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## Countywide Bicycle & Pedestrian Advisory Committee

### AGENDA

**Tuesday, January 9, 2007**

**2:00 p.m. – 3:30 pm**

Sonoma County Transportation Authority  
520 Mendocino Ave., Suite 240  
Santa Rosa, CA

- I. Introductions and public comment on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
  - a. Approval of the Agenda
  - b. Approval of November 28, 2006 Meeting Minutes\*
- III. Roundtable Members Reports
- IV. Staff Reports
  - a. TFCA and TDA3 Funding Cycles and Status Information\*
- V. *SCTA Countywide Bicycle & Pedestrian Master Plan Status Report\**
  - a. Follow-Up with Agencies on the Data Collection Efforts
  - b. Discuss Bicycle and Pedestrian Goals and Policies
  - c. Discuss Pedestrian Issues and Priorities
- VI. Annual Election of Officers\*
- VII. Adjourn/ACTION

\* please see attached

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The next **CBPAC** meeting is March 13 (Rescheduled from 2/27)

The next **SCTA** meeting is February 5, 2007

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.

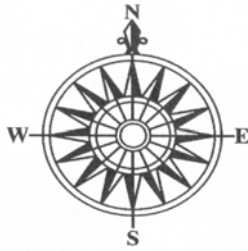
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Suzanne Smith  
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Staff: Lynne March 565-5373 [lmarch@sctainfo.org](mailto:lmarch@sctainfo.org)

The entire agenda packet is available online at [www.sctainfo.org](http://www.sctainfo.org).



*Keeping Sonoma County Moving*

## COUNTYWIDE BICYCLE PEDESTRIAN ADVISORY COMMITTEE

### Minutes of Meeting of November 28, 2006

Josh Abrams	W-Trans
Nancy Adams	City of Santa Rosa
Wendy Atkins	City of Sonoma
Christine Culver	Sonoma County Bicycle Coalition
Fabian Favila	City of Santa Rosa
Lynn Goldberg	City of Healdsburg
Gary Helfrich	County of Sonoma PRMD
Jocelyn Immacolato	City of Sebastopol
Sue Kelly	City of Sebastopol
Bruce Kibby	City of Cloverdale
Marsha Sue Lustig	City of Cotati
Steve Schmitz	Sonoma County Transit
Ken Tam	Sonoma County Regional Parks
Steve Weinberger	W-Trans

Staff present: Chris Barney, Nina Donofrio, Lynne March, Janet Spilman.

- I. Introductions and public comment on items not on agenda
- II. Consent Items – DISCUSSION/ACTION
  - a. Approval of the Agenda

The agenda was approved as submitted.

- b. Approval of the Minutes of August 22, 2006 Meeting\*

The minutes of the meeting of August 22, 2006 were approved with the following change: On page 3 under the City of Petaluma, delete “The City of Petaluma is contributing \$4 to \$5 million.”

Chair Schmitz moved that the minutes be approved with the change as noted above. Gary Helfrich seconded the motion. The motion passed unanimously.

- III. Roundtable Members Reports

Janet Spilman reported that Lynne March has been actively involved in the Community Based Transportation Plan process in Roseland, and a stakeholders meeting is scheduled for December 13, 2006. Following this will be the Lifeline Transportation Funding Program.

Staff has been busier than usual for this time of year, in response to the recent passage of the bond measure, drafting a proposal, preparing for annual reports, and then preparing for the next funding cycle.

*Sonoma County PRMD:*

Gary Helfrich reported a change in the land use element of the General Plan, and noted that the General Plan process has slowed down. This will probably not come before the Board of Supervisors until spring of next year.

*City of Cotati:*

Marsha Sue Lustig reported that the City is trying to move the new downtown plan along. This includes a bicycle path along the Old Redwood Highway corridor.

They are going forward with the pedestrian link on the bicycle path (Class 1) that crosses East Cotati Avenue and parallels Old Redwood Highway.

*Sonoma County Bicycle Coalition:*

Christine Culver reported that they are in the midst of interviewing a Safe Walk to School Program Coordinator. Initially, this will be a temporary position (approximately three months), but it is hoped that funding will continue.

*City of Santa Rosa:*

Fabian Favila reported that the Bicycle Advisory Board will be meeting for a fifth time. The Board is still determining goals and issues to be addressed, and its relationship with the City.

Mr. Favila also reported that there was a large turnout for a recent town hall meeting, citing recent bicycle and pedestrian fatalities.

A Request for Proposal is being drafted. The Public Works Department has applied for two grants; the Community Based Transportation Plan to do a pedestrian action plan in the south area of the City, and a grant for School to Work, which is due January 2, 2007.

*City of Sebastopol:*

Ms. Kelly reported that staff has been preparing the Northeast Area Specific Plan EIR for redevelopment of a large part of the downtown area. The City is also partnering with the school district on two “safe routes to school” grant proposals (“Walk and Roll to School” and sidewalk gap closure near the district office.)

The City did not receive the TLC grant; therefore, Street Smart Sebastopol is suspended at this time. A good deal of in-house crosswalk enhancements are in progress; staff is trying to get Caltrans funding to stripe crosswalks in order to increase visibility of pedestrians by motorists.

*City of Cloverdale:*

Mr. Bruce Kibby reported that the City is ready to begin re-striping and re-signing bicycle paths. He requested any contributions of graphics for signage purposes. In response to Ms. Culver’s query, Mr. Kibby responded that signage is not extensively directional; but gives brief direction and warning alerts to bicyclists.

Mr. Kibby added that their updated General Plan is designed to encourage residences near downtown. In a few places, they have taken commercial zoning from properties that are residential

*Sonoma County Regional Parks:*

Ken Tam of Sonoma County Regional Parks reported on the Santa Rosa Creek Trail, specifically the area of Fulton Road to Willowside Road, where three pedestrian/bicycle bridges are to be installed. This is a joint project with the Open Space and Water District, and City of Santa Rosa and will be using TLC funds for pavement and planting oak trees on the north side of Santa Rosa Creek in 2007-2008.

*City of Healdsburg:*

Lynn Goldberg of the City of Healdsburg reported progress on Phase 1 of the Foss Creek Pedestrian Pathway project, The City has contracted with Coastland Engineering to conduct engineering studies for the site.

*Sonoma County Transit:*

Mr. Schmitz reported that the second phase of the bicycle safety awareness program is nearing completion. More emphasis is being given to bicycles, given the recent reports of bicycle fatalities. The next step will be the road campaign, or the “Share the Road” caution sign installation. Staff is preparing to update the bicycle plan.

IV. Staff Reports

a. Schedule of Meetings for 2007

Lynne March presented the proposed 2007 meeting schedule, noting that by the second meeting of 2007, SCTA should be in their new office.

b. Way To Go Expos 2006 and 2007

Ms. March reported that the SCTA Board is enthused about seeing the Way to Go Expo continue each year. This is an event that evolved out of the former Transit Forum. Staff is looking at different dates and venues in order to get more public participation next year.

V. Upcoming TFCA and TDA3 Funding Cycles\*

Ms. March presented handouts explaining the background and step-by-step process to apply for TFCA funds, in an effort to assist members in preparing for the funding cycle.

Ms. Spilman noted that the call for projects will be coming up in January or February, which is why staff is bringing this to the attention of the Committee at this time. In response to Mr. Schmitz's question, she confirmed that this is a local program. She noted that the rules apply to how the projects are chosen; criteria for the projects for the funding program has not changed as of yet and is not anticipated for the current funding cycle. TFCA historically had been maintained in score card fashion, with a balance rollover, but this has changed as of last year. Rollover balances are no longer allowed. In order to do this, new rules were put in place. Ms. Kelly noted that Santa Rosa gets the top share of it to continue the program they have been funding, and then can compete for the rest of it, but agencies that do not get the funding off the top then get first opportunity at remaining funding.

Ms. Spilman reported that the total allocation is approximately \$600,000, and that between the County and Santa Rosa, approximately \$300,000 has been allocated, leaving approximately \$300,000 left for funding.

The new criteria is that agencies that get off-the-top distribution (Santa Rosa and the County) can apply competitively only after the other jurisdictions get priority consideration. Funding was formerly distributed by population.

Funding estimates will not be available until February or March; however the call for projects will already have been put out by then. Ms. Kelly asked if a preliminary score card for the TDA could be sent out so that jurisdictions can see their status. Ms. Spilman said this could go out with the call for projects.

VI. Countywide Bicycle & Pedestrian Master Plan Kick-off

Ms. March introduced Steve Weinberger and Josh Abrams of W-Trans. Mr. Weinberger reported that they will be leading the effort to develop the SCTA Countywide Bicycle and Pedestrian Master Plan, to include all County jurisdictions except Santa Rosa and Petaluma. They will, however, be coordinating with the two latter agencies.

Mr. Weinberger presented handouts and summarized an overview of the process. This will include local agency outreach. Two meetings have been scheduled with each of the agencies, one to be held at the SCTA offices and one at W-Trans' office. W-Trans will begin with existing master plan documents, and is endeavoring to get these files electronically. Some agencies have begun submitting their materials. They will take an inventory of all existing bicycle facilities in the County on GIS, with assistance from Chris Barney. Pedestrian elements will be more general and will focus on pedestrian districts, rather than specific projects.

Mr. Weinberger said they would also be conducting a safety/collision analysis, identifying the higher-risk pedestrian and bicycle riding locations.

Recommendations will be made for future data collection, where appropriate. Ms. Culver noted that the Sonoma County Bicycle Coalition might be able to provide volunteers to collect data.

Four public workshops will be held, for each area (north, south, east and west) of the county. Dates and locations have not yet been confirmed. There will be one media outreach, and all four will take place within a three-to-four-week period. Stakeholders have not all yet been identified, but will be contacted. Cost estimates will be conducted. These will be more generic in terms of types of project, as opposed to cost estimates for every new project in the plan. Spreadsheets will indicate phasing and funding sources. Another section will address benefits of non-motorized transportation. Their findings will be incorporated in a single binder with separate individual documents for each jurisdiction.

Josh Abrams noted that in addition to being a countywide plan, this plan would include a separate jurisdiction element. One factor in developing this plan is whether or not all jurisdictions can come together to determine whether we are identifying a primary County-wide system, to ensure a network of routes that not only connect between jurisdictions but also provide through access within jurisdictions. Secondly, can the Committee agree on and identify common Countywide goals and can we agree on goals that would serve as an umbrella for the Countywide system. Finally, can the group identify the goals for mode split – e.g., by 2010 have 5% of commute trips in Sonoma County be by bicycle and pedestrian modes, have a goal of 15% by 2020.

Mr. Abrams also noted that such a countywide plan would allow for development of a logo and marketing plan.

Ms. Kelly identified impediments to connecting through a given jurisdiction; e.g., the state highway in Sebastopol at Bodega Avenue, and the different priorities between County and State projects. Mr. Abrams concurred that this, and other cases, may not be resolved in the short-term, but raised the possibility of including such cases in future improvements as these take place. Ms. Kelly expressed the importance of acknowledging such cases in the Plan, and that until such time as improvements take place at these locations, such cases will not be part of the official route. Ms. Culver concurred, noting the Plan should include all improvement needs in these cases; that these needs must be addressed in the Plan, while acknowledging that they may not take place for some time.

Ms. Spilman addressed the issue of how to communicate these issues to non-participating agencies. She confirmed with Fabian Favila of the City of Santa Rosa that he would be kept apprised of progress and pass on information to the Bicycle Pedestrian Advisory Board, acting as coordinator between the City and County. He would be the primary contact. In response to Ms. Spilman's inquiry regarding the primary contact for the City of Petaluma, Mr. Abrams replied that he had been in touch with Frank Penry, who agreed to cooperate in coordinating efforts. Mr. Weinberger reported that the Chairperson of their Bicycle and Pedestrian Advisory Committee, Becky Choi, had agreed to be a contact person for the City of Petaluma.

Mr. Abrams summarized the need to identify a primary system for the SCTA Countywide Bicycle and Pedestrian Master Plan. Existing plans show a range of goals from being very generic to very specific projects. Mr. Abrams explained that they would establish goals and objectives that apply to the entire County, and then work down to those that are specific to individual jurisdictions and assist with local operations and issues.

Discussion followed regarding examples of both general, countywide and more specific local goals/projects. Mr. Abrams next addressed the inclusion of mode split goals (e.g., reaching a 3% goal for pedestrian and bicycle traffic by 2010). Mr. Helfrich noted that there is more use of bicycles than those who take public transit. It was agreed that determining a goal percentage to reach for alternate modes of transportation (3% to 5%) would be a good place to start.

The U.S. Census "Journey to Work" was referred to for providing a 3% "baseline" figure for pedestrian/bicycle traffic. Ms. Culver reported that Oregon has a 10-year study on this that might be referred to as an aid in determining how to quantify alternative modes of transportation, and incorporate this into the Plan.

Mr. Kibby asked if the Plan would address land use. Mr. Abrams replied that the draft goals contain policies that encourage the location of land use development close to locations where people walk and bicycle.

Mr. Abrams referred to the San Francisco Bay Area Bicycle Transportation Plan, issued by the Metropolitan Transportation Authority for umbrella goals, and then additional goals, which include regional network, multimodal integration, comprehensive support facilities, education promotion and safety, funding, planning, and maintenance. Ideally, the SCTA and County can agree on umbrella goals, then more local goals for individual jurisdictions.

Mr. Helfrich commented that a non-motorized road designation study would be a very useful planning tool, to see what routes are preferable. Mr. Abrams noted that part of the scope of work of W-Trans would be to examine locations for bicycle and pedestrian paths, and methodologies to support these.

Following further discussion, Ms. Kelly asked Mr. Abrams whose full-time staff member the draft Plan refers to on page 3, Section 1.3. He responded that this would be an SCTA staff person. Ms. Culver noted that this is key to coordinating and developing the Countywide plan.

Ms. Kelly next referred to Item 5.3, which reads: “Encourage the formation of reliable local, regional, and state funding sources, which can be used to leverage federal funds.” She recommended changing wording to “advocate.”

With reference to Item 6.1, Ms. Kelly stressed the importance of recognizing the different needs of each jurisdiction in “ongoing planning, maintenance, and monitoring efforts.” She appealed that the Committee represent the smaller cities that are unable to support a standing committee. She suggested that cities with less than 10,000 population not be required to have a bicycle advisory committee.

Discussion continued, referring to Item 7.2, and the maintenance reporting system.

Ms. Spilman the Committee needs to go through the items addressed in the draft Plan.

Mr. Weinberger said the next step would be to identify who will be the contact person for each jurisdiction in this process. It was determined that the following would serve in this capacity:

Rohnert Park:	Eydie Tacata
City of Sonoma	Wendy Atkins
City of Healdsburg	Lynn Goldberg
City of Cotati	Marsha Sue Lustig

City of Sebastopol	Jocelyn Immacolato
City of Cloverdale	Bruce Kibby
City of Santa Rosa	Fabian Favila
City of Petaluma	Frank Penry

Ms. Spilman explained that, for purposes of the environmental review, so that CEQA will not be required for this Plan (since it is not part of the SCTA budget), the SCTA Countywide Bicycle and Pedestrian Master Plan would be considered a component of the Comprehensive Transportation Plan (CTP), which will kick off in approximately six months. As soon as the SCTA Board, any City Council, or any Board adopts this, CEQA would be required. This would need to be kept in mind in view of approval or adoption dates.

Ms. Spilman reminded the Committee that appointment of officers needs to be addressed at the next meeting.

Mr. Abrams presented guidelines, standards and sources.

The next meeting is scheduled for January 9, 2007

#### VII. Adjourn/ACTION

There being no further business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Nina Donofrio

SFGate.com

[Return to regular view](#)[Print This Article](#)San Francisco Chronicle  
Thursday, Nov. 30, 2006

## **Cyclists' trail-rail vision not over yet** **Despite defeat, Sonoma-Marin ballot measure likely** **to return**

- Paul McHugh, Chronicle Outdoors Writer  
Thursday, November 30, 2006



At times, bikes seem a much smarter way for rubber to meet the road. As morning commuters jammed highways entering downtown Santa Rosa, I sailed by. I was pedaling down the Joe Rodota Trail. This smoothly paved, bike-and-pedestrian route offers a 5.5 mile straight shot from Sebastopol, right into town.

If the Sonoma County Bicycle Coalition's vision is achieved, this type of muscle-powered transit will be replicated, not only through the county seat, but across its 1,500 square miles of rural area.

A new, high-quality bike map and guide to Sonoma County published by the Coalition displays routes ready for use by commuters, as well as exercise buffs or recreational visitors.

This 700-member, non-profit group has a small office on the town's north side. Outside is a yellow welcome mat emblazoned with icons of a cyclist, a car and a motto, "Share the Road!"

On the day I visited, right by the door leaned a stack of campaign signs reading, "Yes on R -- SMART Rail & Trail." The measure was an effort to establish a commuter train route and a parallel bike trail running 70 miles, from Cloverdale at the north end of Sonoma County all the way to San Rafael in southern Marin County -- with a shunt to Larkspur's ferry terminal.

This measure, a huge goal for the Sonoma coalition and an allied coalition in Marin, was defeated in the recent election. Authorizing a sales tax to pay for the train/bike corridor, Measure R had to pass by a two-thirds majority of voters in both counties. In Sonoma, it was supported by 69 percent of voters; in Marin, just 57 percent. Not enough to top the bar.

Within the office, Christine Culver, a former bike racer who's helmed the coalition for three years, bent over a color-coded map with office manager Tim Bacon. They identified gaps in bike/pedestrian routes that they could prioritize for attention in the county's general plan. For example, although the town of Sonoma has internal streets and paths that qualify as bike-friendly, at present there's no safe or easy way for cyclists to get into Sonoma from other parts of the county.

The longest gap is the old Northwestern Pacific Railroad right-of-way that arrows from Cloverdale to San Rafael. If that project won with voters, it would link every major town in Sonoma and Marin counties -- which then would have more reasons to build bike/pedestrian trail systems radiating from train stations in that long string of towns.

"The loss was disappointing," Culver said. "I think a reason is, not enough people in Marin realized how badly it's needed by people they hire. People who can't afford to live down there, but must commute from Sonoma County."

There is an opposing position. The Web site for the Marin GOP called the project a "union-backed boondoggle." During the campaign, Mike Arnold, from a group called Marin Citizens for Effective Transportation, derided it as inconvenient, saying its ridership would amount to a tiny segment of the overall commuter stream. "There are no benefits to this thing in Marin," Arnold was quoted as saying in the Petaluma Argus Courier.

Culver, 41, who nurtured her determination by winning downhill mountain bike race championships in 1989 and a collegiate road race in 1994, doesn't plan on backing off.

"I feel positive we can get it passed when we put it on the ballot again in two years," she said.

Her vision is part and parcel of a bicycle advocacy gospel, spread through similar groups springing up across the nation.

"Bicycles are a very viable form of transportation. They don't work for all. But they can work for many more people than use them now," Culver said. "Barriers to use are safety on the routes, as well as a secure place to leave your bike when you reach a destination. It can be scary out there, so learning to ride appropriately makes a big difference in confidence. Get past those barriers, and you can find out that cycling is a great way to get around fast. You arrive at work full of endorphins from exercise, and ready to go."

Support policies and infrastructure for cycling, Culver claims, and growth in the activity will surprise the skeptics. Even dedicated motorists could benefit from decreased traffic, fewer atmospheric fumes and lower demand for gas. Brag about hybrids all you wish; nothing gets better mileage than a peanut-butter-sandwich-fueled bicyclist.

"I'm not really a cyclist myself," said Fabian Favila, a staffer with Santa Rosa's Department of Transit and Parking. "But after seeing the quality of the Class 1 bike trails that go to Sebastopol and Forestville, I'm now thinking of becoming one."

Favila said the city's present inventory of Class 1 trails (fully dedicated to cyclists and pedestrians) is 13 miles; Class 2 (marked bike lanes on roads) is 25 miles; and Class 3 (signed for bike traffic) is 33 miles. City buses began carrying bike racks five years ago. In the works is a bike/pedestrian bridge over Highway 101, to cure the island-like isolation of Santa Rosa Junior College. That project was approved in response to a suit brought by the coalition.

This Sonoma group, founded six years ago, is a baby sister of the larger San Francisco Bicycle Coalition, which was founded in 1971, revived in 1991, and now boasts 6,000 members. Both belong to an umbrella organization promoting bike-friendly policies across the U.S., the Thunderhead Alliance, based in Prescott, Arizona. The Alliance had 45 member coalitions in 2001; it now has 128.

Culver, a resident of Sonoma County for 18 years, cut her eye teeth on bike policy as a volunteer for the San Francisco coalition -- during years when she also commuted south to work at Bellwether, a cyclist clothing maker.

Leah Shahum, director of the San Francisco group, says Culver learned much from her alma mater, then improved on the lessons.

"Sonoma does a great job, even does some things better than us," Shahum said. "Like, if a cyclist gets a moving violation ticket up there, there's a program where they can take a riding class and reduce the fine."

Craig Anderson, director of LandPaths, a non-profit group in Santa Rosa, said work of the Sonoma coalition dovetails perfectly with his mission to increase the county's tiny total of public land and improve

access to it.

"The coalition advocates for cyclists and pedestrians both," Anderson said. "I ride and skateboard to work each day. I know how valuable it is. This new bike map is a great step toward having something that shows the public how to access all its lands. It's an enormous resource for all us."

Though much of Sonoma County presents a green and open aspect to the eye, in reality only 6 to 7 percent of its acreage is public land with public access. An indication of a different and desired future is a measure that did succeed in the election. Measure F, which continues a sales tax to fund the work of Sonoma County Agricultural Preserve and Open Space District until at least 2031, passed on a 75 percent "yes" vote. The district doesn't use eminent domain to acquire public land or easements; the policy is to negotiate with willing sellers.

It's a safe bet, whenever accessible parcels enter the public trust, the Sonoma County Bicycle Coalition will be figuring out ways to pedal to them.

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### Sonoma County bicycling

Prince Greenway/Santa Rosa Creek Trail -- Smooth Class 1 (cyclists and pedestrians only) route, mostly paved, starts in Santa Rosa near Sonoma and Santa Rosa avenues, runs 4 miles west to Willowside Road.

Joe Rodota Trail -- Smooth, paved, Class 1 route starts in Santa Rosa, turns off the Prince Greenway near the Wilson Street overpass, and runs 5.5 miles southwest to Petaluma Avenue in Sebastopol.

The Spring Lake Loop -- Smooth, paved, Class 1 route with some climbing, starts off in east Santa Rosa from the Class 2 route of Summerfield Road, goes through Howarth city park and around Spring Lake for a 3.7-mile ride. Mountain bikers can continue on the fire roads and trails of Annadel State Park.

Brush Creek Trail -- Smooth, paved, Class 1 route starts at Bridgewood Drive and Montecito Boulevard on the north side of Santa Rosa, runs for 1.5 miles down the west side of the creek to Yulupa Avenue.

More resources: The new BikeSonoma Map can be bought online from the coalition for \$12.06 (includes tax and postage); or from a list of many Bay Area bike shops; see, [bikesonoma.org](http://bikesonoma.org). For other coalitions and contacts see, [thunderheadalliance.org](http://thunderheadalliance.org)

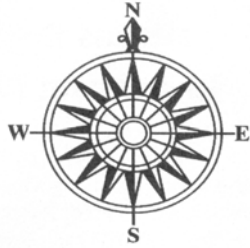
*E-mail Paul McHugh at [pmchugh@sfnchronicle.com](mailto:pmchugh@sfnchronicle.com).*

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URL: <http://sfgate.com/cgi-bin/article.cgi?file=/c/a/2006/11/30/SPG94MM7561.DTL>

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## Staff Report

**To:** Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)  
**From:** Lynne March, Transportation Planner  
**Re:** Election of CBPAC Officers for 2007  
**Date:** January 9, 2007

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**Issue:** Who shall serve as Chair and Vice Chair of the CBPAC for 2007?

### **Background:**

The committee's purpose is to provide technical assistance to the Sonoma County Transportation Authority (SCTA) related to bicycle and pedestrian planning and funding. The CBPAC meetings serve as a forum for the exchange of information about bicyclist and pedestrian issues and to coordinate efforts countywide.

**Officers:** SCTA's Ordinance No.3 requires that a Chair and Vice Chair be elected at the first meeting of the year to lead the CBPAC during the calendar year. Officers must be members of the CBPAC. There are no other requirements or term limits.

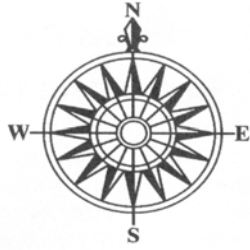
Steven Schmitz has ably served as Chair during 2006.

**Organization:** The officers elected in January are to accept responsibility for conducting the CBPAC meetings, as well as representing the CBPAC before the SCTA Board and at other venues as necessary.

**Meetings:** There are to be approximately six regular meetings of the CBPAC in 2007. Additional meetings are scheduled as the need arises.

**Membership:** The membership of CBPAC is designated as up to twenty (20) members, based on the ten (10) jurisdictions of Sonoma County (the County and its nine city/town entities). Each jurisdiction may appoint a staff person and citizen representative. Regional agencies are considered ex-officio, non-voting members.

**Voting:** Each member, excluding non-voting members, shall have one vote on any matter to come before the committee for a vote. SCTA, however, urges the CBPAC to reach consensus on issues. If consensus is not reached, a minority opinion report can and should be made at the SCTA Board meeting if the issue is to go to the Board for a decision.



## Staff Report

**To:** Countywide Bicycle & Pedestrian Advisory Committee

**From:** Lynne March, Transportation Planner

**Re:** Project Status update for TFCA and TDA Article 3

**Date:** January 9, 2007

Below is a list of outstanding projects that *have not* completed 100% funding in these programs (current as of January 02, 2007, thus might not reflect very recent expenditure requests).

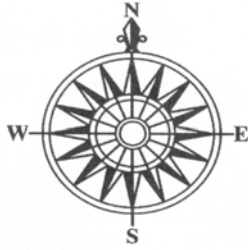
<b>Sonoma County</b>	
<b>TFCA Project: CNG Fueling Station Expansion</b>	<b>03-SON-05</b>
Funds Originally Programmed: \$270,000	Funds Expire: Extended to 11/24/07
Funds Expended \$14,777.76	Funds Remaining \$255,228.24
<b>TFCA Project: Cotati Intermodal</b>	<b>05-SON-03</b>
Funds Originally Programmed: \$9,695	Funds Expire: 01/25/08
Funds Expended \$0	Funds Remaining \$9,695
<b>TFCA Project: Windsor Intermodal</b>	<b>05-SON-01</b>
Funds Originally Programmed: \$34,548	Funds Expire: 01/25/08
Funds Expended \$339.85	Funds Remaining \$34,208.15
<b>TFCA Project: Petaluma Transit Mall</b>	<b>05-SON-02</b>
Funds Originally Programmed: \$84,582	Funds Expire: 01/25/08
Funds Expended \$53,439	Funds Remaining \$31,143

<b>TFCA Project: Transit Marketing Program</b>	<b>05-SON-04</b>
Funds Originally Programmed: \$90,398	Funds Expire: 01/25/08
Funds Expended \$75,540	Funds Remaining \$14,857
<b>TFCA Project: Transit Marketing Program</b>	<b>06-SON-01</b>
Funds Originally Programmed: \$124,055	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$124,055
<b>TFCA Project: Cotati Intermodal Facility</b>	<b>06-SON-02</b>
Funds Originally Programmed: \$32,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$32,000
<b>TFCA Project: Multi-Agency Bus Stop Info</b>	<b>06-SON-03</b>
Funds Originally Programmed: \$30,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$30,000
<b>TDA 3 Project: Share the Road Campaign</b>	<b>05-0010-75</b>
Funds Originally Programmed: \$10,000	Funds Expire: 06/30/07
Funds Expended \$6,440	Funds Remaining \$3,560
<b>TDA 3 Project: Share the Road Sign Installation</b>	<b>05-0010-76</b>
Funds Originally Programmed: \$15,000	Funds Expire: 06/30/07
Funds Expended \$0	Funds Remaining \$15,000
<b>Petaluma</b>	
<b>TFCA Project: Traffic Signal Coordination</b>	<b>03-SON-01</b>
Funds Originally Programmed: \$52,000	<b>Funds Expire: 11/24/05</b>
Funds Expended \$45,322.88	Funds Remaining \$6,677.12

<b>TFCA Project: Roundabout McDowell &amp; Baywood</b>	<b>06-SON-10</b>
Funds Originally Programmed: \$195,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$195,000
Note: <b>Awaiting Funding Agreement before release of \$</b>	
<b>Rohnert Park</b>	
<b>TFCA Project: Bodway Parkway Bike Lanes</b>	<b>05-SON-07</b>
Funds Originally Programmed: \$40,000	Funds Expire: 01/25/08
Funds Expended \$0	Funds Remaining \$40,000
Note: Funding Agreement dated Oct 22, 2006	City has -13 months to expend
<b>TFCA Project: Redwood Drive Bike Lanes</b>	<b>06-SON-04</b>
Funds Originally Programmed: \$14,500	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$14,500
<b>TFCA Project: Rohnert Park Expressway Bike Lane</b>	<b>06-SON05</b>
Funds Originally Programmed: \$142,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$142,000
<b>TFCA Project: Rohnert Park Expressway Signal</b>	<b>06-SON-06</b>
Funds Originally Programmed: \$40,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$40,000
<b>TDA 3 Project: Commerce Bike Bridge Hinebaugh</b>	<b>05-0010-78</b>
Funds Originally Programmed: \$160,000	Funds Expire: 06/30/07
Funds Expended \$14,006	Funds Remaining \$145,994

<b>Santa Rosa</b>	
<b>TFCA Project: Voluntary Trip Reduction</b>	<b>05-SON-06</b>
Funds Originally Programmed: \$ 140,000	Funds Expire: 01/25/08
Funds Expended \$81,139.83	Funds Remaining \$58,860.17
<b>TFCA Project: Student Pass Subsidy</b>	<b>05-SON-08</b>
Funds Originally Programmed: \$ 86,181	Funds Expire: 01/25/08
Funds Expended \$49,793.08	Funds Remaining \$36,387.92
<b>TFCA Project: Voluntary Trip Reduction</b>	<b>06-SON-08</b>
Funds Originally Programmed: \$154,507	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$154,507
<b>TFCA Project: Student Pass Subsidy</b>	<b>06-SON-07</b>
Funds Originally Programmed: \$80,000	Funds Expire: 10/16/08
Funds Expended \$ 0	Funds Remaining \$80,000
<b>TDA 3 Project: Sonoma Avenue Bike Lanes</b>	<b>04-3581-02</b>
Funds Originally Programmed: \$50,000	Funds Expire: Rescinded
Funds Expended \$105.00	Funds Remaining \$49,895
<b>TDA 3 Project: Santa Rosa Creek Greenway Signs</b>	<b>05-0010-80</b>
Funds Originally Programmed: \$18,900	Funds Expire: 06/30/07
Funds Expended \$0	Funds Remaining \$18,900
<b>TDA 3 Project: Pierson Reach/Joe Rodota Connect</b>	<b>06-0010-54</b>
Funds Originally Programmed: \$350,000	Funds Expire: 06/30/08
Funds Expended \$141,919	Funds Remaining \$208,081

<b>TDA 3 Project: Santa Rosa Bike/Ped Plan</b>	<b>07-058</b>
Funds Originally Programmed: \$150,000	Funds Expire: 06/30/09
Funds Expended \$0	Funds Remaining \$150,000
<b>Sebastopol</b>	
<b>TFCA Project: Ford Escape Hybrid Vehicle</b>	<b>06-SON-09</b>
Funds Originally Programmed: \$2,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$2,000
<b>Windsor</b>	
<b>TFCA Project: Arata/Hembree Bike Lanes</b>	<b>06-SON-11</b>
Funds Originally Programmed: \$30,000	Funds Expire: 10/16/08
Funds Expended \$0	Funds Remaining \$30,000
<b>TDA 3 Project: Keiser Park Phase I Trail</b>	<b>06-0010-55</b>
Funds Originally Programmed: \$112,000	Funds Expire: 06/30/08
Funds Expended \$0	Funds Remaining \$112,000
<b>Cloverdale</b>	
<b>TDA 3 Project: Bicycle Lane Striping</b>	<b>07-057</b>
Funds Originally Programmed: \$50,000	Funds Expire: 06/30/09
Funds Expended \$0	Funds Remaining \$50,000



**Directors**

**Robert Jehn, Chair**  
Cloverdale

**Mike Kerns, V. Chair**  
Sonoma County

**Bob Blanchard**  
Santa Rosa

**Stanley Cohen**  
Sonoma

**Patricia Gilardi**  
Cotati

**Mike Healy**  
Petaluma

**Linda Kelley**  
Sebastopol

**Paul Kelley**  
Sonoma County

**Jake Mackenzie**  
Rohnert Park

**Warin Parker**  
Windsor

**Mike Reilly**  
Sonoma County

**Lisa Schaffner**  
Healdsburg

**Memorandum**

January 2, 2007 (via email)

**TO:** Eligible Applicants  
**FROM:** Lynne March, Transportation Planner  
**SUBJECT:** **Call for Bicycle and Pedestrian Projects – Year 2007/2008  
Transportation Development Act (TDA) Article 3 Program**

Background:

Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA (TDA3) is a set-aside of approximately 2% of those monies for bicycle and pedestrian planning and projects. The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population.

Sonoma County’s cities/town and the County of Sonoma are eligible to apply. TDA3 funds may be used for bicycle lanes, bicycle and pedestrian paths, and related planning and marketing efforts. There are no matching requirements with this funding source.

TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within two years; be maintained; be consistent with adopted bicycle plans; and be **authorized by a council or board**.

Projects are recommended by existing city, town and county bicycle and pedestrian advisory committees (BPACs). For entities without BPACs, SCTA’s Countywide Bicycle and Pedestrian Advisory Committee [CBPAC] will serve this function.

“Call for Projects” 2007/2008 TDA Article 3 Program:

All jurisdictions with available funds are invited to submit projects for the 2007/2008 TDA Article 3 Program. Enclosed in this packet is information from MTC. You will find an application and a sample resolution for your council or board. Please note that MTC requires the environmental sign off, and legal sign off (of your eligibility) within the resolution. **This needs to be approved by your council (or board) before April 9. Please plan accordingly.**

Please **email your complete project applications (with costs) to me by March 1<sup>st</sup>** at [lmarch@sctainfo.org](mailto:lmarch@sctainfo.org). Additional project materials can be mailed.

Should you have questions, please contact me via email or at 565-5376

**Suzanne Smith**  
Executive Director

520 Mendocino Avenue  
Suite 240  
Santa Rosa, CA 95401  
PH: 707-565-5373  
FAX: 707-565-5370

Enclosures:

- FY 07/08 **draft** countywide scorecard (**please expect adjustments in Feb**)
- “TDA Article 3 (bicycle and pedestrian projects) Claim Forms” with a model resolution and project application form, and “TDA Article 3 Rules and Procedures,” with Resolution 875 and attached Procedures and Project Evaluation Criteria from MTC. These are also available online at: <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>

FY 2007/2008 TDA3 Schedule

January 2, 2007	SCTA “Call for Projects” issued
March 1, 2007	<b>TDA3 Project Application Forms due to SCTA.</b> Send electronically to <a href="mailto:lmarch@sctainfo.org">lmarch@sctainfo.org</a>
March 13, 2007	CBPAC reviews project proposals
April 9, 2007	<ul style="list-style-type: none"><li>○ SCTA reviews CBAC recommendations and approves a list of projects</li><li>○ <b>Sponsor’s council or board resolutions are due</b></li></ul>
Late April, 2007	Approved project list delivered to MTC
June 2007	MTC reviews SCTA recommendations, project applications
July 2007	Funds available for approved projects, funds need to be spent by June 30, 2010.

## DRAFT COUNTYWIDE 07/08 "TDA3 SCORECARD"

### Estimated FY 2007/2008 TDA3 Distribution

Estimated FY 2007/2008 TDA3 Distribution											
	Cloverdale	Cotati	Healdsburg	Petaluma	Rohnert Park	Santa Rosa	Sebastopol	Sonoma	Windsor	County	Total
<b>Population</b>	7,925	7,025	11,600	55,900	42,150	160,400	7,750	9,675	24,800	151,600	478,825
<b>Percentage</b>	1.7225%	1.5335%	2.4477%	11.8368%	8.8715%	32.6620%	1.6290%	2.0554%	5.3246%	31.9169%	100%
<b>Apportionment</b>	6,029	5,367	8,567	41,429	31,050	114,317	5,702	7,194	18,636	111,709	350,000
<b>Actuals Adjust</b>											
<b>Other Adjust.</b>											
<b>Total New \$</b>	6,029	5,367	8,567	41,429	31,050	114,317	5,702	7,194	18,636	111,709	350,000
<b>06/07 balance</b>	28,715	10,852	109,454	107,146	74,899	153,780	5,722	22,389	19,129	255,101	787,186
<b>Expired Funds</b>											
<b>Grand Total</b>	34,744	16,219	118,021	148,574	105,949	268,097	11,423	29,583	37,765	366,810	1,137,186

# Metropolitan Transportation Commission

## Transportation Development Act Article 3 Funds Bicycle and Pedestrian Projects

### **Instructions for the Use of the Model Governing Body Resolution by Claimants**

*(A model resolution follows these instructions)*

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)
2. Body of the Resolution
3. Attachment A to the Resolution – Required Findings
4. Attachment B to the Resolution – MTC Claim Form(s)

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the “Findings,” must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC’s standard format if basic identifying information about the project and the project sponsor is included. A separate “Project Application” form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to “n” number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF CLAIMANT**, insert – in upper and lower case black type – the official name of the city or county (e.g., “the City of Oakland,” “the County of Solano”).

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., “Napa County”).

Resolution No. **INSERT NUMBER**  
Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Resolution No. **INSERT NUMBER**

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, entitled “Transportation Development Act, Article 3, Pedestrian/Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project; and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The **INSERT NAME OF CLAIMANT** adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): \_\_\_\_\_

**TYPE NAME OF CERTIFYING INDIVIDUAL HERE**

Resolution No. **INSERT NUMBER**  
Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).
9. That any project described in Attachment B that is a “Class I Bikeway,” meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B are ready to commence implementation during the fiscal year of the requested allocation.
11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: \_\_\_\_\_ Applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Secondary Contact (in event primary not available) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Short Title Description of Project: \_\_\_\_\_

Amount of claim: \$ \_\_\_\_\_

Functional Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Plan:**

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

**Project Elements:**

\_\_\_\_\_

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3					
list all other sources:					
1.					
2.					
3.					
4.					
<b>Totals</b>					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).	
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	

**Instructions for the Use of the Model Resolution for Use by Countywide Agencies for Submittal of the Countywide Coordinated Claim**

A copy of the resolution follows these instructions.

The exact text of the body of the model resolution must be submitted to MTC; however, a claimant may reformat the resolution for administrative purposes.

Attachment A, the prioritized list of projects, must be completed and included as part of the resolution.

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted. (e.g., “Napa County”).

Where you see **INSERT NAME OF COUNTYWIDE AGENCY**, insert – in upper and lower case black type – the name of the agency from which the claim is being submitted. (e.g., “Napa County Transportation Planning Agency,” “Solano Transportation Authority,” “Contra Costa County Board of Supervisors,” “Santa Clara Valley Transportation Authority”).

Resolution No. **INSERT NUMBER**

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the **INSERT NAME OF COUNTYWIDE AGENCY** has undertaken a process in compliance with MTC Resolution No. 875, Revised for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in **INSERT NAME OF COUNTY**, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in **INSERT NAME OF COUNTY** whose project or projects have been prioritized for inclusion in the fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide coordinated claim, has forwarded to the **INSERT NAME OF COUNTYWIDE AGENCY** a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the submittal to MTC, of the **INSERT NAME OF COUNTY** fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

E. confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.

This resolution was adopted by **INSERT NAME OF COUNTYWIDE AGENCY** on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): \_\_\_\_\_  
**TYPE NAME OF CERTIFYING INDIVIDUAL HERE**

Resolution No. **INSERT NUMBER**  
Attachment A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2004-05 TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

**Prioritized List of Projects**

	<b>Short Title Description of Project</b>	<b>TDA Article 3 Amount</b>	<b>Total Project Cost</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	<b>Totals</b>		

Date: November 26, 1980  
W.I.: 51410  
Referred By: GR&AC  
Revised: 11/24/82-C 11/26/86-C  
09/23/87-C 03/24/88-C  
12/18/91-C 11/25/92-C  
01/28/98-C 09/27/00-C  
05/23/01-C 11/20/02-C  
04/28/04-C 03/23/05-C

ABSTRACT

Resolution No. 875, Revised

This resolution adopts the "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects" delineating procedures for submission of claims for Article 3 funding for pedestrian and bicycle facilities and stating criteria by which the claims will be evaluated as required by the Transportation Development Act in Public Utilities Code Section 99401.(a).

This resolution was revised November 24, 1982, to incorporate changes to the procedures and criteria recommended in the Regional Bicycle Plan, adopted September 22, 1982 and other changes.

This resolution was revised November 26, 1986 to incorporate changes in procedures and criteria required by SB 949 (Chapter 988, Statutes of 1986).

This resolution was revised September 23, 1987 to incorporate changes in procedures and criteria required by SB100 (Chapter 313, Statutes of 1987).

This resolution was revised March 24, 1988 to incorporate changes in procedures and criteria required by SB100 (Chapter 313, Statutes of 1987).

This resolution was revised on December 18, 1991 to incorporate changes in procedures and criteria required by State Transportation Control Measure 9 (adopted by MTC on November 28, 1990).

This resolution was revised on November 25, 1992 to incorporate changes in procedures and criteria required by AB 3090 (Chapter 1243, Statutes of 1992).

This resolution was revised on January 28, 1998 to incorporate changes in procedures and criteria required by SB 506, the Senate Transportation Committee's annual Omnibus Bill Of

## ABSTRACT

MTC Resolution No. 875, Revised

Page 2

Non-controversial And Technical Provisions (Chapter 619, Statutes of 1997), as well as to make modifications to the procedures that reduce the amount of paperwork and processing for MTC and claimants, yet still meet state requirements and MTC's overall coordination, planning and funding objectives.

This resolution was revised on September 27, 2000 to incorporate changes in procedures required by changes in MTC's annual fund estimate procedures and schedule.

This resolution was revised on May 23, 2001 to eliminate the requirement for an attorney certification of projects and instead to specify certain findings to be included in the agency resolutions.

This resolution was revised on November 20, 2002 to clarify the eligibility of joint powers agencies to apply for funds, to clarify the location of reference documents for safety design criteria and for TDA program information, and specify the timing and sequence of steps for approving applications and for requesting reimbursement of costs incurred.

This resolution was revised on April 28, 2004 to reflect delegated authority to the Executive Director by Resolution No. 3620 for approval of allocations and rescissions of TDA funds under certain conditions, and at the same time to clarify the acceptable age limit for CEQA documentation, and specify that more than one allocation can be issued for a single bicycle or pedestrian plan.

This resolution was revised on March 23, 2005 to specify which projects require environmental documents, clarify role of countywide bicycle advisory committee review of bike projects, require self-certification of safety standards compliance and implementation schedules, and to modify procedures for rescission and subsequent reallocation of TDA funds under certain conditions.

Further discussion of these procedures and criteria are contained in the MTC "Staff Evaluations" dated November 20, 1986, March 10, 1988, December 6, 1991, October 30, 1992, January 14, 1998, September 13, 2000, May 9, 2001, November 13, 2002, April 14, 2004, and March 2, 2005.

Date: November 26, 1980  
W.I.: 1002.30.01  
W.A.: 1293R  
Referred By: GR&AC

RE: Transportation Development Act. Article 3. Pedestrian/Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 875

WHEREAS, the Transportation Development ACT, Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian bicycle facilities; and

WHEREAS, MTC desires to update said procedures to allow the Association of Bay Area Governments (ABAG) to receive a one-time payment of Article 3 funds from each county to prepare a plan for a bicycle and hiking trail around San Francisco Bay and mandated by Senate Bill 100 (Chapter 313, Statutes of 1987).

RESOLVED, that the attached Attachment A shall supersede the procedure previously adopted by MTC; and be it further

RESOLVED, that MTC Resolution No. 762 is rescinded and is superseded by this resolution.

METROPOLITAN TRANSPORTATION COMMISSION

---

William R. "Bill" Lucius, Chairman

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, CA, on November 26, 1980

Date: November 26, 1980  
W.I.: 51410  
Referred By: GR&AC  
Revised: 11/24/82-C 11/26/86-C  
09/23/87-C 03/24/88-C  
12/18/91-C 11/25/92-C  
01/28/98-C 09/27/00-C  
05/23/01-C 11/20/02-C  
04/28/04-C 03/23/05-C

Attachment A  
Resolution No. 875, Revised  
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,  
PEDESTRIAN/BICYCLE PROJECTS  
Procedures and Project Evaluation Criteria

## **PROCEDURES**

### Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for pedestrian/bicycle purposes. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by counties or congestion management agencies.

All cities and counties in each of the nine MTC region counties are eligible to claim funds under TDA Article 3. Joint powers agencies are also eligible.

### Application

1. Counties or congestion management agencies will be responsible for putting together an annual program of projects, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies to the county or congestion management agency (see "Priority Setting" below).
3. A project is eligible for funding if:
  - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
    1. There are no legal impediments regarding the project.
    2. Jurisdictional or agency staffing resources are adequate to complete the project.

3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
  4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.
  5. Adequate local funding is available to complete the project.
  6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. the project is construction and/or engineering of a capital project; is to maintain a Class I bikeway which is closed to motorized traffic; is for a bicycle safety education program; is to develop comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years); or for the purposes of restriping Class II bicycle lanes.
  - c. the claimant is eligible to claim TDA Article 3 funds under Section 99233.3 of the Public Utilities Code;
  - d. if it is a Class I, II or III bikeway project it meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page); or if it is a pedestrian facility, it meets the mandatory minimum safety design criteria published in Chapter 100 of the California Highway Design Manual (Available via Caltrans headquarters' World Wide Web page);
  - e. the project is ready to implement within the next fiscal year;
  - f. *if the project includes construction, that it* meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.
  - g. a jurisdiction agrees to maintain the facility.
  - h. the bicycle project is included in one or more of the following: a detailed bicycle circulation element or plan included in a general plan or an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).

### Priority Setting

1. The county or congestion management agency shall establish a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding. Each county and city is required to have a Bicycle Advisory Committee (BAC) to review and prioritize TDA Article 3 bicycle projects and to participate in the development and review of comprehensive bicycle plans. (BACs are mandated by State Transportation

Control Measure [STCM #9], adopted by MTC on November 28, 1990, MTC Resolution No. 2178, Revised).

A city BAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

Cities under 10,000 population who have difficulty in locating a sufficient number of qualified members, may apply to MTC for exemption from these requirements. Cities over 10,000 population may also apply to MTC for exemption from the city BAC requirement if they can demonstrate that the countywide BAC provides for expanded city representation.

A county BAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The County Board of Supervisors and/or Congestion Management Agency (CMA) will appoint BAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

(Note: The intent is that BACs be composed of bicyclists/pedestrians.)

2. The project lists developed by the City BACs shall be recommended to its City or Town Council. The Countywide Bicycle Advisory Committee will forward all city project lists to the County Public Works Department or congestion management agency for evaluation/prioritization. County Committees will, at a minimum, be responsible for evaluating *bicycle* projects within the unincorporated portions of the county and setting a countywide prioritization list (based on city and county project lists) for annual TDA Article 3 allocations. Either the Board of Supervisors or the Congestion Management Agency (CMA) will adopt the annual countywide list and forward it to MTC for approval.
3. The county or congestion management agency will forward to MTC a copy of the following:
  - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; *and confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.*
  - b) the complete priority list of projects with an electronic version to facilitate grant processing.
  - c) an indication of how and when the projects were reviewed by city and county committees and representatives and what methods were used to contact interested members of the public; and

- d) a Board of Supervisors' or CMA resolution approving the priority list and authorizing the claim.

#### MTC Staff Evaluation

If a recommended project is eligible for funding, and falls within the overall TDA Article 3 fund estimate level for that county, staff will recommend that the project be approved.

#### Allocation

The Commission will approve the priority list and allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and instructions for claiming disbursement.

#### Disbursement

1. When costs are incurred, the claimant shall submit to MTC the following, a minimum of one month before the grant expiration date:
  - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and requesting disbursement of funds;
  - b) Documents showing that costs have been incurred during the period of time covered by the grant and, if applicable, that the project has been formally accepted as complete by the jurisdiction.
2. MTC will approve the disbursement and if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

#### Rescissions

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. If the funds that are rescinded are from a previous fiscal year, then those funds will be rolled over into the next fiscal year at the time that MTC adopts or revises the Fund Estimate.

### Fiscal Audit

All claimants that have received an allocation of TDA funds are required to submit an annual certified fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not expended (that is, costs incurred) during a given fiscal year. However, the applicant should file a statement for MTC's records certifying that no TDA funds were expended during the fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations or disbursements will be made.

### For Further Information

Claimants are encouraged to develop their claims with the MTC staff at an early date so that the formal claim process can be expedited. If you have any questions regarding the application forms or related matters, please contact the MTC staff liaison who is responsible for Article 3. Copies of the Transportation Development Act and the related regulations in the California Administrative Code are available from the funding section of MTC's web page.

### SUGGESTED CRITERIA

The counties or congestion management agencies should consider the following criteria along with any explicit criteria the county or congestion management agency deems necessary when evaluating projects for the countywide priority list.

The basic objectives of the MTC suggested criteria are to give priority to projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to the extent practicable provide for a coordinated system.

Consideration should be given to projects that can demonstrate one or more of the following objectives: (Not listed in priority order.)

1. Elimination or improvement of an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use, given the character of the users. For example, roadway widening, shoulder paving, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of Class I bicycle path to divert young bicyclists from a high traffic arterial; a pedestrian path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects to improve safety should be based on current traffic safety engineering knowledge.

2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of Class I paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of Class I, Class II, and Class III bikeways on routes identified as high demand access routes; bicycle route signs or bike lanes on selected routes which receive priority maintenance and cleaning.
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain, and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals.
5. Maintenance of Class I bikeways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation) where county policy supports the use of Article 3 funds for this purpose.
6. Projects identified in a recent (within five years) comprehensive local bicycle or pedestrian plan. We encourage counties to establish a five-year plan for bicycle projects.
7. Projects that enhance or encourage bicycle or pedestrian commutes.
8. Projects in jurisdictions that have bicycle safety education and law enforcement, distribution of bicycle route information, a bicycle parking plan, and priority maintenance of bikeways.
9. Projects which have documented local support in terms of requests for improvement from bicyclists, employers, employees, or residents in the area; or local effort in terms of funding or preliminary studies.
10. Projects that provide connection to and continuity with longer routes provided by other means or by other jurisdictions to improve regional continuity.
11. Bicycle Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund a bicycle safety education program and staffing. For a given bicycle safety education project, no more than 50 percent shall be funded with Article 3 funds.
12. Comprehensive Bicycles and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle commuters rather than

recreational bicycle uses). A city or county would be eligible to receive allocations for these plans not more than once every five years.



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Grant Review and Allocations Committee

DATE: January 14, 1998

FR: Executive Director

RE: Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures  
(MTC Resolution No. 875, Revised)

SB 506, which is the Senate Transportation Committee's annual omnibus bill of noncontroversial and technical provisions, has recently become law. Among many other things, this law expands the authorized use of local transportation funds that have been set aside for the exclusive use of pedestrians and bicycles (TDA Article 3). Under this bill, up to 20 percent of the monies are now available for allocation to cities and counties for the purposes of restriping Class II bicycle lanes.

Previously, restriping of bicycle lanes was considered an operating or maintenance expense and therefore ineligible for TDA Article 3, which is primarily for construction. Now, it is an eligible expense, provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation.

Staff proposes revisions to MTC's Procedures and Project Evaluation Criteria (MTC Resolution No. 875, Revised) for TDA Article 3 funded pedestrian and bicycle projects in order to reflect the new eligibility requirements under SB 506. We have also proposed some modifications to the procedures that reduce the amount of paperwork and processing for MTC and claimants, yet still meet state requirements and our overall coordination, planning and funding objectives. In the resolution text, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

Staff recommends that GR&AC refer MTC Resolution No. 875, Revised to the Commission for approval.

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Lawrence D. Dahms

LDD:MR  
RES-0875.doc

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

September 13, 2000

Item Number 2g

**Resolution No. 875, Revised**

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**Subject:** Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures  
(MTC Resolution No. 875, Revised)

**Background:** Last year, MTC changed the way that it produces fund estimates for Transportation Development Act (TDA) Funds that are distributed to local applicants throughout the nine counties. In addition to the procedures by which these estimates are generated, the schedule was changed also.

Staff proposes revisions to MTC's Procedures and Project Evaluation Criteria (MTC Resolution No. 875, Revised) for TDA Article 3 funded pedestrian and bicycle projects in order to reflect the new schedule for TDA fund estimates. We have also proposed some minor grammatical modifications to the procedures.

In the resolution's Attachment A, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 875, Revised, to the Commission for approval as requested.

**Attachments:** Deputy Executive Director's Memorandum  
MTC Resolution No. 875, Revised



METROPOLITAN  
TRANSPORTATION  
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Fax: 510.464.7848

## *Memorandum*

TO: Programming and Allocations Committee

DATE: September 13, 2000

FR: Deputy Executive Director

RE: Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures  
(MTC Resolution No. 875, Revised)

Last year, MTC changed the way that it produced fund estimates for Transportation Development Act (TDA) Funds that are distributed to local applicants throughout the nine counties. In addition to the procedures by which these estimates are generated, the schedule was changed also.

Staff proposes revisions to MTC's Procedures and Project Evaluation Criteria (MTC Resolution No. 875, Revised) for TDA Article 3 funded pedestrian and bicycle projects in order to reflect the new schedule for TDA fund estimates. We have also proposed some minor grammatical modifications to the procedures.

In the resolution text, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

Staff recommends that the Committee refer MTC Resolution No. 875, Revised to the Commission for approval.

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Steve Heminger

LDD:MR  
RES-0875.doc

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

May 9, 2001

Item Number 21

**Resolution No. 875, Revised**

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**Subject:** Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures  
(MTC Resolution No. 875, Revised)

**Background:** In order to reduce the expense and amount of paperwork submitted by project applicants, forwarded by the congestion management agencies, and then processed by MTC, San Mateo County's congestion management agency (C/CAG) has suggested that by incorporating an attorney certification into the governing body resolution approving the project, it can save paperwork but still meet the intent of addressing any legal certification by the project sponsor. C/CAG also had some suggestions about language to include in the governing body resolution to better ensure that project sponsors can deliver the projects as specified and within established fund deadlines.

The other congestion management agencies and MTC's programming staff agree that this change will simplify procedures while still generating a paper trail of accountability by project sponsors. The changes have been reviewed with MTC's legal staff.

In the resolution's Attachment A, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles. All of the changes are on the first and second pages of Attachment A to the resolution.

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 875, Revised, to the Commission for approval as requested.

**Attachments:** MTC Resolution No. 875, Revised

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

November 13, 2002

Item Number 4b

**Resolution No. 875, Revised**

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**Subject:** Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures (MTC Resolution No. 875, Revised)

**Background:** MTC has traditionally made TDA Article 3 funds available to cities and counties for pedestrian and bicycle projects. We have also provided funding to ABAG for the Bay Trail Plan as part of this program.

**The** Solano Transportation Authority has expressed an interest in applying for funds. Although not a county agency, they are a joint powers agency composed of the cities and the county. As such, it, as well as other joint powers agencies that are composed of cities and/or counties, are eligible to apply for TDA Article 3 funds. We therefore propose to amend MTC's procedures to reflect this finding.

At the same time, we are also taking the opportunity to make changes to the wording of the procedures to reflect current practices and the availability of reference manuals on the internet.

In the resolution's Attachment A, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 875, Revised, to the Commission for approval as requested.

**Attachments:** MTC Resolution No. 875, Revised

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

**Resolution No. 875, Revised**

---

**Subject:** Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures (MTC Resolution No. 875, Revised)

**Background:** MTC makes TDA Article 3 funds available to cities, counties and joint powers agencies for pedestrian and bicycle projects.

MTC Resolution No. 3620 delegates authority to the MTC Executive Director to approve the allocation and rescission of funds over which MTC has allocation authority, including TDA Article 3. We, therefore, propose to amend MTC's procedures for allocating Article 3 funds to reflect this change.

In addition, two other changes to the procedures are proposed. One specifies that the environmental documents must be no older than three years. The purpose of this change is to discourage the practice whereby an applicant receives a TDA Article 3 grant, does no work on the project for the full three years of the grant, and then requests a rescission and reallocation for the same project to extend it an additional three years, resubmitting the same environmental document. Changes in the need for and scope of the project as well as resultant impacts should be assessed and documented.

The other change is to allow for the possibility of an applicant to receive allocations for a pedestrian or bicycle plan over two successive fund cycles, and apply both grants for the same plan preparation activity. This issue recently came up with the City of Berkeley. They received an allocation last year, but before starting preparation of their pedestrian safety plan, decided to augment the scope and budget. They now plan to contract out for a more comprehensive plan, using the funding from two different TDA grants.

In the resolution's Attachment A, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 875, Revised, to the Commission for approval as requested.

**Attachments:** MTC Resolution No. 875, Revised

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

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**Resolution No. 875, Revised**

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**Subject:** Pedestrian and Bicycle Project (TDA Article 3) Funding Procedures (MTC Resolution No. 875, Revised)

**Background:** The most recent Triennial Performance Audit of MTC recommends that MTC revise its procedures to ensure that allocations do not exceed apportionments. The audit cited TDA article 4 and 8 allocations that exceeded their respective fund estimates. Although there were no instances of noncompliance for article 3, MTC staff proposes a change to the article 3 procedures to ensure continued compliance with the TDA regulations. This relates to how funds from rescinded projects are accounted for.

Counties and congestion management agencies occasionally request MTC to rescind an allocation if a project will not be implemented for one reason or another. Sometimes a partial rescission is requested if a completed project expends less than the amount of the grant. In the past, funds freed up from rescinded projects were added to the amount of the fund estimate so they could be accessed immediately. Staff recommends this procedure be changed, and funds from rescissions of previous years' projects roll into the next year's fund estimate, or a revision to the current fund estimate. Therefore, the funding would only be available for allocation following the inclusion of the rescinded amount in an adopted fund estimate.

Three other changes to the procedures are proposed. One specifies that environmental documents will only be required for projects that entail construction. In the past, we have required that environmental documents be prepared and posted for some TDA article 3 funded activities that are not defined as projects by the California Environmental Quality Act.

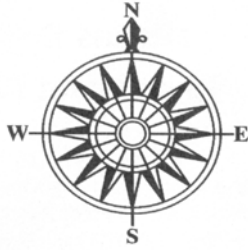
Another change specifies that countywide bicycle advisory committees need to evaluate only bicycle (not pedestrian) projects for their unincorporated areas. This will make their role consistent with that of the city bicycle advisory committees. The final change outlines a self-certification procedure for safety standards and implementation schedule.

In the resolution's Attachment A, additions are shown in *italics* and deletions are shown in ~~strike-out~~ type styles.

**Issues:** None.

**Recommendation:** Refer MTC Resolution No. 875, Revised, to the Commission for approval.

**Attachments:** MTC Resolution No. 875, Revised



**Directors**

**Robert Jehn, Chair**  
Cloverdale

**Mike Kerns, V. Chair**  
Sonoma County

**Bob Blanchard**  
Santa Rosa

**Stanley Cohen**  
Sonoma

**Patricia Gilardi**  
Cotati

**Mike Healy**  
Petaluma

**Linda Kelley**  
Sebastopol

**Paul Kelley**  
Sonoma County

**Jake Mackenzie**  
Rohnert Park

**Warin Parker**  
Windsor

**Mike Reilly**  
Sonoma County

**Lisa Schaffner**  
Healdsburg

**Memorandum**

January 2, 2007 (via e-mail)

TO: Eligible Applicants  
FROM: Lynne March, Transportation Planner  
SUBJECT: **“Call for Projects” for F/Y 2007/2008  
Transportation Fund for Clean Air (TFCA)**

**Solicitation of Interest – for the 2007/2008 TFCA Program**

All eligible Sonoma County jurisdictions within the Bay Area Air Quality Management District (BAAQMD) Air Basin – north to and including Windsor – are invited to submit applications for the 2007/2008 TFCA funding cycle. Attached are several documents.

1.) **APPLICATION FORMS** including the Project Information sheet and cost effectiveness worksheets *required* by BAAQMD. A **project information sheet and one (1) of the worksheets must be returned via email for every project.** Please use the worksheet appropriate for your project’s type.

- Project application form: “PROJECT INFORMATION Sheet”
- Ridesharing, Bicycle, Shuttle, and Smart Growth Worksheet
- Arterial Management Signal Timing Worksheet
- Bus and Heavy Duty Vehicle Worksheet
- Reducing Emissions from Existing Diesel Engines Worksheet

**Please e-mail completed forms to [lmarch@sctainfo.org](mailto:lmarch@sctainfo.org) by March 8<sup>th</sup>.**

2.) **“PRELIMINARY FUND ESTIMATE.”** This “Call for Projects” provides an estimate of funding, which is \$600,000. The actual amount of 07/08 revenue has not yet been determined, therefore, will be adjusted before the process is complete. Population figures will also be adjusted. We will let you know of those adjustments as soon as they are known.

3.) **“CRITERIA FOR FUND DISTRIBUTION,”** detailing criteria approved by the SCTA Board for how funds are to be distributed and requesting council/board resolutions (please see #4 below).

**Suzanne Smith**  
Executive Director

520 Mendocino Avenue  
Suite 240  
Santa Rosa, CA 95401  
PH: 707-565-5373  
FAX: 707-565-5370

- 4.) **“TEMPLATE TFCA RESOLUTION”** for use by jurisdictions to supply the resolutions described in the “Criteria for Fund Distribution.” After much discussion, the new criteria was approved by both the TAC and SCTA Board. The sponsoring entities, therefore, need to approve the criteria *“as is”* before project funds can be released. **Resolutions must be returned no later than April 9, 2007.**
- 5.) **“TFCA FACT SHEET,”** providing information about the TFCA program and process.

**The following is the FY 2007/2008 TFCA schedule:**

January 2, 2007	Call for Projects & revenue estimate issued by SCTA
March 8, 2007	<b>Completed applications due to SCTA electronically (lmarch@sctainfo.org)</b>
March 22, 2007	TAC reviews & recommends list
April 9, 2007	SCTA approves TFCA expenditure plan. <b>TFCA Criteria Resolutions deadline</b>
Late April, 2007	TFCA expenditure plan due to BAAQMD
June 2007	Contracts signed by BAAQMD/SCTA/Project Sponsors
Autumn 2007	Funds available for approved projects, funds need to be spent within 2 years

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We look forward to submitting a “Program of Projects” to BAAQMD for funding projects that will help to improve the area’s air quality.

Please contact me at 707-565-5376, should questions arise.

PRELIMINARY FUND ESTIMATE

FOR THE 2007/2008 TFCA FUNDING CYCLE

Santa Rosa	County	Competitive	Total Allocation
38.98%	25.26%	35.764%	100%
\$233,865	\$151,552	\$214,583	\$600,000

## CRITERIA FOR TFCA FUNDING DISTRIBUTION IN SONOMA COUNTY

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On October 16, 2006, the SCTA Board set the criteria to be used for the distribution of Transportation Fund for Clean Air (TFCA) funding, as follows:

A Two-Part Distribution:

First, the County and Santa Rosa will receive “off-the-top” funding based on population. This will allow those entities to maintain their existing transit programs.

**DRAFT** population percentages, for TFCA purposes, for Santa Rosa and the County are:

Santa Rosa	County
38.9775%	25.2586%

Second, the remainder will be distributed on a competitive basis.

Competitive Portion
35.7639%

By agreement, Santa Rosa and the County will submit applications for funding from the competitive portion only if the eligible cities (i.e., Petaluma, Rohnert Park, Windsor, Sonoma, Sebastopol, and Cotati) do not put forth a sufficient package of proposals to fully utilize the entire BAAQMD allocation.

The agreed upon scenario of how the process will actually work involves discussions between entities to reach agreements, so that projects “ready to go” will be funded in each given year. Considering that carry-over balances are no longer allowed, this cooperative approach will favor ensuring that all available TFCA monies are utilized within the County each funding cycle, and will furthermore allow the smaller cities to intermittently apply for funding amounts greater than the smaller per-year population-based sums.

The new criteria involves a shift from the original policy adopted by the SCTA regarding how the Authority would act as Program Manager. When the TFCA program began in 1992, each jurisdiction approved a resolution identifying the SCTA as the Program Manager and establishing that SCTA would use a population-based distribution of the funds. With changes in state law, SCTA has amended its programming process. The jurisdictions are asked to likewise amend their resolutions regarding SCTA’s role as Program Manager and how funds are to be distributed. These resolutions are expected to remain in effect, therefore, new resolutions will not be required annually.

A sample resolution for use by the jurisdictions is available electronically on the SCTA website at [www.sctainfo.org](http://www.sctainfo.org)

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Resolution No \_\_\_\_\_  
Jurisdiction \_\_\_\_\_  
Date \_\_\_\_\_

RESOLUTION OF \_\_\_\_\_  
RE-DESIGNATING THE SONOMA COUNTY TRANSPORTATION  
AUTHORITY AS THE SONOMA COUNTY PROGRAM MANAGER OF  
THE AB 434 MOTOR VEHICLE REGISTRATION FEE FUND, NAMED  
THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA).

WHEREAS, the California State Legislature passed Assembly Bill 434 in 1992 allowing the Bay Area Quality Management District (BAAQMD) to impose a surcharge fee on motor vehicles registered within the air district in order to fund efficient transportation programs and projects that achieve emission reductions from motor vehicles, pursuant to the California Clean Air Act of 1988 and the Bay Area 1991 Clean Air Plan; and

WHEREAS, consistent with State legislation the Transportation Fund for Clean Air program was created that calls for a county program manager to be designated by resolutions adopted by the county board of supervisors and the city councils of a majority of the cities representing a majority of the population in the incorporated areas of Sonoma County that are within the Bay Area Quality Management District; and

WHEREAS, the Sonoma County Transportation Authority (SCTA) is the countywide agency responsible for transportation planning and programming in Sonoma County and has served as the program manager since 1992; and

WHEREAS, the SCTA has developed a programming process for the Transportation Fund for Clean Air program that meets the needs of on-going programs and addresses the need for a competitive component that will ensure all funds available in a fiscal year can be programmed; and

WHEREAS, to insure the continuation of existing ongoing programs, the SCTA shall continue to allocate TFCA funds to the County of Sonoma and the City of Santa Rosa on a population basis; and

WHEREAS, remaining TFCA funds shall be made available to other eligible jurisdictions on a competitive basis. Should the other eligible jurisdictions not use all of the funds available in a fiscal year, agencies within the City of Santa Rosa and Sonoma County will be eligible to apply for the funds.

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ does hereby re-designate the Sonoma County Transportation Authority (SCTA) as the county program manager for administering Sonoma County's Transportation Fund for Clean Air program in accordance with State law.

BE IT FURTHER RESOLVED that the Sonoma County Transportation Authority (SCTA) shall establish a formula for the expenditure of TFCA funds in an annual resolution and that resolution shall allocate TFCA funds to the County of Sonoma and the City of Santa Rosa based on population and the remaining TFCA funds shall be made available on a competitive basis to the other eligible jurisdictions.

BE IT FURTHER RESOLVED that should the competitive funds go un-programmed to the other eligible jurisdictions in a given fiscal year, they will be available for programming to eligible projects nominated by agencies within the County of Sonoma and the City of Santa Rosa.

## Fact Sheet

# **Transportation Fund for Clean Air (TFCA)**

### **Background:**

The Sonoma County Transportation Authority (SCTA) is the “Program Manager” for the Bay Area Air Quality Management District’s (BAAQMD’s) Transportation Fund for Clean Air (TFCA) “Program Manager” funds. This fund is also known as the AB 434 Program. In this role, SCTA is charged with administering the program and adopting a “Program of Projects” to utilize these funds each year.

TFCA funds are generated through a \$4.00 vehicle registration surcharge. The “Program Manager” funds consist of the 40% of these revenues guaranteed back to the County. The BAAQMD area extends over only the southern part of Sonoma County. The area north of Windsor, including the unincorporated areas and the cities of Healdsburg and Cloverdale do not receive TFCA funds administered by SCTA

There is also a “Regional” TFCA program, administered by BAAQMD. Please go to: [http://www.baaqmd.gov/pln/grants\\_and\\_incentives/tfca/regional\\_fund.htm](http://www.baaqmd.gov/pln/grants_and_incentives/tfca/regional_fund.htm) at the BAAQMD website for more details.

The criteria for how TFCA funding is to be distributed in the County is set by a resolution of the SCTA Board each year. The SCTA Board approved by resolution the criteria for the coming TFCA funding cycle on October 16, 2006, in accordance with the recommendations of the Technical Advisory Committee (TAC).

### **TFCA Step by Step Process:**

#### **Call for Projects**

A “Call for Projects” is issued by SCTA normally every Winter (this year in January). Project sponsors are required to complete BAAQMD forms, including a:

- 1) “Project Information” form for each proposed project and
- 2) “Cost Effectiveness” worksheet for each proposed project that will calculate the estimated amount of emission reductions (the appropriate worksheet is to be filled out according to project type).

All TFCA projects must demonstrate an air quality benefit --- specifically a reduction of motor vehicle emissions --- and must meet minimum air district requirements. BAAQMD issues TFCA guidelines (find under “County Program Manager Fund Materials” at: [http://www.baaqmd.gov/pln/grants\\_and\\_incentives/tfca/cpm\\_fund.htm](http://www.baaqmd.gov/pln/grants_and_incentives/tfca/cpm_fund.htm))

Project sponsors should utilize these guidelines in determining the applicability of TFCA to proposed projects and in preparing applications.

The "Call for Projects" is based on an estimate of available monies. The final actual revenue total will vary somewhat from this estimate. The actual amount to be received will be based on actual TFCA revenues collected and accrued fund account interest.

It is anticipated that approximately \$600,000 will be available for the 2007/2008 fund cycle.

#### Distribution Criteria

Project applicants will be applying for guaranteed and/or competitive funding in accordance with SCTA criteria referenced above. The criteria will be described in the "Call for Projects" announcement. It is recommended, however, that project sponsors become familiar with both the set criteria and also how discussions between entities is anticipated to be part of the process of reaching agreement on which projects are to be proposed in any given year for utilization of the competitive portion.

#### Approval Process

The TAC is consulted on the proposed "Program of Projects" (generally in March) and will make a recommendation to the SCTA. The SCTA then approves the list (in April) for submission to BAAQMD.

BAAQMD notifies SCTA of which projects are approved for funding.

#### Contracts

A Funding Agreement is executed between SCTA and BAAQMD spelling out the terms of the fund administration. Fund Transfer Agreements are also executed between SCTA and each sponsoring entity spelling out the terms of fund use, including reporting and monitoring requirements.