MEETING NOTICE AND AGENDA

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE

The Cities/County Transportation Advisory Committee may take action on any item appearing on this agenda.

Thursday, March 1, 2018
9:30 to 11 a.m.

SANDAG, 7th Floor Conference Room
401 B Street, Suite 800
San Diego, CA 92101

Please take the elevator to the 8th floor to access the meeting room.

Staff Contact: Alex Estrella
(619) 699-1928
alex.estrella@sandag.org

AGENDA HIGHLIGHTS

- TransNet REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM PROPOSED FEE ADJUSTMENT AND ANNUAL SUBMITTAL OF FUNDING PROGRAMS BY LOCAL JURISDICTION

- INTER-REGIONAL PARK AND RIDE STRATEGY PROJECT

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

MISSION STATEMENT

The 18 cities and county government are SANDAG serving as the forum for regional decision-making. SANDAG builds consensus; makes strategic plans; obtains and allocates resources; plans, engineers, and builds public transit; and provides information on a broad range of topics pertinent to the region's quality of life.
Welcome to SANDAG. Members of the public may speak to the Working Group on any item at the time the Working Group is considering the item. Please complete a Request to Comment form and then present the form to the Working Group coordinator. Members of the public may address the Working Group on any issue under the agenda item entitled Public Comments/Communications/Member Comments. Public speakers are limited to three minutes or less per person unless otherwise directed by the Chair. The Working Group may take action on any item appearing on the agenda.

Both agenda and non-agenda comments should be sent to SANDAG via comment@sandag.org. Please include the Working Group name and meeting date, agenda item, your name, and your organization. Any comments, handouts, presentations, or other materials from the public intended for distribution at the Working Group meeting should be received by the Working Group coordinator no later than 12 noon, two working days prior to the meeting. All public comments and materials received by the deadline become part of the official project record, will be provided to the members for their review at the meeting, and will be posted to the agenda file as a part of the handouts following each meeting.

In order to keep the public informed in an efficient manner and facilitate public participation, SANDAG also provides access to all agenda and meeting materials online at www.sandag.org/meetings. Additionally, interested persons can sign up for e-notifications via our e-distribution list either at the SANDAG website or by sending an email request to webmaster@sandag.org.

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In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to participate in SANDAG meetings. If such assistance is required, please contact SANDAG at (619) 699-1900 at least 72 hours in advance of the meeting. To request this document or related reports in an alternative format, please call (619) 699-1900 or (619) 699-1904 (TTY), or fax (619) 699-1905.

SANDAG agenda materials can be made available in alternative languages. To make a request, call (619) 699-1900 at least 72 hours in advance of the meeting.

Los materiales de la agenda de SANDAG están disponibles en otros idiomas. Para hacer una solicitud, llame al (619) 699-1900 al menos 72 horas antes de la reunión.

如有需要，我们可以把SANDAG议程材料翻译成其他语言。

请在会议前至少 72 小时电话 (619) 699-1900 提出请求。

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ITEM NO. | RECOMMENDATION
--- | ---
1. | WELCOME AND INTRODUCTIONS
2. | PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS
Members of the public shall have the opportunity to address the Cities/County Transportation Advisory Committee (CTAC) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to working group members. Public speakers are limited to three minutes or less per person. CTAC members also may provide information and announcements under this agenda item.

3. | APPROVAL OF MEETING MINUTES
APPROVE
The CTAC is asked to review and approve the minutes from its February 1, 2018, meeting.

REPORTS

4. | TransNet REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM PROPOSED FEE ADJUSTMENT AND ANNUAL SUBMITTAL OF FUNDING PROGRAMS BY LOCAL JURISDICTION (Ariana zur Nieden)
INFORMATION
In accordance with the TransNet Extension Ordinance, each local agency must submit its Regional Transportation Congestion Improvement Program (RTCIP) funding program to the Independent Taxpayer Oversight Committee by April 1 of each year in order to remain eligible for TransNet local streets and roads funding. In addition, the TransNet Ordinance requires SANDAG to adjust the RTCIP fee amount on July 1 of each year based upon the construction cost index. At its February 23, 2018, meeting, the Board of Directors approved an RTCIP fee adjustment beginning July 1, 2018.

5. | INTER-REGIONAL PARK AND RIDE STRATEGY PROJECT (April Petonak and Rose Farris)
INFORMATION
SANDAG has partnered with the Riverside County Transportation Commission in an effort to proactively plan for future Park and Ride demand by better managing existing lots and identifying new Park and Ride locations where demand is anticipated. This study will identify best practices throughout the country for how to effectively manage Park and Ride facilities and develop potential solutions for the regions of San Diego and Western Riverside. The project team will review regional goals and objectives, and gather feedback for strategy development.
6. **TransNet LOCAL STREET AND ROAD PROGRAM ANNUAL REPORT**

Staff will provide a brief progress update on the completion of the 2017 Local Street and Road Program report to the Independent Taxpayers Oversight Committee.

+7. **CALTRANS UPDATES/ANNOUNCEMENTS**

Caltrans staff will provide an update on various local programs, funding program deadlines, and announcements regarding upcoming conferences.

8. **ADJOURNMENT AND NEXT MEETING**

The next CTAC meeting is scheduled for Thursday, April 5, 2018, at 9:30 a.m.

*next to an agenda item indicates an attachment*
March 1, 2018

AGENDA ITEM NO.: 3

Action Requested: APPROVE

FEBRUARY 1, 2018, MEETING MINUTES

Please note: The audio file of the meeting is available on the SANDAG website, sandag.org, on the Cities/County Transportation Advisory Committee (CTAC) page.

The meeting of the CTAC was called to order by Chair Edward Deane, City of San Marcos, at 9:37 a.m.

1. WELCOME AND INTRODUCTIONS

Self-introductions were made. The attendance sheet for this meeting is included.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

Erik Mumm, Transportation Programs Intern, informed members that the data collection effort for the FY 2017 TransNet Local Street and Road Program annual report will be getting underway and to expect a formal email soliciting information and local street and road program data.

3. APPROVAL OF MEETING MINUTES (APPROVE)

Action: Upon a motion by Tim Shell (City of Vista) Mohammad Sammak (City of Solana Beach), the CTAC approved the minutes for its February 1, 2018, meeting. Yes: Chair Deane (City of San Marcos), Marshall Plantz (City of Carlsbad), Frank Rivera (City of Chula Vista), Tim Thiele (City of Del Mar), Juan Larios (City of Imperial Beach), Yazmin Arellano (City of El Cajon), Richard Leja (City of La Mesa), Minjie Mei (City of Santee), Mr. Sammak (City of Solana Beach), and Mr. Shell (City of Vista). No: None. Abstain: Christine Reuss (City of Encinitas) and Juan Larios (City of Imperial Beach). Absent: City of Coronado, City of Escondido, City of Lemon Grove, City of National City, City of Oceanside, City of Poway, City of San Diego, County of San Diego, Metropolitan Transit System, and North County Transit District.

REPORTS

4. 2018 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM UPDATE (INFORMATION)

Staff reviewed the schedule for the 2018 Regional Transportation Improvement Program (RTIP) update, which will cover FY 2019 through FY 2023, and also highlighted key RTIP project submittal changes for the upcoming update.
5. **QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 30, 2017 (INFORMATION)**

Staff provided the quarterly TransNet financial balances for the Local Street and Road program. The information is planned to be presented to the Independent Taxpayers Oversight Committee.

6. **TransNet REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM PROPOSED FEE ADJUSTMENT (INFORMATION)**

The TransNet Extension Ordinance requires SANDAG to adjust the Regional Transportation Congestion Improvement Program (RTCIP) fee amount on July 1 of each year. The most recent annual adjustment was approved by the SANDAG Board in February 2017. Staff presented the proposed annual RTCIP fee adjustment which will be presented for Board approval on February 23, 2018.

7. **CALTRANS UPDATES/ANNOUNCEMENTS (INFORMATION)**

Caltrans provided an update on various local assistance programs and funding program deadlines and announced upcoming training and workshops.

8. **ADJOURNMENT AND NEXT MEETING (INFORMATION)**

The next CTAC meeting is scheduled for Thursday, March 1, 2018, at 9:30 a.m.

Chair Dean adjourned the meeting at 10:22 a.m.
## CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE
### MEETING ATTENDANCE FOR FEBRUARY 1, 2018

<table>
<thead>
<tr>
<th>JURISDICTION/ORGANIZATION</th>
<th>NAME</th>
<th>ATTENDING</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>City of San Marcos</td>
<td>Edward Deane, Chair</td>
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<td>Paul Vo, Alternate</td>
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<td>City of Escondido</td>
<td>Julie Procopio, Vice Chair</td>
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<td>TBD, First Alternate</td>
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<td>City of Carlsbad</td>
<td>Marshall Plantz</td>
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<td>Craig Williams, First Alternate</td>
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<td>Frank Rivera</td>
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<td>Jim Newton, Alternate</td>
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<td>City of Del Mar</td>
<td>Tim Thiele</td>
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<td>City of El Cajon</td>
<td>Mario Sanchez</td>
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<td>Yazmin Arellano, Second Alternate</td>
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<td>Chris Magdosku</td>
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<td>Christine Ruess</td>
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<td>City of Imperial Beach</td>
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<td>City of La Mesa</td>
<td>Richard Leja</td>
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<td>City of Santee</td>
<td>Minjie Mei</td>
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<td>Mohammad Sammak</td>
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<td>Husam Hasenin, Second Alternate</td>
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<td>Bill Morgan</td>
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<td>Michael Long, Second Alternate</td>
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<td>Metropolitan Transit System</td>
<td>Mark Thomsen</td>
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<td>North County Transit District</td>
<td>Johnny Dunning, Jr.</td>
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**ADVISORY MEMBERS (ATTENDANCE NOT COUNTED FOR QUORUM PURPOSES)**

| Caltrans                  | Melina Pereira | Yes    |
|                          | Bing Luu       | Yes    |

**OTHER ATTENDEES**

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<th>SANDAG STAFF MEMBERS</th>
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<tr>
<td>Alex Estrella</td>
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<td>Ariana zur Nieden</td>
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<td>Erik Mumm</td>
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<td>Javier Santos</td>
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<td>Rachel Kennedy</td>
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<td>Sam Sanford</td>
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<td>Sue Alpert</td>
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San Diego Association of Governments
CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE

March 1, 2018

AGENDA ITEM NO.: 4

Action Requested: INFORMATION

TransNet REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT
PROGRAM PROPOSED FEE ADJUSTMENT AND ANNUAL SUBMITTAL
OF FUNDING PROGRAMS BY LOCAL JURISDICTION

Introduction

The Regional Transportation Congestion Improvement Program (RTCIP), an element of the
TransNet Extension Ordinance, requires the 18 cities and the County of San Diego to collect an exaction
from the private sector for each new housing unit constructed in their jurisdiction. The RTCIP has been
implemented in the San Diego region since July 1, 2008.

At its February 23, 2018, meeting, the SANDAG Board of Directors approved a 3.3 percent fee adjustment
raising the minimum RTCIP exaction from $2,404.14 to $2,483.48 beginning July 1, 2018 (Attachment 1).

Next Steps

In accordance with TransNet Extension Ordinance provisions, each jurisdiction’s RTCIP Funding Program
must be submitted for review by the Independent Taxpayer Oversight Committee (ITO C) by April 1 of
each year in order to remain eligible for TransNet Local Streets and Road funding. The annual submittal
of RTCIP funding programs by local jurisdictions is scheduled for review at the April 11, 2018, ITOC
meeting.

Attachment: 1. February 23, 2018, SANDAG Board of Directors Report, TransNet Regional
Transportation Congestion Improvement Program Proposed Fee Adjustment

Key Staff Contacts: Jim Miller, (619) 699-7325, jim.miller@sandag.org
Ariana zur Nieden, (619) 699-6961, ariana.zurnieden@sandag.org
Introduction

The TransNet Extension Ordinance (Ordinance) requires the 18 cities and the County of San Diego to collect a fee from the private sector for each new housing unit constructed in that jurisdiction for contribution to the Regional Transportation Congestion Improvement Program (RTCIP). RTCIP revenue is required to be used to construct improvements on the Regional Arterial System, such as new or widened arterials, traffic signal coordination and other traffic improvements, freeway interchange and related freeway improvements, railroad grade separations, and improvements required for express bus and rail transit.

The Ordinance further requires SANDAG to adjust the RTCIP fee amount each year, and states that in no event shall the adjustment be less than 2 percent per year or more than the percentage increase set forth in the Engineering Construction Cost Index (CCI) published by the Engineering News Record (ENR), or a similar CCI. The purpose of this annual adjustment is to ensure the RTCIP retains its purchasing power to improve the Regional Arterial System.

The most recent annual adjustment raised the minimum RTCIP exaction by 2 percent, from $2,357 to $2,404.14 beginning July 1, 2017. Staff evaluated construction cost trends and relevant indices, and based on the analysis discussed below, a 3.3 percent fee adjustment is recommended to the Board of Directors for approval this year. This would raise the minimum RTCIP exaction from $2,404.14 to $2,483.48, beginning July 1, 2018.

Discussion

Background

The purpose of the RTCIP is to help ensure future development contributes its proportional share of the funding needed to pay for the impact of new growth on the Regional Arterial System and related regional transportation facility improvements, as defined in the most recent Regional Transportation Plan adopted by SANDAG. The RTCIP funding programs fall under the responsibility of the 19 local jurisdictions. The jurisdictions must maintain their RTCIP funding programs and comply with specific administrative requirements in order to remain eligible for TransNet local streets and road funding.

Recommendation

The Board of Directors is asked to approve a 3.3 percent adjustment to the Regional Transportation Congestion Improvement Program, raising the minimum fee from $2,404.14 to $2,483.48, beginning July 1, 2018.

1 Units constructed for extremely low-, very low-, low-, and moderate-income households may be exempted.
**Analysis of Construction Cost Indices**

SANDAG staff evaluated changes recorded in the ENR Los Angeles CCI, which is based on monthly price changes in four areas: lumber, cement, structural steel, and labor. Los Angeles reflects construction cost trends similar to those in San Diego. During the period that covers December 2016 to December 2017 (latest available data), the ENR Los Angeles CCI increased by 3.3 percent. The other CCIs grew faster, with the ENR National CCI growing 3.9 percent and the Caltrans CCI increasing 15.2 percent.

While there is general consensus that construction costs will continue to increase in 2018, there always is uncertainty in forecasting costs in the construction industry due to factors such as strengthening domestic and international growth versus uncertainties in global politics. In addition, all indices show some volatility, and for that reason, it is important to take a look at the longer picture from 2008 when the RTCIP was first instituted when considering the required annual adjustment.

Utilizing an average annual RTCIP adjustment of 2 percent from 2008 to 2017, cumulative growth of the RTCIP has been 20.2 percent, with the ENR Los Angeles CCI seeing a 21.5 percent growth over the same period. The ENR National CCI (29.2%) and Caltrans CCI (56.1%) both exceeded this rate over the same period. This comparison over time shows that by maintaining the annual adjustment at the minimum 2 percent increase required, the RTCIP has begun to fall behind the overall goal of keeping pace with inflation. While the ENR Los Angeles CCI is the slowest growing of the CCIs considered, the chart below shows it also has increased at a faster rate than the RTCIP.

To ensure that the RTCIP fee is maintaining its purchasing power to complete necessary road improvements, staff recommends a 3.3 percent increase that would mirror the percent increase in the ENR CCI for Los Angeles. Increasing the fee by a lesser percentage would not keep pace with construction inflation, meaning the RTCIP program would have less ability to mitigate transportation impacts of new development, which would be inconsistent with the Ordinance.
Staff will continue monitoring the evolving performance of the economy, and the construction cost indices. If there is a strong economic performance in the coming year, and the CCIs continue to increase in 2018, it could once again lead to an increase larger than the minimum 2 percent RTCIP increase for 2019, whereas weak growth in construction costs could result in an increase closer to the minimum 2 percent.

Both the Cities/County Transportation Advisory Committee and the Independent Taxpayer Oversight Committee (ITO) reviewed the proposed fee adjustment at their meetings in February. ITOC members asked about the use of the ENR CCI for Los Angeles and requested that staff provide a future report analyzing cumulative growth against all construction cost indices to appropriately illustrate how the RTCIP is keeping pace with inflation.

**Next Steps**

Pending approval by the Board of Directors, local jurisdictions would need to adjust their RTCIP fees accordingly to take effect starting July 1, 2018.

In addition, in accordance with Ordinance provisions, each jurisdiction’s RTCIP Funding Program must be submitted to the ITOC for review by April 1 of each year in order to remain eligible for TransNet local streets and road funding. The annual submittal of RTCIP funding programs by local jurisdictions is scheduled for review at the April 11, 2018, ITOC meeting.

KIM KAWADA  
Chief Deputy Executive Director

Key Staff Contacts: Ray Major, (619) 595-5668, ray.major@sandag.org  
Ariana zur Nieden, (619) 699-6961, ariana.zurnieden@sandag.org
Inactive Projects

**Future Inactives should be billed within the specified and agreed upon timeframe to avoid a unilateral deobligation of funds.**

The List was updated on February 8, 2018. Action is required by the following agencies: The City of San Diego, San Diego County, Santee, Encinitas, Escondido, Del Mar, SANDAG, National City, and La Mesa. Please transmit all Inactive and Future Inactive invoices to the District Local Assistance Engineer (DLAE) in District 11 before **March 20, 2018**.

A complete list of inactive projects can be found at the link provided below.

http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm

Highway Bridge Program (HBP) Update

HBP October Survey notification and submittal in mid-August 2018.

**2016 and 2017 Earmark Repurposing**

2016 Repurposing Earmarks must program and obligate funds prior to September 30, 2019.

2017 Repurposing Earmarks must program and obligate funds prior to September 30, 2020.

**New Process for Reviewing Indirect Cost Rates of A&E Firms Contracting with Local Agencies**

The California Department of Transportation (Caltrans) is implementing a new process for reviewing Indirect Cost Rates of Architectural and Engineering (A&E) firms contracting with local agencies. As part of the process, A&E firms will now be required to submit to local agencies certain financial documents to support their Indirect Cost Rates.

Training on the new process will be posted to the Caltrans Audits and Investigations website by the end of January.

For more information, please refer to the following documents:

- [Letter to Transportation Partners from Caltrans A&I](#)
Architectural & Engineering (A&E) 10-C Webinar Recording

A recording of the A&E Exhibit 10-C 2-Hour Intensive training webinar is now available, along with a PDF of the presentation and all accompanying handouts. This webinar recording discusses the revised Local Assistance Procedures Manual (LAPM) Exhibit 10-C Consultant Contract Reviewers Checklist and the new procedure in effect requiring all agencies to obtain acceptance of Exhibit 10-C prior to contract award. If you or your staff were not able to attend one of the 24 in-person training classes or the live webinar we offered, please watch this webinar to learn how to avoid the risk of noncompliance. http://www.californialtap.org/

Check out our A&E Exhibit 10-C Webinar Recording and Handouts


**ATP Cycle 4 Call-For Projects**

Caltrans anticipates the CTC will announce the 2019 (Cycle 4) call-for-projects in or around May 2018.

The Cycle 4 Call for Projects is expected to include about $440M in ATP funding made up of Federal funding and State SB1 and SHA funding. The funding/programming years are expected to include 19/20, 20/21, 21/22 and 22/23 funding years.

Potential applicants are encouraged to check the Caltrans and CTC ATP websites for future updates. CTC – ATP website: http://www.catc.ca.gov/programs/ATP.htm

For project specific and call for project questions, please contact Bryan Ott, District 11 ATP Coordinator at (619)220-5310 or via email at bryan.ott@dot.ca.gov

**Highway Safety Improvement Program (HSIP)**

The next call for projects (HSIP Cycle 9) is expected to be announced around May, 2018. Please visit this website periodically for updates. For questions, you may contact Bryan Ott, District 11 HSIP Coordinator at (619) 220-5310 or via email at bryan.ott@dot.ca.gov

**LOCAL ASSISTANCE MANUAL UPDATES**

Local Assistance is pleased to announce the January 2018 update of the Local Assistance Procedures Manual (LAPM) and the Local Assistance Program Guidelines (LAPG).
Subsidized Classes for Local Agencies from UC Berkeley

The California Local Technical Assistance Program is a jointly funded effort between FHWA and Caltrans to provide local governments with training, information, technology and direct assistance to help improve transportation infrastructure. Upcoming courses are listed at this link:

www.techtransfer.berkeley.edu/cssa

April 9-13, 2018: Federal Aid Series

Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110

Additional dates and sites are available statewide.

Registration is opened. Please check for updates through an online registration link below:

http://www.californialtap.org/index.cfm?pid=1077

For all training shown above contact Alma Sanchez, Training Coordinator at Alma.Sanchez@dot.ca.gov to be considered for priority registration.

Reminder: Division of Local Assistance Listserver Email Subscription

Sign up for a Division of Local Assistance “Listserver” to receive significant updates or additions to Local Assistance webpages, including changes to the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG), new Office Bulletins and Local Programs Procedures, as well as Calls for Projects.

http://lists.dot.ca.gov/mailman/listinfo/dla-website-updates-announce

Reminder: Division of Local Assistance Blog (LAB)

The Caltrans Local Assistance Blog (LAB) provides clarity on issues and contributes to the successful delivery of transportation projects using federal resources. Categories covered by the LAB are: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental, and Right of Way.

http://www.localassistanceblog.com

Reminder: Local Assistance Customer Service Survey

This pilot program supports a Caltrans Strategic Management Plan Goal: Organizational Excellence. An external survey ranked Local Assistance as the Division of Caltrans that external agencies interact with most on a regular basis. HQ-Division of Local Assistance and District Offices will recognize employees who go “above and beyond,” document best practices and identify needed training.

So, how did we do? Help us serve you better! The Caltrans Local Assistance Customer Service Survey can be found at the link provided below.

https://www.surveymonkey.com/r/CTLocalAssistanceFeedback