TRANSPORTATION COMMISSION MEETING
REVISED AGENDA

THURSDAY, DECEMBER 8, 2011
6:00 p.m. (or immediately after IVRMA or LTA)

County of Imperial Administration Center
Board of Supervisors Chambers
940 W. Main Street, Second Floor
El Centro, CA 92243

CHAIR: DAVID BRADSHAW
VICE CHAIR: SEDALIA SANDERS

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS
   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. APPROVAL OF CONSENT CALENDAR
(Executive Director recommends approval of consent calendar items)

   A. Approval of ICTC Board Draft Minutes: November 16, 2011 Page 5
   B. Receive and File:
      1. ICTC Management Committee Draft Minutes: November 9, 2011 Page 8
   C. FY 2011-12 Appointment of the Social Services Transportation Advisory Council (SSTAC) Page 13

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval.

   1. Appoint the Social Services Transportation Advisory Council (SSTAC) for FY 2011-12 for the positions and terms per the enclosure

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

T: Projects\ICTC Commission\2012\December\A120812
D. Application for Federal Transit Administration (FTA) Section 5311 Program Funds, FY 2011-12

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2011-12 grant application and all supporting documentation, and, submit the application to Caltrans

V. REPORTS

A. ICTC Executive Director
B. Southern California Association of Governments
C. California Department of Transportation – District 11
D. Commission Member Reports

VI. ACTION CALENDAR

A. Recommendation on the retirement of the West Shores Dial-A-Ride Service and Operating Agreement, ARC – Imperial Valley, FY 2011-12

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Provide an opportunity for public comment
2. Provide direction to staff regarding the recommendation for the Retirement of the West Shores Dial-A-Ride service contract with ARC – Imperial Valley on June 30, 2012, at the conclusion of the 2011-12 Fiscal Year

B. Unmet Transit Needs Public Hearing for Fiscal Year 2012-2013

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates
2. Select a hearing date of January 26, 2012 or February 2, 2012
3. Select the time of meeting

C. Authorization for Commercial Banking Account and Closure of ICTC Accounts 7147000 and 7148000

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Authorize the Executive Director to establish a commercial bank account under the name of “Imperial County Transportation Commission,” for the purposes of payroll/benefits and associated expenses
2. Authorize the closure of the ICTC accounts 7147000 and 7148000 at the County of Imperial
3. Request that the County of Imperial issue a check for the balance of the accounts made payable to the Imperial County Transportation Commission, in an approximate amount of $160,135.77
D. 2012 State Transportation Improvement Program (STIP)  Page 33

The ICTC Management Committee will meet prior to the Commission meeting on December 8\textsuperscript{th} and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Approve Options A2, B2, C2, and D2 as the recommended list of projects for the 2012 STIP submittal
2. Authorize the Chairman to sign supporting documentation
3. Direct staff to process and forward the STIP target list and supporting documentation to SCAG, Caltrans and the California Transportation Commission (CTC)

E. Regional Transportation Improvement Program (RTIP) FY 2012-13 to FY 2017-18  Page 41

The ICTC Management Committee will meet prior to the Commission meeting on December 8\textsuperscript{th} and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Adopt the recommended FY 2012-13 through FY 2017-18 RTIP
2. Authorize the Chairman to sign the attached resolution

F. Regional Surface Transportation Program Funding (RSTP) Call for Projects, FY 2012-13 to FY 2015-16  Page 47

The ICTC Management Committee will meet prior to the Commission meeting on December 8\textsuperscript{th} and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Direct staff to open a competitive call for projects for member agencies for estimated RSTP funds, effective December 19\textsuperscript{th} 2011 through February 24\textsuperscript{th}, 2012
2. Direct staff to convene an evaluation committee to score and rank the projects
3. Direct staff to return with a list of recommended projects for approval

G. Imperial County Transportation Commission: Transition and Reorganization  Page 60

The ICTC Management Committee will meet prior to the Commission meeting on December 8\textsuperscript{th} and it is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Approve the job descriptions and organizational chart as presented
2. Approve the benefit structure as presented
3. Approve the salary adjustment effective January 1, 2012

VII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, January 25, 2012 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

A. Motion to adjourn
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF ICTC BOARD
   DRAFT MINUTES:
   NOVEMBER 16, 2011

B. RECEIVE AND FILE:
   1. ICTC MANAGEMENT
      COMMITTEE MINUTES:
      NOVEMBER 9, 2011
VOTING MEMBERS PRESENT:
City of Brawley Ryan Kelley
City of Calipatria Hector Cervantes
City of Calexico Bill Hodge
City of Holtville David Bradshaw (Chair)
County of Imperial Jack Terrazas
County of Imperial Mike Kelley
Imperial Irrigation District John Pierre Menvielle

NON-VOTING MEMBERS PRESENT:
Caltrans District 11 Laurie Berman

VOTING MEMBERS NOT PRESENT:
City of El Centro Sedalia Sanders (Vice-Chair)
City of Imperial Mark Gran
City of Westmorland Larry Ritchie

STAFF PRESENT: Mark Baza, Kathi Williams, Cristi Lerma, David Salgado

OTHERS PRESENT: Ross Cather, Caltrans; Bill Figge, Caltrans; Sam Amen, Caltrans; Chili Cilch, Caltrans; Tomas Oliva, SCAG; Bill Brunet, County of Imperial; Nick Servin, City of Calexico;

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday November 16, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Bradshaw called the Commission meeting to order at 6:14 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Menvielle and seconded by Cervantes to approve the consent calendar; Motion carried unanimously.

4A. Approved ICTC Board Minutes for October 26, 2011
4B. Received and filed ICTC TAC Draft minutes for October 27, 2011
Received and filed ICTC SSTAC minutes for October 5, 2011
V. REPORTS

A. ICTC Executive Director

- Mr. Baza stated that two Tiger III applications were submitted from the Imperial region. The City of El Centro in partnership with ICTC and Caltrans submitted one for the I-8 Interchange in El Centro. The ICTC in partnership with the City of Calexico and Caltrans submitted one for SR-98 / Cesar Chavez Blvd. in Calexico. Both projects have regional significance. The process is very competitive; however Mr. Baza said that both projects are top priorities in the region. The strategy is to continue to pursue any discretionary funds to fulfill construction for the I-8 project since this grant, if approved, will fully fund the design and right of way phases.

- SCAG received a lot of applications for the Regional Office Assistant position. The next step is to prioritize applicants and get ready for interviews.

- A brief update on the RTP update was given by Mr. Baza. There have been discussions regarding promoting pedestrian and bicycle funding. Another subject invoking a lot of discussion is the East/West 60 corridor. The RTP was approved and will be presented to the public on December 1, 2011 at the Transportation, Sustainability and Economic Recovery Summit in Los Angeles.

- Mr. Baza announced that the new Regional Affairs Officer for SCAG, Tomas Oliva was present.

B. Southern California Association of Governments (SCAG)

- Mr. Tomas Oliva had the following announcement and updates:
  - Mr. Oliva introduced himself to the Commission.
  - There will be a Transportation, Sustainability and Economic Recovery Summit in Los Angeles at the Wilshire Hotel on December 1, 2011.
  - The 2012 Regional Conference and General Assembly will be held on April 4-5, 2012 at the Bonaventure Hotel in Downtown Los Angeles.
  - Supervisor Terrazas inquired if transportation will still be provided to the SCAG meetings. Mr. Oliva responded yes and that SCAG will reimburse any out of pocket expenses.

C. California Department of Transportation

- An overview of the Value Analysis Study conducted in partnership with Imperial County and the City of El Centro to improve the oversight process for local projects on the State Highway System was presented by Ms. Chili Cilch of Caltrans. Ms. Cilch shared key study findings, recommendations, including plans for implementing process improvements. For more information on this study, you may contact Ms. Cilch at 619 688-4217.

D. Commission Member Report

- There were none.

VI. DISCUSSION CALENDAR

A. Update on the status of the transition process for County employees into the ICTC

Mr. Baza gave an update regarding ICTC’s transition process to shift current county employees to ICTC employees. The ICTC has been busy working with the Human Resource Manager from the City of Imperial. Currently, the status is as follows:
- ICTC has been accepted to the Imperial County Employees Retirement System (ICERS). All employees including the Executive Director will participate in ICERS.
- ICTC is pursuing health benefits that are comparable to what County employees currently have and we are moving forward with OHM member solutions.
- Currently the Executive Director and the HR consultant are finalizing the job descriptions which will include a salary survey and structure with classifications.
o Everything is going on schedule and we plan to have a plan for approval at the December meeting.

VII. ACTION CALENDAR

A. ICTC Purchasing Policy

Ms. Williams stated that as a recipient of Federal Transit Administration (FTA) dollars, and as a good management practice the ICTC is required to adopt and implement a Purchasing Policy document. ICTC staff have researched purchasing policies from several organizations and developed the attached document. This document is expected to be updated and amended as additional programs and projects, funding sources and other opportunities become available.

ICTC Management Committee met on November 9, 2011 and forwarded this item to the Commission for their review and approval.

1. Approve the FY 2011-12 ICTC Purchasing Policy

A motion was made by M. Kelley and seconded by Menvielle, Motion carried unanimously.

B. ICTC Disadvantaged Business Enterprise (DBE) Goal for FY 2011-12 for FTA Funds

Ms. Williams stated that as a recipient of Federal Transit Administration (FTA) dollars, the ICTC is required to adopt and implement a Disadvantaged Business Enterprise (DBE) program. As part of this program, the ICTC must adopt an annual DBE goal. The goal is to be expressed as the percentage of FTA funds awarded to ICTC which ICTC expects to award to certified DBE firms over the fiscal year for which the goal is set.

ICTC staff proposes a FY 11-12 DBE goal of 1.4%. This goal is calculated by examining all the expected contracting opportunities utilizing FTA funds in a given year, determining what proportion of all firms ready, willing and able to bid on those contracts are likely to be DBEs, and then using that information to set a reasonable goal regarding the amount of FTA funds that will actually be awarded to DBEs through contracts with those firms.

As an additional requirement in the goal setting process, ICTC must publish its goal for a public comment period of no less than 45 days. After this time, the proposed DBE goal may then be amended or adopted by the ICTC Commission.

ICTC Management Committee met on November 9, 2011 and forwarded this item to the Commission for their review and approval.

1. Approve the proposed FY 2011-12 DBE goal of 1.4%, for distribution for public comment.

2. Direct staff to return with this item in January 2012 for review and adoption of the proposed DBE goal after the public review process has been completed.

A motion was made by M. Kelley and seconded by Menvielle, Motion carried unanimously.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Thursday, December 8, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

Meeting adjourned at 6:57 p.m.
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE

DRAFT MINUTES OF NOVEMBER 9, 2011
10:30 a.m.

VOTING MEMBERS PRESENT:
- City of Brawley: Rosanna Bayon Moore
- City of Calipatria: Rom Medina
- City of El Centro: Ruben Duran
- City of Holtville: Alex Meyerhoff
- City of Imperial: Marlene Best
- County of Imperial: Joe Picazo
- County of Imperial: William Brunet

(Non-voting)
- ICTC: Mark Baza

STAFF PRESENT:
- Kathi Williams, David Salgado, Cristi Lerma

OTHERS PRESENT:
- Sam Amen (Caltrans), Grace Conner (El Centro)

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, November 9, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Medina called the Committee meeting to order at 10:37 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by Bayon Moore, seconded by Picazo to approve consent items 4A through 4C. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for September 14, 2011.
B. Received and filed:
   1. ICTC Board Draft minutes for October 26, 2011
   2. ICTC SSTAC of Imperial Valley Minutes for October 5, 2011
   3. ICTC TAC of Imperial Valley Draft Minutes for October 27, 2011
V. REPORTS

A. ICTC Executive Director

Mr. Baza’ announcements and updates included:
- Mr. Baza stated that two Tiger III applications were submitted from the Imperial region. The City of El Centro in partnership with ICTC and Caltrans submitted one for the I-8 Interchange in El Centro. The ICTC in partnership with the City of Calexico and Caltrans submitted one for SR-98 / Cesar Chavez Blvd. in Calexico. Both projects have regional significance. The process is very competitive; however Mr. Baza said that both projects are top priorities in the region. The strategy is to continue to pursue any discretionary funds to fulfill construction for the I-8 project since this grant, if approved, will fully fund the design and right of way phases.
- SCAG received a lot of applications for the Regional Office Assistant position. The next step is to prioritize applicants and get ready for interviews.
- Ms. Williams gave a brief update on the status of the Short Range Transit Plan (SRTP). The consultant has been on board for over 6 months and is working on the recommendations and draft report that will be available in December of January.
- Ms. Williams announced that the SSTAC group is very appreciative of the new bus stop benches and shelters in Imperial on Aten and La Brucherie Rds.
- PTMISEA recently awarded funds to the cities of Imperial and Brawley to use on their Transfer Terminals as a local match. Meetings with both cities are continuous.

B. Southern California Association of Governments

Mr. Baza in the absence of a SCAG representative gave a few announcements:
- A SCAG Regional Affairs Officer has been chosen and will begin on November 15, 2011. The new SCAG employee is Tomas Oliva.
- A brief update on the RTP update was given by Mr. Baza. There have been discussions regarding promoting pedestrian and bicycle funding. Another subject invoking a lot of discussion is the East/West 60 corridor. The RTP was approved and will be presented to the public on December 1, 2011 at the Transportation, Sustainability and Economic Recovery Summit in Los Angeles.

C. California Department of Transportation – District 11

Mr. Sam Amen had the following updates:
- Dogwood project is moving forward as scheduled.
- Brawley Stage 3 is moving forward and remains on schedule.
- The Value Analysis Study was presented at the last meeting and will be presented to the Commission on November 16th and to the TAC on December 1st.

D. Committee Member Reports

- Mr. Meyerhoff stated that he attended an American Planning Association meeting where a presentation regarding non-motorized transportation was presented. He recommended that the group present to the ICTC.

VI. DISCUSSION CALENDAR

A. Update on the Status of the transition process for County employees in to the ICTC

Mr. Baza gave an update regarding ICTC’s transition process to shift current county employees to ICTC employees. The ICTC has been busy working with the Human Resource Manager from the City of Imperial. Currently, the status is as follows:
- ICTC has been accepted to the Imperial County Employees Retirement System (ICERS). All employees including the Executive Director will participate in ICERS.
ICTC is pursuing health benefits that are comparable to what County employees currently have and we are moving forward with OHM member solutions.

Currently the Executive Director and the HR consultant are finalizing the job descriptions which will include a salary survey and structure with classifications.

Everything is going on schedule and we plan to have a plan for approval at the December meeting.

VII. ACTION CALENDAR

A. ICTC Purchasing Policy

Ms. Williams stated that as a recipient of Federal Transit Administration (FTA) dollars, and as a good management practice the ICTC is required to adopt and implement a Purchasing Policy document. ICTC staff have researched purchasing policies from several organizations and developed the attached document. This document is expected to be updated and amended as additional programs and projects, funding sources and other opportunities become available.

It is requested the ICTC Management Committee forward this item to the ICTC Commission for review and approval:

1. Approve the FY 2011-12 ICTC Purchasing Policy

A motion was made by Meyerhoff, seconded by Best, Motion carried unanimously.

B. ICTC Disadvantaged Business Enterprise (DBE) Goal for FY 2011-12 for FTA funds

Ms. Williams stated that as a recipient of Federal Transit Administration (FTA) dollars, the ICTC is required to adopt and implement a Disadvantaged Business Enterprise (DBE) program. As part of this program, the ICTC must adopt an annual DBE goal. The goal is to be expressed as the percentage of FTA funds awarded to ICTC which ICTC expects to award to certified DBE firms over the fiscal year for which the goal is set.

ICTC staff proposes a FY 11-12 DBE goal of 1.4%. This goal is calculated by examining all the expected contracting opportunities utilizing FTA funds in a given year, determining what proportion of all firms ready, willing and able to bid on those contracts are likely to be DBEs, and then using that information to set a reasonable goal regarding the amount of FTA funds that will actually be awarded to DBEs through contracts with those firms.

As an additional requirement in the goal setting process, ICTC must publish its goal for a public comment period of no less than 45 days. After this time, the proposed DBE goal may then be amended or adopted by the ICTC Commission.

Ms. Best expressed concern about not meeting the UDBE goal. Staff responded that the agency needs to meet Good Faith Efforts when a UDBE goal is not met. Mr. Medina and Mr. Meyerhoff stated that more training on DBE and UDBE would be beneficial. Staff's response was that they will keep agencies apprised of any available training.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval.

1. Approve the proposed FY 2011-12 DBE goal of 1.4%, for distribution for public comment.
2. Direct staff to return with this item in January 2012 for review and adoption of the proposed DBE goal after the public review process has been completed.

A motion was made by Best seconded by Meyerhoff, Motion carried unanimously.
VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on December 8, 2011 at the City of Imperial, Imperial CA.

IX. ADJOURNMENT

A. Motion was made by Duran and seconded by Picazo, Motion carried and meeting adjourned at 11:30 a.m.
IV. APPROVAL OF CONSENT CALENDAR

C. FY 2011-12 APPOINTMENT OF THE SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: FY 2011-12 Appointment of the Social Services Transportation Advisory Council (SSTAC)

Dear Commission Members:

ICTC is the Transportation Planning Agency (TPA) for the region of the County of Imperial for matters pertaining to the administration of the Transportation Development Act (TDA).

Per PUC Section 99238:

"...The TPA shall provide for the establishment of a Social Services Transportation Advisory Council (SSTAC)...."

The SSTAC has three responsibilities:

1. Participate in the identification of transit needs in the jurisdiction, including unmet transit needs
2. Annually review and recommend action by the TPA for the area within the jurisdiction of the council
3. Advise the TPA on any other major transit issues, including coordination and consolidation of specialized transportation services

One third of the voting members of the SSTAC are appointed annually for three year terms in a specific category. These agencies represent a cross section of the local social service and transit providers in the Imperial Valley.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Appoint the Social Services Transportation Advisory Council (SSTAC) for FY 2011-12 for the positions and terms per the enclosure.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment

MB/ksw/cl
**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL OF IMPERIAL COUNTY**

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<th>CATEGORY</th>
<th>VOTING MEMBER</th>
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<th>ALTERNATE</th>
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<tr>
<td>1. One (1) Potential Transit User, age 60+</td>
<td>HEDDY MCNEER</td>
<td>Nov 11</td>
<td>El Centro Nov 14</td>
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<tr>
<td>2. One (1) Potential Transit User, with Disability</td>
<td>MIKE HACK</td>
<td>Nov 11</td>
<td>El Centro Nov 14</td>
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<tr>
<td>3. Two (2) Service Providers for Seniors, Include Transit Provider if Exists</td>
<td>REBECCA SANCHEZ</td>
<td>Nov 10</td>
<td>Area Agency on Aging Nov 13</td>
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<td></td>
<td>LETICIA V12CARRA</td>
<td>Nov 09</td>
<td>Access to Independence Nov 12</td>
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<td>4. Two (2) Service Providers for the Disabled, Include Transit Provider if Exists</td>
<td>TEO CESAR</td>
<td>Nov 09</td>
<td>LORENA ARAMBULA</td>
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<td></td>
<td>IVC-Disabled Students Programs and Services</td>
<td>Nov 12</td>
<td>Regional Center</td>
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<td></td>
<td>K.C. KENNEDY</td>
<td>Nov 10</td>
<td>MICHELLE SOTO</td>
</tr>
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<td></td>
<td>ARC</td>
<td>Nov 13</td>
<td>CCS - California Children’s Services</td>
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<td>5. Two (2) Service Providers for Limited Means</td>
<td>ROSY RAMIREZ</td>
<td>Nov 09</td>
<td>JOHN GRASS</td>
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<td></td>
<td>I.C. Public Authority/ IHSS</td>
<td>Nov 12</td>
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<td>GRISELDA MARTINEZ</td>
<td>Nov 09</td>
<td>PABLO CERDA</td>
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<td>Work Training Center</td>
<td>Nov 12</td>
<td>CALWORKS</td>
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<td>6. Two (2) Consolidated Transportation Service Agency (CTSA)</td>
<td>DAVID SALGADO</td>
<td>Nov 11</td>
<td>CRISTI LERMA</td>
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<td></td>
<td>KATHI WILLIAMS</td>
<td>Nov 09</td>
<td>MARK BAZA</td>
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**NAME**

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<tr>
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<tbody>
<tr>
<td>1. Marv Balin</td>
<td>Imperial Valley Transit First Transit Services</td>
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<tr>
<td>2. Isabel Pacheco</td>
<td>IVT ACCESS</td>
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<tr>
<td>4. Chris Schmidt/ Anicia Gottweig</td>
<td>CALTRANS</td>
</tr>
<tr>
<td>5. Marv Balin</td>
<td>Calexico Dial-A-Ride First Transit</td>
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</table>
IV. APPROVAL OF CONSENT CALENDAR

D. APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 PROGRAM FUNDS, FY 2011-12
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Application for Federal Transit Administration (FTA) Section 5311 Rural Transit Grant Program Funds FY 2011-12

Dear Commission Members:

The Federal Transit Administration (FTA) Section 5311 program provides a source of rural transit grant funding to offset operational costs within an identified rural area for mass transportation purposes as specified by the Legislature. The rural grant program is administered by Caltrans, who has issued a call for projects that are due by December 15, 2011.

The Commission approved the annual FY 2011-12 Budget and Finance Plan on July 27, 2011. FTA 5311 Rural Transit Grant Funds in the amount of approximately $362,869 are to be applied to IMPERIAL VALLEY TRANSIT, the countywide transit system.

The IMPERIAL VALLEY TRANSIT budget fund #7416001-531075 includes the following for FY 2011-12:

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<th>Operating Cost:</th>
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<tbody>
<tr>
<td>Less Fares Anticipated:</td>
<td>$505,548</td>
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<tr>
<td>Less LTF/STAF (State) Revenue:</td>
<td>$1,482,843</td>
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<tr>
<td>Less 5307 (Federal urban) grant revenue</td>
<td>$1,135,000</td>
</tr>
<tr>
<td>Less 5311 (Federal rural) grant revenue</td>
<td>$362,869</td>
</tr>
<tr>
<td><strong>NET COST</strong></td>
<td><strong>$0</strong></td>
</tr>
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</table>

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2011-12 grant application and all supporting documentation, and, submit the application to Caltrans.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment

MB/ksw/cl
RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL
TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION FOR ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER
53, TITLE 23 UNITED STATES CODE; UNDER FTA SECTION 5311, FOR USE
WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through
the Federal Transit Administration to support operating assistance projects for non-urbanized public
transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the
Governor of the State of California to administer Section 5311 grants for transportation projects for
the general public for the rural transit and intercity bus; and

WHEREAS, ICTC desires to apply for said financial assistance to permit the continued operation of
transit service in ICTC’s service area; and

WHEREAS, ICTC has programmed the FTA 5311 funds in the Regional Transportation
Improvement Program (RTIP); and

WHEREAS, ICTC has the requisite combination of state and local funding sources committed to
provide the required local share; and

WHEREAS, ICTC has sufficient funds to operate the vehicles and equipment purchased under this
project or operate the service, as applicable; and

WHEREAS, ICTC has, to the maximum extent feasible, coordinated with other transportation
providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the ICTC does hereby authorize:

1. That the Executive Director or his designee, to file and execute applications on behalf of
ICTC with the Department to aid in the financing of capital/operating assistance projects
pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F), as amended.

2. That the Executive Director or his designee is authorized to execute and file all certification
of assurances, contracts or agreements or any other document required by the Department.

3. That the Executive Director or his designee is authorized to provide additional information as
the Department may require in connection with the application for the Section 5311 projects.
4. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ____________________________.

By: __________________________________________
Chairman

ATTEST:
By: __________________________________________

CRISTI LERMA
Secretary to the Commission
VI. ACTION CALENDAR

December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
940 Main Street Suite 204
El Centro, CA 92243

SUBJECT: Recommendation on the Retirement of the West Shores Dial-A-Ride Service and Operating Agreement, ARC-Imperial Valley, FY 2011-12

Dear Commission Members:

The West Shores Dial-A-Ride is the public paratransit service operated by ARC-Imperial Valley within the communities of the West side of the Salton Sea. The County administered and managed the contract since its inception in 1994. The County requested and the ICTC agreed that the ICTC take over the administrative and management responsibilities for this contracted service in July 2010. The current contracted scope of work executed on March 2010, provide services 2 days a week; Tuesdays and Thursdays through June 30, 2012.

This contract is a localized service in that it provides service to a distinct population base in the northwestern portion of the County. Observations continue to indicate that the use of the service revolves primarily around access by transit dependent residents to the post office, local markets, nutrition program and medical clinic. There is also limited use of the connection on Tuesdays to Imperial Valley Transit in Westmorland, for those that need to travel into the more urbanized area (i.e. Brawley) for banking and other necessities.

The contract has been modified by reducing service days per week, each year over the last five years, due to the service’s inability in meeting the State’s minimum farebox ratio requirement of 10%. The farebox ratio requirement is the percentage of the operations cost that is met by the passenger fares.

Staff and the operator have provided public presentations and limited marketing over the years within the area, in an attempt to increase ridership. However, the service hours have been reduced since 2007, from five (5) days a week to two (2) days per week.

A recent review was conducted of the ridership levels and performance data as a part of the State mandated Triennial Performance Audit under the Transportation Development Act (TDA). The Audit suggested that the region conduct a review of the area and determine if there are unique mobility needs that presumably would be addressed in a nontraditional manner.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Additional discussions with the operator and the elected official from the area, County Supervisor Gary Wyatt, indicate several things. It appears that the service demand has diminished and the demographics within the community have changed since the inception of the service in 1994.

To summarize relevant language from the TDA which is the funding source for the subsidy for the Dial-A-Ride:

A. A transit service must maintain the minimum level of 10% for a rural transit service
B. An agency may have a total of three years to implement and review changes to operations in an attempt to achieve the minimum level of 10%
C. By the end of the third year if the changes are not successful, the agency may not continue to receive TDA funding to use as a subsidy.

Based on the above requirements, ICTC staff cannot recommend the continuation of the service due to its inability to achieve the State’s farebox ratio requirement. ICTC staff are requesting a cessation of the service or “a retirement” at the conclusion of the FY 2011-12 fiscal year, on the basis that at some undetermined point, and dependent on economic or residential development it may be appropriate to reinstate the service in the future.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Provide an opportunity for public comment.
2. Provide direction to staff regarding the recommendation for the Retirement of the West Shores Dial-a-ride service contract with ARC-Imperial Valley on June 30, 2012, at the conclusion of the FY 2011-12 fiscal year.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment
ICTC Staff report:

Options for the West Shores Dial-A-Ride as of: November 2011

The West Shores Dial-A-Ride has been in operation under a public agency turnkey contract for service since 1994. In recent years, the West Shores Dial-A-Ride service has not been able to achieve the State mandated farebox ratio of ten percent (10%). This performance measure is required in order to continue receiving State TDA funding for its operating subsidy. The required farebox ratios were achieved by the original provider of Dial-A-Ride services in the area (the West Shores Health and Education Association) from 1994 through 2006. During the tenure of current provider (ARC), there has been a decrease in ridership, as well as, increases in costs since ARC-Imperial Valley took over operations in the Fall of 2006. Cost increases have been due largely to factors outside of ARC’s control. For example, ARC lacks the volunteer staffing utilized by the previous service provider. Also, ARC has incurred costs in complying with federal regulations for drug and alcohol compliance and the American’s with Disabilities Act. Multiple changes in both fare price and service hours have been implemented in order to achieve the required farebox ratio, however, none have been successful.

<table>
<thead>
<tr>
<th>WSDAR Farebox</th>
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</thead>
<tbody>
<tr>
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<td>Actual Cost</td>
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<tr>
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<td>2007-08</td>
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<td>2008-09</td>
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<tr>
<td>2010-11</td>
<td>$66,386.47</td>
<td>$3,392.00</td>
<td>5.1%</td>
</tr>
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</table>

Staff have continued to research possible options for changes in services including:

1. Raise the price of the fare to increase revenue
2. Reduce the operating hours to reduce the cost
3. Raise the price of the fare and reduce the operating hours simultaneously
4. Petition for a specific lower farebox ratio requirement with justification and methodology approved by Caltrans.
5. Complete an averaged farebox ratio formula through a consolidated paratransit competitive bid process in January 2012
6. Retirement of the service

In March 2007, the County Board of Supervisors took action to reduce service from ten hours to eight hours, five days a week, maintaining the Westmorland connection with no change in the price of a fare.

On September 23rd, 2008, the County Board of Supervisors took action to approve the increase in fares for the West Shores Dial-A-Ride from $1.00 to $2.50, maintaining the Westmorland connection, effective November 3rd, 2008.

On June 16th, 2009, the County Board of Supervisors took action to approve a decrease in fares from $2.50 to $2.00 while simultaneously cutting service from five to three days a week, maintaining the Westmorland connection effective July 1st, 2009.
On March 16th, 2010, the County Board of Supervisors took action to approve a decrease in service from three days a week to one day a week (Thursday), and maintaining the Westmorland connection (Tuesday) effective July 1st, 2010.

During this five year period of time, ICTC staff have met several times with the local residents and the elected representative, Gary Wyatt, County Supervisor District #4, for the area. However at the conclusion of the fifth year of operation, FY 2010-11, the farebox ratio continues to be less than 6%.

ICTC staff recently met with Caltrans staff to discuss the situation and the results of the discussion indicated that this scenario was not a candidate for option 4 (see above) reduced farebox ratio. This scenario is reserved for specialty situations i.e. prototype equipment, demonstration funding, unique technologies.

ICTC staff have reviewed the option 5 of an averaged farebox in a consolidated competitive bid for paratransit services. However ICTC staff would not recommend this scenario as it would place an unreasonable financial burden (increased expense) on the remaining Dial-A-Ride services to achieve a higher farebox ratio through a potential increase in fares, to offset the lower farebox ratio for the West Shores area.

Therefore, ICTC staff would recommend the retirement of the West Shores Dial-A-Ride effective June 30, 2012.
VI. ACTION CALENDAR

B. UNMET TRANSIT NEEDS PUBLIC HEARING FOR FISCAL YEAR 2012-13
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, Ca. 92243

SUBJECT: Unmet Transit Needs Public Hearing - for Fiscal Year 2012-2013

Dear Commission Members:

Section 99401.5 of the Public Utilities Code states that:

"The Transportation Planning Agency (TPA) shall hold at least one public hearing pursuant to 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction."

Unmet Transit Needs that are determined to be “Reasonable to Meet” by ICTC may be established by providing services directly, by contracting for new services, or the expansion of existing services.

In the past, these hearings have been held in the January - March time frame at the Board of Supervisors Chambers in the County Administration Center. ICTC is required to select the Hearing Panel from the elected official members of the Commission. It has been customary to appoint five members with two alternates. Typically, two members from the County are selected, with three City representatives. The alternates are also from the Cities.

The Panel meets twice, once for the actual hearing and then reconvenes approximately one month later to review testimony and adopt the “Findings” or actions to be implemented in the subsequent fiscal year. The date of the second meeting is determined by the panel members during the preliminary meeting. ICTC staff issue the public notices and coordinates administrative arrangements, which includes bilingual translation.

Last year the panel members were:

Mike Kelley Supervisor, District #3
Jack Terrazas Supervisor, District #2
Ryan Kelley Councilmember, City of Brawley
Brian Smith Councilmember, City of Calipatria
Sedalia Sanders Councilmember, City of El Centro, Chairperson
Mark Gran Councilmember, City of Imperial
David Bradshaw Councilmember, City of Holtville
Larry Ritchie Councilmember, City of Westmorland

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL.
A Thursday afternoon or evening is recommended, as there are no regularly scheduled council meetings and the public is generally able to attend.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.

2. Select a hearing date of January 26, 2012 or February 2, 2012.

3. Select the time of the meeting.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

KSW/
VI. ACTION CALENDAR

C. AUTHORIZATION FOR COMMERCIAL BANKING ACCOUNT AND CLOSURE OF ICTC ACCOUNTS 7147000 AND 7148000
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Authorization for Commercial Banking Account and Closure of ICTC Accounts 7147000 and 7148000

Dear Commission Members:

As a part of the transition from the County of Imperial, ICTC staff have explored the feasibility of contracting with payroll and benefits services vendors for employee salaries and benefits, and associated expenses. However initial dialogue with all potential vendors indicate that a commercial bank account is necessary in order for the vendor to draft payroll checks and funds. The ICTC, nor its predecessor IVAG, had need of a commercial bank account previously, as all transactions were handled through the County Human Resources, Auditor Controllers and Treasurer’s offices.

The ICTC has two accounts with a small balances remaining that were reserved for the purpose of establishing this bank account. These accounts were used previously by IVAG but are redundant and no longer necessary due to internal accounting changes. The accounts and approximate balances are as follows:

7147000 ICTC Transit Administration $ 33,376.87
7148000 ICTC Transit Planning $126,758.90

The County Auditor Controller’s office has indicated that it will issue the funds in a check payable to the ICTC, for the purposes of establishing this bank account and then close these accounts, upon direction from the ICTC Commission.

The ICTC would continue to utilize the remaining accounts at the County on a daily basis for other programmatic expenses i.e. vendor accounts payables and receivables. These remaining accounts have been in use for years, and are on file with State and federal agencies for pass through funding, grant receipts and reporting purposes.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Authorize the Executive Director to establish a commercial bank account under the name of the “Imperial County Transportation Commission”, for the purposes of payroll/benefits and associated expenses.

2. Authorize the closure of the ICTC accounts 7147000 and 7148000 at the County of Imperial.

3. Request that the County of Imperial issue a check for the balance of the accounts made payable to the Imperial County Transportation Commission, in an approximate amount of $160,135.77.

Sincerely yours,

[Signature]

MARK BAZA
Executive Director

Attachment

MB/ksw/cl
VI. ACTION CALENDAR

D. 2012 STATE TRANSPORTATION PROGRAM (STIP)
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: 2012 State Transportation Improvement Program (STIP)

Dear Commission Members:

After the passage of the State budget, staff began the process to develop the ICTC 2012 STIP recommendations. This program provides revenue for the larger transportation projects throughout the region. Staff typically meet with Caltrans’ staff and the STIP Consultant, COH and Associates, several times to develop recommendations based on status of the projects, available funding and local priorities in the 20 Year Transportation Plan, Highway Element.

The 2012 STIP Fund Estimate provides additional funds to the STIP. These new funds will be made available primarily in the last two years of the 2012 STIP (FY15/16 & FY16/17) because the first three years (FY12/13, FY13/14 and FY14/15) are over-programmed. The funding shortfall may force the California Transportation Commission (CTC) to delay projects currently programmed in years FY12/13 through FY14/15 to out or later years in the STIP.

The ICTC team has worked with Caltrans and the STIP consultant to ICTC, COH and Associates, Inc. to review and determine the available options. Attached is a summary report of the available options. Staff recommendations are summarized below:

- Regarding Planning Programming and Monitoring Funds (PPM) Staff recommend Option #A2 and B2 as it provides funding of $1,219,000 for the staff work effort for the planning and programming functions of the Imperial County Transportation Commission (ICTC).

- Regarding State Transportation Enhancement Funds (STIP-TE) Staff would recommend Option C2 in that the STIP-TE funding of $779,000 for FY 2016 and funding of $767,000 for FY 2017 be placed in a reserve. A competitive call for projects for STIP-TE will be conducted with the program coming back to ICTC for final approval at a future date.
David Bradshaw, Chairman  
ICTC Commission  

December 5, 2011

- Regarding State Transportation Improvement Program Regional Funds (STIP-RIP) Staff would recommend Option D2 Requesting $4,250,000 in STIP funds to complete design ($1,800,000), right-of-way purchase ($1,650,000) and right-of-way support ($800,000) for the I-8/Imperial Avenue Interchange reconstruction project. An additional $1,258,000 in available federal Demonstration funds will be utilized for the right-of-way purchase.

The recommendations maintain the integrity and priority of the projects in the current ICTC 20 Year Transportation Plan, and, are recommended in order to keep the projects on track and in the approved STIP program. The CTC will review the list and vote at a meeting scheduled in April/May 2012.

Caltrans and ICTC staff, together with Mr. Hernandez from COH and Associates, Inc will be available to discuss the options and answer questions during the Commission meeting.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Approve Options A2, B2, C2 and D2 as the recommended list of projects for the 2012 STIP submittal.
2. Authorize the Chairman to sign supporting documentation.
3. Direct staff to process and forward the STIP target list and supporting documentation to SCAG, CALTRANS and the California Transportation Commission (CTC)

Sincerely yours,

Mark Baza  
Executive Director

Attachment

MB/ksw/cl
2012 State Transportation Improvement Program for Imperial County

BACKGROUND

State law requires the adoption and submittal of a five-year State Transportation Improvement Program (STIP) Regional Improvement Program (RIP) by December 15 of each odd-numbered year. The Imperial County Transportation Commission (ICTC) is the agency responsible for developing the STIP for Imperial County working cooperatively with Caltrans. The STIP is comprised of a five-year list of capital improvement projects to be funded through the STIP during the period starting July 1, 2012 (FY12/13) and ending June 30, 2017 (FY16/17).

The 2012 STIP is due to the California Transportation Commission (CTC) on December 15, 2011. The CTC is responsible for reviewing and approving STIP submittals. The CTC is scheduled to publish the 2012 STIP staff recommendations on March 8, 2012, and adopt the 2012 STIP on March 28, 2012.

DISCUSSION

STIP Revenue – County Share

The 2012 STIP Fund Estimate adopted by the CTC provides additional funds to the STIP. These new funds will primarily be made available in the last two years of the 2012 STIP (FY15/16 & FY16/17) because the first three years (FY12/13, FY13/14 & FY14/15) are over-programmed. This funding shortfall may force the CTC to delay some projects currently programmed in the first three years of the STIP to the last two years.

The 2012 STIP Fund Estimate provides three separate funding targets: a Base share, a Total share, and a Maximum share. The funding estimates for ICTC are:

- Base Share: $5,010,000
- Target Share: $12,228,000
- Maximum Share: $33,078,000

The Base share is comprised of the county share for the four-year period starting FY12/13 and ending FY15/16. County shares are calculated based on a four-year period, whereas the STIP is on a five-year cycle. The CTC has indicated its intent to fund all 2012 STIP submittals that remain within the Base amount.

The Target share includes additional estimated revenue for FY16/17, which represents the first year of the next county share period and the last year of the 2012 STIP. The CTC may program a few STIP submittals that request funds up to the Target share, but unlikely that many proposals would be funded at this level.

The Maximum share represents all county share funds through the end of the next county share period (FY19/20), which falls beyond the next STIP period (2014 STIP). Except for projects in small counties, it is unlikely that the CTC would program submittals that request the Maximum share.
The CTC also adopted new funding targets for the Transportation Enhancement (TE) and Planning, Programming & Monitoring (PPM) programs. Funding for these two programs is subtracted from the county share.

The TE target for ICTC totals $1,546,000: $779,000 for FY15/16 and $767,000 for FY16/17. This is in addition to the $1,743,000 in TE Reserves currently programmed in the STIP in FYs 13/14 and 14/15. Regions may ask for more or less TE funding than the amounts listed in the Fund Estimate.

PPM funding, which pays for ICTC staff time for planning and programming activities and consultant assistance, is limited to 5% of the county share estimate including existing programmed funds. This means that ICTC may program up to $919,000 for PPM activities within the first 4 years of the 2012 STIP (FYs 12/13 – 15/16) and up to $361,000 in FY16/17. Because $761,000 is currently programmed in the STIP in years FY12/13 through FY14/15, ICTC may only add $158,000 for PPM activities through FY14/15 ($919,000 minus $761,000). Additional information on PPM programming options for the 2012 STIP is presented in the next section.

A diagram showing the difference between county share periods and STIP cycles is provided in Exhibit 1

<table>
<thead>
<tr>
<th>County Share Periods</th>
<th>Total Target</th>
<th>Base Share</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
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<td></td>
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</tr>
<tr>
<td>FY 12/13</td>
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<td>FY 20/21</td>
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</tbody>
</table>

2012 STIP RIP Programming Options

Listed below are programming options for ICTC for the 2012 STIP based on existing STIP projects and project priorities. Projects are not listed in priority order.

Planning, Programming & Monitoring (PPM)

Two years ago during the development of the 2010 STIP, the Imperial Valley Association of Governments (IVAG) approved the programming of $1,361,000 in PPM funds to help pay for planning and programming activities for IVAG's successor agency - ICTC. PPM funds were needed to replace funds previously provided by the County to IVAG that were not available to ICTC. Of the total $1,361,000 for PPM, $300,000 was programmed annually between FYs10/11 through 13/14 (4 years), and the remaining $161,000 was programmed in FY14/15. The annual amount of $300,000 was selected because regional agencies that limit PPM funding to $300,000 may request funds up front instead of the usual reimbursement process.

Because of the 5% limitation on PPM funding, ICTC may program up to $919,000 within the first 4 years of the 2012 STIP (FYs 12/13 – 15/16), and up to $361,000 in FY16/17. Since $761,000...
is already programmed in the STIP in years FY12/13 through FY15/16, ICTC is limited to adding $158,000 for PPM activities through FY14/15. The table in Exhibit 2 lists the amount of funds currently programmed in the STIP for PPM, and the table in Exhibit 3 presents the additional PPM funds available for programming in the 2012 STIP.

Exhibit 2

<table>
<thead>
<tr>
<th>PPM - EXISTING STIP PROGRAMMED FUNDS</th>
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Exhibit 3

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<th>PPM - 2012 STIP ADDITIONAL FUNDS</th>
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<td></td>
<td>FY15/16</td>
</tr>
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<td>$519,000</td>
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</table>

Regarding the additional $158,000 in PPM funds available for programming between FY12/13 and FY15/16, programming options include:

Option A1: Program $0. Funds remain available for other needs.

Option A2: Program an additional $139,000 in FY14/15 to increase total funding for PPM in FY14/15 to $300,000, and program the remaining $19,000 in FY15/16.

Option A3: Program the full amount available of $158,000 in FY15/16.

ICTC Staff Recommendation: Option A2 – Program an additional $139,000 in FY14/15 to increase total funding for PPM in FY14/15 to $300,000, and program the remaining $19,000 in FY15/16.

Regarding the $361,000 available for PPM in FY16/17, programming options include:

Option B1: Program $0. Funds remain available for other needs.

Option B2: Program only $300,000 in FY16/17 to stay within the $300,000 up front payment limitation.

Option B3: Program the full amount available of $361,000 in FY16/17.

ICTC Staff Recommendation: Option B2: Program only $300,000 in FY16/17 to stay within the $300,000 up front payment limitation.

The table in Exhibit 4 below summarizes the staff recommendation for the programming of PPM funds for the 2012 STIP.

Exhibit 4

<table>
<thead>
<tr>
<th>PPM - 2012 STIP Staff Recommendation</th>
<th></th>
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<td>FY12/13</td>
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</table>
**Transportation Enhancement (TE) Program**

The TE target for ICTC totals $1,546,000: $779,000 for FY15/16 and $767,000 for FY16/17. This is in addition to the $1,743,000 in "TE Reserves" currently programmed in the STIP in FYs 13/14 and 14/15. Regional agencies are allowed to program "TE Reserves" when specific projects have not been identified. This provides regional agencies with more time to select projects. Regions may ask for more or less TE funding than the amounts listed in the Fund Estimate.

TE program funding options for the 2012 STIP include:

- **Option C1:** Program $0. Funds would remain as RIP.

- **Option C2:** Program the full amount available as TE Reserves: $779,000 in FY15/16 and $767,000 in FY16/17. Specific projects would be identified at a later time.

**ICTC Staff Recommendation:** Option C2: Program the full amount available as TE Reserves: $779,000 in FY15/16 and $767,000 in FY16/17. Specific projects would be identified at a later time.

**State Highway Projects**

STIP RIP funds are primarily utilized to fund needed improvements on the State Highway System in Imperial County.

Construction of the I-8/Dogwood Avenue Interchange improvement project is programmed in the adopted STIP in FY12/13 at $22,320,000. Caltrans is currently working to complete the project design and remains on schedule to secure the construction funds in FY12/13. Existing programmed funds remain sufficient to construct the project according to Caltrans.

The I-8/Imperial Avenue Interchange reconstruction project remains a priority for STIP funding and the next project to be funded through the STIP. During the last STIP cycle, $3.35 million in STIP funds was postponed for the project due to the lack of funds.

Exhibit 4 summarizes the amount of STIP RIP funds available for new projects based on the staff recommendations for the PPM and TE programs. Funding for PPM and TE is subtracted from the county share.

**Exhibit 5**

<table>
<thead>
<tr>
<th>Revenue &amp; Program Needs</th>
<th>Base Share (through FY15/16)</th>
<th>Target Share (through FY16/17)</th>
<th>Maximum Share (through FY19/20)</th>
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</thead>
<tbody>
<tr>
<td>2012 STIP Fund Est.</td>
<td>$5,010,000</td>
<td>$12,228,000</td>
<td>$33,078,000</td>
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<tr>
<td>PPM</td>
<td>($158,000)</td>
<td>($458,000)</td>
<td>($458,000)</td>
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<tr>
<td>TE</td>
<td>($779,000)</td>
<td>($1,546,000)</td>
<td>($1,546,000)</td>
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<tr>
<td>Subtotal STIP RIP</td>
<td>$4,073,000</td>
<td>$10,224,000</td>
<td>$31,074,000</td>
</tr>
</tbody>
</table>
Programming options for the remaining STIP RIP funds include:

**Option D1:** Program $0. County share funds would be carried over to the next STIP cycle.

**Option D2:** Request $4,250,000 in STIP funds to complete design ($1,800,000), right-of-way purchase ($1,650,000) and right-of-way support ($800,000) for the I-8/Imperial Avenue Interchange reconstruction project. An additional $1,258,000 in available federal Demonstration funds will be utilized for the right-of-way purchase.

**Option D3:** Request the full amount of $37,847,000 to construct the I-8/Imperial Avenue Interchange reconstruction project including design ($1,800,000), right-of-way purchase ($1,650,000), right-of-way support ($800,000), construction ($27,621,000), and construction support ($5,976,000). According to Streets and Highways Code Section 188.8(j), a region with a population of less than 1 million may ask the CTC for an advancement of STIP RIP funds not to exceed 200 percent of the county share for the four-year share period that extends beyond the current STIP, which equals $66,156,000 (Maximum Share of $33,078,000 x 2).

**ICTC Staff Recommendation:** **Option D2:** Request $4,250,000 to complete design and purchase right-of-way for the I-8/Imperial Avenue Interchange reconstruction project.
VI. ACTION CALENDAR

E. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)
   FY 2012-13 TO FY 2017-18
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Regional Transportation Improvement Program (RTIP) - FY 2012-13 to FY 2017-18

Dear Commission Members:

Please find the changes for various projects for FY 2012-2013 through FY 2017-18. These changes are as submitted by member agencies, as well as, several regional projects administered by Caltrans.

For comparison purposes, the previously developed FY2009 RTIP submittal revenues and expenditures programmed were listed at $190 million programmed over six years. The total amount of proposed revenues and expenditure for the FY2011 RTIP were approximately $104 million programmed primarily over four years. At that time, this indicated a decrease in the funding average per year of approximately 18%.

The total amount of proposed revenues and expenditures for the FY 2013 RTIP is approximately $128 million programmed primarily over the first four years. This indicates an increase in the funding average per year of approximately 23%.

This increase in programmed funding was primarily due to the projected increases for transit related projects in Imperial County.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Adopt the FY 2012-13 through FY 2017-2018 RTIP

2. Authorize the Chairman to sign the attached resolution

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
3. Authorize staff to submit the documentation to SCAG and Caltrans for inclusion in the regional FY 2012-13 through 2017-18 RTIP

Sincerely yours,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Administrative Analyst III

Attachment

MB/ksw/ds
<table>
<thead>
<tr>
<th>Agency</th>
<th>Project ID</th>
<th>Title/Description</th>
<th>Changes Requested</th>
<th>Amendment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAWLEY</td>
<td>IMP050901</td>
<td>Construct road surface improvements and improve road safety from Brawley Water Plant to HWY 86 to 9th Street, Brawley - (HPP 2176)</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>BRAWLEY</td>
<td>IMP070901</td>
<td>Four Hybrid Passenger Vehicles</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
</tr>
<tr>
<td>BRAWLEY</td>
<td>IMP070902</td>
<td>Two Hybrid Passenger Vehicles</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>BRAWLEY</td>
<td>IMP070917</td>
<td>Construction of bicycle/pedestrian path</td>
<td>PROJECT COMPLETED-</td>
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<tr>
<td>BRAWLEY</td>
<td>IMP090101</td>
<td>Asphalt Rehabilitation and Reconstruction of Western Avenue from State Highway 86 to Norther City Limits</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>CALEXICO</td>
<td>IMP070904</td>
<td>Five hybrid Passenger Vehicles</td>
<td>PROJECT COMPLETED-</td>
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<tr>
<td>CALEXICO</td>
<td>IMP070905</td>
<td>Four GEM Vehicles</td>
<td>PROJECT COMPLETED-</td>
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<tr>
<td>CALEXICO</td>
<td>IMP090102</td>
<td>Street Rehabilitation of Emerson Avenue from highway 98 to Third St.</td>
<td>PROJECT COMPLETED-</td>
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<td>CALIPATRIA</td>
<td>IMP070906</td>
<td>CNG Fueling Station</td>
<td>PROJECT COMPLETED -</td>
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<tr>
<td>CALIPATRIA</td>
<td>IMP0820901</td>
<td>CNG Street Sweeper</td>
<td>PROJECT COMPLETED -</td>
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<tr>
<td>CALIPATRIA</td>
<td>IMP090103</td>
<td>Street Improvements of Rehabilitation and Reconstruction of North and South Portion of Main Street between Highway 111/115 and Lyerly Road</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>HOLTVILLE</td>
<td>IMP070913</td>
<td>New CNG Fueling Station</td>
<td>PROJECT COMPLETED-</td>
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<tr>
<td>HOLTVILLE</td>
<td>IMP090104</td>
<td>Street Improvements of Rehabilitation and reconstruction along West side of Holt Avenue between Ninth and Tenth Streets</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<td>HOLTVILLE</td>
<td>IMP090403</td>
<td>Rehabilitation along North side of 9th street between Cedar Avenue and Holt Avenue</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>HOLTVILLE</td>
<td>IMP090404</td>
<td>Walnut Avenue Rehabilitation between 5th Street and (SR 115) and Fourth Street</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>IMPERIAL</td>
<td>IMP060901</td>
<td>Aten Road and Old County Road 111 Improvements, Imperial County, CA - TCSP#09CA002</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<tr>
<td>IMPERIAL</td>
<td>IMP070308</td>
<td>Treshill Rd. from SR86 to La Brucherie Rd. 0.5 miles of asphalt paving (PM10 reduction)</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETE</td>
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<td>IMPERIAL</td>
<td>IMP070914</td>
<td>Two Hybrid Vehicles</td>
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<td>IMPERIAL</td>
<td>IMP070915</td>
<td>GEM Vehicle</td>
<td>PROJECT COMPLETED-</td>
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<tr>
<td>IMPERIAL COUNTY</td>
<td>IMP111201</td>
<td>Traffic Signal Improvements at the Intersection of State Route 86/78 and Southa Marina Drive in Imperial County</td>
<td>NEW PROJECT - ADD Highway Safety Improvement Funds (HSIP) in FFY 2012-2013 in the amount of $720 to CON</td>
<td>NEW PROJECT</td>
</tr>
<tr>
<td>IMPERIAL COUNTY</td>
<td>IMP111202</td>
<td>Traffic Signal Improvements at the Intersection of State Route 86/78 and Southa Marina Drive in Imperial County</td>
<td>NEW PROJECT - ADD Highway Safety Improvement Funds (HSIP) in FFY 2012-2013 in the amount of $720 to CON TOTAL PROJECT COST $720</td>
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<tr>
<td>CALTRANS</td>
<td>IMP00289</td>
<td>Widen the overcrossing Bridge on SR-186 over I-8. Improve off ramps from I-8 and widen SR-186 adjacent to the Casino entrance - Non-Capacity Enhancement Project</td>
<td>PROJECT COMPLETED</td>
<td>PROJECT COMPLETED- Project Complete as reported by Caltrans staff</td>
</tr>
<tr>
<td>CALTRANS</td>
<td>IMPL513</td>
<td>Grouped projects for pavement resurfacing and/or rehabilitation - SHOPP Roadway Preservation Program (Projects are consistent with 40 CFR Part 93.1126 exempt tables 2 categories - pavement resurfacing and/or rehabilitation, emergency relief (23 USC 125), widening narrow pavements or reconstructing bridges (no additional travel lanes))</td>
<td>SCHEDULE DELAY- DECREASE SHOPP ADVANCE CONSTRUCTION funds in FFY 2011/2012 in the amount of $19,273 to $0 in CON DECREASE STATE CASH - SHOPP funds in FFY 2011/2012 from $2,497 to $0 in CON DECREASE STATE CASH - SHOPP funds in FFY 2012/2013 from $2,580 to $872 in CON DECREASE SHOPP ADVANCE CONSTRUCTION funds in FFY 2012/2013 in the amount of $19,917 to $56,728 in CON ADD STATE CASH - SHOPP funds in FFY 2013/2014 in the amount of $1,747 to CON ADD SHOPP ADVANCE CONSTRUCTION funds in FFY 2013/2014 in the amount of $13,482 in CON</td>
<td>SCHEDULE DELAY - Project costs updated per Caltrans request</td>
</tr>
<tr>
<td>Caltrans</td>
<td>IMP0021</td>
<td>BRAWLEY BYPASS CORRIDOR - IN AND NEAR BRAWLEY FROM 0.5 MILES SOUTH OF BAUGHMAN ROAD TO MEAD RD - 4 LANE EXPRESSWAY ON SR 86 TO 0.3 MILES NORTH OF MEAD RD. ON SR 111</td>
<td>SCHEDULE DELAY- DECREASE DEMO SAFETEA-LU in FY 2007-2008 CON from $4,560 to $1,911 DECREASE DEMO SAFETEA-LU in FY 2008-2009 ROW from $3040 to $2,586 ADD PRIOR DEMO-SAFETEA-LU of $454 to FFY 2011-2012 in ROW ADD PRIOR DEMO-SAFETEA-LU of $2,649 FFY 2012-2013 in CON</td>
<td>SCHEDULE DELAY- Fund Change per CALTRANS request.</td>
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TOTAL PROJECT COST DECREASE from $44,267 to $22,829

TOTAL PROJECT COST REMAINS $227,512
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<tr>
<td>CALTRANS</td>
<td>IMPL502</td>
<td>Grouped Projects for Safety Improvements - SHOPP Collision Reduction Program (projects are consistent with 40 CFR part 93.126 exempt tables 2 and 3 categories - intersection signalization projects.</td>
<td>PROJECT COMPLETED-</td>
<td>PROJECT COMPLETED- Project Complete as reported by Caltrans staff</td>
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<td>CALTRANS</td>
<td>IMF004A</td>
<td>IN AND NEAR CALEXICO FROM 0.6 KM WEST OF SR 111 EASTERY TO ALAMO RIVER BRIDGE WIDEN TO 4 LANE HWY (ENV. WORK DOC. FOR SR98) ENVIRONMENTAL WORK AND DOCUMENTATION FOR SR98</td>
<td>SCHEDULE DELAY-</td>
<td>SCHEDULE DELAY - Project costs updated per Caltrans request</td>
</tr>
<tr>
<td>CALTRANS</td>
<td>8020B</td>
<td>Widening SR-98 from VV Williams Ave. to Ollie Ave. and intersection improvements of SR-98 and Cesar Chavez from 2 to 4 lanes (Phase 1B)</td>
<td>SCHEDULE DELAY- DECREASE DEMOSAFETEA-LU in FFY 2010-2011 from $2,319 to $728 ADD DEMO-SAFETEA-LU funds in FFY 2012-2013 in the amount of $1,591 to ROW</td>
<td>SCHEDULE DELAY - Project costs updated per Caltrans request</td>
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<tr>
<td>CALTRANS</td>
<td>IMPL501</td>
<td>Grouped Projects for Bridge Rehabilitation and Reconstruction - SHOPP Program (projects are consistent with 40 CFR part 93.126 exempt tables 2 categories - widening narrow pavements or reconstructing bridges (no additional travel lanes))</td>
<td>PROJECT COMPLETED-</td>
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<td>CALTRANS</td>
<td>IMPL503</td>
<td>Grouped projects for Shoulder Improvements- SHOPP Roadside Perservation Program (projects are consistent with exempt tables 2 and table 3 category - shoulder improvements</td>
<td>COST DECREASE- DECREASE SHOPP - ADVANCE CONSTRUCTION in PRIOR CON from $6,767 to $0 DECREASE STATE CASH-SHOPP in PRIOR from $876 to $0</td>
<td>COST DECREASE - Project costs updated per Caltrans request</td>
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TOTAL PROJECT COST REMAINS $5,719

TOTAL PROJECT COST DECREASES FROM $19,496 to $11,853
<table>
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<tr>
<th>Agency</th>
<th>Project ID</th>
<th>Title/Description</th>
<th>Changes Requested</th>
<th>Amendment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALTRANS</td>
<td>IMPL505</td>
<td>Grouped projects for Safety Improvements - SHOPP Program (Projects are consistent with exempt tables 2 and table 3 category - shoulder improvements)</td>
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<tr>
<td>CALTRANS</td>
<td>IMPL511</td>
<td>Grouped projects for pavement resurfacing and/or rehabilitation on State Highway System - Highway Maintenance</td>
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<tr>
<td>CALTRANS</td>
<td>IMPL512</td>
<td>Grouped projects for safety improvements, shoulder improvements, pavement resurfacing and/or rehabilitation - Minor Program</td>
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<td>Agency</td>
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<td></td>
<td>IMP090106</td>
<td>Transit Transfer Terminal in the City of Brawley</td>
<td>COST INCREASE-</td>
<td>COST INCREASE - due to additional available funds</td>
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<td>ADD FTA 5309 funds in FFY 2012/2013 of $300</td>
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<td>ADD PTMISEA funds in FFY 2012/2013 of $511</td>
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<td>IMP33004</td>
<td>BRAWLEY DIAL-A-RIDE - OPERATING ASSISTANCE</td>
<td>COST INCREASE</td>
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<td><strong>COST INCREASE</strong></td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2012/2013 of $40</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2013/2014 of $40</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2014/2015 of $40</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2015/2016 of $40</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2017/2018 of $40</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2012/2013 of $400</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2013/2014 of $400</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2014/2015 of $400</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2017/2018 of $400</td>
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<td><strong>TOTAL PROJECT COST INCREASES FROM $2,890 to $5,530</strong></td>
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<td><strong>COST INCREASE</strong></td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2012/2013 of $28</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2013/2014 of $29</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2014/2015 of $30</td>
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<td>ADD <strong>FARE REVENUE</strong> funds in FY 2015/2016 of $31</td>
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<td></td>
<td>ADD <strong>FARE REVENUE</strong> funds in FY 2016/2017 of $32</td>
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<td></td>
<td>ADD <strong>FARE REVENUE</strong> funds in FY 2017/2018 of $33</td>
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<td></td>
<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2012/2013 of $285</td>
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<td></td>
<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2013/2014 of $294</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2014/2015 of $302</td>
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<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2015/2016 of $310</td>
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<td></td>
<td></td>
<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2016/2017 of $318</td>
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<td></td>
<td>ADD <strong>LOCAL TRANS</strong> funds in FY 2017/2018 of $326</td>
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<td></td>
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<td><strong>TOTAL PROJECT COST INCREASES FROM $1546 $3,564</strong></td>
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<tr>
<td>Agency</td>
<td>Project ID</td>
<td>Title/Description</td>
<td>Changes Requested</td>
<td>Amendment Reason</td>
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<td>TOTAL PROJECT COST INCREASES FROM $845 TO $2,045</td>
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<td>TOTAL PROJECT COST $5,700 to $14,800</td>
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RESOLUTION NO._______

A RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC) WHICH CERTIFIES THAT ICTC HAS THE RESOURCES TO FUND THE PROJECTS IN THE FFY 2012/13 – 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM AND AFFIRMS ITS COMMITMENT TO IMPLEMENT ALL PROJECTS IN THE PROGRAM.

WHEREAS, the region of Imperial County is located within the metropolitan planning boundaries of the Southern California Association of Governments (SCAG); and

WHEREAS, the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires SCAG to adopt a regional transportation improvement program for the metropolitan planning area; and

WHEREAS, the SAFETEA-LU also requires that the regional transportation improvement program include a financial plan that demonstrates how the transportation improvement program can be implemented; and

WHEREAS, ICTC is the agency responsible for short-range capital and service planning and programming for the ICTC subregion within SCAG; and

WHEREAS, as the responsible agency for short-range transportation planning, ICTC is responsible for the development of the ICTC Regional Transportation Improvement Program, including all projects utilizing federal and state highway/road and transit funds; and

WHEREAS, ICTC must determine on an annual basis, the total amount of funds that could be available for transportation projects within its boundaries; and

WHEREAS, ICTC has adopted the FFY 2012/13 – 2017/18 ICTC Regional Transportation Improvement Program with funding FFY 2012/13 and 2013/14 available and committed, and reasonably committed for FFY 2014/15 through 2017/18.

NOW, THEREFORE, BE IT RESOLVED by the ICTC that it affirms its continuing commitment to the projects in the FFY 2012/13 – 2017/18 ICTC Regional Transportation Improvement Program (TIP); and
BE IT FURTHER RESOLVED that the FFY 2012/13 — 2017/18 ICTC TIP Financial Plan identifies the resources that are available and committed in the first two years and reasonably available to carry out the program in the last four years, and certifies that:

1. The State Transportation Improvement Program projects in the FFY 2012/13 — 2017/18 ICTC RTIP are consistent with the proposed 2012 State Transportation Improvement Program scheduled to be approved by the California Transportation Commission in April 2012; and

2. ICTC has the funding capacity in its county Regional Surface Transportation Program and Congestion Mitigation and Air Quality Program allocation to fund all of the projects in the FFY 2012/13 — 2017/18 ICTC TIP; and

3. The local match for projects funded with federal RSTP and CMAQ program funds is identified in the RTIP.

4. All the Federal Transit Administration (FTA) funded projects are programmed within SAFETEA-LU Guaranteed Funding levels.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ____________________________.

By: ____________________________
Chairman

ATTEST:

By: ____________________________

CRISTI LERMA
Secretary to the Commission
VI. ACTION CALENDAR

F. REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING (RSTP) CALL FOR PROJECTS, FY 2012-13 TO FY 2015-16
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Regional Surface Transportation Program Funding (RSTP) Call for Projects FY 2012-13 to FY 2015-16

Dear Commission Members:

ICTC staff were notified of Regional Surface Transportation Program (RSTP) funding revenue estimates by staff at the Southern California Association of Governments (SCAG). A review of our currently programmed projects, against the revenue estimates indicates that RSTP funding is anticipated to be available for the region.

Approximately $7.3 million may be available over a four year period. There has not been any federal legislation to date that apportions this funding. However SCAG staff has recommended that the subregions proceed with a call for projects in anticipation of future funding legislation.

Therefore, ICTC staff recommends that a competitive call for projects be conducted for member agencies under the local program guidelines approved by ICTC and used previously in 2005 and 2008. The attachment summarizes the revenue estimates, the eligibility criteria under the RSTP program, the proposed schedule, the selection criteria and a draft application.

ICTC staff met with the ICTC Technical Advisory Committee on December 1st. The TAC’s recommendation is to proceed with a Call for Projects, using the local program guidelines utilized previously and listing the open and closing dates of December 19th through February 24th, 2012.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th. It is anticipated that they will review and forward this item to the Commission for your review and approval.

1. Direct staff to open a competitive call for projects for member agencies for estimated RSTP funds, effective December 19th 2011 through February 24th, 2012.
2. Direct staff to convene an evaluation committee to score and rank the projects

3. Direct staff to return with a list of recommended projects for approval.

Sincerely yours,

MARK BAZA
Executive Director

BY:

Kathi Williams
Administrative Analyst III

Attachment

MB/ksw/cl
Regional Surface Transportation Program (RSTP)
2011 Call For Projects

IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

ICTC
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243
760-592-4494
760-592-4497 fax
Davidsai@pavimperialctc.org
Table of Contents

Part 1. Categories of Eligible Projects ......................... 1

Part 2. Revenue Estimates ........................................... 2

Part 3. Selection Criteria ............................................ 3

Part 4. Project Schedule ............................................ 4

Appendix:

Draft Application

Notes
Regional Surface Transportation Program (RSTP)

The Regional Surface Transportation Program (RSTP) was established by California State Statute utilizing Surface Transportation Program Funds that are identified in Section 133 of Title 23 of the United States Code.

Projects eligible for funding from the RSTP include:

⇒ construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements including:

1. Federal-aid highways (i.e., on any highways, including NHS and Interstate Highways that are not functionally classified as local or rural minor collectors).

2. Bridges (including bridges on public roads of all functional classifications), including any such construction or reconstruction necessary to accommodate other transportation modes, and including the seismic retrofit and painting of and application of calcium magnesium acetate on bridges and approaches and other elevated structures.

⇒ Mitigation of damage to wildlife, habitat, and ecosystems caused by a transportation project funded under RSTP.

⇒ Capital costs for transit projects eligible for assistance under the Federal Transit Act and publicly owned intracity or intercity bus terminals and facilities.

⇒ Carpool projects, fringe and corridor parking facilities and programs, and bicycle transportation and pedestrian walkways on any public roads in accordance with Section 217 of Title 23, U.S.C.

⇒ Highway and transit safety improvements and programs, hazard elimination, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings. Safety improvements are eligible on public roads of all functional classifications.

⇒ Highway and transit research and development and technology transfer programs.

⇒ Capital and operating costs for traffic monitoring, management and control facilities and programs.

⇒ Surface transportation planning programs

⇒ Transportation enhancement activities.

⇒ Transportation control measures listed in Section 108 (f)(1)(A) (other than clauses xii & xvi) of the Clean Air Act.

⇒ Development and establishment of management systems under Section 303 of Title 23, U.S.C.

⇒ Wetlands mitigation efforts related to RSTP projects.
# Available Programming For RSTP Funds
## Nov-11

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<td>Programmed</td>
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<td>$1,674</td>
<td>$581</td>
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<td>0</td>
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<td>$1,984</td>
<td>$1,984</td>
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</table>

source: SCAG revenue estimates 2013 RTIP Guidelines
IMPERIAL COUNTY TRANSPORTATION COMMISSION
2011 RSTP CALL FOR PROJECTS
SELECTION CRITERIA

Projects selected by the ICTC EVAL Committee are to be based upon locally adopted criteria. The Committee will evaluate the projects and rank them, prior to submission to ICTC for final adoption and RTIP programming.

**Baseline Screening Criteria**

<table>
<thead>
<tr>
<th>Local Approval</th>
<th>Projects must have local approval through an endorsement of the City Council or Board of Supervisors via resolution indicating:</th>
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<tbody>
<tr>
<td></td>
<td>a. The opportunity for public comment was provided at a public meeting</td>
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<tr>
<td></td>
<td>b. Identification of a specific local match amount with source and type of funds used to leverage the project</td>
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<td></td>
<td>c. Compliance with the agency’s planning process i.e., circulation element of the agency’s general plan</td>
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<td></td>
<td>d. An adopted pavement management plan for rehab projects</td>
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</tbody>
</table>

**Baseline Scoring Criteria**

<table>
<thead>
<tr>
<th>Community Benefit</th>
<th>Projects should result in a demonstration of the benefits for the community including increased safety, employment, air quality, connectivity between communities, aesthetics, etc.</th>
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<tbody>
<tr>
<td>0 to 30</td>
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<tr>
<th>Project Readiness</th>
<th>Project schedules should be fully identified in the project submittal with target dates including: consultant selection, environmental review, schedule and document type, design, right-of-way acquisition, construction and anticipated completion date</th>
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<td>0 to 40</td>
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<tr>
<th>Regional Significance</th>
<th>Projects should be submitted based upon previously approved planning documents, traffic analysis, circulation analysis, project study report, inclusion in regional plans, including the 20 Year Local Transportation Plan, and the RTP, etc.</th>
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<td>0 to 20</td>
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<tr>
<th>Continuity</th>
<th>Projects previously funded or in various stages of development should receive continued support</th>
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<td>0 to 10</td>
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100 points total

*APPROVED BY: ICTC Commission on XX-XX-2011*
<table>
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<th>Event</th>
<th>Date</th>
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<tr>
<td>ICTC issues call for projects</td>
<td>December 12, 2011</td>
</tr>
<tr>
<td>Call for Projects Effective</td>
<td>Dec 19 2011 – Feb 24 2012</td>
</tr>
<tr>
<td>ICTC RSTP Eval Committee Evaluates/scores project submittals</td>
<td>March 2012</td>
</tr>
<tr>
<td>ICTC Management Committee/ICTC Commission endorses project submittals, region's financial plan and conducts final public comment period</td>
<td>April 2012</td>
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<tr>
<td>Projects submitted to SCAG in RTIP amendment</td>
<td>April to May 2012</td>
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</table>
2011 RSTP Call for Projects Discussion Notes:
RSTP CALL FOR PROJECTS - FY 2011

Applicant: ________________________________

Project Description: ________________________________

Project Amount: ________________________________

Priority of Project: (if agency submits more than one project i.e. 1 of 2) __________

1. **Baseline Screening Criteria**

   Local approval through a City Council or Board of Supervisors’ Resolution indicating:
   A. Opportunity for public comment was provided at Council/Board meeting
   B. Identification of specific local match amount, and, source or type of any other funds used to leverage the project
   C. Compliance with the circulation element of the agency’s general plan
   D. Confirmation that a pavement management plan is in place for rehab projects

   Resolution approved on ___________________________ (attach copy)

   Additional Comments:

1. **General Description (required for RTIP amendment process)**

   a. Description of the transportation issue or problem

   b. Location including project limits

   c. Project scope

   d. Functional classification

   e. Is this project capacity enhancing?

   f. Condition of existing facility, if applicable

   g. Consequences, if any, of not completing the project
2. **Project results in community benefit** (30 points max.)

   Explain/illustrate how the project results in the demonstration of benefits for the community including but not limited to increasing safety, employment, air quality, connectivity between communities, aesthetics, etc. provide supporting documentation as an attachment.

3. **Project Readiness** (40 points max.)

   Explain/illustrate the project schedule with target start and completion dates, and specific components including but not limited to consultant selection, environmental review, schedule and document type, design, right of way acquisition, construction and anticipated completion date. Provide supporting documentation as an attachment.

4. **Regional Significance** (20 points max.)

   Explain/illustrate the regional significance through the use of but it is not limited to previously approved planning documents; traffic analysis, project study report, inclusion in regional plans, including the 20 Year Local Transportation Plan and the RTP, etc. provide supporting documentation as an attachment.
5. **Continuity** (10 points max.)

Explain/illustrate how project was previously funded and/or is in various stages of development so that it should receive continued support. Provide supporting documentation as an attachment.

6. **Project Budget**

Explain/illustrate the project budget separating it into fiscal years and a minimum of three segments for the design and engineering, right of way acquisition and construction.

7. **List of Attachments**

8. Prepared By ____________________________ Date: ____________________________

   Authorized Signature
RSTP CALL FOR PROJECTS - FY 2011 SCORE SHEET

Applicant: ________________________________

Project Description: ________________________

Project Amount: ____________________________

Priority of Project: if agency submits more than one project i.e. 1 of 2 ______

ICTC STAFF USE ONLY

1. **Baseline Screening Criteria**

   Local approval through a City Council or Board of Supervisors' Resolution indicating:
   
   a. Opportunity for public comment was provided at Council/Board meeting
   b. Identification of specific local match amount, and, source or type of any other funds used to leverage the project
   c. Compliance with the agency's planning process i.e. circulation element of the agency's general plan
   d. A pavement management plan is in place for rehab projects

   Resolution approved on ____________________________

2. **General Description (required for RTIP amendment process)**

   a. Description of the transportation problem
   b. Location including project limits
   c. Project scope
   d. Functional classification
   e. Is this project capacity enhancing?
   f. Condition of existing facility, if applicable
   g. Consequences, if any, of not completing the project

3. **Project results in community benefit** (30 points max.) points awarded ________________

   Explain/illustrate how the project results in the demonstration of benefits for the community including but not limited to increasing; safety, employment, air quality, connectivity between communities, aesthetics, etc. provide supporting documentation as an attachment

4. **Project Readiness** (40 points max.) points awarded ________________

   Explain/illustrate the project schedule with target start and completion dates, and specific components including but not limited to consultant selection, environmental review, schedule and document type, design, right of way acquisition, construction and anticipated completion date. Provide supporting documentation as an attachment

5. **Regional Significance** (20 points max.) points awarded ________________

   Explain/illustrate the regional significance through the use of but it is not limited to; previously approved planning documents; traffic analysis, project study report, inclusion in regional plans, including the 20 Year Local Transportation Plan and the RTP, etc. provide supporting documentation as an attachment

6. **Continuity** (10 points max.) points awarded ________________

   Explain/illustrate how project was previously funded and/or is in various stages of development so that it should receive continued support. provide supporting documentation as an attachment

7. **Project Budget** no point score

   Explain/illustrate the project budget separating it into fiscal years and a minimum of three segments for the design and engineering, right of way acquisition and construction.

REVIEWER ________________________________ TOTAL SCORE ____________________________
VI. ACTION CALENDAR

G. IMPERIAL COUNTY TRANSPORTATION COMMISSION: TRANSITION AND REORGANIZATION
December 5, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Imperial County Transportation Commission: Transition and Reorganization

Dear Commission Members:

The opportunity to transition Imperial County Transportation Commission (ICTC) from under the Imperial County came packed with mixed feelings, including excitement, fear, uncertainty, enthusiasm and some concerns. Understanding how ICTC deals with its employees before, during and after a transition would have a determinative impact to the success of the transition itself.

ICTC staff recognized from the onset the importance of managing “people issues” with an emphasis placed on recognizing potential problems and identifying solutions as part of its due diligence to current employees. Issues that staff considered and addressed over the course of the transition included:

- Communicating with employees at every step in the process with both an appropriate level of disclosure and discretion.
- Devising ways to transition most effectively, efficiently and humanely.
- Proactively avoiding legal issues for violation of federal and state civil rights acts.

Staff understood that retirement benefits had the greatest potential for creating issues and for turning into “deal-breaking” issues. In addition to a review of retirement-related issues, the process also required that staff conduct a careful analysis of current health care benefits and costs as well as its worker’s compensation.

Staff identified the five phases of the transition and key challenges that included:

- Creation of new policies to guide the new organization
- Retention of key employees.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
• Development of compensation strategies.
• Creation of a comprehensive employee benefits program.

As a final follow-up to our various discussions regarding the transition from County of Imperial to ICTC, our intent is to provide the Commission with following information and materials in support of ICTC transition. The goal was to provide a seamless transition for current county employees and to provide them with comparable benefits.

After much discussion and research, staff is recommending the following comparable benefit structure and summarized in the attached that will be provided starting January 1, 2012:

For the medical, dental and vision plans there was much discussion of employee contributions, however, staff is recommending that ICTC pick up the employee out-of-pocket expense to the employee benefit program for plan year 2012. Offering comparable benefits to staff was challenging due to the vast difference in the size of the organizations. County can absorb more of the cost whereas ICTC as a small employer group does not have the flexibility therefore the cost was greater to the employee and family. In the months leading to the second year an evaluation will be made to determine any potential change regarding employee contributions. The evaluation will consider the plan(s) costs, budget, salaries, etc.

Mandated payroll contributions will be included such as COBRA, SDI, Unemployment Insurance and Worker’s Compensation. Social Security and Medicare may also be included (if mandated for small entities like ICTC). To assist with the transition and planned bi-weekly payroll, ICTC has secured the services of PAYCHEX, a well-known vendor here in the Imperial Valley.

The Commission is also aware that part of this transition included conducting a classification and compensation study. That included developing new job descriptions and conducting a salary survey with comparable agency sites. Each position was carefully reviewed and employees were given the opportunity to participate in the process to identify their specific duties and to bring their position up to a comparable salary level with comparable positions in the transportation agency environment. The feeling here was that a labor market pay analysis would support the current job duties and responsibilities. The challenge for staff was identifying comparable sites as Imperial County is unique even to the transportation environment, but also because of the change in employment status for each employee.

The results of the compensation study indicated that the new positions were paid comparable however the salary range was much higher with the comparable sites and some of the positions were not at-will. As part of the transition, staff recommends that all current and new ICTC employees become at-will and any new hire will serve a probationary period of one year. A transition of employment status for the current employees to new at-will employees typically requires compensation consideration. With the change to at-will status and given that our current employees would not see their future performance increases evaluated for at least one year from their hire as ICTC employees, it is staff recommendation to add a five percent salary adjustment to their current pay as new ICTC employees.
Attached for your review and consideration are the new job descriptions and organization chart.

Each employee will be provided with a conditional offer of employment that includes benefit summary and current salary information after the Commission approves the organizational structure. Finally, a performance development plan will be included for ICTC that will focus on employee performance for each employee with the opportunity to provide merit increases on an annual basis.

The ICTC Management Committee will meet prior to the Commission meeting on December 8th and it is anticipated that they will review and forward this item to the Commission for your review and approval:

1. Approve the Job Descriptions and Organizational Chart as presented
2. Approve the Benefit Structure as presented
3. Approve the salary adjustment effective January 1, 2012.

Thank you all for your patience during this transition from the County to the independent public entity of ICTC. I would also like to express a Big Thanks to the City of Imperial for partnering with us to assist with the transition and specifically to their Human Resources Manager AJ Gaddis for her help in this effort.

Please let me know if you have any questions on any of the above.

Sincerely,

Mark Baza,
Executive Director

Attachment(s):
Organization Chart
Job Descriptions
Benefit Structure

MB/ag/cl
CLASS: TRANSIT PROGRAM MANAGER/SENIOR TRANSIT PLANNER

BASIC FUNCTION:
Under general direction of the Executive Director, plans, coordinates, organizes and directs the operations of the transit planning system; develops regional transit policy and service programs including system performance measures development and evaluation and planning and budgeting activities.

DISTINGUISHING CHARACTERISTICS:
This position is a senior classification in Transit planning and program administration and includes contract administration and oversight, the development of regional transit policy, capital and service plans as well as responsibility for system evaluation through performance measurement and data used in section and agency reporting, planning and budgeting activities. The Transit Program Manager is the senior-level classification in the transportation/transit planner class series.

ESSENTIAL FUNCTIONS:
Oversee professional, technical and clerical staff engaged in the development of the Imperial County Transportation Commission (ICTC) Transit Strategic Plan and Service Guidelines and its required reports and updates.

Oversee professional and technical staff responsible for the collection and analysis of data in support of various transit services.

Develop and implement short and long-range plans and projects to expand, enhance and maintain transit services and infrastructure in Imperial County; coordinate development plans with state jurisdictions, public agencies, elected officials, community groups, and general public.

Coordinate project planning with ICTC staff from the Transportation Division.

Assure public participation and community outreach to ensure equal access to information regarding programs and services.

Provide consultation through the Consolidated Transportation Services Agency (CTSA) and serve as the technical resource for transit planning and operations to member agencies, community advocates, organizations and members of the public.

Serve as the lead negotiator on transit planning and operational contracts and consultant services.

Research, develop and submit grant proposals and funding requests to maintain operations, complete planning and capital improvements projects.
Research and provide program and project recommendations to lower operating and capital costs, monitor and evaluate program effectiveness and operational efficiency to meet community needs, facilitate transportation choices and achieve goals of climate change and related initiatives for Sustainable Community Strategies (SCS).

Coordinate with staff to develop measures and report on transit performance levels; recommend policies that affect appropriate measurement of transit service performance; develop and supervise analytical review and evaluation of process improvement initiatives.

Develop analysis and track key financial and system performance metrics required for reports to Executive Director and Commission and as data input in the development of Transit operating budgets and grant programs.

Conduct various research projects; ensure appropriate project scope and methodology that address targeted issues; supervise and coordinate the development, presentation and communication of research results and resulting recommendations regarding transit policies, programs and projects to management, elected officials, and community groups.

Provide supporting data and recommendations to management in the formulation of ICTC operating and program budgets; develop, manage and administer grants; authorize expenditures within designated authority level; monitor budget and maintain expenditures within approved levels as required.

Participate and represent ICTC in countywide work groups, project teams, committees and task forces; prepare and deliver presentations to elected officials, regional transportation authorities and related groups.

Oversee administrative support and professional staff; contract providers through competitive bid process and hire staff consistent with assigned hiring authority; create harmonious working relationships and ensure consistent application of personnel policies, contract provisions and hiring guidelines; fulfill required responsibilities with regard to processing and adjudication.

Establish goals, objectives and performance standards for performance measures and services in transit planning.

Assist with the hiring, training and development of staff; assist with the performance review of staff.

Performs related duties as required.

**SALARY RANGE:**
$69,602 – $86,717 Annual
Knowledge, Skills, Abilities, Qualifications and Experience

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Knowledge of transit service and facilities planning principles, practices and methodologies.
- Knowledge of current laws, regulations, codes to ensure program compliance with local, state and federal requirements.
- Knowledge of transportation service demand forecasting principles, methodologies and practices.
- Knowledge of project management principles and budget techniques and principles.
- Knowledge of generally accepted research principles, methodologies and protocols.
- Skill in organizing, interpreting and analyzing data and other technical information.
- Strong leadership and interpersonal skills
- Strong written and communication skills.
- Research methods and report writing techniques.
- Records management methods and procedures.
- Principles and practices of management and personnel administration.
- Financial and budgetary administration.
- Public speaking and presentation techniques.

**ABILITY TO:**
- Communicate effectively, using clear and persuasive oral and written communication skills.
- Plan, coordinate, and control operations and activities.
- Evaluate services to assure compliance with established laws, regulations and standards.
- Formulate, implement, interpret, and explain laws, regulations, policies and procedures.
- Collect and analyze information and data.
- Establish effective working relationships with local, state, and federal agencies.
- Work effectively with public officials and general public.
- Monitor, train, and assist with the evaluation of personnel.
- Analyze situations and develop an appropriate approach to issues.
- Prepare and present information in a public setting.

**EDUCATION AND EXPERIENCE:**
- A Bachelor’s Degree or above in public or business administration, planning or related field and five years of progressively responsible Program Administration/Management experience in transit operations and planning.

**LICENSES AND OTHER REQUIREMENTS:**
- A Valid California Driver's License.

**WORKING CONDITIONS:**
- ENVIRONMENT: Office environment; occasional driving.
PHYSICAL REQUIREMENTS:
Position requires dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking to receive information and make presentations.

This is an exempt At-will professional position.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

_________________________________   __________________________
Employee Name (Please Print)     Date

_________________________________   __________________________
Employee Signature               Date

_________________________________   __________________________
Supervisor’s Signature            Date
CLASS: TRANSPORTATION PLANNER

BASIC FUNCTION:

Under general direction of the Executive Director, assist with the coordination, planning and organizing of transit services; oversight of service programs and projects including system performance measures; collects and uses data to certify compliance and eligibility; develops and monitors grants and contracted programs; maintains reports in compliance with state and federal mandates.

DISTINGUISHING CHARACTERISTICS:
This position is the entry-level in transportation/transit planner class series and includes the monitoring and coordination of transit services and programs. The Transit Program Manager Senior Planner is the senior-level lead classification in the class series.

ESSENTIAL FUNCTIONS:

Assist with the development of the Imperial County Transportation Commission (ICTC) Transit Strategic Plan and Service Guidelines and its required reports and updates.

Assists with the coordination, planning and organization of transit programs and services; assist with the development of transit policy; assist with the collection and analysis of data in support of various ICTC transit programs and services.

Assist with the development of long and short-range plans to expand, enhance and maintain transit services and infrastructure in Imperial County, development plans with state and federal jurisdictions, public agencies, elected officials, community groups, and general public.

Assist with the service and project planning for Transportation as needed.

Assist with the monitor of programs to maintain transit service levels; develop reports in support of performance levels; recommend appropriate measures of transit service performance; assess and conduct on-site review and observations to assure service compliance; complete documentation and submit to senior staff for review.

Assist with the maintenance and oversight of the development and maintenance of the various bus stop benches located on bus routes; audit bus route schedules for efficiency as needed; prepare and submit monthly NTD compliance reports.

Conduct research and analysis for various projects and funding sources in support of transit programs and services, assist with the coordination, development and presentation of results and recommendations to senior staff and Commission as needed.

Assist with the research, development and submittal of grant proposals and funding requests to maintain operations, complete planning and capital improvements projects.
Conduct the ADA certification and eligibility process in transit services; monitor and determine eligibility; process and maintain database and confidential files to assure compliance.

Assist with the coordination, negotiation, and oversight of contractor, vendor service, supply and other related contracts as required; recommend expenditures within designated authority level; assist with the monitoring of contract budgets and maintenance of expenditures within approved levels.

Assist with the review and oversight of contractor and consultant projects and services to maintain compliance with local, State and federal requirements.

Participate and represent ICTC in a variety of work groups, coordinate various committees and task forces such as TAC and SSTAC.

Prepare and deliver presentations to elected officials, regional transportation authorities, transportation boards and related groups.

Participate in OES quarterly meetings and training exercises as needed; represent ICTC in countywide evacuation and transportation needs with primary focus on Logistics.

Maintain and prepare a variety of annual compliance reports; attend training and meetings as needed.

Performs related duties as required.

**SALARY RANGE:**
$37,272 - $56,040 Annual – Transportation Planner
*$55,428 – $65,172 Annual – Associate Transportation Planner
*$66,912 - $80,724 Annual – Senior Transportation Planner
* = Associate and Senior level positions are not described in this document.

Knowledge, Skills, Abilities, Experience, and Qualifications,

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Transit service planning principles, practices and methodologies.
- Transportation service demand forecasting principles, methodologies and practices.
- Skill in organizing, interpreting and analyzing data and other technical information.
- Analyze situations and develop an appropriate approach to issues.
- Research methods and report writing techniques.
- Prepare and present information in a public setting.
- Communication and interpersonal skills.
ABILITY TO:
Work independently with minimal supervision or direction.
Meet multiple deadlines and schedules.
Prepare and present narrative reports using qualitative and quantitative data.
Communicate effectively both in English and Spanish, using clear and persuasive oral and
written communication skills.
Formulate, implement, interpret, and explain laws, regulations, policies and procedures.
Collect and analyze information and data.
Establish effective working relationships with local, state, and federal agencies.
Work effectively with public officials and general public.

EDUCATION AND EXPERIENCE:
Any combination equivalent to the following:
- A Master’s Degree in public or business administration, planning or related field; Or
- A Bachelor’s Degree in public or business administration, planning, or related field and
  one year of transportation experience; Or
- Three years or more of progressively responsible experience in administration in a
  governmental agency OR two years of college coursework in the subject areas described; Or
- Five years or more of progressively responsible administrative support experience.

LICENSES AND OTHER REQUIREMENTS:
A Valid California Driver's License.

WORKING CONDITIONS:
ENVIRONMENT: Office environment; driving as needed; field work such as conducting site
inspections and ride-a-ongs.

PHYSICAL REQUIREMENTS: Dexterity of hands and fingers to operate computer; seeing to
drive; hearing and speaking for public presentations.
This is an exempt at-will professional position.

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_________________________________   __________________________
Employee Name (Please Print)    Date

_________________________________   __________________________
Employee Signature      Date

_________________________________   __________________________
Supervisor’s Signature     Date
CLASS TITLE: EXECUTIVE ASSISTANT/SECRETARY TO THE COMMISSION

BASIC FUNCTION:

Under general direction of the Executive Director, performs a variety of complex and responsible specialized secretarial duties requiring knowledge of the policies, procedures, rules and regulations related to Imperial County Transportation Commission (ICTC); provide specialized assistance and information regarding office procedures and services to staff, public officials, and the public; take and prepare official minutes of ICTC meetings and organizes records; provides administrative support to staff.

DISTINGUISHING CHARACTERISTICS:

Responsible for front and back office activities including the reception area, coordinating office services and related activities, serves as Secretary to the Commission; takes and prepares official minutes of Board and sub-committees. Provide administrative clerical support to ICTC Executive Director and staff.

ESSENTIAL FUNCTIONS:

Perform a variety of specialized clerical duties; prepares letters and reports and other materials for signature or approval; answer phones and provide walk in customer service; prepare and maintain comprehensive records and files; assure confidentiality of sensitive information.

Serve as Secretary to the Board, coordinates all ICTC meetings, prepares agendas and minutes for the Commission and various subcommittees, prepares Agendas and minutes for the Local Transportation Authority, and records and files contracts, resolutions, and minute orders for ICTC and LTA.

Attend ICTC meetings as required to obtain information needed to communicate actions taken, maintains index of resolutions and actions taken at Commission meetings, researches material for ICTC members, maintains records of attendance at Commission and sub-committee meetings in compliance with the Brown Act; maintains ICTC Commission files and prepares for files for storage and retrieval.

Communicate with a variety of personnel to exchange information, explain policies and procedures and coordinate activities.

Prepare and maintain alphabetical and numeric records and files; perform mathematical computations and prepare statistical and financial reports as required.

Compile, organize, evaluate and interpret technical data pertinent to the assignment; complete, review and process a variety of forms and other written materials according to established guidelines.
Serve as an administrative clerical resource and support regarding ICTC; provide procedural guidance and technical assistance as needed; explain new policies, procedures and legal requirements as needed.

Assist senior staff with the monitoring of interns, extra-help, temporary and other clerical support staff as needed.

Maintains and monitors Overall Work Plan Funds to SCAG including the submittal of invoices and completed timesheets; accounts for payment.

Coordinates meeting arrangements and maintain calendar updates for staff as needed.

Develops correspondence and support letters to the various member agencies for project development and grant submittals.

Arrange and prepare conference and travel arrangements for staff as needed including registration and payment for conference and/or scheduled meeting. Ensures employees have per diem, mileage and checks on time; files claims for payment.

Provide clerical assistance with the development and submittal of the Regional Transportation Improvement Program (RTIP) and State Transportation Improvement Program (STIP) amendments as requested.

Assists senior staff with the review of ADA applications for completeness, draft eligibility and certification letters as requested; communicate with public regarding certification status, assist Transit by contacting medical care providers as needed; and assist staff with Limited-English eligibility and documentation.

Assist in the maintenance of paper and electronic files for operational statistics and technical library, process transit invoices and update spreadsheets/graphs, provide documentation to consultants, auditors and other agencies upon request.

Assist in the preparation and maintenance of transit performance spreadsheets; create and maintain a master calendar of suspense dates for insurance updates, contract renewals and terminal inspections.

Provide administrative clerical support for the development and submittal of grant documentation, grant reporting, completed TDA claims, city resolution, transit and fiscal audits.
Assist with the preparation of the monthly and annual NTD reports, and provide clerical support during the annual fiscal audit process.

Maintains, supports, and promotes a safe work environment while complying with all of ICTC safety rules, policies, and procedures

Performs related administrative clerical duties as required.

**SALARY RANGE:**
$29,700 - $47,952 Annual

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
ICTC organization, operations, policies, and procedures. Records management methods and procedures. Laws, rules, and procedures pertaining to official records of a public agency such as the Brown Act, record-keeping techniques, including indexing systems and logs of proceedings and records. Modern office equipment and procedures, computer software applications. English and Spanish usage, grammar, punctuation, and spelling. Basic arithmetic

**ABILITY TO:**
Communicate effectively in both English and Spanish using clear and persuasive oral and written communication skills. Record and accurately transcribe minutes of meetings. Gather, compile, and analyze data. Understand and carry out oral and written instructions. Establish and maintain filing systems. Meet assigned deadlines. Maintain confidential information. Interact effectively with employees, elected/appointed officials, and the general public.

**EDUCATION AND EXPERIENCE:**
Any combination of three (3) years’ responsible secretarial and/or administrative experience OR 5 years of increasingly responsible secretarial and/or administrative experience supplemented by courses in business English and office procedures.

**LICENSES AND OTHER REQUIREMENTS:**
A Valid California Driver's License.

**WORKING CONDITIONS:**
ENVIRONMENT: Office environment; occasional driving as needed.
PHYSICAL REQUIREMENTS: Dexterity of hands and fingers to operate computer; seeing to drive; hearing and speaking to receive information.
This is an At-Will exempt administrative support position.

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Supervisor’s Signature     Date