastructure improvements.

2. What is the status of the financing for the housing project? Has the local jurisdiction provided funding towards this project (such as HOME funding)? Is there a development and disposition agreement involved?
3. What is the capital project to be funded by the HIP funds? The local government agency may determine where HIP funds should be spent within the jurisdiction, but the capital project funded through HIP must be consistent with TLC goals. Provide a detailed description of the capital project, including project scope, budget, and implementation schedule. Also include maps and photos of project area where improvements will be built.

PART 2: BASIC ELIGIBILITY CRITERIA

1. The project sponsor understands and agrees to the MTC project delivery requirements as described in MTC Resolution 3606. (See Capital Program, Part 2 Basic Eligibility Criteria)

PART 3: EVALUATION CRITERIA **WALKING DISTANCE FROM HOUSING TO TRANSIT STOP**

Housing project must be within one third of a mile from the center of the development site via the shortest walking path leading to the transit stop. Housing projects that are within one half of a mile from a rail transit station are also eligible.

A pedestrian path of travel from the center of the project to the transit stop must be provided and demonstrated on a site plan and project maps. The path must comply with the American with Disabilities Act.

TRANSIT HEADWAYS

Housing project must be served by transit service (bus, ferry or rail transit¹) with 15-minute headways or less during the peak commute period. MTC allows two exceptions to this criterion:

(a) In Marin, Sonoma, Napa and Solano counties only: If a housing project is located in a community's designated downtown or central business district, the housing project is eligible for funding consideration if the transit serving the downtown provides 30-minute headways or less during the peak commute period. Project sponsor must submit a land use map or zoning map illustrating the location of the downtown/central business district, with the location of the housing project noted. In addition, project sponsor must explain the current zoning, and discuss whether the housing project meets or exceeds current zoning.²

(b) If a housing project is located within a one-half mile radius of a Resolution 3434³ existing or approved station/stop, the housing project is eligible for funding consideration if it is served by transit service with 30-minute headways or less during the peak period. On a case-by-case basis, MTC will consider longer peak headways if the project sponsor demonstrates the transit operator's plans to upgrade the service to 30-minute

¹ On a case-by-case basis, MTC will consider this criteria to be met if multiple transit routes or lines combine to provide effective 15-minute headways to and from major activity nodes.

² Housing projects must meet or exceed the current zoning requirements to receive HIP funding; MTC will not fund housing projects that involve downzoning.

³ MTC's Resolution 3434 consists of nine rail extensions throughout the Bay Area, a new regional express bus program, and significant service enhancements to eight existing rail and bus corridors as identified in the 2001 Regional Transportation Plan and amended in the Transportation 2030 Plan (pending).

peak headways in the near term. Project sponsor must submit a land use map illustrating the location of the Resolution 3434 existing or approved station/stop, with the location of the housing noted.

HOUSING DENSITY⁴

The density thresholds and award amounts are:

- 20 units per acre: \$1,000 per bedroom*
- 30 units per acre: \$1,500 per bedroom
- 40 units per acre: \$2,000 per bedroom
- 60 units per acre: \$2,500 per bedroom

*Applies only to housing projects in Marin, Sonoma, Napa and Solano counties as described in the exception 2(a) above.

Bonus for Affordable Housing Units

For all affordable units, additional bonus funding per bedroom will be awarded, based on the following sliding scale:

- \$700 per extremely low income unit bedroom (targeted at a household earning 30 percent of area median income)
- \$500 per very low income unit bedroom (targeted at a household earning 60 percent of area median income)
- \$400 per lower income unit bedroom (targeted at a household earning 80 percent of area median income).

For purposes of this program, MTC defines affordable bedrooms as bedrooms located in a housing unit with a monthly cost of no more than 30 percent of a low-income household's gross monthly income, adjusted for family size. Area median income and affordable income limits for extremely low, very low, and lower income households by family size are based on the figures released annually for every county and Metropolitan Statistical Area (MSA) by the U.S. Department of Housing and Urban Development (HUD).

4. Is the project located in a Resolution 3434 Corridor?

APPLICATION PROCESS

Step 1: MTC issues a "call for projects" on an annual basis.

Step 2: Applicants submit a project proposal to MTC for funding consideration. The project proposal should include a brief description of sponsor, detailed description of housing project, detailed description of TLC capital project to be funded by HIP, how project fulfills evaluation criteria shown above, project scope, budget, and implementation schedule for TLC capital project, and project area maps and photos.

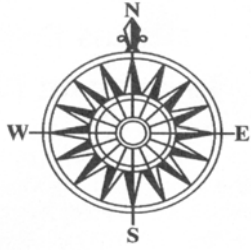
Step 3: MTC evaluates project proposals with assistance from representatives from MTC's citizen-based Advisory Council and the Bay Area Partnership (includes congestion management agencies, transit operators, etc.)

Step 4: Based on the recommendations of the evaluation team, and funding availability of the overall program, MTC's executive director will make a funding recommendation to the Commission. If more eligible projects are submitted than funds available, MTC will make adjustments to the program of projects based upon factors such as the location of housing project within a Resolution 3434 corridor, the degree to which the sponsor has leveraged funding for the housing and transportation project, or the degree to which the sponsor has targeted funding for lower-income units.

Step 5: Following the Commission's approval, grant recipients will have two years to break ground on the housing project (i.e., issuance of a building permit) and one year to obligate the federal funds for the TLC

⁴ Density per acre is determined by evaluation of the net area per acre available to develop. The total developable acreage should not include land unsuitable for development such as wetlands, steep grade/hillside, toxic lands, etc.

capital project in accordance with the deadlines specified by MTC. If a housing project has not broken ground after two years, funds are returned to MTC for reprogramming according to Commission policy. Grant recipients will attend a special workshop to administer the grant, and will be required to take the TLC capital project through the federal-aid process with Caltrans Local Assistance and comply with MTC's project review process.



Staff Report

To: Planning Advisory Committee
From: Christopher Barney, Transportation Planner
Re: SCTA Traffic Demand Model Status Report
Date: November 10, 2005

Issue:

SCTA staff maintains a traffic demand modeling (TDM) system as a decision support and planning tool that can support SCTA and local jurisdictions in their transportation planning efforts. Modeling staff will work closely with member organizations through the SCTA Technical Advisory Committee Modeling Subcommittee to ensure that modeling policy is consistent with jurisdictional and regional needs, and that modeling data requirements, products, and outputs are understood and useful.

Overview:

SCTA's TDM can support local and regional long-term planning by:

1. providing data that is required as part of the EIR process.
2. evaluating the traffic impacts of road construction, road capacity expansion (or reduction), or transportation network reconfiguration.
3. evaluating possible congestion impacts of ongoing development and population growth in Sonoma County.
4. providing an overview of regional traffic activity.

A Modeling Subcommittee has been assembled to guide SCTA's modeling efforts. As modeling demands continue to grow, it is recommended that the Modeling Subcommittee meet quarterly to provide a mechanism for member organizations to provide input on modeling priorities and conventions, and to provide member organizations with timely feedback on model developments and findings.

Issues that are being addressed by the Modeling Subcommittee include:

1. What are the data requirements of the modeling program?
2. What is the most effective way of meeting these data requirements?
3. What products and services should be available through the modeling program?

Expected Member Organization Benefits:

The modeling process should provide direct benefits to member organizations. Included below is a list of benefits that SCTA's modeling program has or will provide in the future.

1. Traffic Projections for baseline and future years will be available on a regular basis and will be prepared in conjunction with updates to SCTA's Comprehensive Transportation Plan. Future year projections will be based on ABAG/MTC growth estimates and feedback from local jurisdictions.
2. Scenario Evaluation: Member organizations will be able to request that certain transportation and/or land use improvements be evaluated using the TDM, which will provide traffic impact projections for these improvements (either increased or decreased congestion and Levels of Service).
3. Support providing growth estimates and interpreting MTC, ABAG, and CalTrans traffic and growth projections.

Member Organization Modeling Program Contributions:

SCTA's modeling efforts are dependant on information that member organizations provide. These inputs include:

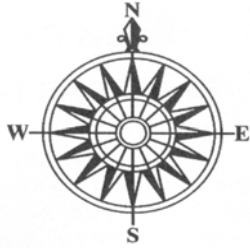
1. Land-use data.
2. Locations of new and future local roads that have regional transportation significance and their associated transportation capacities, functional classes, and speed limits.
3. Location of planned and future development (land-use plans, growth projections, etc.).
4. Traffic count data. Traffic count data is used to determine if traffic models are accurately predicting traffic counts in the county. Current traffic count information will allow SCTA to improve the traffic demand model and, in turn, provide more accurate traffic projections.

Staff will work closely with the Modeling Subcommittee and individual jurisdictions to obtain this data, and to ensure that the provision of this data does not create unnecessary hardship for any organization.

Conclusion:

Staff will continue to meet with the SCTA TAC Modeling Subcommittee on a consistent basis in order to determine the scope, timing, availability, and format of modeling results.

This item is for informational purposes only. No action is required of the Board at this time.



Staff Report

To: Sonoma County Transportation Authority
From: Janet Spilman, Deputy Director, Planning and Public Outreach
Re: Community-Based Transportation Plan and Lifeline Transportation Program
Date: October 10, 2005

Issue:

Will the SCTA accept the following funding agreement with MTC to administer the Community- Based Transportation Planning program in Sonoma County? Does the SCTA agree upon a scope of work to be released in a Request for Proposals?

Background:

The CBTP program is designed to study the transportation challenges of residents of low-income and minority communities. The process requires significant public outreach with the participation of residents, groups and agencies that serve these communities, including transportation agencies, such as transit operators, SCTA and MTC. This is intended to result in locally identified transportation needs and solutions. Ideally, solutions will be funded through the Lifeline Transportation Program that the SCTA agreed to administer at the last Board meeting.

MTC has set aside \$60,000 in Transportation Development Act funds toward a consultant to study the Roseland area through the CBTP process with oversight by the SCTA.

The full scope of work can be found in Attachment A, but can be summarized as:

- Task 1: Determine Budget and schedule
- Task 2: Initiate Collaborative Planning Process
- Task 3: Summarize transit gaps in the Roseland Area
- Task 4: Establish community outreach strategy
- Task 5: Conduct community outreach to prioritize community-identified transportation gaps. Identify solutions to close gaps.
- Task 6: Evaluate feasibility of implementing proposed solutions and recommend implementation strategies
- Task 7: Prepare final Community-Based Transportation Plan

Staff Recommendation:

Authorize the Executive Director to execute the CBTP Funding Agreement with MTC and direct staff to release a Request for Proposals for support of the project.

FUNDING AGREEMENT
BETWEEN METROPOLITAN TRANSPORTATION COMMISSION
AND SONOMA COUNTY TRANSPORTATION AUTHORITY FOR PLANNING
ASSISTANCE FOR COMMUNITY-BASED TRANSPORTATION PLAN

THIS AGREEMENT is made and entered into as of the 10th day of October 2005, by and between the Metropolitan Transportation Commission (herein called "MTC"), a regional transportation planning agency established pursuant to California Government Code § 66500 *et seq.*, and the Sonoma County Transportation Authority (herein called "RECIPIENT").

W I T N E S S E T H

WHEREAS, MTC has adopted Resolution No. 3440 to establish program guidelines to implement a Community-Based Transportation Planning Program (CBTP); and

WHEREAS, CBTP program guidelines serve as a blueprint for CBTP implementation; and

WHEREAS, MTC will complete plans in all communities identified in the program guidelines; and

WHEREAS, RECIPIENT has agreed to participate in the CBTP program by creating a Community-based Transportation Plan for the area in the Roseland Area in Sonoma County ("the Project"); and

WHEREAS, MTC has agreed to provide funding for this planning effort with Transportation Development Act (TDA) Regional Discretionary funds, and has programmed TDA funds in FY 2005-2006 to fund this program;

NOW, THEREFORE, the parties hereto agree as follows:

1. **SCOPE OF WORK**

RECIPIENT agrees to perform, or engage a consultant to perform, the Project activities described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference as though set forth in full. RECIPIENT agrees, in addition, to provide all necessary staff support to deliver the activities in Attachment A.

2. TIME OF PERFORMANCE

The activities funded by this Agreement shall commence on or after October 1, 2005 and RECIPIENT shall complete them by December 31, 2006, unless earlier terminated as hereinafter provided.

3. FUNDING AND METHOD OF PAYMENT

A. MTC agrees to provide RECIPIENT up to sixty thousand dollars (\$60,000) from TDA funds for the purpose of funding the Project described in Attachment A.

B. Payment to RECIPIENT shall be due upon acceptance of the project deliverables and/or milestones set out in Attachment A. The amount due upon acceptance by MTC's Project Manager of Deliverable #1b, Final Project Budget and Schedule, as described in Attachment A, is five thousand dollars (\$5,000). Following such acceptance, this agreement shall be modified to incorporate amounts to be paid to RECIPIENT per deliverable or milestone. .

C. Payment shall be made within thirty (30) days after receipt by MTC of an acceptable invoice, which shall be subject to the review and approval of MTC's Project Manager. RECIPIENT shall deliver or mail invoice to MTC, as follows:

Accounting Department
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 -- 8th Street
Oakland, CA 94607-4700

D. Subject only to duly executed amendments, it is expressly understood and agreed that in no event will the total compensation to be paid under this Agreement exceed the sum of sixty thousand dollars (\$60,000).

4. AMENDMENTS

Any changes in the activities to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the MTC Executive Director or a designated representative and RECIPIENT. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

5. TERMINATION

MTC may terminate this Agreement without cause upon ten (10) days prior written notice. If MTC terminates this Agreement without cause, RECIPIENT will be entitled to payment for costs incurred for incomplete deliverables, up to the maximum amount payable for each deliverable. If RECIPIENT fails to perform as specified in this Agreement, MTC may terminate this Agreement for cause by written notice and RECIPIENT will be entitled only to costs incurred for work product acceptable to MTC, not to exceed the maximum amount payable under this Agreement for such work product.

6. RECORDS AND AUDITS

RECIPIENT shall retain all documents, working papers, records, accounts and other materials relating to its performance under this Agreement for four years following the fiscal year of the last expenditure under this Agreement, and MTC and its authorized representatives may inspect and audit such records during that period of time.

7. MEETINGS

RECIPIENT agrees to invite MTC to participate in all meetings held in connection with this project, including public meetings and project stakeholder meetings.

8. IDENTIFICATION OF DOCUMENTS

RECIPIENT will ensure that all documents related to the project including meeting notices and reports state that the project is funded by the Metropolitan Transportation Commission.

9. NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To MTC:	Attention: Therese Knudsen Metropolitan Transportation Commission 101 Eighth Street Oakland, CA 94607-4700
To RECIPIENT	Attention: Janet Spilman Sonoma County Transportation Authority 520 Mendocino Avenue, Suite 240 Santa Rosa, CA 95401

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

SONOMA COUNTY
TRANSPORTATION AUTHORITY

Steve Heminger, Executive Director

Suzanne Wilford, Executive Director

**ATTACHMENT A
COMMUNITY-BASED TRANSPORTATION PLAN
SANTA ROSA – ROSELAND AREA
SCOPE OF WORK**

BACKGROUND

The goal of MTC's Community-Based Planning Program is to advance the findings of two reports completed for the 2001 Regional Transportation Plan (RTP) update. The Lifeline Transportation Network Report (Lifeline) identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended community-based transportation planning as a first step to address them. Likewise, the Environmental Justice Report for the 2001 RTP also identified the need for MTC to support local planning efforts in low-income communities throughout the region. To initiate the program, MTC adopted Community-based Transportation Planning (CBTP) program guidelines in 2002 to serve as a blueprint for implementation. Following the adoption of the guidelines, MTC launched a pilot program in five counties that was completed in 2004. Based on the positive results of the pilot, MTC will continue to implement community-based transportation planning in the remaining communities identified in the program guidelines, including in the Roseland Area. The CBTP program is a collaborative process involving residents of low-income and minority communities, community based organizations that provide services within these communities, transit operators, county congestion management agencies (CMAs) and MTC. Each planning process involves a significant community outreach component to engage the direct participation of residents. The outcome of the planning process is a community-based transportation plan that includes locally-identified transportation needs, as well as solutions to address them. Solutions may include expanding fixed-route transit, or other transportation services such as shuttles, bicycle options or auto-oriented alternatives. In some cases, new capital improvements such as bus stops, benches, shelters or other enhanced amenities may be identified. Funding opportunities are explored to support the solutions, and an outline for an action plan to implement them is developed.

Following the completion of the plans, results are forwarded to applicable transit agencies, CMAs, MTC or other relevant boards for consideration in future planning, funding and implementation discussions or proposals such as countywide expenditure plans, RTP updates, etc.

Task 1: Project Budget and Schedule

RECIPIENT will engage a Consultant or consultant team who shall prepare a budget and schedule to complete the tasks associated with this planning project. RECIPIENT will submit project budget and schedule to MTC for its approval.

Deliverable #1a: Draft Project Budget and Schedule

Deliverable #1b: Final Project Budget and Schedule

RECIPIENT, through its Consultant, shall perform the following Project activities:

Task 2 – Initiate Collaborative Planning Process

Establish community-based project stakeholders: Identify community based organizations or agencies that represent the interests of residents in the Roseland area to participate in the planning process. Community-based organizations (CBOs) participating in the project should support and reflect the ethnic and demographic makeup of the residents in the project area. In addition to local CBOs, the Stakeholder Committee will likely include residents of the area, local business representatives,

representatives from local schools, Sonoma County and Santa Rosa public officials and/or staff, or other County agency staff as appropriate (i.e. Department of Social Services).

Establish a technical advisory committee (TAC): A TAC will also be facilitated for the project, and will consist of, at a minimum, representation from the Sonoma County Transportation Authority, County Social Services, Santa Rosa CityBus, representation from the community (CBO or residents) and MTC to 1) review and finalize work products prior to presentation to the stakeholders and 2) monitor the schedule and completion of tasks and work products.

Deliverable #2: Memorandum summarizing participants on the Stakeholder Committee, including identification of CBOs representing all relevant groups to be consulted during the outreach process, and the TAC.

Task 3: Summarize transit gaps in Santa Rosa West of Highway 101

Review and confirm boundaries of the community based on the Lifeline Transportation Network Report (Lifeline) and input from the community. Provide a description of the project area, including residential demographics (auto ownership, race/ethnicity, gender, age, income status, etc.), information related to the existing transportation network, and information regarding recent or proposed economic or housing development in the area. Summarize the transportation gaps identified in the Lifeline Report, as well as other relevant plans that identify transportation gaps in the project area.

Deliverable #3: Memorandum describing 1) the project area (demographics, existing transportation network and approved, proposed or planned development) and 2) transportation gaps from the Lifeline Report and other relevant plans covering the project area. A map of the project area will be included with the Memorandum.

Task 4: Establish community outreach strategy

Based on the transportation gaps identified in Task 3, meet with stakeholders to confirm outreach objectives and determine appropriate outreach strategies to effectively obtain input from community members. Strategies may include, but are not limited to, hosting project-specific public meetings and workshops, attending regularly scheduled CBO meetings to present project information and solicit feedback, attending public events based in the neighborhoods, conducting focus groups and interviews, distributing surveys, and establishing project-related telephone hotlines/websites. More than one strategy may be implemented to effectively reach residents within the communities. Review proposed strategies with stakeholders and facilitate consensus on proposed approach. Develop schedule to execute outreach plan.

Deliverable #4: Memorandum #4 detailing any additional CBOs to be consulted during the outreach process not previously identified in Task 2, outreach strategies and measures to determine participation (i.e. number of meetings held, number of attendees, number of returned surveys, etc.), and a timeline for outreach execution and completion.

Task 5: Conduct community outreach to prioritize community-identified transportation gaps. Propose solutions to close gaps.

Execute community outreach campaign utilizing strategies approved in Task 4. Manage community expectations by informing and educating participants about the goals of the community-based

transportation planning process. Facilitate discussions with the goal of reaching consensus to prioritize the gaps identified in Task 3 and any additional gaps identified by the community. Gather input from community members on solutions to mitigate gaps. Solutions may include fixed-route options, shuttle services, guaranteed ride home programs, auto-oriented options, bicycle alternatives, or in some cases, capital enhancements such as bus shelters, benches or other amenities. Solutions may also relate to improving transportation information resources or educating community residents about existing transportation options. As needed, provide information about solutions to address community-identified needs that the community may not be familiar with, such as car sharing, or strategies that may be successful in other communities. Establish priority, such as high, medium or low for gap-mitigation solutions.

Deliverable #5: Memorandum summarizing 1) outreach process (strategies, level of community participation) 2) list of community-prioritized gaps and 3) description of proposed solutions for filling the gaps. Provide a list containing names and mailing addresses of both CBOs and residents that participated in the outreach process for use in future transportation-related outreach efforts.

Task 6: Evaluate feasibility of implementing proposed solutions and recommend implementation strategies

In conjunction with the TAC, establish criteria for evaluating the feasibility of proposed solutions (i.e. cost effectiveness, potential funding availability, reasonableness of implementation schedule, etc.). Facilitate consensus among stakeholders on the evaluation criteria. Review potential solutions based on how well they meet the agreed-upon criteria. Document solutions that do not meet the criteria, indicating why they will not advance for further analysis. Evaluate the implementation feasibility of the proposed viable solutions including cost estimates, lead agency, potential funding sources, timelines, etc., and include any operational, institutional or funding constraints (both public and private resources) that need to be addressed to ensure successful implementation. Educate stakeholders and the community about how new and innovative solutions could meet the transportation needs they have identified.

Deliverable #6: Memorandum summarizing the feasibility of each proposed solution based on agreed-upon criteria. Recommend implementation strategies based on these factors.

Task 7: Prepare Final Community-based Transportation Plan

Prepare report comprising final Community-based Transportation Plan.

Deliverable #7: The Final Report will consolidate all technical memorandums and maps into one draft final report. Comments received on technical memorandums and draft reports will be incorporated. The final Community-based Transportation Plan will contain the following elements:

- Planning area description, demographics and map
- Summary of the community outreach process including all CBOs and outreach strategies involved as well as the outreach results (i.e. number/type of events, attendance, number of returned surveys, etc.)
- List of amendments to the Lifeline Transit Network as appropriate
- List of community-prioritized transportation gaps
- List of feasible, community-supported solutions to close gaps
- Assessment of operational, institutional and funding constraints needed to be addressed in order to ensure successful implementation
- Cost estimates for each proposed solution

- Outline for implementation action plan, including agency responsibilities
- List of potential public and private funding sources to support solution implementation.

The consultant will provide one unbound original and electronic copy of the final report to both the Transportation Authority and MTC.

Task 8: Present Final Community-based Transportation Plan Results

Present the results of the final community-based transportation plan to stakeholders, transit agencies, Sonoma County Transportation Authority, and others, up to a maximum of seven presentations.

CONTRACT APPROVAL SHEET

AGENCY:	MTC			
NAME OF CONTRACTOR/CONSULTANT:	Sonoma County Transportation Authority			
PROJECT TITLE:	Santa Rosa (Roseland Area) Community-Based Transportation Plan			
	Amount	Indicate Admin or ED Approval	Date of Admin. <small>Attach <u>most recent</u> Committee memo</small>	Funding Source
Original contract	\$60,000	Admin	September 14, 2005	TDA
Amend #1				
Amend #2				
Amend #3				
WORK ITEM #:	1311	FISCAL YEARS:		2005/06
SOLE SOURCE:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, attach sole source justification reviewed by OGC & signed by mgr.		File new contracts at j/section/allstaff/ contract/contract new/FY X, and all amendments in the same FY folder as the original contract	

REVIEW LIST

Project Manager: _____ Date: _____
 Therese Knudsen

Section Manager: _____ Date: _____
 Doug Kimsey

Advanced Systems
 Applications Manager: _____ Date: _____
 Joel Markowitz⁵

DBE Liaison: _____ Date: _____
(Federal funding only) Teri Green

Office of the General
 Counsel: _____ Date: _____
 Melanie J. Morgan/Cynthia Segal

Deputy Director: _____ Date: _____
 Therese McMillan⁶

Deputy Director: _____ Date: _____
 Ann Flemer⁷

Work
 Program Coordinator: _____ Date: _____
 Eva Sun

Manager of Finance: _____
 Brian Mayhew

⁵ ASA review *if* indicated on contract chart (j/section/all staff/contract/contract charts/contract chart.doc)

⁶ Reviews contracts from Planning, Finance, Programming & Allocations and Legislation & Public Affairs.

⁷ Reviews all contracts from all sections

Cycles 1 - 4 TLC Capital Projects

Sponsor(s)	Project Title	Project Description	TLC Funds	Cycle****
City of Santa Rosa, CityVision	Urban Design & Vision - Phase I Downtown Pedestrian Linkage (Downtown Santa Rosa)	Creates a pedestrian connection between the east and west sides of downtown Santa Rosa and establishes a food/wine and cultural arts market at the Santa Rosa Plaza. Project elements include improved crossings under Highway 101 and downtown intersections,	\$ 500,000	First Cycle
City of Santa Rosa, CityVision	Downtown Santa Rosa Urban Design and Vision - Phase II Pedestrian Linkages	Provides pedestrian linkages between east and west downtown and Historic Commercial/Residential Districts, social service centers and Market District. TLC funding for Phase II would focus on Wilson Street between 3rd and 6th Streets.	\$ 400,000	Second Cycle
City of Cloverdale	Cloverdale Boulevard Redesign Project	Streetscape improvements and narrowing of Cloverdale Boulevard in downtown to reduce the number of traffic lanes, and provide bicycle lanes and wider sidewalks.	\$ 1,000,000	Second Cycle
City of Sebastopol, Sonoma County Transit	Street Smart Sebastopol*	Implements bike and pedestrian safety improvements along Main Street and within the downtown core, which includes several intersection and crosswalk improvements (including bulbouts, street lighting, and possibly embedded crosswalk flashing lights and refuge island), sidewalk gap closures, pedestrian safety improvements in vicinity of the recently built Downtown Plaza, transit shelters, new bike lanes on Gravenstein Highway South and on South Main Street, bike route signage and detector loops, and signal timing revisions for pedestrians.	\$ 500,000	Third Cycle
			\$ 2,400,000	

Transportation for Livable Communities Planning Grants
FY 1998 to FY 2003
(Program of Projects as of January 2003)

Sponsor	Project Description	TLC Funds (\$ in thousands)	Fiscal Year Approved	Status as of September 2002
County of Sonoma	Central Sonoma Valley Trail Concept Plan	\$30.00	00-01, cycle 1	Completed
City of Healdsburg	Foss Creek/Northwestern Pacific	\$45.00	02-03	
City of Santa Rosa	Courthouse Square Land Use Co	\$55.00	02-03	
	subtotal	\$130.00		

Transportation for Livable Communities - Housing Incentive Program
FY 1998 to FY 2003
(Program of Projects as of January 2003)

Sponsor	Project Description	TLC Funds (\$ in thousands)	Fiscal Year Approved	Status as of September 2002
City of Petaluma	Downtown River Apartments	\$266,000		in construction