



SAN JOAQUIN COUNCIL OF GOVERNMENTS

Citizens Advisory Committee
San Joaquin Council of Governments
555 East Weber Avenue, Stockton, California

Wednesday, September 17, 2014
6:00 p.m.

Citizens Advisory Committee Members

Bobby Bivens (Chair)
SAN JOAQUIN COUNTY

Jim Hilson (Vice-Chair)
CITY OF LATHROP

Katrina Jaggears
LEAGUE OF WOMEN
VOTERS

Michael Carouba
BUSINESS INDUSTRY

Vacant
CITY OF MANTECA

Graci Marx
CITY OF ESCALON

Matthew Dass
CITY OF TRACY

Harry Hodge
NAACP

Stephanie Hobbs
CITY OF RIPON

Richard Blackston
CITY OF LODI

Brian Young
TRANSIT ADVOCATE

Dr. Shanna Eller
UNIVERSITY OF THE
PACIFIC

Karl "Nate" Knodt
CITY OF STOCKTON

Vacant
AGRICULTURAL INDUSTRY

Michael Ballot
SIERRA CLUB

Vacant
TRUCKING INDUSTRY

SJCOG

Andrew T. Chesley
EXECUTIVE DIRECTOR

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Note: All items are available for action by the committee. The right hand column identifies staff recommendations.

AGENDA

1. Call to Order
2. Minutes: Approve Minutes of August 20, 2014 Action
3. Public Comments
At this time the public may address the CAC on any non-agendized item that is within the subject matter of this agency. A five minute maximum time limit will apply to all public comments.
4. Active Transportation Program (Anderson) Action
5. Regional Transportation Impact Fee (Anderson) Discussion
6. SJCOG Monthly Report of Major Activities (no staff report)
7. Member's Report/Future Agenda Items (no staff report)
8. Meeting Adjourned to Wednesday, October 15, 2014.

PARKING: For your convenience, parking is available in the COG Regional Center parking lot. There is additional parking available at Public Parking Lot K, located on American Street, just south of Weber Avenue.

SAN JOAQUIN COUNCIL OF GOVERNMENTS

Citizens Advisory Committee
San Joaquin Council of Governments
555 East Weber Avenue, Stockton, California

Wednesday, August 20, 2014

ACTION MINUTES

1) Call to Order

Chair Bobby Bivens called the meeting to order at 6:01pm.

Members Present

Katrina Jaggears, League of Women Voters; **Richard Blackston**, City of Lodi; **Nate Knodt**, City of Stockton; **Jim Hilson**, City of Lathrop; **Bobby Bivens**, San Joaquin County; **Stephanie Hobbs**, City of Ripon; **Shanna Eller**, University of the Pacific; **Michael Ballot**, Sierra Club; **Matthew Doss**, City of Tracy; **Harry Hodge**, NAACP;

SJCOG Staff present:

Kim Anderson, Senior Regional Planner; Diane Nguyen, Deputy Director, Planning, Programming and Project Delivery; Ryan Niblock, Associate Regional Planner.

2) Minutes: Approve Minutes of June 18, 2014

One correction to the minutes was noted: Shanna Eller was not in attendance at the June 18 meeting. A motion was made and seconded (Ballot/Hilson) to approve the minutes of June 18, 2014. The motion passed unanimously.

3) Public Comments

No members of the public were present.

4) Regional Transportation Impact Fee (RTIF) Formula Amendment

Kim Anderson, SJCOG staff presented the staff report on this item, noting that concern had been raised about the calculation being utilized for the annual administrative adjustment to the RTIF fee. Ms. Anderson summarized the background of the change in the fee owing to the December 2011 update to the RTIF. It was explained that the way the formula calculation was implemented resulted in a negative adjustment for FY14/15, even though the adjustment index showed positive growth over the last several years. Because of this unintended consequence, SJCOG staff proposed that the adjustment mechanism be simplified to a straight-forward three-year rolling average of the California Construction Cost Index (CCCI). Ms. Anderson indicated that because the operating agreement was ambiguous on the formula to be used for the adjustment, the operating agreement for the RTIF program would be modified, reviewed by the appropriate committees and the SJCOG Board, and then circulated for adoption by the individual cities and San Joaquin County. She also noted that the recommendation by staff was

modified so that the revised fee calculation would become effective upon adoption of the new operating agreement as was recommended by the Technical Advisory Committee.

Committee discussion included:

- Timing of the subsequent update if the new fee changed mid-year [staff indicated that the next fee update would still occur in June 2015 to be effective July 1, 2015]

A motion was made and seconded (Blackston/Ballot) to approve the staff recommendation as modified.

5) 2014 State Active Transportation Program (ATP) Grants

Kim Anderson introduced this item to the CAC. Ms. Anderson summarized the staff report, noting that instead of the 23 applications from the cities in San Joaquin County that were previously reported, the staff report reflected 29 total grant applications from region. The additional applications were due to an six projects from the County of San Joaquin that had not been submitted to SJCOG. Ms. Anderson also indicated that four of Stockton's projects were recommended for funding by CalTrans instead of the three listed in the staff report. She told the committee that excluding the four funded projects, SJCOG would be considering 25 projects with a total funding ask of \$22.65 million against a regional funding pool of 2.97 million. Because of this, and owing to the amount of work expended by member agencies in submitting their applications, SJCOG staff was recommending and seeking approval from the committee to utilize \$1.5 million in Regional Surface Transportation Program funds in the regional call for projects. The total funding pool would thus be increased to \$4.47 million. Ms. Anderson noted that this was in keeping with the multi-modal nature of the 2014 Regional Transportation Plan, with its greater emphasis on active forms of transportation.

Committee discussion on the item included a discussion of various projects that were not submitted for funding. One member expressed that the entire \$3 million in available funding from the RSTP should have been allocated to the ATP grants instead of the \$1.5 million recommended by staff.

A motion was made and seconded (Blackston/Hodge) to approve the staff recommendation. The motion passed with 9 yes votes and one abstention (Ballot).

6) Regional Transit Systems Plan

Kim Anderson introduced Ryan Niblock and noted that he was a new associate planner with SJCOG. Mr. Niblock presented the staff report on the initiation of the update of San Joaquin County Regional Transit Systems Plan, noting that the last update was in 2009. Mr. Niblock also introduced the objectives of the plan update and indicated it was expected to take approximately a year. He indicated that he has been meeting directly with transit providers and the interagency transit committee to establish priorities, potential projects, and to establish appropriate performance measures.

This was an information item, no action was taken by the committee.

7) Call for Amendments to the Regional Transportation Impact Fee (RTIF) Capital Project List

The staff report was presented by Kim Anderson of SJCOG staff. She noted that the operating agreement for the RTIF program required that, at least annually, the Capital Project List must be reviewed and updated. Additionally, participating agencies are given the opportunity to suggest changes, additions, or modifications to the list. Ms. Anderson indicated that the Navy Drive/ BNSF Underpass Reconstruction Project had been previously approved by the SJCOG Board in November 2012. This and additional projects are required to undergo a screening for consistency with the Mitigation Fee Act before inclusion in the RTIF program.

The committee discussed various projects on the list that required updating and changes. [It was noted by staff that the list would be updated as part of the exercise and was currently reflecting consistency with the 2011 Regional Transportation Plan.] The committee also discussed the need for additional transit projects to relieve congestion as widening of roads can lead to induced traffic.

This was an information item; no action was taken by the committee.

8) SJCOG Monthly Report of Major Activities (no staff report)

Diane Nguyen introduced Ryan Niblock to the committee. She indicated that he will be primarily responsible for transportation programming and has replaced Wil Ridder.

9) Member's Report/Future Agenda Items (no staff report)

The following committee members provided reports:

- Stephanie Hobbs invited members to attend the Ripon High Stadium celebration on Thursday, August 28th. She provided a brochure highlighting project milestones and giving information on the event.
- Nate Knodt noted that the Altamont Commuter Express (ACE) was celebrating its 15th year of operation and that RTD is entering its 50th year of service.
- Jim Hilson was complimentary to SJCOG and CalTrans that information on the Highway 4 / I-5 closure was widely disseminated, but indicated dissatisfaction that The Record only published an article made available to premium content subscribers. He asked SJCOG to make contact with The Record to request that public service type announcements be made available to all on-line users.
- Bobby Bivens noted that the City of Stockton was in the process of updating their General Plan and encouraged committee members to be involved. He also requested that SJCOG staff contact Stockton staff to inquire about the status of sidewalk reconstruction on a portion of Hammer Lane.

10) Meeting Adjournment

The meeting was adjourned at 6:53 pm.

STAFF REPORT

SUBJECT: 2014 Active Transportation Program (ATP)
Funding Recommendations for Fiscal Year
2014/2015 and 2015/16

RECOMMENDED ACTION: Approve the 2014 Active Transportation
Program (ATP) Project Funding
Recommendations

DISCUSSION:

OVERVIEW:

The San Joaquin Council of Governments (SJCOG) has completed the Active Transportation Program (ATP) Project Selection Process. An Active Transportation Multidisciplinary Committee was established, per state guidelines, which reviewed the projects and developed a programming recommendation for the \$4.47 million in available funds. Of that amount, \$1.5 million is from SJCOG's Regional Share of the Surface Transportation Program (STP) which served to augment the ATP funds in order to fund more project applications.

RECOMMENDATION:

Recommend that the SJCOG Board approve the Scoring Committee's 2014 ATP funding recommendations for Fiscal Years 2014/2015 and 2015/2016, as identified in Attachment A. Included in the funding recommendation is also a recommendation of priority projects in the event of cost savings or non-deliverable projects from the funded list.

FISCAL IMPACT:

Approval of the 2014 ATP funding will result in \$4.47 million in projects to be programmed in the Federal Transportation Improvement Program.

BACKGROUND:

What is the Active Transportation Program?

The Active Transportation Program (ATP) was created in 2013 by Senate Bill 99 and Assembly Bill 101 to promote the increased use of active modes of transportation, such as biking & walking.

The ATP consolidates funding from the federal Transportation Alternatives Program (TAP), the federal Safe Routes to School (SRTS) program, the state Safe Routes to School (SR2S) program, and the state Bicycle Transportation Account (BTA). Consistent with the federal TAP requirements, the ATP Guidelines distribute the total annual funding capacity between three separate programs with 10% going to small urban/rural areas with populations of 200,000 or less, 40% going to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000 and 50% going to a statewide program. All funding must be competitively awarded with the requirement that 25% of the funds in each program benefit disadvantaged communities.

Why are there two calls for projects in this program?

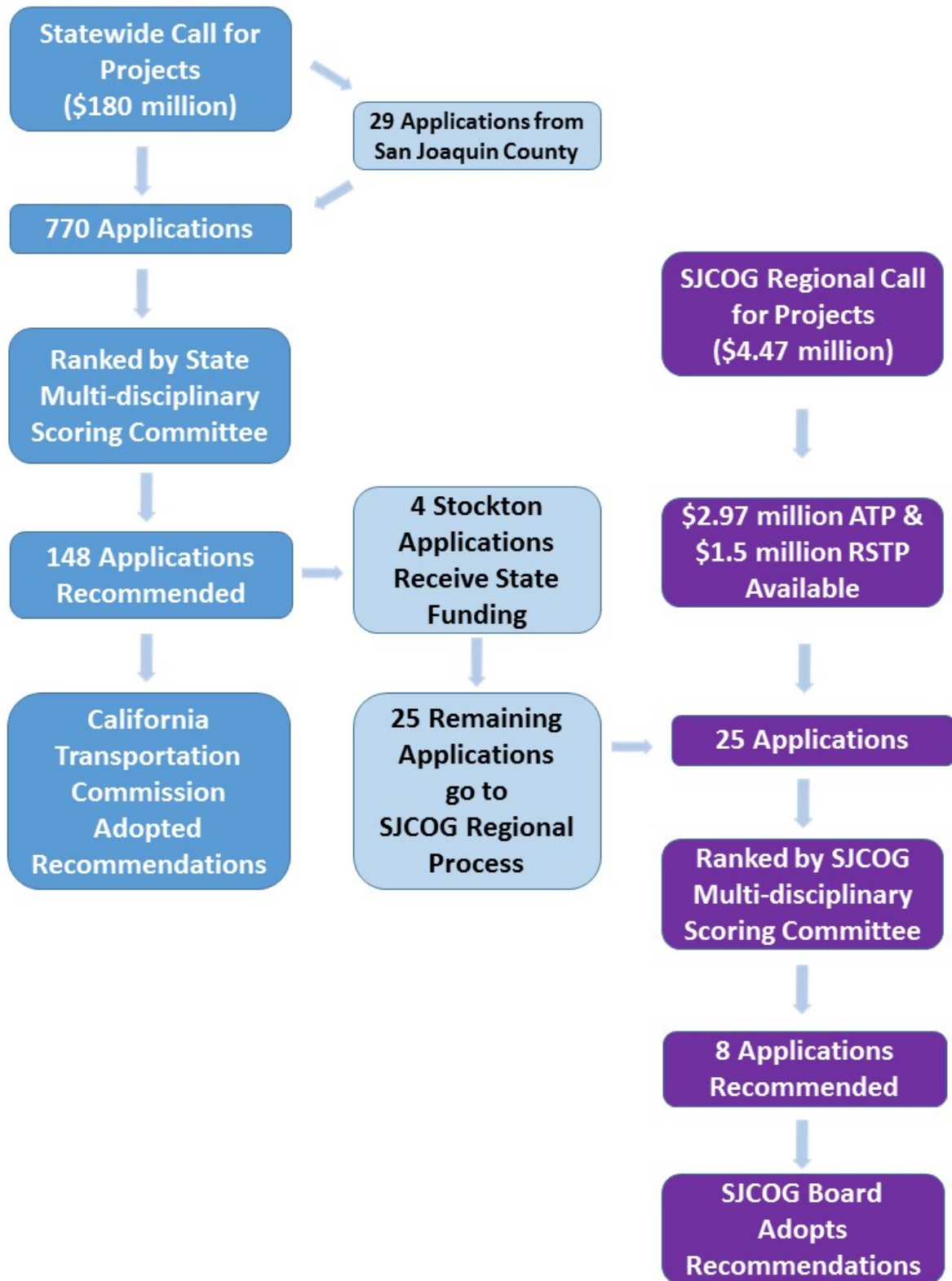
The ATP has two separate grant processes—one led by the State and the other led by the MPO.

As shown in Exhibit A, 29 applications from the region made up the approximately 770 applications statewide which competed for approximately \$180 million in statewide ATP funds.

On August 20th, the California Transportation Commission awarded \$3,022,000 in ATP funding for four projects from the City of Stockton, as shown in Attachment E.

The remaining 25 applications not funded in the State level competitive process were considered for the supplemental regional funding opportunity. SJCOG also held a supplemental call for projects for the regional funding pool of \$2.97 million in June 2014; no additional project applications (not previously submitted to the state process) were received.

Exhibit A: Active Transportation Program Process



Regional ATP Funding Recommendation

As required by the State ATP Guidelines, the remaining 25 projects were scored by a multi-disciplinary committee on Tuesday September 2nd to assist in the project selection process. The list of committee members is included in Attachment B. The committee evaluated projects in accordance with the State ATP Guidelines. The Scoring committee evaluated project merits by examining the following:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375;
- Enhance public health, including reduction of childhood obesity, through the use of programs including but not limited to projects eligible for Safe Routes to School Program funding;
- Projects that are either in large urban, small urban or rural areas.
- Ensure that disadvantaged communities fully share in the benefits of the program; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.
- Increase walking and bicycling through targeted strategies: increasing access to transit services, increasing access to schools, eliminating gaps or removing barriers in the bicycle/pedestrian network, and completing facilities
- Reduce the number and/or rate of pedestrian and bicyclist fatalities and injuries
- Identification of the community-based public participation process that culminated in the project proposal, which may include noticed meetings and consultation with local stakeholders.
- Improve public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues
- Provides benefit to a disadvantaged community and includes project features that provide benefit for members of this community (one quarter of the region's ATP funds must be spent in a disadvantaged community).
- Use of the California Conservation Corps
- Applicant's performance on past grants

The Scoring Committee ranked the projects and then made a programming recommendation. Please refer to Attachment A for the details of the recommendation which includes a recommendation for a "back up" list of projects should cost savings or non-delivery issues arise.

The Scoring Committee used their discretion in emphasizing geographic equity and "bang for the buck" in making the programming recommendation. In doing so, eight projects were recommended for funding that enabled every jurisdiction who applied to get some funding. Strong considerations by the Scoring Committee also included projects which would be constructed in this grant cycle, projects which benefitted disadvantaged communities and/or provided safe routes to schools. There was recognition that several applications did not include construction funding requests and, in two cases, the Scoring Committee recommended funding to jumpstart the environmental phase of those projects as the project applicants sought funding from other future grant opportunities.

SJCOG staff supports the Multidisciplinary Scoring Committee's recommendations, including the contingency list, and recommends consideration for approval.

NEXT STEPS/SCHEDULE:

- CTC adopted statewide ATP projects August 20, 2014
- SJCOG Board approve RSTP Programming for ATP August 28, 2014
- ATP Advisory Committee determined funding recommendations September 2, 2014
- SJCOG Board considers adoption of regional ATP projects September 25, 2014
- SJCOG regional project recommendations due to CTC September 30, 2014
- CTC adopts MPO project recommendations November 12, 2014

ATTACHMENTS:

- A. Multidisciplinary Scoring Committee's Regional ATP Project Recommendations, including a Contingency Project List
- B. ATP Advisory Committee Membership
- C. Ranked list of ATP Project Scores (by Multidisciplinary Scoring Committee)
- D. State ATP Awards Project List

Prepared By: Kim Anderson, Senior Regional Planner; David Ripperda, Regional Planner

ATP Multidisciplinary Scoring Committee Recommended Regional Funding

Jurisdiction	Project Name	Recommended	Request	Total Project Cost	Notes
Lathrop	5th Street Sidewalk Improvements	\$640,000	\$640,000	\$640,000	Project is fully funded through Construction
Lodi	Century Blvd/UPRR Pedestrian and Bicycle Overcrossing	\$186,000	\$1,062,360	\$7,761,000	Funding for E&P Phase. PS&E Phase not funded. Funds for Construction Phase not requested.
Ripon	River Road Sidewalk and Intersection Improvements	\$550,000	\$550,000	\$1,227,000	Project is fully funded through Construction
San Joaquin County	New Hope Elementary School LED Radar Speed Feedback Devices	\$93,000	\$93,000	\$93,000	Project is fully funded through Construction
Stockton	McKinley Elementary Safe Routes to School	\$453,000	\$453,000	\$453,000	Project is fully funded through Construction
Stockton	Miner Avenue Complete Street	\$861,000	\$2,811,000	\$21,492,000	Funding for E&P Phase. PS&E Phase not funded. Funds for Construction Phase not requested.
Stockton	Calaveras River Bicycle and Pedestrian Path Rehabilitation	\$720,000	\$720,000	\$720,000	Project is fully funded through Construction
Tracy	Mt Diablo/Mt Oso/ C St. Improvements	\$966,000	\$966,000	\$1,166,000	Project is fully funded through Construction
Total Recommended:		\$4,469,000			

ATP Multidisciplinary Scoring Committee Recommended ATP Contingency Project List (in priority order) in the event of cost savings or non-deliverable projects

Jurisdiction	Project Name	Recommended	Request	Total Project Cost	Notes
Stockton	Sidewalks to School Installation	-	\$1,368,000	\$1,368,000	Funding for costs related to only Washington Elementary improvements
Stockton	Ryde Bridge	-	\$599,000	\$629,000	

2014 Active Transportation Advisory Committee Membership

As required by the State ATP Guidelines, the remaining 25 projects were scored by a multi-disciplinary advisory committee on Tuesday September 2nd to assist in the project selection process.

Name	Organization	Title	Expertise
David Garcia	The Cort Group	Director of Community Development	Infill Development, Bike/Ped Advocacy
Katelyn Roedner Sutter	Catholic Charities	Environmental Justice Program Manager	Disadvantaged Communities
Nou Hendricks	San Joaquin County Office of Education	Research and Grant Development Program Manager	SRTS Grants
William Mitchell	San Joaquin County Public Health Services	Director	Public Health
Kristine Williams	San Joaquin County Bike Coalition	Executive Director	Bicycle Transportation/Advocacy

The Committee members were advised by SJCOG staff familiar with active transportation, land use, and project programming and delivery.

Diane Nguyen	SJCOG	Deputy Director for Planning, Programming, Project Delivery
Kim Anderson	SJCOG	Senior Regional Planner
David Ripperda	SJCOG	Regional Planner

The Advisory Committee was charged with developing a funding recommendation to SJCOG staff. The resulting recommendation includes a variety of active transportation projects totaling \$4.47 million. The committee's final funding recommendations are summarized in Attachment A.

ATP Projects Ranked by Average Score

Jurisdiction	Name	Score	Rank	Request	Recommended
Stockton	McKinley Elementary Safe Routes to School	76.75	1	\$453,000	\$453,000
Stockton	Calaveras River Bicycle and Pedestrian Path Rehabilitation	74.60	2	\$720,000	\$720,000
Stockton	Miner Avenue Complete Street	74.60	3	\$2,811,000	\$861,000
Stockton	March Lane EBMUD Bicycle & Ped Path Rehabilitation	67.00	4	\$1,681,000	-
Stockton	El Dorado Street Pedestrian Access Rehabilitation	66.80	5	\$3,240,000	-
Stockton	Complete Streets Plan	66.40	6	\$396,000	-
Stockton	Ped Improvements at Five Downtown Crosswalks	66.00	7	\$914,000	-
Stockton	March Lane EBMUD Trail Greenscape Phase 2	65.00	8	\$2,288,000	-
Stockton	Pedestrian Master Plan & ADA Accessible Bridge Improvements	61.75	9	\$749,000	-
Stockton	Sidewalks to School Installation	61.25	10	\$1,368,000	-
Stockton	Robinhood Drive and Claremont Ave Bike Lane Installation	58.00	11	\$683,000	-
Stockton	Ryde Bridge	57.25	12	\$599,000	-

Jurisdiction	Name	Score	Rank	Request	Recommended
Lodi	Century Blvd/UPRR Pedestrian and Bicycle Overcrossing	56.00	13	\$1,062,360	\$186,000
Stockton	Bike Pushbutton	55.25	14	\$456,000	-
Tracy	Mt Diablo/Mt Oso/ C St. Improvements	55.00	15	\$966,000	\$966,000
Ripon	River Road Sidewalk and Intersection Improvements	54.25	16	\$550,000	\$550,000
San Joaquin County	New Hope Elementary School LED Radar Speed Feedback Devices	53.25	17	\$93,000	\$93,000
Lathrop	5th Street Sidewalk Improvements	52.25	18	\$640,000	\$640,000
Stockton	Pacific Avenue Sidewalk Gap Closure	51.25	19	\$400,000	-
San Joaquin County	Woodbridge School Access Improvements	49.00	20	\$266,000	-
Stockton	Neighborhood Traffic Management Program and Five Raised Crosswalks	49.00	21	\$548,000	-
San Joaquin County	Lincoln Elementary School LED Radar Speed Feedback Devices	47.50	22	\$93,000	-
San Joaquin County	Peltier Road Bike/Wine Trail	46.25	23	\$1,483,000	-

Jurisdiction	Name	Score	Rank	Request	Recommended
San Joaquin County	Colony Oak Elementary LED Radar Speed Feedback Devices	36.50	24	\$93,000	-
San Joaquin County	New Haven Elementary School LED Radar Speed Feedback Devices	36.50	25	\$93,000	-
Total Recommended:					\$4,469,000

Stockton ATP Projects awarded Statewide Funding

Jurisdiction	Project Name	Description	Awarded	Total Cost
Stockton	San Joaquin Trail	Rehab portions of existing bikeway, install in-ground bike racks, ADA accessibility improvements, install exercise equipment, drinking fountains, irrigation, landscaping	\$1,394,000	\$1,479,000
Stockton	Bicycle Master Plan Update	Perform public outreach and redesign the Stockton Bicycle Network. Rewrite the Bicycle Master Plan.	\$550,000	\$550,000
Stockton	Fremont Square Sidewalk Reconstruction	Remove 1,200 lineal feet of existing broken curb, gutter, and sidewalks. Replace with rubberized asphalt sidewalks and concrete curb ramps. Install bike racks.	\$728,000	\$728,000
Stockton	Safe Routes to School Plan	Coordinate with four school districts, perform public outreach, create a Safe Routes to School Plan for all schools within the city.	\$350,000	\$350,000
Totals:			\$3,022,000	\$3,107,000

Note: These projects are fully funded

STAFF REPORT

SUBJECT: Regional Transportation Impact Fee (RTIF)
Program

RECOMMENDATION: Discussion

SUMMARY:

OVERVIEW:

There are several administrative items that will be occurring with the Regional Transportation Impact Fee (RTIF) in the month of September. This staff report provides the status of the effort of the RTIF Nexus Study update and related Operating Agreement Amendment. Both of these steps are outcomes of previous TAC meetings regarding the formula for the RTIF annual adjustment. Separate from this effort are Third Party Cost calculations, detailed in this report, which is required to be done annually.

RECOMMENDATION:

Discussion. SJCOG staff will transmit the update to the RTIF Nexus Study and related operating agreement for review.

FISCAL IMPACT:

The cost of the RTIF Next Study Update will result in \$3,500 in third party costs to the RTIF program during the 14/15 fiscal year. At the end of the 13/14 fiscal year, a balance of \$8,766 was available to offset to offset 3rd party costs for FY 14/15.

BACKGROUND:

Proposed Nexus Study Update and related Operating Agreement Amendment – Status

Following last month's Technical Advisory Committee recommendation to enact the "new formula" for the RTIF annual adjustment immediately, it was determined that an update to the RTIF Nexus Study and a related amendment to the Operating Agreement needed to occur. The Operating Agreement was last executed in 2005 and had not been amended. It requires re-circulation to all member agencies (signatories on the Operating Agreement). SJCOG also determined this process would be an opportune time to include administrative clarifications/changes on a few other items. The Nexus Study update will include the following:

- Clarify language for the RTIF annual fee adjustment to specify use of a simple three-year rolling average based on the California Construction Cost Index (CCCI).
- Clarify the definition of the Warehouse and Industrial land-use categories.
- Add the previously approved Navy Drive / BNSF project to the RTIF capital project list, including the RTIF fair share analysis and amend the RTIF roadway network to include the segment of Navy Drive from SR 4 (Crosstown Freeway) to Washington Street.
- Review of the technical documentation and nexus analysis to insure conformity with the Mitigation Fee Act requirements and update of the analysis if indicated.

The above items that are underlined would be specific changes from the Nexus Study update that have to be reflected in the amendment to the Operating Agreement. Staff is also bringing forward the following items in the amendment to the Operating Agreement:

- Clarification of language related to consistency with Regional Transportation Plan (RTP) and the certified Environmental Impact Report (EIR).
- Change in timing of program fee payments from quarterly to semi-annual, to be accompanied by semi-annual reporting by April 15th and October 15th of each year.
- Change in required reporting to SJCOG Board from semi-annual to annual, by November 15th of every year.

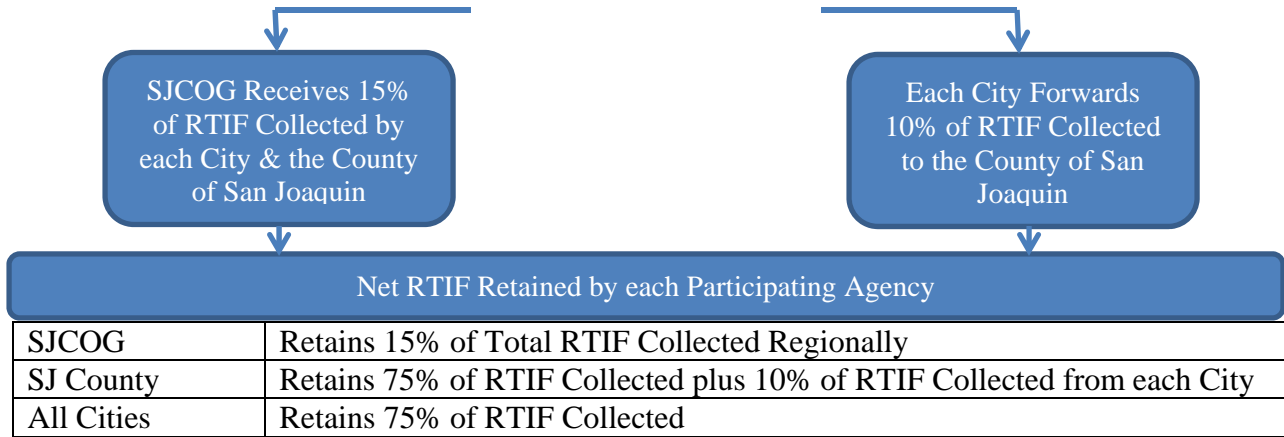
If approved by the SJCOG Board, the amended operating agreement will be circulated to each member agency for review and potential adoption by the individual governing boards/city councils. Because this is an SJCOG effort, SJCOG staff will take the lead in reaching out to the local jurisdictions to get this calendared on the respective agendas and SJCOG staff will be presenting the item (if requested by the jurisdiction).

3rd Party Costs

Section 6 of the Regional Transportation Impact Fee (RTIF) Operating Agreement establishes the guidelines regarding the program's administrative costs. Per Section 6.4, each participating agency and SJCOG is responsible for the 3rd party costs to regionally implement the RTIF program which must be approved by the SJCOG Board of Directors. The 3rd party costs to implement the RTIF Program are paid to SJCOG by each Participating Agency and SJCOG.

The RTIF Operating agreement indicates that the amount of on-going 3rd party costs each participating agency and SJCOG shall pay is based on the percentage of the total county wide RTIF Program Fees "*retained*" by each participating agency and SJCOG. That which is retained is the amount of RTIF funds remaining after 10% of the RTIF funds are distributed by each city to San Joaquin County and 15% of the RTIF funds to SJCOG from each city and San Joaquin County. The following chart shows the process of collecting and forwarding RTIF between participating agencies in order to arrive at the net retained to calculate the percentage of the 3rd party cost each participating agency is required to offset:

RTIF is Levied by each
City & the County of
San Joaquin



During the first two years of the RTIF program implementation (FY 2006 and 2007), SJCOG member agencies were invoiced for third party costs based on estimates of those costs in order for SJCOG to avoid being in arrears. The total invoiced over those two years was \$155,362. Because actual costs have been less than the amount collected there has been no further invoicing of the member agencies for 3rd party costs.

Annually since Fiscal Year (FY) 2008, the actual amount of 3rd party costs has been deducted from that pool. The total expended through Fiscal Year 12/13 was \$123,596. In Fiscal Year 13/14, the 3rd party expenses totaled \$3,000; this was a single expenditure for the annual audit. The total available after actual expenses, \$28,766, is encumbered by \$20,000 to be used toward the next AB 1600 update to occur in 2016. Thus, \$8,766 is available to offset future 3rd party expenses.

The table below (Table 1) provides a summary of 3rd party costs incurred to the total amount of RTIF available to account for these costs since program inception through fiscal year 13/14.

Table 1: REMAINING BALANCE TO OFFSET 3rd PARTY COSTS

Total RTIF Received to Offset 3 rd Party Costs	\$ 155,362	
Cumulative 3 rd Party Costs through FY 12/13	(123,596)	
	<i>Balance Sub Total</i>	\$31,766
FY 13/14 3 rd Party Expenses:		
Annual Audit	(3,000)	
	<i>Balance Sub Total</i>	\$28,766
Reserve for Future AB 1600 Audit (2016)	(20,000)	
Balance Remaining to Offset Future 3rd Party Expenses		\$8,766

It is necessary to ensure that the RTIF collected during FY 2007 and 2008 and used to offset 3rd party costs for FY 13/14 are applied accordingly to each jurisdiction per the guidelines from the RTIF Operating Agreement. This is accomplished by using the average percentage of 3rd party billing invoiced for fiscal years 2007 and 2008 for each jurisdiction and applying the results to the FY 2013/14 3rd party costs.

Table 2 includes the results of the FY 2012 and 2013 3rd party cost distributions by participating agency:

Table 2: 3rd Party Costs by Jurisdiction

Jurisdiction	FY 07 & 08 Average Percentages	Cumulative 3rd Party Costs through FY 13/14	Future 3rd Party Costs Reserve	Total Cumulative & Future Reserve
City of Escalon	0.11%	\$139	\$22	\$161
City of Lathrop	10.23%	\$12,951	\$2,046	\$14,997
City of Lodi	2.80%	\$3,545	\$560	\$4,105
City of Manteca	20.49%	\$25,940	\$4,098	\$30,038
City of Ripon	0.17%	\$215	\$34	\$249
City of Stockton	26.47%	\$33,510	\$5,294	\$38,804
City of Tracy	3.25%	\$4,114	\$650	\$4,764
San Joaquin County	21.41%	\$27,104	\$4,282	\$31,386
SJCOG	15.07%	\$19,078	\$3,014	\$22,092
TOTALS	100%	\$126,596	\$20,000	\$146,596

NEXT STEPS:

1. The Amendment to the 2011 RTIF Update and the revised Operating Agreement had not been completed at the time this staff report was prepared. These items will be circulated prior the meeting on September 17.
2. Following any input from committees on the operating agreement amendment, SJCOG will bring forward the proposed amendments to the Board of Directors for their review and consideration of approval.
3. Should the SJCOG Board approve the changes, the addendum to Nexus Study Update and related amendments to the RTIF Operating Agreement will be circulated to member agency governing boards/city councils for approval.
4. Upon approval by all member agencies, changes to the annual fee adjustment and operating agreement will take effect immediately.

Staff Report prepared by: Kim Anderson, Senior Regional Planner