



*City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus*

**NEXT MEETING OF THE:**

**CITIZENS ADVISORY COMMITTEE (CAC)**

**SEPTEMBER 7, 2011•WEDNESDAY•6:00 PM**

**STANCOG BOARD ROOM**

**1111 I STREET, SUITE 308**

**MODESTO, CA**

**MANAGEMENT AND FINANCE COMMITTEE**

**SEPTEMBER 8, 2011•THURSDAY•3:00 PM**

**STANCOG BOARD ROOM**

**1111 I STREET, SUITE 308**

**MODESTO, CA**

Committee Agendas and Minutes: Committee agendas, minutes and copies of items to be considered by the StanCOG Committees are available at least 72 hours prior to the meeting at the StanCOG offices located at 1111 "I" Street, Suite 308, Modesto, CA during normal business hours. The documents are also available on StanCOG's website at [www.stancong.org/committees.shtm](http://www.stancong.org/committees.shtm).

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection at the address listed above during normal business hours. These documents are also available on StanCOG's website, subject to staff's ability to post the documents before the meeting.

Public Comment Period: Matters under the jurisdiction of the Committee, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Committee for consideration. However, California law prohibits the Committee from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Committee. Any member of the public wishing to address the Committee during the "Public Comment" period will be limited to 5 minutes unless the Chair of the Committee grants a longer period of time. At a Special Meeting, members of the public may address the Board on any item on the Agenda at the time the item is considered by the Board.

Public Participation on a Matter on the Agenda: Please step to the podium at the time the agenda item is announced by the Chairperson. In order to ensure that interested parties have an opportunity to speak, any person addressing the Committee will be limited to a maximum of 5 minutes unless the Chair of the Committee grants a longer period of time.

Reasonable Accommodations: This Agenda shall be made available upon request in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting to enable StanCOG to make reasonable arrangements to ensure accessibility to this meeting.

Notice Regarding Non-English Speakers: StanCOG Committee meetings are conducted in English and translations to other languages is not provided. Anyone wishing to address the Committee is advised to have an interpreter or to contact Cindy Malekos at (209) 525-4600 during regular business hours at least 72 hours prior to the time of the meeting so that StanCOG can provide an interpreter.

Aviso con Respecto a Personas que no Hablan el Idioma de Inglés: Las reuniones del los Comités del Consejo de Gobiernos de Stanislaus son conducidas en Inglés y traducciones a otros idiomas no son disponibles. Cualquier persona que desea dirigirse al Comité se le aconseja que traiga su propio intérprete o llame a Cindy Malekos al (209) 525-4600 durante horas de oficina regulares o a lo menos 72 horas antes de la reunión del Consejo de Gobiernos de Stanislaus, para proporcionarle con un intérprete.

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

### 3. PUBLIC COMMENTS

*These matters may be presented only by interested persons in the audience. Discussion is limited to five minutes or at the discretion of the Chair.*

### 4. CONSENT CALENDAR

- A. Approval of Citizens Advisory Committee (CAC) Minutes of 8/3/11 (**by Citizens Advisory Committee only on September 7, 2011**)
- B. Approval of Management and Finance Committee Minutes of 8/4/11 (**by Management and Finance Committee only on September 8, 2011**)
- C. Approval of FY 2010/11 Local Transportation Fund Non-Transit Claim: City of Modesto
- D. Approval of Meeting Schedule for Calendar Year 2012
- E. Approval of FY 11/12 Budget and Overall Work Program (OWP) Amendment #1

### 5. PRESENTATIONS

- A. Commute Connection's Annual Report for Fiscal Year 2010/11
- B. Rideshare Week in Stanislaus County, October 3<sup>rd</sup> through October 7<sup>th</sup>, 2011

### 6. DISCUSSION/ACTION ITEMS

- A. Motion to Recommend Appointment of Citizens Advisory Committee (CAC) Member to the City of Modesto Capital Improvement Program (CIP) Task Force (**by Citizens Advisory Committee only on September 7, 2011**)
- B. Motion to Recommend the Non-Motorized Transportation Master Plan Update
- C. Motion to Adopt 2011 Public Participation Plan (PPP)
- D. Motion to Continue to Use \$14.3 Million as the Basis for FY 2011/12 Local Transportation Fund (LTF) Transit Allocations and Adopt Protocol for Future LTF Estimates
- E. Motion to Revise the FY 2011/12 Transportation Development Act (TDA) Apportionments as Indicated in Schedule 1, Columns 4-6 and Columns 8-9
- F. Discussion – Transportation Development Act (TDA) Supplemental Apportionment/Transit Cost Sharing Procedures

### 7. INFORMATION ITEMS

*The following items are for information only.*

- A. Policy Board Minutes of 6/15/11
- B. Sustainable Communities Strategy (SCS) Steering Committee Minutes of 5/31/11
- C. Social Services Transportation Advisory Council (SSTAC) Minutes of 5/3/11
- D. 2011 FTIP Monthly Project Status Report FFY 2010/11

E. San Joaquin Valley Regional Planning Agencies Fall Policy Conference

F. Update on 90-Day Transit Assessment

G. Administrative Modification #14 to the 2011 Federal Transportation Improvement Program (FTIP)  
Type 1 Administrative Modification

**8. CALTRANS REPORT**

**9. EXECUTIVE DIRECTOR'S REPORT**

**10. MEMBERS REPORT**

**11. ADJOURNMENT**

**Next Regularly Scheduled Committee Meetings:**

**Citizens Advisory Committee (CAC)**

October 5, 2011 (Wednesday) @ 6:00 pm  
StanCOG Board Room  
1111 I Street, Suite 308  
Modesto, CA 95354

**Management and Finance Committee**

October 6, 2011 (Thursday) @ 3:00 pm  
StanCOG Board Room  
1111 I Street, Suite 308  
Modesto, CA 95354



# CONSENT CALENDAR



Item 4A

*City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus*

**CITIZENS ADVISORY COMMITTEE (CAC) MEETING  
StanCOG Board Room  
1111 I Street, Suite 308  
Modesto, CA**

**Minutes of August 3, 2011 (Wednesday)  
6:00 pm**

**MEMBERS PRESENT:** Jeff Lustgarten, Bill Axtell, Stephen Bonrepos, Gil Bostwick, Chris Esther, Joe Hollstein, Dennis Wilson

**ALSO PRESENT:** Vince Canales, Mike Costa, Cindy Malekos, Rosa Park, Carlos Yamzon, (StanCOG)

**1. CALL TO ORDER**

Chair Jeff Lustgarten called the meeting to order at 6:03p.m.

**2. ROLL CALL**

**3. PUBLIC COMMENTS - None**

**4. CONSENT CALENDAR**

**A. Approval of Citizens Advisory Committee (CAC) Minutes of 6/1/11**

**B. Approval of FY 2010/11 Local Transportation Fund Non-Transit Claim: City of Ceres**

**C. Adoption of Appendix R and Appendix S to the 2011 FTIP and Delegating the Approval of Administrative Modifications to the FTIP and FSTIP to the Stanislaus Council of Governments Executive Director**

**D. Adoption of Amendment #13 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 2 and 3 Formal Amendments**

**E. Approval of StanCOG's Title VI Complaint Form**

This item was pulled from the Consent Calendar for discussion by Stephen Bonrepos. He pointed out some edits in the wording on both the English and Spanish versions of the Title VI Complaint Forms. Rosa Park noted that the edits would be made.

**\*By Motion (Joe Hollstein/Steve Bonrepos)**, and unanimous vote, the Citizens Advisory Committee recommended that the Policy Board approve the StanCOG Title VI Complaint form with the edits noted.

**F. Approval of StanCOG's Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Priority Projects List**

This item was pulled from the Consent Calendar for discussion by Stephen Bonrepos. He asked where the security cameras and video surveillance systems that were listed on the Priority Projects list were going to be located. Rosa Park answered that they would be on the buses.

**\*By Motion (Steve Bonrepos/Joe Hollstein)**, and unanimous vote, the Citizens Advisory Committee recommended that the Policy Board approve the StanCOG Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Priority Projects List.

**G. Concurrence of Contribution of Regional Surface Transportation Program Funding to the Ongoing California Statewide Local Streets and Roads Needs Assessment Effort**

**H. Approval of Program of Projects for the Fiscal Year 2009 Job Access Reverse Commute (FTA Section 5316) and New Freedom (FTA Section 5317) Grant Applications**

This item was pulled from the Consent Calendar for discussion by Stephen Bonrepos. He stated that no motion should be made on this item until after the Public Hearing below (Item 6A). Mike Costa gave a hand out with a correction regarding a change in total local match estimates for the JARC program. He and Rosa Park answered questions that the members had regarding the correction.

**\*By Motion After the Public Hearing (Joe Hollstein/Steve Bonrepos)**, and unanimous vote, the Citizens Advisory Committee recommended that the Policy Board approve Program of Projects for the Fiscal Year 2009 Job Access Reverse Commute (FTA Section 5316) and New Freedom (FTA Section 5317) Grant Applications. (The motion and approval of this item occurred after Item 6A)

**\*By Motion (Joe Hollstein/Steve Bonrepos)**, and unanimous vote, the Citizens Advisory Committee recommended that the Policy Board approve the Consent Calendar except for Items 4E, 4F, and 4H which were pulled for discussion and voted n separately.

**5. PRESENTATIONS - None**

**6. PUBLIC HEARINGS**

**A. Job Access Reverse Commute/New Freedom Program of Projects**

Chair Jeff Lustgarten opened the public hearing at 6:15 pm asking if there were any comments. Seeing no one from the public, he closed the public hearing at 6:16 pm.

**7. DISCUSSION/ACTION ITEMS**

**A. Discussion of Auditor/Controller Revised Local Transportation Fund (LTF) Estimate and Apportionment for FY 2011/12**

Vince Canales summarized the background on this item, and answered all questions that the members had.

**B. Motion to Approve Transportation Development Act Transit Apportionments for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects**

Vince Canales clarified that the current approved LTF estimate for the region is \$14.3 million which was approved by the Policy Board in February. He pointed out that the City of Modesto is not included in this apportionment because they did not submit a qualified claim to StanCOG for Local Transportation Funds.

**\*By Motion (Gil Bostwick/Chris Esther)** and a 5-2 vote (with Joe Hollstein and Dennis Wilson voting no), the Citizens Advisory Committee recommended that the Policy Board approve the Transportation Development Act Transit Apportionments for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects.

**C. Motion to Approve Transportation Development Act Transit Claims for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects**

Vince Canales explained that this item is the request to approve the claims associated with Item 7B, the \$14.3 million which was approved by the Policy Board in February. He mentioned that the City of Modesto is not included in these claims.

**\*By Motion (Steve Bonrepos/Bill Axtell)** and a 5-2 vote (with Joe Hollstein and Dennis Wilson voting no), the Citizens Advisory Committee recommended that the Policy Board approve the Transportation Development Act Transit Claims for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects

**D. Discussion of Extension of the Abandoned Vehicle Abatement Program Fee**

Vince Canales said that StanCOG is the Abandoned Vehicle Abatement (AVA) Authority within Stanislaus County and explained that the program is scheduled to expire in April 2012. The AVA Committee, which is comprised of the representatives from the 10 jurisdictions, voted at the July meeting to extend the program for 10 more years. Resolutions from each Council/Board will be needed to process the program extension.

**\*By Motion (Dennis Wilson/Joe Hollstein)** and unanimous vote, the Citizens Advisory Committee recommended that the Policy Board approve the extension of the Abandoned Vehicle Abatement Program Fee

**E. Motion to Accept the San Joaquin Valley Blueprint Guidance Framework**

Carlos Yamzon explained that at the last Policy Council meeting, KernCOG requested that the document be postponed until the October Policy Council meeting, because they wanted some of the language amended to more clearly state that it was a voluntary program. He also said that Supervisor Bill O'Brien asked that the Policy Board review this item and provide their guidance for his vote at the next Policy Council meeting.

**\*By Motion (Steve Bonrepos/Dennis Wilson)**, and a 5-2 vote (with Chris Esther and Gil Bostwick voting no), the Citizens Advisory Committee recommended that the Policy Board accept the San Joaquin Valley Blueprint Guidance Framework.

## **8. INFORMATION ITEMS**

*The following items were provided for information only.*

- A. Policy Board Minutes of 5/18/11**
- B. Sustainable Communities Strategy (SCS) Steering Committee Minutes of 5/3/11**
- C. 2011 FTIP Monthly Projects Status Report FFY 2010/11**
- D. StanCOG Quarterly E-Newsletter**
- E. San Joaquin Valley Regional Planning Agencies Fall Policy Conference**
- F. Update on Transit Performance Measures in the Stanislaus Region**
- G. New Federal Surface Transportation Bill Status Update**
- H. San Joaquin Valley Blueprint Awards Call for Projects**
- I. Update: Release of a Request For Proposal (RFP) for the StanCOG Transportation Model Update and Federal Transit Administration (FTA) Technical Assistance Planning Grant**
- J. Administrative Modification #11 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 1 Administrative Modification**
- K. Administrative Modification #12 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 1 Administrative Modification**

## **9. CALTRANS REPORT – None**

## **10. EXECUTIVE DIRECTOR'S REPORT**

Carlos Yamzon stated that Vince Harris is the new chair of the San Joaquin Valley COG Directors Group. He also highlighted item 8E and said that it is sponsored by Madera this year and will be held at Bass Lake.

## **11. MEMBERS REPORT**

Stephen Bonrepos passed out the minutes from the SCS meeting that was held on 8-2-11. Dennis Wilson said that he has been appointed to the CMAC Subcommittee, which finds the best way to spend the CMAC money by prioritizing projects. Rosa Park said that StanCOG staff was invited to be part of the CMAC Taskforce for the state and would be able to provide updates. Stephen Bonrepos asked why the bus shelter on Sisk Road & Plaza Parkway in front of the Olive Garden has been removed and was concerned that there was no shade. Rosa Park said she can bring the bus shelter issue up at the next Transit Managers meeting.

**12. ADJOURNMENT**

Chair Jeff Lustgarten adjourned the meeting at 7:10 pm.

**Next Regularly Scheduled Citizens Advisory Committee Meeting:**

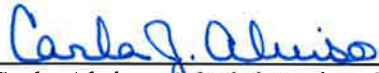
**September 7, 2011 (Wednesday) @ 6:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**

Minutes Prepared By:



Carla Alviso, Administrative Clerk III



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City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus*

**MANAGEMENT AND FINANCE COMMITTEE MEETING  
StanCOG Board Room  
1111 I Street, Suite 308  
Modesto, CA**

**Minutes of August 4, 2011 (Thursday)  
3:00 pm**

**MEMBERS PRESENT:** Chair Roy Wasden (City of Turlock); Greg Nyhoff (City of Modesto); Michael Holland (City of Newman); Joe Leach (City of Oakdale); Rod Butler (City of Patterson); Pam Carder (City of Riverbank); Tim Ogden (City of Waterford); Monica Nino (Stanislaus County)

**ALSO PRESENT:** Vince Harris, Vince Canales, Mike Costa, Cindy Malekos, Rosa Park, Robin Whitehead, Carlos Yamzon (StanCOG); Sinareth Pheng (Caltrans District 10); Jean Foletta (CTSA)

**1. CALL TO ORDER**

Chair Roy Wasden called the Management and Finance Committee meeting to order at 3:00 pm.

**2. ROLL CALL**

**3. PUBLIC COMMENTS**

Fred Cavanah, City of Modesto Transit Manager, offered regrets for comments made at a previous meeting regarding Transportation Development Act (TDA) decisions made by the Management and Finance Committee. The Chair appreciated his remarks and agreed that sometimes things are said that are not meant.

**4. CONSENT CALENDAR**

**A. Approval of Management and Finance Committee Minutes of 6/2/11**

**B. Approval of FY 2010/11 Local Transportation Fund Non-Transit Claim: City of Ceres**

**C. Adoption of Appendix R and Appendix S to the 2011 FTIP and Delegating the Approval of Administrative Modifications to the FTIP and FSTIP to the Stanislaus Council of Governments Executive Director**

- D. Adoption of Amendment #13 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 2 and 3 Formal Amendments**
- E. Approval of StanCOG’s Title VI Complaint Form**
- F. Approval of StanCOG’s Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Priority Projects List**
- G. Concurrence for Contribution of Regional Surface Transportation Program Funding to the Ongoing California Statewide Local Streets and Roads Needs Assessment Effort**
- H. Approval of Program of Projects for the Fiscal Year 2009 Job Access Reverse Commute (FTA Section 5316) and New Freedom (FTA Section 5317) Grant Applications**  
A revised handout regarding the local match was distributed.

**\*By Motion (City of Modesto/City of Newman),** and a unanimous vote, the Management and Finance Committee recommended that the Policy Board approve the Consent Calendar.

**5. PRESENTATIONS - None**

**6. PUBLIC HEARINGS - None**

**7. DISCUSSION/ACTION ITEMS**

**A. Discussion of Auditor/Controller Revised Local Transportation Fund (LTF) Estimate and Apportionment for FY 2011/12**

Vince Harris provided a summation of this item to date. There was a discussion regarding concerns in the process. There was general consensus that a protocol needs to be agreed upon for the future regarding the determination of the data that is provided to the Auditor/Controller as well as when the information is provided, and that the Management and Finance Committee needs to be involved in the conversation.

**B. Motion to Approve Transportation Development Act Transit Apportionments for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects**

Vince Harris explained that this item requests the approval of TDA apportionments. It does not include the City of Modesto.

**\*By Motion (City of Newman/City of Oakdale),** and a unanimous vote, the Management and Finance Committee approved the Transportation Development Act Transit Apportionments for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects.

**C. Motion to Approve Transportation Development Act Transit Claims for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects**

Vince Harris stated that this item asks for the approval of transit claims that have been submitted. It does not include the City of Modesto. Monica Nino said it would be helpful if there could be a running balance included in the future.

**\*By Motion (City of Riverbank/Stanslaus County)**, and a unanimous vote, the Management and Finance Committee approved Transportation Development Act Transit Claims for FY 2011/12: City of Ceres, Riverbank/Oakdale Transit Authority, City of Turlock, County of Stanislaus, Paratransit, Inc., and Regional Transit Projects.

**D. Discussion of Extension of the Abandoned Vehicle Abatement Program Fee**

Vince Harris explained that StanCOG administers the AVA program for the region. He said that the program is set to expire in April 2012 but that it can be extended for 10 more years. All jurisdictions voted in favor of extending it at the July AVA Committee meeting, and it will proceed to their Councils/Boards to request Resolutions to extend it.

**E. Motion to Accept the San Joaquin Valley Blueprint Guidance Framework**

Vince Harris stated that this item recommends that the Policy Board accept the Blueprint Guidance Framework so that the StanCOG Policy Council representatives receive guidance for their vote on this item at the October meeting.

**\*By Motion (City of Patterson/City of Newman)**, and a unanimous vote, the Management and Finance Committee accepted the San Joaquin Valley Blueprint Guidance Framework.

**8. INFORMATION ITEMS**

*The following items were provided for information only.*

**A. Policy Board Minutes of 5/18/11**

**B. Sustainable Communities Strategy (SCS) Steering Committee Minutes of 5/3/11**

**C. 2011 FTIP Monthly Project Status Report FFY 2010/11**

**D. StanCOG Quarterly E-Newsletter**

**E. San Joaquin Valley Regional Planning Agencies Fall Policy Conference**

**F. Update on Transit Performance Measures in the Stanislaus Region**

The Chair asked that this item be pulled. Vince Harris clarified some of the points regarding the legal review and the supplemental apportionment. The Chair, Michael Holland and Tim Ogden suggested that the legal review should include if the policy that has been in place is out of compliance with the Transportation Development Act (TDA).

**G. New Federal Surface Transportation Bill Status Update**

**H. San Joaquin Valley Blueprint Awards Call for Projects**

**I. Update: Release of a Request For Proposal (RFP) for the StanCOG Transportation Model Update and Federal Transit Administration (FTA) Technical Assistance Planning Grant**

**J. Administrative Modification #11 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 1 Administrative Modification**

**K. Administrative Modification #12 to the 2011 Federal Transportation Improvement Program (FTIP) – Type 1 Administrative Modification**

**9. CALTRANS REPORT-None**

**10. EXECUTIVE DIRECTOR'S REPORT-None**

**11. MEMBERS REPORT-None**

**12. ADJOURNMENT**

Chair Roy Wasden adjourned the Management and Finance Committee meeting at 4:30 pm.

**Next Regularly Scheduled Management and Finance Committee Meeting:**

**September 8, 2011 (Thursday) @ 3:00 pm**

**StanCOG Board Room**

**1111 I Street, Suite 308**

**Modesto, CA 95354**

Minutes Prepared By:



Cindy Malekos

Personnel & Administration Manager/Public Information Officer



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**TO:** Management and Finance Committee  
Citizens Advisory Committee

**Staff Report**  
**Motion**

**THROUGH:** Vince Harris, Executive Director *VH*

**FROM:** Vince Canales, Finance Director *VC*  
Robin Whitehead, Budget & Grants Coordinator *RW*

**DATE:** August 25, 2011

**SUBJECT:** FY 2010/11 Local Transportation Fund Non-Transit Claim:  
City of Modesto

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**Recommendation**

**By Motion:**

Recommend that the Policy Board approve the City of Modesto's Local Transportation Fund (LTF) claim as submitted.

**Background**

On February 17, 2010, the StanCOG Policy Board adopted LTF apportionments for FY 2010/11 nonmotorized purposes. On September 15, 2010, the StanCOG Policy Board adopted an LTF supplemental apportionment for FY 2009/10. On March 16, 2011, StanCOG Policy Board adopted an LTF apportionment for FY 2010/11 street and road purposes. The City of Modesto has submitted a claim for those funds as follows:

<u>Purpose</u>	<u>Source</u>	<u>2010/11 Claim</u>
Nonmotorized	LTF-99234	\$ 211,305
Streets	LTF-99400a	<u>404,765</u>
		\$ 616,070

The claim has been reviewed and determined to be complete. The claimant has submitted all required audits and reports. The audit for FY 2008/09 contains no audit recommendations.

The rules governing the LTF require the adopting resolution to contain specific findings prior to any LTF allocations. The findings are as follows:

**Required Findings**

- (1) The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
- (2) The sum of the claimant's allocations from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
- (3) There are no unmet transit needs which are reasonable to meet within the jurisdiction.

[vcanales@stancog.org](mailto:vcanales@stancog.org)  
[rwhitehead@stancog.org](mailto:rwhitehead@stancog.org)

v:\stancog\staff\whitehead, robin\tda10-11\Modesto FY 2010-11 claim to committees



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**TO:** Management and Finance Committee  
Citizens Advisory Committee **Staff Report**  
**Motion**

**THROUGH:** Vince Harris, Executive Director *VH*

**FROM:** Cindy Malekos, Personnel & Administration Manager *CM*  
Public Information Officer  
Carla Alviso, Administrative Clerk III *CA*

**DATE:** August 26, 2011

**SUBJECT:** Meeting Schedule for Calendar Year 2012

**Recommendation**

**By Motion:**

Recommend that the Policy Board approve the attached Policy Board and Advisory Committees Meeting Schedule for Calendar Year 2012.

**Background**

The Policy Board and the Executive Committee have regularly scheduled meeting dates/times on the third Wednesday of the month. The Advisory Committees have regularly scheduled meeting dates/times two weeks prior to that during the first week of the month. All meetings are held at the StanCOG Board Room. This includes meetings of the:

- |                                                           |                                |
|-----------------------------------------------------------|--------------------------------|
| Social Services Transportation Advisory Council (SSTAC)   | 1st Tues. @ 8:30 am            |
| Sustainable Communities Strategy Steering Committee (SCS) | 1st Tues. @ 1:00 pm            |
| Citizens Advisory Committee (CAC)                         | 1st Wed. @ 6:00 pm             |
| Management and Finance Committee (M&F)                    | 1st Thurs. @ 3:00 pm           |
| Bicycle/Pedestrian Advisory Committee (BPAC)              | 1st Tues. @ 5:30 pm bi-monthly |

**Discussion**

The 2011 meeting schedule has worked out well with good attendance at Policy Board and Committee meetings so the same format has been used to set the schedule for 2012 (see attached chart). There are several exceptions as noted due to holidays or other calendar conflicts, and it is anticipated that the July round of meetings will not be held.

[cmalekos@stancog.org](mailto:cmalekos@stancog.org)

# StanCOG Policy Board & Committee Meetings 2012

	Policy Board	Executive Committee	Social Services Transportation Advisory Council	Sustainable Communities Strategy Steering Committee	Citizens Advisory Committee	Management and Finance Committee	Bicycle/Pedestrian Advisory Committee	
<b>2012</b>	(3rd Wednesday of the month) 6:00 p.m.	(3rd Wednesday of the month) 5:00p.m.	(1st Tuesday of the month) 8:30 a.m.	(1st Tuesday of the month) 1:00 p.m.	(1st Wednesday of the month) 6:00 p.m.	(1st Thursday of the month) 3:00 p.m.	(1st Tuesday of every other month) 5:30 p.m.	
January	1/18	1/18 #	1/3	1/3	1/4	1/5	1/3	
February	2/15	2/15	1/31 *	1/31 *	2/1	2/2		
March	3/21	3/21 #	3/6	3/6	3/7	3/8 *	3/6	
April	4/18	4/18	4/3	4/3	4/4	4/5		
May	5/16	5/16 #	5/1	5/1	5/2	5/3	5/1	
June	6/20	6/20	6/5	6/5	6/6	6/7		
July	<b>No Meetings Scheduled</b>							
August	8/15	8/15	7/31 *	7/31 *	8/1	8/2		
September	9/19	9/19 #	9/4	9/4	9/5	9/6	9/4	
October	10/17	10/17	10/2	10/2	10/3	10/4		
November	11/14 *	11/14 *#	10/30 *	10/30 *	Tuesday 10/30 *	11/1	11/6	
December	12/12 *	12/12 *	11/27 *	11/27 *	11/28 *	11/29 *		

All Meetings held in the StanCOG Board Room, located at 1111 "I" Street, Suite 308, Modesto, CA 95354


\* Please note different dates due to holidays or calendar conflicts


# Executive Committee Meetings held at 3:30 p.m. for the months of Jan, Mar, May, Sept, & Nov



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**TO:** Management and Finance Committee  
Citizens Advisory Committee Staff Report  
Motion

**THROUGH:** Vince Harris, Executive Director 

**FROM:** Vince Canales, Finance Director 

**DATE:** August 29, 2011

**SUBJECT:** FY 11/12 Budget and Overall Work Program (OWP) Amendment #1

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**Recommendation**

**By Motion:**

Recommend that the Policy Board:

- 1. Amend the General Fund Line Item Expenditure budget as presented in Schedule 1
- 2. Amend the General Fund Line Item Revenue budget as presented in Schedule 2
- 3. Amend the Overall Work Program as presented in Table A

**Background**

As we begin the FY 2011/12, there is a need to amend the budget and overall work program.

**Discussion**

Schedule 1 – StanCOG General Fund Line Item Expenditure Detail

All requested budget changes have been noted with an explanation of the face of the schedule. Of the \$2,914,895 requested increase, the entire amount is attributable to re-budgeting fiscal year 2010/11 encumbrance or carryover balances into fiscal year 2011/12. An amount of \$4,738 is identified for temporary services at no increased expense. Staff proposes that salary savings, from the employee on leave, be reclassified to cover the additional cost.

Schedule 2 – StanCOG General Fund Line Item Revenue Detail

Schedule 2 reflects the carryover of revenue available to cover the cost of the budget increases being requested. Of the \$2.9 million requested increase, 2.5 million is attributable to federal grant funding. \$1.5 million, of the federal funding, is attributable to the federal demonstration grant for the State Route 132 West Project Approval and Environmental Document (PAED)

phase of the Project. \$847,084 is attributable to the JARC and New Freedom programs. \$100,000 in revenue is being reprogrammed for the traffic modeling grant StanCOG was awarded in the previous fiscal year. Of the State sources, the largest increase is in the State Transportation Improvement Program (STIP) revenue line-item. This represents the match for the federal demonstration funds on the State Route 132 West Project.

Overall Work Program (OWP) Table A

Table A adjusts the OWP work elements for the proposed changes to the Line Item Budget.

V:\STANCOG\Staff\Canales, Vince\staff reports 10-11\owp amend 1

[vharris@stancog.org](mailto:vharris@stancog.org)

**STANISLAUS COUNCIL OF GOVERNMENTS  
LINE ITEM BUDGET AMENDMENT #1  
FY 20011/12**

**SCHEDULE #1**

Acct	Description	Adopted Budget FY 2011/12	Amendment 1 FY 2011/12	Increase (Decrease)	Notes
50000	Salaries and Benefits	1,568,417	1,563,679	(4,738)	Transfer appropriations to temporary help services
	Other Post Employment Benefits	1,412	1,412	0	
	<b>TOTAL SALARIES, BENEFITS &amp; OPEB</b>	<b>1,569,829</b>	<b>1,565,091</b>	<b>(4,738)</b>	
60000/	<b>SERVICES AND SUPPLIES</b>				
70000	Administrative Services	3,525	3,525	0	
	Communications	12,600	12,600	0	
	Conferences, Seminars & Travel	36,938	36,938	0	
	County Departmental Costs Allocated	6,200	6,200	0	
	Data Processing Services	18,000	18,000	0	
	Equipment Maintenance	1,500	1,500	0	
	Equipment Purchase	20,100	20,100	0	
	Equipment Rents and Leases	19,800	19,800	0	
	Community Programs	1,000	1,000	0	
	Insurance	18,000	18,000	0	
	Memberships	11,700	11,700	0	
	Office Expense	18,500	18,500	0	
	Postage/Mail Services	2,000	2,000	0	
	Printing	13,100	13,100	0	
	Publications/Legal Notices	9,000	9,000	0	
	Structures and Grounds - Maintenance	2,360	2,360	0	
	Structures and Grounds - Rents and Leases	105,720	105,720	0	
	Utilities	8,000	8,000	0	
	<b>TOTAL SERVICES AND SUPPLIES</b>	<b>308,043</b>	<b>308,043</b>	<b>0</b>	
81000	<b>EQUIPMENT - FIXED ASSETS</b>	0	0	0	
		0	0	0	
63280	<b>CONTRACTS</b>				
	Area wide Ridesharing Services	178,500	178,500	0	
	FresnoCOG Interregional Goods Movement Plan	0	9,863	9,863	Rebudget StanCOG's FY 10/11 share Interregional goods movement plan
	Disadvantaged Business Enterprise Consultant	2,500	2,500	0	
	Financial Audit & related svcs.	33,000	33,000	0	
	Translation Services	10,000	10,000	0	
	Legal Counsel	60,000	60,000	0	
	Route 132 West Environmental Document	0	1,942,593	1,942,593	Rebudget FY 10/11 encumbrance balance on Jacobs contract
	Pavement Management System	560,000	560,000	0	
	SJ Valley Policy Council Coordinator	16,437	16,437	0	
	Temporary Help Interwest Consultant Services	30,000	30,000	0	
	Temporary Help Services	13,000	17,738	4,738	Requested increase from salary savings account clerk position
	Non-Motorized Plan Update	100,000	100,000	0	
	Regional Transportation Plan / EIR	0	2,399	2,399	Rebudget FY 10/11 encumbrance balance on ESA contract
	Regional Travel Model Update	92,790	92,790	0	
	FTA Technical Assistance Grant	0	112,956	112,956	Rebudget FY 10/11 technical assistance grant contract expenses
	Traffic Modeling Support	50,000	50,000	0	
	Valley wide Air Quality Coordinator	21,000	21,000	0	
	Valley wide Air Quality Coordinator Oversight	8,100	8,100	0	
	Catholic Charities	0	127,000	127,000	Rebudget FY 10/11 New Freedom sub-recipient agreement
	Paratransit Inc	0	212,194	212,194	Rebudget FY 10/11 JARK sub-recipient agreement
	Paratransit Inc	0	126,201	126,201	Rebudget FY 10/11 New Freedom sub-recipient agreement
	City of Modesto	0	381,689	381,689	Rebudget FY 10/11 JARK sub-recipient agreement
	<b>TOTAL CONTRACTS</b>	<b>1,175,327</b>	<b>4,094,960</b>	<b>2,919,633</b>	
	Depreciation Expense	11,076	11,076	0	
	<b>OVERHEAD RECAPTURE</b>	<b>236,563</b>	<b>236,563</b>	<b>0</b>	
	<b>BUDGET SUBTOTAL</b>	<b>3,300,838</b>	<b>6,215,733</b>	<b>2,914,895</b>	
90000	<b>CONTINGENCIES</b>	50,000	50,000	0	
62400	<b>EXIGENCIES</b>	15,000	15,000	0	
	<b>TOTAL BUDGET</b>	<b>3,365,838</b>	<b>6,280,733</b>	<b>2,914,895</b>	

**STANISLAUS COUNCIL OF GOVERNMENTS  
REVENUES FOR FY 2011/12  
AMENDMENT #1**

**Schedule #2**

<b>SOURCE</b>	<b>Adopted FY 11/12</b>	<b>Amendment 1 FY 11/12</b>	<b>Increase (Decrease)</b>
Federal – FHWA PL	978,842	978,842	0
Federal – FHWA PL carryover	455,522	457,645	2,123
Federal – FTA Section 5303	200,478	200,478	0
Federal – FTA Section 5303 carryover	46,819	46,819	0
Federal – FTA Section 5304	0	100,000	100,000
Federal – FTA Section 5316	18,593	612,476	593,883
Federal – FTA Section 5317	18,593	271,794	253,201
Federal - RSTP	560,000	560,000	0
Federal – CMAQ (ridesharing)	154,923	154,923	0
Federal – Congressional Grant - Route 132 West Project	0	1,554,074	1,554,074
<b>Total Federal</b>	<b>2,433,770</b>	<b>4,937,051</b>	<b>2,503,281</b>
State – STIP	0	238,519	238,519
State – PPM	264,588	264,588	0
State – PPM Carryover	0	0	0
State – Blueprint Grant	0	0	0
State – Blueprint Grant carryover	0	0	0
<b>Total State</b>	<b>264,588</b>	<b>503,107</b>	<b>238,519</b>
Local – Abandoned Vehicle	9,000	9,000	0
Local – TDA Admin	160,000	160,000	0
Local – TDA Admin Reserve	0	0	0
Local – LTF Planning	398,464	421,559	23,095
Local – LTF Planning Reserve	0	0	0
Local – Non-StanCOG	0	150,000	150,000
Local – Interest	5,008	5,008	0
Local – Dues	20,000	20,000	0
Miscellaneous Reimbursements	10,008	10,008	0
Local – Applied Reserves (contingencies/exigencies)	65,000	65,000	0
Local – Applied Reserves (Legislative Review)	0	0	0
<b>Total Local</b>	<b>667,480</b>	<b>840,575</b>	<b>173,095</b>
<b>Total - Current Year Revenue</b>	<b>3,365,838</b>	<b>6,280,733</b>	<b>2,914,895</b>

**APPENDIX II**  
**OWP TABLE A - FUNDING SOURCES**  
**AMENDMENT #1**  
**FISCAL YEAR 2011/12**

WORK ELEMENT TOTAL	Federal										State			Local			
	FTA Sec 5303	FHWA PL	FTA Sec 5304	FTA Sect 5316	FTA Sect 5317	RSTP	CMAQ	DEMO	STIP	Blueprint MCAG	PPM	Abandoned Vehicle	LTF Admin	LTF Planning	Other Local*		
<b>METRO TRANSPORTATION PLANNING</b>																	
012 Public Involvement	0	114,241	0	0	0	0	0	0	0	0	0	0	0	15,412	0		
021 Overall Work Program	100,000	65,675	0	0	0	0	0	0	0	0	0	0	0	21,965	0		
023 MPO Coordination	0	51,812	0	0	0	0	0	0	0	0	0	0	0	21,316	0		
026 Nonmotorized Master Plan	0	124,848	0	0	0	0	0	0	0	0	0	0	0	16,176	0		
113 Modeling & GIS Develop.	0	312,522	0	0	0	0	0	0	0	0	0	0	0	44,492	0		
114 FTA Technical Planning	0	0	100,000	0	0	0	0	0	0	0	0	0	0	12,956	0		
300 Regional Trans. Plan (RTP)	0	280,964	0	0	0	0	0	0	0	0	0	0	0	38,603	0		
321 Transit	147,297	0	0	0	0	0	0	0	0	0	0	0	0	22,284	0		
323 Job Reverse Access Commute	0	0	0	612,476	0	0	0	0	0	0	0	0	0	2,909	0		
324 New Freedom	0	0	0	0	271,794	0	0	0	0	0	0	0	0	2,909	0		
330 Trans. Improvement Program	0	350,151	0	0	0	0	0	0	0	0	0	0	0	49,916	0		
410 Air Quality Planning	0	44,646	0	0	0	0	0	0	0	0	0	0	0	6,285	0		
411 Congestion Mgmt. Program	0	91,628	0	0	0	0	0	0	0	0	0	0	0	11,872	0		
<b>CONSOLIDATED REGIONAL PLANNING</b>																	
013 Abandoned Vehicle	0	0	0	0	0	0	0	0	0	0	0	9,000	0	66	0		
022 Trans. Development Act	0	0	0	0	0	0	0	0	0	0	0	0	160,000	31,106	0		
024 Regional Blueprint Grant	0	0	0	0	0	0	0	0	0	40,671	0	0	0	23,417	0		
304 Trans. Financial Expend. Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
322 Trans. Demand Management	0	0	0	0	0	0	154,923	0	0	0	0	0	0	43,411	0		
331 Reg. Proj. Planning/Monitoring	0	0	0	0	0	0	0	0	0	0	0	0	0	3,427	0		
332 STIP Project Delivery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
333 STIP Pilot Project (Rte 132 Infill)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
334 STIP Project 132 West	0	0	0	0	0	0	0	1,554,074	238,519	0	0	0	0	400	150,000		
335 STIP Nrth Cnty Corridor	0	0	0	0	0	0	0	0	0	0	0	0	0	400	0		
336 PMP	0	0	0	0	0	560,000	0	0	0	41,024	0	0	0	0	0		
<b>TOTAL</b>	247,297	1,436,487	100,000	612,476	271,794	560,000	154,923	1,554,074	238,519	0	264,588	9,000	160,000	369,322	150,000		
Available - new	200,478	978,842	0	0	0	560,000	154,923	0	0	0	606,000	9,000	160,000	376,763	0		
Available - carryover	339,836	939,274	100,000	643,817	287,959	0	0	1,554,074	238,519	0	0	0	0	0	150,000		
Available - total	540,314	1,918,116	100,000	643,817	287,959	560,000	154,923	1,554,074	238,519	0	606,000	9,000	160,000	376,763	150,000		
Balance	293,017	481,629	0	31,341	16,165	0	0	(0)	0	0	341,412	0	0	7,441	0		



# PRESENTATIONS



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**TO:** Management and Finance Committee  
Citizens Advisory Committee **Staff Report**  
Presentation

**THROUGH:** Vince Harris, Executive Director *VH*

**FROM:** Rosa De León Park, Transit/Programming Manager *RDP*  
Mike Costa, Associate Transit/Programming Planner *MAC*

**DATE:** August 26, 2011

**SUBJECT:** Commute Connection’s Annual Report for Fiscal Year 2010/11

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**Discussion**

Working cooperatively with local and regional partner agencies, and funded by Federal Congestion Mitigation Air Quality funds, Commute Connection provides Transportation Demand Management (TDM) services to the Counties of San Joaquin, Stanislaus, and Merced. Commute Connection has successfully coordinated the TDM program of the Stanislaus Council of Governments (StanCOG) since 1987. The TDM services provided by Commute Connection are identified as a transportation control measure in the San Joaquin Valley Air Pollution Control District’s air quality plan for non-attainment regions, and are also included as a mitigation element in the regional Congestion Management Process (CMP) programs.

Commute Connection’s various programs help promote and elicit activities designed to reduce airborne pollution, freeway congestion, parking demand, vehicle trips, and gasoline consumption, and further improve efficiency of existing transportation systems. The on-going mission of the program is to provide commuters, employers, and partner agencies with information regarding available transportation options and alternatives to the single occupancy vehicle commute. Some of the specific services provided to Stanislaus County include:

- ◆ Individualized ride-matching and customer support
- ◆ Vanpool formation and maintenance
- ◆ Employer and commuter outreach promotions and events
- ◆ County-wide Guaranteed Ride Home Program
- ◆ Marketing
- ◆ Reporting

To promote these services, Commute Connection staff actively reaches out to commuters, employers, and partner agencies through various means, including but not limited to the following methods: emails, newsletters, direct mailing, telephone calls, referrals from businesses

currently participating in the programs, participation in health and benefit fairs, and exposure from coordinating special events at jobsites. Commute Connection also provides marketing materials such as flyers, posters, and online content for employers to display at their worksites.

Table 1 below, briefly summarizes an overview of Commute Connection’s program benefits for Stanislaus County during the last fiscal year.

**Table 1: Fiscal Year 2010/11 Program Overview for Stanislaus County**

<b>Total Commuters Registered</b>	<b>2,592</b>
Total—New Commuters Added	227
<b>Total Vanpools Registered</b>	<b>37</b>
Total—New Vanpools Added	4
Total—New Carpools Added	22
<b>Total Employer Meetings and Events</b>	<b>52 / 30</b>
<b>Information Requests</b>	
Carpool and Vanpool	1251
Transit	1112
Park and Ride Lots	1042

For additional information regarding Commute Connection services, please contact Anthony Zepeda at 209-235-1090 / [Zepeda@sjcog.org](mailto:Zepeda@sjcog.org), or visit the public website at [www.commmuteconnection.com](http://www.commmuteconnection.com)



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**TO:** Management and Finance Committee  
Citizens Advisory Committee Staff Report  
Presentation

**THROUGH:** Vince Harris, Executive Director *[Signature]*

**FROM:** Rosa De León Park, Transit/Programming Manager *[Signature]*  
Mike Costa, Associate Transit/Programming Planner **MAC**

**DATE:** August 26, 2011

**SUBJECT:** Rideshare Week in Stanislaus County, October 3<sup>rd</sup> through October 7<sup>th</sup>, 2011

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**Background**

Each year Commute Connection, the Transportation Demand Management (TDM) program of the Stanislaus Council of Governments (StanCOG), promotes Rideshare Week in Stanislaus County. In 2010, StanCOG, the City of Modesto, the County of Stanislaus, and key local employers, partnered to create events that spurred participation by over 400 local commuting enthusiasts. StanCOG’s goal this year is to build on this success and involve partner agencies and local jurisdictions in the 2011 Rideshare Week event.

**Discussion**

Rideshare Week is a statewide event that will take place October 3<sup>rd</sup> through October 7<sup>th</sup> of this year. The purpose of this annual campaign is to promote carpooling, vanpooling, transit, and more alternative options other than driving alone, as a means of easing traffic congestion and improving air quality.

Rideshare Week celebrations and activities are located at prominent worksites and community centers throughout the region. Commuters and participants can learn about various transportation opportunities and register to be entered into drawings for prizes, T-Shirts, and other items. Some of this year’s anticipated events include:

- An area marketing and outreach campaign targeting commuters in Stanislaus, San Joaquin, and Merced counties;
- On-site employer and community events (e.g., rallies, presentations, raffles), and;
- Promotional give-away items (e.g., T-shirts, key-chains, and gift cards).

More information on all of this year’s proposed events, additional resources (e.g. posters, flyers, newsletter articles, and more), and an employer toolkit will be available through the

Commute Connection website in mid-September ([www.commuteconnection.com](http://www.commuteconnection.com)). An online registration form will also be available for those interested in participating in the raffle.

If you would like to schedule a Rideshare Week event for your organization, please contact Anthony Zepeda at 209-235-1090 or [Zepeda@sjcog.org](mailto:Zepeda@sjcog.org), or visit [www.commuteconnection.com](http://www.commuteconnection.com).

[mcosta@stancog.org](mailto:mcosta@stancog.org)



# DISCUSSION & ACTION ITEMS



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**TO:** Citizens Advisory Committee **Staff Report**  
Motion

**THROUGH:** Vince Harris, Executive Director *VH*

**FROM:** Cindy Malekos, Personnel & Administration Manager  
Public Information Officer *cm*

**DATE:** August 26, 2011

**SUBJECT:** Appointment of Citizens Advisory Committee (CAC) Member to the City of Modesto Capital Improvement Program (CIP) Task Force

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**Recommendation**

**By Motion:**

Recommend that the Citizens Advisory Committee (CAC) select a member to serve on the City of Modesto Capital Improvement Program (CIP) Task Force for the FY 11/12-12/13 term.

**Background**

The CIP Task Force includes in its membership a StanCOG Citizens Advisory Committee (CAC) member from Modesto. The current CIP Task Force representative appointed from the StanCOG CAC in 2009 is Dennis Wilson who has served a two-year term. The City of Modesto has requested the appointment of a representative to serve for the FY 11/12-12/13 term which runs through June 2013.

**Discussion**

The City of Modesto CIP Task Force is formed to plan, review and prioritize capital projects within the City. The Task force is composed of individuals dedicated to planning and developing the CIP for the City. The StanCOG CAC is asked to appoint one of its Members from Modesto to the Task Force so that StanCOG is represented in the City’s CIP planning process. The appointed CAC Member serves as a conduit to provide a StanCOG perspective to the Task Force, and to also serve as a vehicle to inform StanCOG Staff and Policy Board of the activities and progress of the City’s primary CIP planning body.

The appointed representative is expected to attend Task Force meetings, typically held on Tuesdays from 10 am to noon. Quarterly meetings are held in January, April and July. They are also held every other week from September through November in order to meet December reporting deadlines. Attached are the CIP Policies and Procedures for further information.

[cmalekos@stancog.org](mailto:cmalekos@stancog.org)

# **CAPITAL IMPROVEMENT PROGRAM**

## **Policies and Procedures Related to the City of Modesto's Capital Improvement Program (CIP)**

### **I. Purpose**

The 10-year Capital Improvement Program (CIP) strives to reflect the goals and policies established by the General Plan by systematically planning, scheduling, managing, monitoring and financing capital projects to ensure cost-effectiveness and conformity with established policies and adopted Specific Plans. The CIP guides the funding and construction of all public improvements constructed by the City, including roads, wastewater treatment facilities and lines, water lines, and parks. The CIP reflects a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets. Attention should be given to utilize available resources and grants in a manner that legitimately maximizes the city's capacity to complete the capital improvements described above.

### **II. Capital Improvement Program Task Force**

The General Plan calls for the creation of an organization-wide method for identifying and ranking CIPs for proposed inclusion in the annual CIP and to guide the City's applications for regional, state, federal, or other funds. Initiated in fiscal year 2008-2009, the Capital Improvement Program Task Force (CIP Task Force) was fully implemented during the fiscal year 2009-2010 CIP process. This new approach incorporates a CIP Task Force that is broader in scope and purpose and includes interdepartmental representation. Additional opportunity for the City Council and the community to participate in the CIP process promotes its importance and relevance to daily life.

Each CIP Task Force member participates in the evaluation and prioritization of projects and each member has equal voting weight. The process is designed to promote open dialogue and consensus building. Preapproved evaluation criteria and protocol guide the CIP Task Force through the prioritization process.

The General Plan outlines the following criteria by which the organization-wide method for identifying and ranking capital improvement projects should be structured:

1. Establish an objective rating system that includes criteria that are appropriate for each facility type (bridges, roadways, traffic signals, pedestrian, drainage, water, sewer, parks, libraries, fire, police, etc.).

2. Ensure projects conform to community plans and Infrastructure Financing Plans (IFP) and incorporate community-level priorities identified in each of the plans in the ranking process.
3. Develop broad-based regional financing options for regional-serving capital projects.
4. Assign "high priority" preference to projects located within existing and potential Specific Plan Areas that are also located within communities not meeting General Plan-identified public facilities guidelines or acceptable levels of service for the type of facility or service being considered. This is followed by preference to projects in areas generally located outside existing and potential Specific Plan Area locations, as previously described, in areas that are not meeting public facilities guidelines or acceptable levels of service as identified in the General Plan for the type of facility or service being considered.
5. Include in the ranking process preference for funding of new or expanded public facilities and services which can address needs in multiple areas.
6. Coordinate with other public, private, and not-for-profit entities to include areas with existing needs as a major criterion for allocating resources for new or expanded infrastructure, facilities, or amenities.

**A. Objectives:**

1. Develop a credible process for identifying top priority projects.
2. Use a coordinated approach to linking CIP projects with other planning efforts and community goals.
3. Engage staff, elected officials and citizens in the process of developing and administering the CIP to garner greater community support and attention.

## B. Membership<sup>1</sup>:

The CIP Task Force consists of the following members:

Association	Appointment Period	Appointee
Councilmember		<b>Brad Hawn</b>
Planning Commission	7/1/2009 – 6/30/2011	<b>Chris Tyler</b>
Citizen Member	7/1/2009 – 6/30/2011	<b>Ron Jeske</b>
StanCOG Citizen Advisory Member	7/1/2009 – 6/30/2011	<b>Dennis Wilson</b>
Manufacturer's Council	7/1/2010 – 6/30/2012	<b>Designee</b>
Chairperson, Land Use & Transportation Modesto Chamber of Commerce	7/1/2010 – 6/30/2012	<b>Designee</b>
City of Modesto Staff	<b>Director of Public Works (or designee)</b>  <b>Director of Utility Planning &amp; Projects (or designee)</b>  <b>Director of Community &amp; Economic Development (or designee)</b>  <b>Director of Parks, Recreation &amp; Neighborhoods (or designee)</b>  <b>Director Representing Public Safety (Police Chief, Fire Chief or designee)</b>  <b>Director of Finance (or designee)</b>	

<sup>1</sup> Approved by the City Council on August 4, 2010 (Resolution No. 2010-318)

## **C. Evaluation Criteria**

Seven evaluation criteria have been developed for project evaluation. Every project is evaluated against all seven criteria and assigned points on a scale of -5 to +5. This ensures the most objective process possible and leads to consistent decision making.

### **1. Public Health, Safety and Other Mandates**

- Does the project improve or specifically address a health, safety or other regulatory mandate in the community?
- Does the project specifically address a legal requirement or abate a potential health or safety crisis?

### **2. Supports Stated Community Goals and Policies**

- Does the project help implement policies in the General Plan, Strategic Plan, or other adopted plan?
- Is the project a part of or consistent with an articulated, acceptable mid, short or long-range program or departmental strategic plan?
- Does the request implement some or all of the recommendations of a previous study?
- Has the project been specifically identified by the public in previous community forums, surveys, etc.?
- Has the project consistently been included in previous capital improvement programs?

### **3. Capital Fiscal Impact**

- Does the project have a positive impact on the General Fund budget?
- Does the project bring in additional outside funds or grants in some proportion?
- Is the project realistic from a financial standpoint? (Consider direct costs, as well as ongoing and additional costs such as those to provide temporary services during implementation of the project.)
- Are funds already dedicated or available for the project?
- Will funding the project now result in a significant savings or economies of scale?

#### **4. Promotes Economic Development**

- Does the project facilitate a job producing development?
- Does the project facilitate development that will provide positive revenue enhancement to the City?
- Does the project help prevent revenue leakage?

#### **5. Operation and Maintenance Fiscal Impact**

- Does the project have a positive impact on the City's Operating and Maintenance (O&M) budget?
- Is the project an efficiency improvement project?
- Is the project a low-maintenance project?
- Does the City have the ability (staff, funds, etc.) to support the project in O&M?

#### **6. Impact on Service Levels**

- Does the project bring the service up to a desired level?
- Does the project improve service levels?

#### **7. Relationship to Other Projects/Coordination**

- Does the project coordinate well with other projects underway?
- Can the project be effectively coordinated with other projects (for instance, water and/or sewer line repairs done in conjunction with road work?)
- Will all prerequisite projects be complete before this project is scheduled?
- Is the project timely or does it provide a critical window of opportunity?
- Is the project planned to create minimal disruption or inconvenience to the public?
- Is the project the best use of funding for the fund category (as ranked by sponsoring department)?

## D. Criteria Weights

The CIP Task Force determined that certain criteria are worthy of greater emphasis. In the evaluation process, this is accomplished by creating “weighting points” that are assigned to each of the seven criteria. These weighting points are automatically calculated as the CIP Task Force scores each project.

Criteria	Weighting Points
Public Health and Safety Mandates	95
Community Goals	85
Promotes Economic Development	85
Capital Fiscal Impact	75
Operation and Maintenance Fiscal Impact	75
Impact on Service Levels	65
Relationship to Other Projects/Coordination	65

## E. Final Project Scoring

Projects should first be grouped into categories based on their project location. Using the evaluation criteria and weights above, the CIP Task Force will score each project. Some of the projects may not be scored by the Task Force because they are under a legal or regulatory mandate to be completed. Because the City is already obligated to complete these projects expeditiously, scoring them would serve no purpose.

All project rankings have been added to the project detail sheets. The scores range from 0 to 3000. Projects ranked the highest by the CIP Task Force will have a priority code of 3000. For each project ranked by the CIP Task Force, its corresponding priority score can be found below the project title of the project detail sheets.

The CIP Task Force will review and prioritize all existing capital projects to assure consistency with the City’s General Plan and the City’s vision statement. A recommendation will then be made to the Planning Commission.

## III. Budgeting Process

### A. Budgeting Process – Generally

Section 65401 of the Government Code and Section 10-1.102 of the Modesto Municipal Code, requires the Planning Commission to review all new capital projects to determine if they conform with the City’s adopted Modesto Urban Area General Plan. Existing CIPs will be reviewed quarterly by the CIP Task

Force. This review will utilize not only financial information to identify project progress and completion timelines but also project status updates from Project Managers. This will be integrated into the budget proforma review process. The CIP budget will be organized into the same functional groupings used for the operating programs.

Based on the recommendation from the CIP Task Force, the City of Modesto Planning Commission will review for General Plan conformity and will forward a final recommendation to the City Council. The City Council will then review the final CIP recommendation and approve the funding of new projects and the re-appropriation of funds for existing projects as part of the annual CIP budget cycle.

## **B. Budgeting Policies**

1. Project costs are appropriated only when the required revenues are available.
2. For projects financed with grant monies, the grant award must be accepted by the City Council. (Note: a copy of the final grant award must be provided to the Finance Department.)
3. For projects financed with debt, it can be considered for inclusion in the CIP but the appropriation will not be released until the financing has been completed.
4. Budget actions involving any Federal, State, or grant funded CIPs are restrained by the conditions of the funding award.
5. Project costs will be included in the CIP in phases, i.e. projects that are not bid-ready will reflect appropriations only through the design phase.
6. Appropriations needed for the construction phase are based on the bid awarded at the time the appropriation(s) for construction, contingency and construction management costs are requested.
7. Projects to be closed will be identified by the Project Managers and submitted by the appropriate Department Director through the Finance Director to the City Manager for closure. The City Manager has the final authority to close the projects using the CIP Closure Form. The reasons for closing a project may include Project Completion, delays due to unanticipated costs or events and change in City Council direction.

8. All new CIPs must be submitted to the CIP Task Force for consideration and review before they are presented to the City Council for appropriation approval.

### **C. Requirements to Qualify as a CIP**

On September 21, 2010, the CIP Task Force voted to discuss and determine the "Requirements to Qualify as a CIP" criteria at a future meeting.

### **D. Primary-Secondary Project Relationships**

On September 21, 2010, the CIP Task Force voted to discuss and determine the "Primary-Secondary Project Relationships" criteria at a future meeting.

### **E. Project Status Reports**

Project milestones will be listed as objectives in the CIP program narratives to facilitate project tracking. Status reports for all CIPs should be provided to the CIP Task Force on a quarterly basis and then referred to the City Council for informational purposes. The format and content of the report will be coordinated between the CIP Task Force Administrator and the Finance Department.



City of Ceres • City of Hughson • City of Modesto • City of Newman • City of Oakdale • City of Patterson  
City of Riverbank • City of Turlock • City of Waterford • County of Stanislaus

**TO:** Management and Finance Committee  
Citizens Advisory Committee  
Technical Advisory Committee **Staff Report**  
Motion

**THROUGH:** Vince Harris, Executive Director *[Signature]*

**FROM:** Carlos Yamzon, Senior Planner *[Signature]*  
Charles Turner, Associate Planner *[Signature]*

**DATE:** August 26, 2011

**SUBJECT:** Non-Motorized Transportation Master Plan Update

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**Recommendation**

By Motion, Recommend that the StanCOG Policy Board, direct the Executive Director and staff to release a Request for Proposal (RFP), interview, select, and negotiate a consultant contract for the StanCOG Non-Motorized Transportation Master Plan Update.

**Background**

StanCOG is responsible for creating and implementing the Regional Transportation Plan (RTP), a 20-year blueprint that serves as a master plan for all regional air quality, highway, public transit, bicycle/pedestrian and other transportation improvements. The RTP defines transportation alternatives, funding, project priorities, local needs, and alternate modes of transportation. The plan reflects the community’s vision of how bicycle and pedestrian transportation systems will function in the future. A summary of the Non-Motorized Transportation Master Plan is included as a part of the RTP.

StanCOG provides technical assistance to member agencies, facilities funding, and works with various community groups to identify transportation needs and solutions. StanCOG assigns and distributes federal and state funds earmarked for specific transportation projects that improve maintenance, safety, relieve traffic congestion, and promote economic development in Stanislaus County.

The Stanislaus Non-Motorized Transportation Master Plan was written in February 1994 and was updated by the 1996 Regional Bicycle Transportation Master Plan. The Master Plan was updated again in 2001, 2004, and 2008.

**Discussion**

This project is of the Fiscal Year 2011/2012 Overall Work Program (Work Element 201).

The design standards and legislative requirements related to non-motorized facilities have changed since the adoption of the 2008 Master Plan. The goals of the 2011/12 Non-Motorized Transportation Master Plan will be to address the changes in the legislative requirements, design standards, provide an “umbrella” document that will allow all jurisdictions access state or federal funds for projects, reevaluate all of the goals of the previous plans, and expand the scope of the Master Plan to ensure that existing and future needs of bicycle and pedestrian plans are incorporated into the document. A primary goal of this activity is to establish a new baseline of available facilities and to identify a starting point for future expansion of non-motorized facilities.

The Request for Proposal is for an amount not to exceed \$100,000.00

[cturner@stancog.org](mailto:cturner@stancog.org) v/ non-motorized transportation plan 2011