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# A G E N D A

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
PLACER COUNTY AIRPORT LAND USE COMMISSION  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY**

**Wednesday, June 24, 2026  
9:00 AM**

**Placer County Planning Commission Hearing Room ← New Location!  
3091 County Center Drive, Auburn, CA 95603**

**PUBLIC PARTICIPATION INSTRUCTIONS:** This meeting will be conducted as an in-person meeting at the locations noted above. A remote teleconference Zoom address is listed for the public's convenience and in the event a Board Member requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f). Please be advised that if a Board Member is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom connection malfunctions for any reason, the Board of Directors reserves the right to conduct the meeting without remote access. By participating in this meeting, you acknowledge that you are being recorded.

Si necesita servicios de traducción para otro lenguaje, aparte de Ingles, Por favor llamar al 530.823.4030 para asistencia. Kung nangangailangan po ng tulong o interpretasyon sa ibang wika liban sa inglés, tumawag lang po sa 530.823.4030.

Agendas, Supplemental Materials and Minutes of the Board of Directors are available on the internet at: <https://www.pctpa.net/pctpa-board-meetings>. Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the Agency office located at 2260 Douglas Blvd., Suite 130, Roseville, and will be made available to the public on the Agency website.

**Webinar access:** <https://placer-ca-gov.zoom.us/j/91861202396>

**You can also dial in using your phone:** +1 669 900 6833

**Webinar ID:** 918 6120 2396

- |   |               |
|---|---------------|
| <b>A. Call to Order and Election of Temporary Chairperson</b><br>Matt Click, Executive Director | <b>Action</b> |
| <b>B. Flag Salute</b>   |               |
| <b>C. Roll Call</b>   |               |

**BOARD OF DIRECTORS MEETING AGENDA**

June 24, 2026

Page 2

**D. Meeting Procedures**

*Solvi Sabol, Clerk to the Board*

**E. Agenda Review**

*Matt Click, Executive Director*

**F. Approval of Minutes: May 27, 2026**

**Action**  
Pg. 1

**G. Public Comment**

Persons may address the Board on items not on this agenda. Please limit comments to three (3) minutes.

**H. Consent Calendar: Placer County Transportation Planning Agency**

**Action**  
Pg. 5

These items are expected to be routine and noncontroversial. They will be acted upon by the Board with one action, without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

1. Approve Interstate 80 Auxiliary Lanes Project: Dokken Engineering On-Call Construction Support Services Letter of Task Agreement #26-01 - \$36,147.98 Pg. 8
2. Accrue TDA Funds from Previous Fiscal Years to FY 2026/27
3. Approve 2025/26 City of Auburn Claim for Local Transportation Funds (LTF) - \$961,995 Pg. 14
4. Approve 2025/26 City of Auburn Claim for State Transit Assistance (STA) - \$102,275 Pg. 20
5. Approve 2025/26 City of Auburn Claim for State of Good Repair (SGR) - \$18,561 Pg. 27
6. Approve 2025/26 City of Roseville Claim for Local Transportation Funds (LTF) - \$11,394,435 Pg. 34
7. Approve 2025/26 City of Roseville Claim for State Transit Assistance (STA) - \$1,283,997 Pg. 40
8. Approve 2025/26 City of Roseville Claim for State of Good Repair (SGR) - \$232,505 Pg. 47
9. Approve Letter of Task Agreement #26-01 with DKS for WPCTSA Marketing Services - \$45,000 Pg. 54
10. Approve 2026 Conflict of Interest Code Amendment Pg. 56

**I. Consent Calendar: Western Placer Consolidated Transportation Services Agency**

**Action**  
Pg. 60

These items are expected to be routine and noncontroversial. They will be acted upon by the Board with one action, without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.

1. Approve the FY 2026/27 WPCTSA Budget Pg. 61

- J. Consent Calendar: Placer County Airport Land Use Commission** **Action**  
Pg. 62  
These items are expected to be routine and noncontroversial. They will be acted upon by the Board with one action, without discussion. Any Board member, staff member, or interested citizen may request an item be removed from the consent calendar for discussion.
1. Approve Placer County Airport Land Use Compatibility Plan On-Call Technical Services: Mead & Hunt Letter of Task Agreement #26-01: \$10,000 Pg. 63
- K. 9:00 A.M. - PUBLIC HEARING: Consistency Determination for Placer County Housing Element Programs HE-41 and HE-42 Zoning Text Amendments** **Action**  
Pg. 65  
David Melko, Principal Transportation Planner
1. Conduct a public hearing to consider whether the Placer County Programs HE-41 and HE-42 Zoning Text Amendments (ZTAs) are consistent with the Placer County Airport Land Use Compatibility Plan.
2. Determine that the proposed amendments are consistent with the Placer County Airport Land Use Compatibility Plan, subject to the condition clarifying that the ALUC shall complete its consistency determination within 30 days after Placer County, as the lead agency, deems the application complete, in accordance with Government Code Section 65943.
- a. Program HE-41 Emergency Shelters and Low-Barrier Navigation Centers ZTA.
- b. Program HE-42 Residential Care Home/Group Home ZTA.
3. Authorize the Executive Director to sign and submit a consistency determination letter for Programs HE-41 and HE-42 to Placer County.
- L. Memorandum of Understanding with the City of Roseville for Transit Call Center and Education/Training Program** **Action**  
Pg. 112  
Mike Costa, Principal Transportation Planner
1. Authorize the Executive Director to negotiate and sign a Memorandum of Understanding with the City of Roseville to administer the South Placer Transit Information Call Center.
2. Authorize the Executive Director to negotiate and sign a Memorandum of Understanding with the City of Roseville to administer the South Placer Transit Information Education and Transit Training program.
- M. Completion of the Placer Bus Stop Facilities Assessment and Improvement Plan** **Action**  
Pg. 138  
Mike Costa, Principal Transportation Planner
- Accept the Placer Bus Stop Facilities Assessment and Improvement Plan as completed and support implementation of the Plan's recommendations in partnership with, and agreement by, the region's transit operators and local jurisdictions.

**N. Executive Director’s Report**

**Info**

**O. Board Direction to Staff**

**P. Informational Items**

**Info**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Technical Advisory Committee (TAC) Minutes – June 9, 2026</li> <li>2. Status Reports             <ol style="list-style-type: none"> <li>a. The Ferguson Group – May 2026</li> <li>b. Dodd and Chabaan Strategies, LLC (Mark Watts) – May 2026</li> <li>c. Capitol Corridor Service Performance Report – Oct 2025-April 2026</li> <li>d. PCTPA Receipts and Expenditures – May 2026</li> </ol> </li> </ol> | <p>Pg. 141</p> <p>Pg. 143</p> <p>Pg. 145</p> <p>Pg. 147</p> <p>Separate</p> |
|---|---|

**Next Board Meeting – August 26, 2026**

<b>Board of Directors Meetings – 2026</b>	
Wednesday, January 28	<del>Wednesday, July 22</del>
Wednesday February 25	Wednesday, August 26
Wednesday, March 25	Wednesday, September 23
<del>Wednesday, April 22 29</del>	Wednesday, October 28
Wednesday, May 27	Wednesday, December 2
Wednesday, June 24	

*The Placer County Transportation Planning Agency is accessible to the disabled. If requested, this agenda, and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. People seeking an alternative format should contact PCTPA for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should contact PCTPA by phone at 530-823-4030, email (ssabol@pctpa.net) or in person as soon as possible and preferably at least 72 hours prior to the meeting.*



# ACTION MINUTES

Placer County Transportation Planning Agency (PCTPA)  
Western Placer Consolidated Transportation Services Agency (CTSA)  
Placer County Airport Land Use Commission (ALUC)  
Placer County Local Transportation Authority (PCLTA)

May 27, 2026 - 9:00 a.m.  
Placer County Board of Supervisors Chambers  
175 Fulweiler Avenue, Auburn, California 95603

**Roll Call: Present:** Ben Brown, Amanda Cortez, Anthony DeMattei, Kelley David (Auburn Alternate), Bruce Houdesheldt, Suzanne Jones – Chair, Dan Wilkins. **Absent:** Broadway, Burruss.

**Agenda Review**

No changes to the agenda as posted.

**Approval of Action Minutes – March 25, 2026**

A motion to approve the March 25, 2026 Action Minutes was made by DeMattei and seconded Cortez. The motion passed unanimously.

**Public Comment**

Sarah Gorman, Associate, spoke on behalf of California Consulting and provided information about the company’s services.

**CONSENT CALENDAR: Placer County Transportation Planning Agency (PCTPA)**

A motion to the PCTPA Consent Calendar items as shown below was made by Cortez and seconded by Brown. The motion passed unanimously.

1. Approve Letter of Task Agreement for Federal Legislative Advocacy Services for FY 2026/27: The Ferguson Group (TFG): \$45,000
2. Approve Letter of Task Agreement for Communications & Outreach Services for FY 2026/27 - DKS: \$25,000
3. Approve Master Agreement and Letter of Task Agreement for State Legislative Advocacy Services for FY 2026/27 and FY 2027/28 - Dodd & Chaaban Strategies LLC: \$30,000
4. Approve Letter of Task Agreement for Legal Services for FY 2026/27: Sloan Sakai Yeung & Wong LLP
5. Approve 2026 Bicycle/Pedestrian LTF Revolving Match Fund Project List
6. Accept FY 2024/25 TDA Financial Audits (under separate cover)
7. Adopt the Placer Countywide Active Transportation Plan
8. Approve Amendment of City of Roseville FY 24/25 Claim for Local Transportation Funds (LTF)
9. Authorize Execution of SR 49 Sidewalk Gap Closure Project Wood Rodgers Letter of Task Agreement
10. Approve FY 2025/26 Cycle A Low Carbon Transit Operations Program (LCTOP) Fund Allocation Estimate: \$622,523
11. Approve FY 2025/26 City of Colfax Claim for Local Transportation Funds (LTF) - \$225,629

- 12 Approve FY 2025/26 City of Colfax Claim for State Transit Assistance (STA) - \$15,136

**CONSENT CALENDAR: Airport Land Use Commission (ALUC)**

A motion to the ALUC Consent Calendar items as shown below was made by Cortez and seconded by Wilkins. The motion passed unanimously.

1. Approve No Adjustment to the FY 2026/27 Airport Land Use Commission Fee

**CONSENT CALENDAR: Western Placer Consolidated Transportation Services Agency (WPCTSA)**

A motion to the WPCTSA Consent Calendar items as shown below was made by Wilkins and seconded by DeMattei. The motion passed unanimously.

1. Approve FY 2025/26 WPCTSA Budget Amendment #2
2. Authorize the Executive Directors to Enter into a Memorandum of Understanding between WPCTSA and County of Placer for Reimbursement of Spare's Regional Americans with Disabilities Act Eligibility Electronic Registration Portal - \$36,000

**WPCTSA Administrative and Marketing Support Services Master Agreement and Letter of Task Agreement with Tranova**

Presentation: Mike Costa, Principal Transportation Planner

Motion by Wilkins, seconded by DeMattei to authorize the Executive Director to negotiate and sign a Master Agreement and Letter of Task Agreement with Tranova, LLC to provide on call administrative and marketing support services for the Western Placer Consolidated Transportation Services Agency for an amount not to exceed \$80,000. Motion carried unanimously.

**Western Placer Consolidated Transportation Services Agency FY 2026/27 Draft Budget Presentation**

Presentation: Mike Costa, Principal Transportation Planner

The Board received an informational presentation on the final FY 2026/27 WPCTSA budget. No action was taken.

**PUBLIC HEARING: Public Agency Staffing, In Accordance with Labor Code 3502.3 and the Final FY 2026/27 Overall Work Program and Budget**

Presentation: Jodi LaCosse, Fiscal Administrative Officer

Chair Jones opened the Public Hearing regarding public agency vacancies in accordance with Labor Code 3502.3 and the final FY 2026/27 Overall Work Program (OWP) and Budget. There was no public testimony provided.

Motion by Wilkins, seconded by DeMattei to adopt Resolution 26-15 approving the FY 2026/27 Overall Work Program (OWP) and Budget and authorize the Executive Director to submit to Caltrans.

## **Placer County's Priority Project List Adoption for SACOG'S 2026 STBG System Preservation Funding Program Draft Placer Countywide Active Transportation Plan Presentation**

Presentation: Mike Costa, Principal Transportation Planner

Motion by Houdesheldt, seconded by Cortez to adopt Resolution No. 26-13, supporting Placer County's Priority Project List for the Sacramento Area County of Government's 2026 Surface Transportation Block Grant System Preservation Funding Program.

### **Executive Director's Report: *Matt Click, Executive Director***

#### **Cap to Cap 2026**

- Included meetings with Senate Environment and Public Works (EPW), Commerce / Science / Transportation, and Banking/Housing/Urban Affairs Committees, as well as House T&I
- All focused on the upcoming five-year reauthorization. A 1,005-page bill has been released and is in markup. Key features: ~\$580 billion top line (a return to traditional infrastructure definitions); major competitive grant programs (BUILD, RAISE, MEGA) to be consolidated into a new STAG (Surface Transportation Accelerator Grant) category; and a proposed federal EV registration fee of approximately \$150 to offset declining gas tax revenue. Staff and federal advocates are actively monitoring.

#### **80/65 Interchange, VE Workshop**

- Workshop produced 20 unique project ideas; top 3–4 near-term projects (under \$50M) prioritized. Recap presented at SPRTA Board immediately following this meeting.

#### **Grant Activity**

- US DOT's Regional Infrastructure Accelerator (RIA) Grant — \$2M Timeline: Not awarded. No awards were made statewide.
- US DOT's BUILD Grant — Rocklin Road Interchange: \$20–25M Timeline: Submitted; awaiting announcement.
- CTC Active Transportation Plan (ATP) — Cycle 8: ~\$20M Timeline: Summer 2026. Final drafts in development with City of Rocklin.
- CTC Solutions for Congested Corridors Program — Cycle 5: \$25–40M Timeline: Fall 2026. Two separate grant applications under development.

#### **STBG and CMAQ Funding – Federal Six County Funding Round through SACOG**

- Working with member agencies and SACOG on first six-county funding round (~\$30M).

#### **Small City Funding Legislation – AB 2679**

- Bill was amended: rather than establishing a guaranteed \$200,000 funding floor, the legislation now allows small jurisdictions receiving under \$200,000/year to borrow against future RMRA allocations (up to 30x annual appropriation). Amended language passed committee on consent with all yeas. Staff and state advocate continue to monitor.

**SR 65 – Phase 1 Improvements – BUILD Grant**

- On schedule. Regulatory approvals and permits targeted for end of 2026; construction start: Spring 2027. Estimated completion: end of 2029.

**SR 65 -Express Toll Lane**

- Environmental revalidation is bundled with Phase 1 and targeted for completion Fall 2026. Given the RIA grant was not awarded, the Board will need to determine timing for the design phase — whether to self-fund design or delay while Phase 1 progresses.

**Active Transportation Plan – Adoption**

- Approved on consent. First countywide ATP in Placer County history. Project list will serve as the basis for pursuing state and federal grant funding.

**Revolving Match Funding for Bike/Ped Projects**

- Approved on consent. \$800,000 in LTF allocated to four bicycle/pedestrian projects.

**Rural Counties Task Force (RCTF)**

- Cory Peterson has been elected Secretary by his RCTF peers. PCTPA will have increased standing and visibility on rural transportation issues statewide.

**ADJOURN:** The meeting adjourned at approximately 10:54 PM. A video of this meeting can be viewed here:

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Matt Click, Executive Director

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Ken Broadway, Chair Pro Tem

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Solvi Sabol, Clerk of the Board

**TO: PCTPA Board of Directors**

**DATE: June 24, 2026**

**FROM: Matt Click, Executive Director**

**SUBJECT: CONSENT CALENDAR**

Below are the Consent Calendar items for June 24, 2026 agenda for your review and action.

1. **Approve Interstate 80 Auxiliary Lanes Project: Dokken Engineering On-Call Construction Support Services Letter of Task Agreement #26-01 - \$36,147.98**  
Letter of Task Agreement #26-01, in the amount of \$36,147.98, provides for On-Call Construction Engineering Support Services required during FY 2026/27 for the Interstate 80 Auxiliary Lanes Project, consistent with the final year of the Master Agreement. Although construction of the project was completed in June 2025, additional work is required to complete project closeout activities with Caltrans. Contract acceptance is anticipated for this month. Right-of-way closeout occurred in May. Project as-builts and project closeout documents have been submitted to Caltrans for review/comment; however, Caltrans approval involves several project-related disciplines at District and Headquarters, and approval is anticipated to span into FY 2026/27.

Funding for the On-Call Services is available through a budget reallocation of unused FY 2025/26 construction support funds. Staff recommends approval of the attached Letter of Task Agreement #26-01 in the amount of \$36,147.98. The PCTPA TAC concurs with this recommendation.

2. **Accrue TDA Funds from Previous Fiscal Years to FY 2026/27**  
Staff is seeking approval to accrue \$6,049,167 in LTF (Local Transportation Funds), \$60,000 in STA (State Transit Assistance), and \$1,550,011 in Bicycle/Pedestrian LTF from previous fiscal years to the new FY 2026/27 that begins on July 1, 2026. This approval is necessary because the Placer County Auditor-Controller's office (which holds these funds in trust and pays them to claimants upon instruction from PCTPA), requires PCTPA Board approval to accrue funds from the previous fiscal year to the next. This can happen when agencies request to hold TDA funds in capital reserve for future large capital purchases (such as transit buses), or when an agency does not claim their full apportionment within a particular fiscal year. It can also happen when an agency claims Bicycle/Pedestrian LTF because these funds are paid on a reimbursement basis. In these cases, moving forward these funds will need approval from the PCTPA Board to accrue to the next fiscal year. There is no change in the amount of the apportionments or claims; but simply gives authorization to move the funds to the next fiscal year. The claims to be accrued are listed below. Staff recommends approval.

**LTF (Local Transportation Fund)**

- \$100,000 from FY 23/24 to Placer County (Capital Reserve Transit)
- \$251,950 from FY 22/23 to Placer County (Capital Reserve Transit)
- \$5,697,217 From FY 24/25 to City of Roseville (50% of LTF allocation held until FY 24/25 TDA Fiscal Audit is complete)

**STA (State Transit Assistance)**

- \$60,000 from FY 22/23 to Placer County (Capital Reserve Transit)

**Bicycle/Pedestrian LTF**

- \$88,382 from FY 23/24 to City of Lincoln (claimed funds)
- \$545,216 from FY 24/25 to County of Placer (claimed funds)
- \$841,644 from FY 24/25 to City of Roseville (claimed funds)
- \$74,769 from FY 24/25 to City of Auburn (claimed funds)

**3. Approve 2025/26 City of Auburn Claim for Local Transportation Funds (LTF) - \$961,995**

The City of Auburn has submitted a claim for \$961,995 in LTF funds for FY 2025/26 which will be used as follows: \$540,323 for Article 4 Transit Operations and \$421,672 for Article 8 Local Streets and Roads. The City's claims are in compliance with the approved LTF apportionment. Staff recommends approval, subject to the requirement that the City submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2025, and all transit needs that are reasonable to meet are being provided, prior to issuance of instructions to the County Auditor to pay the claimant in full.

**4. Approve 2025/26 City of Auburn Claim for State Transit Assistance (STA) - \$102,275**

The City of Auburn has submitted claims for \$102,275 in STA funds for FY 2025/26 which will be used as follows: \$99,204 for Transit Operations and \$3,071 for Transit Capital. The City's claim is compliant with the approved STA apportionment and with all applicable STA requirements. Staff recommends approval.

**5. Approve 2025/26 City of Auburn Claim for State of Good Repair (SGR) - \$18,561**

The City of Auburn has submitted claims for \$18,561 in SGR funds for FY 2025/26 to be used entirely for Transit Capital. The City's claim is compliant with the approved SGR apportionment and with all applicable SGR requirements. Staff recommends approval.

**6. Approve 2025/26 City of Roseville Claim for Local Transportation Funds (LTF) - \$11,394,435**

The City of Roseville has submitted a claim for \$11,394,435 in LTF funds for FY 2025/26 which will be used as follows: \$8,107,128 for Article 4 Transit Operations, \$1,540,540 for Article 4 Transit Capital, and \$1,746,767 for Article 8 Local Streets and Roads. The City's claims are in compliance with the approved LTF apportionment. Staff recommends approval, subject to the requirement that the City submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2025, and all transit needs that are reasonable to

meet are being provided, prior to issuance of instructions to the County Auditor to pay the claimant in full.

**7. Approve 2025/26 City of Roseville Claim for State Transit Assistance (STA) - \$1,283,997**

The City of Roseville has submitted claims for \$1,283,997 in STA funds for FY 2025/26, the entirety of which will be used for Transit Operations. The City's claim is compliant with the approved STA apportionment and with all applicable STA requirements. Staff recommends approval.

**8. Approve 2025/26 City of Roseville Claim for State of Good Repair (SGR) - \$232,505**

The City of Roseville has submitted claims for \$232,505 in SGR funds for FY 2025/26 to be used entirely for Transit Capital. The City's claim is compliant with the approved SGR apportionment and with all applicable SGR requirements. Staff recommends approval.

**9. Approve Letter of Task Agreement #26-01 with DKS for WPCTSA Marketing Services - \$45,000**

PCTPA currently has a Master Agreement with DKS Associates (DKS), which became effective in April 2023, for on call communications and general stakeholder engagement services. Under respective Letters of Task Agreement (LOTAs), DKS has been used to support several direct marketing services and outreach efforts including the development of PCTPA's 2050 Regional Transportation Plan (RTP), the Transportation Equity Study and Policies adopted by PCTPA's Board in January 2024, and the South Placer Transit Information (SPTI), Education, and Training program materials and Stories campaign collateral used to implement the Western Placer Consolidated Transportation Services Agency's (WPCTSA's) Marketing Plan.

Under direction from WPCTSA staff and in coordination with WPCTSA's on-call planning consultant, Tranova, LOTA #26-01 has been prepared for DKS to continue supporting the development and maintenance of existing and future materials and collateral for WPCTSA's marketing efforts. This includes the maintenance and update of current and future SPTI marketing collateral and Stories campaign materials. Staff recommends approval of LOTA #26-01, in an amount not-to-exceed \$45,000, which is accounted for in WPCTSA's FY 2026/27 budget under the Outreach budget account line.

**10. Approve 2026 Conflict of Interest Code Amendment**

The Political Reform Act of 1974 requires every local government agency review its Conflict of Interest (COI) code every two years. In 2024 PCTPA's COI Code was submitted to Placer County Counsel and approved by the Board of Supervisors. An amendment to PCTPA's existing COI is now required. PCTPA's COI, which includes the Placer County Transportation Planning Agency, Placer County Airport Land Use Commission, Western Placer Consolidated Transportation Services Agency, and the Placer County Local Transportation Authority is amended to include new positions. Staff recommends approval of Resolution 26-25 which amends PCTPA Agencies Conflict of Interest Code as provided.



June 24, 2026

John A. Klemunes, Jr.  
President  
Dokken Engineering  
110 Blue Ravine Road, Suite 200  
Folsom, CA 95630-4713

**SUBJECT: LETTER OF TASK AGREEMENT #26-01  
BETWEEN PLACER COUNTY TRANSPORTATION PLANNING  
AGENCY AND DOKKEN ENGINEERING**

Dear Mr. Klemunes:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Dokken Engineering (“Contractor”),” dated May 25, 2022 (“Master Agreement”).

1. Incorporated Master Agreement: The terms of the Master Agreement are hereby incorporated by reference as though fully set forth herein. This Letter of Task Agreement (LOTA) establishes the project-specific scope, requirements, and compensation applicable to the On-Call Construction Engineering Support Services to be provided by Dokken Engineering and its subconsultants for the Interstate 80 Auxiliary Lanes Project.
2. Term: Dokken Engineering’s services shall be completed no later than June 30, 2027, consistent with the final year of the Master Agreement. During FY 2026/27, Dokken Engineering will not engage in other work that would be deemed a conflict of interest with PCTPA interests.
3. Scope of Services: Dokken Engineering shall perform On-Call Construction Engineering Support Services as described in the attached Scope of Work, which is incorporated herein by this reference and made a part of this Letter of Task Agreement.
4. Compensation: As shown in Table 1, *Project Budget*, attached hereto as part of Exhibit A and incorporated herein by this reference, the total amount payable to Dokken Engineering for the On-Call Construction Engineering Support Services shall not exceed \$36,147.98 for FY 2026/27. Funding for these services is available through the reallocation of unused FY 2025/26 construction support funds. Table 2 provides a detailed breakdown of the budget reallocation. Invoices shall be submitted in accordance with Exhibit A (*Budget Tables*). Consistent with the terms of the Master Agreement, PCTPA shall withhold ten percent (10%) of each payment due as retainage until successful completion of the services and delivery and acceptance of all required final products and deliverables.





June 4, 2026

Matt Click, AICP  
Executive Director  
Placer County Transportation Planning Agency  
2260 Douglas Boulevard, Suite 130  
Roseville, CA 95661

**RE: I-80 AUXILIARY LANES CONSTRUCTION ENGINEERING SUPPORT SERVICES  
LOTA #26-01 – Fiscal Year 2026-2027**

Dear Mr. Click:

The purpose of this letter is to request authorization of Task Order #26-01 for Fiscal Year 2026/2027 under the multi-year Master Agreement between the PCTPA and Dokken Engineering (DE), dated May 25, 2022, for construction engineering support services on the I-80 Auxiliary Lanes Project. This Task Order is in the amount of \$36,147.98 as described in Attachment 1 – Table 1: Fiscal Year Budgets and Attachment 2 – Table 2: Budget Shift. The Scope of Work for this task order is intended to provide support services on an on-call, as-needed basis.

This Task Order reallocates funds from FY 2025/2026 that were not expended. Construction was completed in June 2025, and contract acceptance is anticipated in June 2026. Right of way closeout has been completed. Project as-builts have been submitted to Caltrans for review; however, approval has not yet been received. Project closeout documents have also been submitted to Caltrans. Based on the current status of these submittals, the following scope of work is anticipated for FY 2026/2027.

***Task 1.1 PCTPA Support***

Dokken will continue to provide support to PCTPA during the project closeout phase of the project, assisting with questions and providing information as may be requested. Dokken will also assist with various general requests for information and funding reporting.

***Task 5.1 Prepare As-Built Plans***

Using mark-ups received from the Resident Engineer and supplemental or revised drawings from addenda or RFI's, Dokken prepared the final record drawings. These drawings were prepared electronically in Microstation format and provided electronically.

Following Caltrans' review of the as-built drawings, Dokken will address any comments and resubmit the documents for final approval. Completed as-built plans will be submitted to PCTPA and Caltrans District 3.

*Deliverables: As Built Plans (11x17) Electronic*

We continue to appreciate the opportunity to provide services on an as-needed basis for this important transportation project. If you have any questions or need additional information, please contact Amanda at our office at (916) 858-0642, or her cell 916-261-4642 or at [akonieczka@dokkenengineering.com](mailto:akonieczka@dokkenengineering.com).

Sincerely,

DOKKEN ENGINEERING



John A Klemunes, Jr.  
President

- Attachments:    1. Table 1 – Fiscal Year Budgets  
                      2. Table 2 – Budget Shift

2932-052/

**TABLE 1  
I-80 AUXILIARY LANES CONSTRUCTION ENGINEERING SUPPORT SERVICES AGREEMENT  
FISCAL YEAR BUDGETS**

TASK DESCRIPTION	MASTER AGREEMENT TOTAL	FISCAL YEAR 7/1/22 - 6/30/23 (CLOSED)		FISCAL YEAR 7/1/23 - 6/30/24 (CLOSED)		FISCAL YEAR 7/1/24 - 6/30/25 (CLOSED)		FISCAL YEAR 7/1/25 - 6/30/26		FISCAL YEAR 7/1/26 - 6/30/27		MASTER AGREEMENT TOTAL	GRAND TOTAL COST	
		ORIGINAL COST	FINAL COST	ORIGINAL COST	FINAL COST	ORIGINAL COST	FINAL COST	ORIGINAL COST	FINAL COST	ORIGINAL COST	FINAL COST			LOTA 26-01
<b>TASK 1.0 - PROJECT MANAGEMENT</b>	\$ 52,909.12	\$ 26,454.56	\$ 47,747.30	\$ 15,872.74	\$ 20,152.82	\$ 7,784.70	\$ 2,645.46	\$ 3,737.79	\$ 2,645.46	\$ 17,928.38	\$ 17,928.38	\$ 52,909.12	\$ 97,350.99	
Task 1.1 - PCTPA Support	\$ 34,420.07	\$ 17,210.04	\$ 38,151.49	\$ 10,326.02	\$ 14,419.70	\$ 3,740.70	\$ 1,721.00	\$ 2,765.43	\$ 1,721.00	\$ 17,928.38	\$ 17,928.38	\$ 34,420.07	\$ 77,005.70	
Task 1.2 - Resource Management	\$ 18,489.05	\$ 9,244.52	\$ 9,595.81	\$ 5,546.71	\$ 5,733.12	\$ 4,044.00	\$ 924.45	\$ 972.36	\$ 924.45	\$ -	\$ -	\$ 18,489.05	\$ 20,345.29	
<b>TASK 2.0 - SERVICES BIDDING TO AWARD</b>	\$ 97,728.66	\$ 97,728.66	\$ 177,337.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,728.66	\$ 177,337.86	
Task 2.1 - Bidding Support	\$ 66,271.24	\$ 66,271.24	\$ 155,714.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,271.24	\$ 155,714.88	
Task 2.2 - Submittal Review	\$ 14,842.26	\$ 14,842.26	\$ 10,721.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,842.26	\$ 10,721.51	
Task 2.3 - Environmental Mitigation Support	\$ 16,615.16	\$ 16,615.16	\$ 10,901.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,615.16	\$ 10,901.47	
<b>TASK 3.0 - REQUESTS FOR INFORMATION</b>	\$ 310,422.94	\$ 104,187.97	\$ 5,962.06	\$ 144,150.38	\$ 160,534.99	\$ 53,464.77	\$ 62,084.59	\$ 143,106.29	\$ 24,827.02	\$ -	\$ -	\$ 310,422.94	\$ 244,788.84	
Task 3.1 - Respond to Requests for Information (RFI's)	\$ 265,822.31	\$ 93,037.81	\$ 5,962.06	\$ 119,620.04	\$ 143,106.29	\$ 44,050.49	\$ 53,164.46	\$ 17,428.70	\$ 24,827.02	\$ -	\$ -	\$ 265,822.31	\$ 217,945.86	
Task 3.2 - Site Visits and Meetings	\$ 44,600.62	\$ 11,150.16	\$ -	\$ 24,530.34	\$ 17,428.70	\$ 9,414.28	\$ 8,920.12	\$ -	\$ -	\$ -	\$ -	\$ 44,600.62	\$ 26,842.98	
<b>TASK 4.0 - REVIEW OF SHOP DRAWINGS</b>	\$ 23,482.70	\$ 9,393.08	\$ -	\$ 11,741.35	\$ 8,952.01	\$ -	\$ 2,348.27	\$ -	\$ -	\$ -	\$ -	\$ 23,482.70	\$ 8,952.01	
Task 4.1 - Review of Shop Drawings	\$ 23,482.70	\$ 9,393.08	\$ -	\$ 11,741.35	\$ 8,952.01	\$ -	\$ 2,348.27	\$ -	\$ -	\$ -	\$ -	\$ 23,482.70	\$ 8,952.01	
<b>TASK 5.0 - AS-BUILT PLAN PREPARATION</b>	\$ 52,644.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,644.94	\$ 30,970.01	\$ 30,970.01	\$ 18,219.60	\$ 18,219.60	\$ 52,644.94	\$ 49,189.61	
Task 5.1 - Prepare As-Built Plans	\$ 52,644.94	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,644.94	\$ 30,970.01	\$ 30,970.01	\$ 18,219.60	\$ 18,219.60	\$ 52,644.94	\$ 49,189.61	
<b>TASK 6.0 - CONTRACT ACCEPTANCE SUPPORT</b>	\$ 22,611.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,611.61	\$ 20,651.02	\$ 20,651.02	\$ -	\$ -	\$ 22,611.61	\$ 20,651.02	
Task 6.1 - Contract Acceptance Support	\$ 22,611.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,611.61	\$ 4,496.04	\$ 4,496.04	\$ -	\$ -	\$ 22,611.61	\$ 4,496.04	
Task 6.2 - Right of Way and Survey Closeout	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,154.98	\$ 16,154.98	\$ -	\$ -	\$ -	\$ 16,154.98	
<b>TASK 7.0 - SUPPORT FOR FINAL REPORTS</b>	\$ 38,470.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,959.72	\$ -	\$ -	\$ 9,510.65	\$ -	\$ 38,470.37	\$ -	
Task 7.1 - Support for Caltrans M700 Final Reports	\$ 11,888.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,377.66	\$ -	\$ -	\$ 9,510.65	\$ -	\$ 11,888.31	\$ -	
Task 7.2 - Support for SB-1 Reporting	\$ 26,582.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,582.06	\$ -	\$ -	\$ -	\$ -	\$ 26,582.06	\$ -	
<b>TOTAL HOURS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL COST</b>	\$ 598,270.33	\$ 237,764.27	\$ 231,047.22	\$ 171,764.47	\$ 189,639.82	\$ 61,249.47	\$ 54,216.78	\$ 80,185.84	\$ 12,156.11	\$ 36,147.98	\$ 36,147.98	\$ 598,270.33	\$ 598,270.33	

**TABLE 2**  
**I-80 AUXILIARY LANES CONSTRUCTION ENGINEERING SUPPORT SERVICES AGREEMENT**  
**TASK ORDER #26-01**

TASK DESCRIPTION	REVISED CONTRACT AMOUNT (FY 25/26)	REMAINING CONTRACT AMOUNT (FY 25/26) June 30, 2026	LOTA SHIFT to (FY 26/27)	REVISED CONTRACT AMOUNT (FY 26/27)
<b>TASK 1.0 - PROJECT MANAGEMENT</b>	\$ 3,659.29	\$ (78.50)	\$ -	\$ 17,928.38
Task 1.1 - PCTPA Support	\$ 2,728.84	\$ (36.59)	\$ -	\$ 17,928.38
Dokken	\$ 2,728.84	\$ (36.59)	\$ -	\$ 17,928.38
Task 1.2 - Resource Management	\$ 930.45	\$ (41.91)	\$ -	\$ -
<b>TASK 2.0 - SERVICES BIDDING TO AWARD</b>	\$ -	\$ -	\$ -	\$ -
<b>TASK 3.0 - REQUESTS FOR INFORMATION</b>	\$ 24,929.95	\$ 102.93	\$ (24.43)	\$ -
Task 3.1 - Respond to Requests for Information (RFI's)	\$ 24,929.95	\$ 102.93	\$ (24.43)	\$ -
Dokken	\$ 20,269.81	\$ 102.93	\$ (24.43)	\$ -
Geocon	\$ 4,660.14	\$ -	\$ -	\$ -
Task 3.2 - Site Visits and Meetings	\$ -	\$ -	\$ -	\$ -
<b>TASK 4.0 - REVIEW OF SHOP DRAWINGS</b>	\$ -	\$ -	\$ -	\$ -
<b>TASK 5.0 - AS-BUILT PLAN PREPARATION</b>	\$ 52,644.94	\$ 21,674.93	\$ (21,674.93)	\$ 18,219.60
Task 5.1 - Prepare As-Built Plans	\$ 52,644.94	\$ 21,674.93	\$ (21,674.93)	\$ 18,219.60
Dokken	\$ 49,189.61	\$ 18,219.60	\$ (18,219.60)	\$ 18,219.60
Callander	\$ 3,455.33	\$ 3,455.33	\$ (3,455.33)	\$ -
<b>TASK 6.0 - CONTRACT ACCEPTANCE SUPPORT</b>	\$ 35,099.64	\$ 14,448.62	\$ (14,448.62)	\$ -
Task 6.1 - Contract Acceptance Support	\$ 6,125.62	\$ 1,629.58	\$ (1,629.58)	\$ -
Task 6.2 - Right of Way and Survey Closeout	\$ 28,974.02	\$ 12,819.04	\$ (12,819.04)	\$ -
Dokken	\$ 20,359.02	\$ 11,423.51	\$ (11,423.51)	\$ -
REY	\$ 8,615.00	\$ 1,395.53	\$ (1,395.53)	\$ -
<b>TASK 7.0 - SUPPORT FOR FINAL REPORTS</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 116,333.82	\$ 36,147.98	\$ (36,147.98)	\$ 36,147.98



**CLAIM FOR LOCAL TRANSPORTATION FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM: CLAIMANT: City of Auburn  
ADDRESS: 1225 Lincoln Way  
Auburn, CA 95603

CONTACT PERSON: Mengil A. Deane  
Phone: 530-823-4211 ext. 145 Email: mdeane@auburn.ca.gov

The City of Auburn hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2025/26, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations:	<u>\$ 540,323.00</u>
P.U.C. 99260a, Article 4, Transit Capital:	<u>\$Click or tap here to enter \$</u>
P.U.C. 99275, Article 4.5, Community Transit Services	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	<u><del>\$421,672.00</del> <b>\$421,632</b></u>
P.U.C. 99402, Article 8a, Transportation Planning Process	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	<u>\$Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	<u>\$Click or tap here to enter \$</u>

**Reduced to  
match  
apportionment  
Approved CP  
06-04-26**

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant in full.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:  
CITY OF AUBURN

BY: \_\_\_\_\_ (signature) BY: MAD (signature)  
TITLE: Chair Pro Tem TITLE: Public Works Director  
DATE: June 24, 2026 DATE: 05/20/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Auburn

Fiscal Year: FY 2025/26

Brief Project Description	Project Cost	Source of Funding & Amount
Transit Operations	\$811,678.00	LTF – Operations: \$540,323.00 STA – Operations: \$99,204.00 FTA Operating Assistance: \$96,966.00 LCTOP: \$2,000.00 Passenger Fares: \$50,000.00 Surplus Property Sales: \$23,185.00
Transit Capital	\$691,768.00	SGR – Capital: \$18,697.00 STA – Capital: \$3,071.00 SECAT: \$70,000.00 SB 125 TIRCIP: \$600,000.00
Transportation Capital	\$857,954.00	LTF – Streets & Roads: \$421,672.00 SB1 - \$386,282.00 Gen. Fund Contribution: \$50,000.00

1 RESOLUTION NO. 26-60

2 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE  
3 2025/2026 LOCAL TRANSPORTATION FUND CLAIM TO THE PLACER COUNTY  
4 TRANSPORTATION PLANNING AGENCY

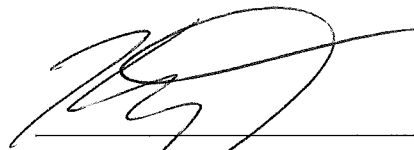
5 -----  
6 WHEREAS, in the procedures established by the Placer County  
7 Transportation Planning Agency (PCTPA) requires the applicant to certify by  
8 resolution approval of the execution of the application before submission of  
9 said application to the PCTPA;

10 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

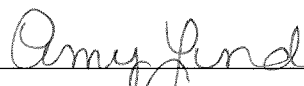
11 That the CITY OF AUBURN authorizes the submittal of an application to  
12 PCTPA for the 2025/2026 Local Transportation Fund Claim. The Public Works  
13 Director of the City of Auburn or his designee, is hereby authorized and  
14 empowered to execute the 2025/2026 Transportation Claim and all  
15 necessary amendments and payment requests hereto in the amount of:

16 \$540,323.00 TDA Article 4, P.U.C. 99260a (Transit Operations)  
17 \$421,672.00 TDA Article 8a, P.U.C. 99400a (Streets and Roads)  
18 \$102,275.00 STA (State Transit Assistance)  
19 \$18,561.00 SGR-Capital (CCR 6730b)  
20

21 DATED: June 1<sup>st</sup>, 2026

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Kelley Davis, Mayor

24 ATTEST:

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27 Amy Lind, City Clerk  
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I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a special session meeting of the City Council of the City of Auburn held on the 1<sup>st</sup> day of June 2026 by the following vote on roll call:

Ayes: Amara, Dowdin Calvillo, Davis  
Noes:  
Absent: Holmes, Radell-Harris

  
\_\_\_\_\_  
Amy Lind, City Clerk



**RESOLUTION #26-19 OF THE BOARD OF DIRECTORS**

**IN THE MATTER OF: ALLOCATION OF LOCAL TRANSPORTATION FUNDS TO  
THE CITY OF AUBURN**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary as the transportation planning agency for Placer County, excluding the Lake Tahoe Basin, in accordance with the Transportation Development Act, as amended; and

WHEREAS, it is the responsibility of the Agency to review the annual transportation claims and to make allocations from the Local Transportation Fund.

NOW, THEREFORE, BE IT RESOLVED that the Agency has reviewed the claim and has made the following allocations from the 2025/26 fiscal year funds.

1. To the City of Auburn for projects conforming to  
Article 4 Section 99260(a) of the Act: \$540,323
  
2. To the City of Auburn for projects conforming to  
Article 8 Section 99400(a) of the Act \$421,632

BE IT FURTHER RESOLVED that allocation instructions are hereby approved for the County Auditor to pay the claimants. Claimant must submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2025, prior to issuance of said instructions to the County Auditor to pay the claimant.

Signed and approved by me after its passage:

---

Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

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Matt Click, AICP  
Executive Director

ATTEST:

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Solvi Sabol  
Clerk of the Board

**CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM: CLAIMANT: City of Auburn  
ADDRESS: 1225 Lincoln Way  
Auburn, CA 95603

CONTACT PERSON: Mengil A. Deane  
Phone: 530-823-4211 ext. 145 Email: mdeane@auburn.ca.gov

The City of Auburn hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$102,275.00 for Fiscal Year 2025/26 , in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer:

Transit Operations (6730a):	<u>\$99,204.00</u>
Transit Capital (6730a):	<u>\$3,071.00</u>
Contracted Transit Services (6731b):	<u>\$Click or tap here to enter \$</u>
Community Transit Services Provided by WPCTSA (6731.1):	<u>\$Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:  
CITY OF AUBURN

BY: \_\_\_\_\_ BY: MAD  
(signature) (signature)

TITLE: Chair Pro Tem TITLE: Public Works Director  
DATE: June 24, 2026 DATE: 05/20/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Auburn

Fiscal Year: FY 2025/26

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>
Transit Operations	\$811,678.00	LTF – Operations: \$540,323.00 STA – Operations: \$99,204.00 FTA Operating Assistance: \$96,966.00 LCTOP: \$2,000.00 Passenger Fares: \$50,000.00 Surplus Property Sales: \$23,185.00
Transit Capital	\$691,768.00	SGR – Capital: \$18,697.00 STA – Capital: \$3,071.00 SECAT: \$70,000.00 SB 125 TIRCIP: \$600,000.00
Transportation Capital	\$857,954.00	LTF – Streets & Roads: \$421,672.00 SB1 - \$386,282.00 Gen. Fund Contribution: \$50,000.00

1 RESOLUTION NO. 26-60

2 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE  
3 2025/2026 LOCAL TRANSPORTATION FUND CLAIM TO THE PLACER COUNTY  
4 TRANSPORTATION PLANNING AGENCY

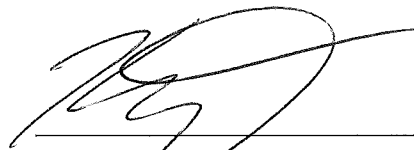
5 -----  
6 WHEREAS, in the procedures established by the Placer County  
7 Transportation Planning Agency (PCTPA) requires the applicant to certify by  
8 resolution approval of the execution of the application before submission of  
9 said application to the PCTPA;

10 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

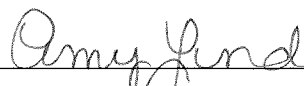
11 That the CITY OF AUBURN authorizes the submittal of an application to  
12 PCTPA for the 2025/2026 Local Transportation Fund Claim. The Public Works  
13 Director of the City of Auburn or his designee, is hereby authorized and  
14 empowered to execute the 2025/2026 Transportation Claim and all  
15 necessary amendments and payment requests hereto in the amount of:

16 \$540,323.00 TDA Article 4, P.U.C. 99260a (Transit Operations)  
17 \$421,672.00 TDA Article 8a, P.U.C. 99400a (Streets and Roads)  
18 \$102,275.00 STA (State Transit Assistance)  
19 \$18,561.00 SGR-Capital (CCR 6730b)  
20

21 DATED: June 1<sup>st</sup>, 2026

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Kelley Davis, Mayor

24 ATTEST:

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27 Amy Lind, City Clerk  
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I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a special session meeting of the City Council of the City of Auburn held on the 1<sup>st</sup> day of June 2026 by the following vote on roll call:

Ayes: Amara, Dowdin Calvillo, Davis  
Noes:  
Absent: Holmes, Radell-Harris

  
\_\_\_\_\_  
Amy Lind, City Clerk



## **RESOLUTION #26-20 OF THE BOARD OF DIRECTORS**

### **IN THE MATTER OF: ALLOCATION OF STATE TRANSIT ASSISTANCE FUNDS TO THE CITY OF AUBURN**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary of the State of California, Business and Transportation Agency, as the transportation planning agency for Placer County excluding that portion of the County in the Lake Tahoe Basin, pursuant to the provisions of the Transportation Development Act of 1971, Chapter 1400, Statutes of 1971; and Chapters 161 and 1002, Statutes of 1990; and Chapters 321 and 322, Statutes of 1982; and

WHEREAS, it is the responsibility of the Placer County Transportation Planning Agency, under the provisions of the Act, to review transportation claims and to make allocations of money from the State Transit Assistance Fund based on the claims; and

WHEREAS, the Auditor of each county is required to pay monies in the fund to the claimants pursuant to allocation instructions received from the Placer County Transportation Planning Agency; and

WHEREAS, the Placer County Transportation Planning Agency has reviewed the claim for funds established to be available in the State Transit Assistance fund of Placer County and has made the following findings and allocations:

1. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code Sections 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant.
3. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.

4. The sum of the claimant's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
5. Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or areawide public transportation needs.
6. The regional entity may allocate funds to an operator for the purposes specified in Section 6730 only if, in the resolution allocating the funds, it also finds the following:
  - a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them.
  - b. For an allocation made to an operator for its operating cost, the operator is not precluded by any contract entered into on or after June 28, 1979, from employment of part-time drivers or from contracting with common carriers of persons operating under a franchise or license.
  - c. A certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251. The certification shall have been completed within the last 13 months, prior to filing claims.
  - d. The operator is in compliance with the eligibility requirements of Public Utilities Code Section 99314.6.

Allocation to the City of Auburn for State transit Assistance Funds (PUC 99313 & 99314) for the following purposes:

- Allocation of \$99,204 of FY 2025/26 STA Funds for transit operations (section 6730a)
- Allocation of \$3,071 of FY 2025/26 STA Funds for transit capital (6730a)

NOW, THEREFORE, BE IT RESOLVED that allocation instructions have been prepared in accordance with the above and are hereby approved and that the Chairperson is authorized to sign said allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations.

IT IS FURTHER RESOLVED that the claimant be notified of the Placer County Transportation Planning Agency's action on their claim.

Signed and approved by me after its passage:

---

Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

---

Matt Click, AICP  
Executive Director

ATTEST:

---

Solvi Sabol  
Clerk of the Board

**CLAIM FOR STATE OF GOOD REPAIR PROGRAM FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM:

CLAIMANT: City of Auburn  
ADDRESS: 1225 Lincoln Way  
Auburn, CA 95603

CONTACT PERSON: Mengil A. Deane  
Phone: 530-823-4211 ext. 145    Email: mdeane@auburn.ca.gov

The City of Auburn hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State of Good Repair Funds be approved in the amount of \$18,561.00 for Fiscal Year 2025/26, in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer.

Transit Capital (6730a): \$18,561.00

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:  
CITY OF AUBURN

BY: \_\_\_\_\_ BY: MAD  
(signature) (signature)

TITLE: Chair Pro Tem TITLE: Public Works Director  
DATE: June 24, 2026 DATE: 05/20/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Auburn

Fiscal Year: FY 2025/26

Brief Project Description	Project Cost	Source of Funding & Amount
Transit Operations	\$811,678.00	LTF – Operations: \$540,323.00 STA – Operations: \$99,204.00 FTA Operating Assistance: \$96,966.00 LCTOP: \$2,000.00 Passenger Fares: \$50,000.00 Surplus Property Sales: \$23,185.00
Transit Capital	\$691,768.00	SGR – Capital: \$18,697.00 STA – Capital: \$3,071.00 SECAT: \$70,000.00 SB 125 TIRCIP: \$600,000.00
Transportation Capital	\$857,954.00	LTF – Streets & Roads: \$421,672.00 SB1 - \$386,282.00 Gen. Fund Contribution: \$50,000.00

1 RESOLUTION NO. 26-60

2 RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE  
3 2025/2026 LOCAL TRANSPORTATION FUND CLAIM TO THE PLACER COUNTY  
4 TRANSPORTATION PLANNING AGENCY

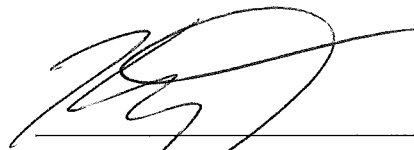
5 -----  
6 WHEREAS, in the procedures established by the Placer County  
7 Transportation Planning Agency (PCTPA) requires the applicant to certify by  
8 resolution approval of the execution of the application before submission of  
9 said application to the PCTPA;

10 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

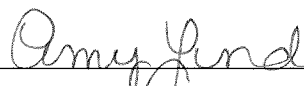
11 That the CITY OF AUBURN authorizes the submittal of an application to  
12 PCTPA for the 2025/2026 Local Transportation Fund Claim. The Public Works  
13 Director of the City of Auburn or his designee, is hereby authorized and  
14 empowered to execute the 2025/2026 Transportation Claim and all  
15 necessary amendments and payment requests hereto in the amount of:

16 \$540,323.00 TDA Article 4, P.U.C. 99260a (Transit Operations)  
17 \$421,672.00 TDA Article 8a, P.U.C. 99400a (Streets and Roads)  
18 \$102,275.00 STA (State Transit Assistance)  
19 \$18,561.00 SGR-Capital (CCR 6730b)  
20

21 DATED: June 1<sup>st</sup>, 2026

22   
23 \_\_\_\_\_  
Kelley Davis, Mayor

24 ATTEST:

25   
26 \_\_\_\_\_  
27 Amy Lind, City Clerk  
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I, Amy Lind, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a special session meeting of the City Council of the City of Auburn held on the 1<sup>st</sup> day of June 2026 by the following vote on roll call:

Ayes: Amara, Dowdin Calvillo, Davis  
Noes:  
Absent: Holmes, Radell-Harris

  
\_\_\_\_\_  
Amy Lind, City Clerk



## **RESOLUTION #26-21 OF THE BOARD OF DIRECTORS**

### **IN THE MATTER OF: ALLOCATION OF STATE OF GOOD REPAIR FUNDS TO THE CITY OF AUBURN**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary of the State of California, Business and Transportation Agency, as the transportation planning agency for Placer County excluding that portion of the County in the Lake Tahoe Basin, pursuant to the provisions of the Transportation Development Act of 1971, Chapter 1400, Statutes of 1971; and Chapters 161 and 1002, Statutes of 1990; and Chapters 321 and 322, Statutes of 1982; and

WHEREAS, it is the responsibility of the Placer County Transportation Planning Agency, under the provisions of the Act, to review transportation claims and to make allocations of money from the State Transit Assistance Fund based on the claims; and

WHEREAS, the Auditor of each county is required to pay monies in the fund to the claimants pursuant to allocation instructions received from the Placer County Transportation Planning Agency; and

WHEREAS, the Placer County Transportation Planning Agency has reviewed the claim for funds established to be available in the State Transit Assistance fund of Placer County and has made the following findings and allocations:

1. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code Sections 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant.
3. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.

4. The sum of the claimant's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
5. Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or areawide public transportation needs.
6. The regional entity may allocate funds to an operator for the purposes specified in Section 6730 only if, in the resolution allocating the funds, it also finds the following:
  - a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them.
  - b. For an allocation made to an operator for its operating cost, the operator is not precluded by any contract entered into on or after June 28, 1979, from employment of part-time drivers or from contracting with common carriers of persons operating under a franchise or license.
  - c. A certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251. The certification shall have been completed within the last 13 months, prior to filing claims.
  - d. The operator is in compliance with the eligibility requirements of Public Utilities Code Section 99314.6.

Allocation to the City of Auburn for State transit Assistance Funds (PUC 99313 & 99314) for the following purposes:

- Allocation of \$18,561 of FY 2025/26 SGR Funds for transit capital (section 6730a)

NOW, THEREFORE, BE IT RESOLVED that allocation instructions have been prepared in accordance with the above and are hereby approved and that the Chairperson is authorized to sign said allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations.

IT IS FURTHER RESOLVED that the claimant be notified of the Placer County Transportation Planning Agency's action on their claim.

Signed and approved by me after its passage:

---

Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

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Matt Click, AICP  
Executive Director

ATTEST:

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Solvi Sabol  
Clerk of the Board

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM:

CLAIMANT: City of Roseville  
ADDRESS: 316 Vernon Street  
Roseville, CA 95678

CONTACT PERSON: Ed Scofield  
Phone: 916-774-5449 Email: ECScofield@roseville.ca.us

The City of Roseville hereby requests, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved for Fiscal Year 2025/26, in the following amounts for the following purposes to be drawn from the Local Transportation Fund deposited with the Placer County Treasurer:

P.U.C. 99260a, Article 4, Transit Operations:	<u>\$ 8,107,128</u>
P.U.C. 99260a, Article 4, Transit Capital:	<u>\$1,540,540</u>
P.U.C. 99275, Article 4.5, Community Transit Services	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400a, Article 8a, Local Streets and Roads	<u>\$1,746,767</u>
P.U.C. 99402, Article 8a, Transportation Planning Process	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400c, Article 8c, Contracted Transit Services:	<u>\$Click or tap here to enter \$</u>
P.U.C. 99400e, Article 8e, Capital for Contracted Services:	<u>\$Click or tap here to enter \$</u>
C.C.R. 6648, Capital Reserve:	<u>\$Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget. Claimant must submit a complete Fiscal and Compliance Audit for the prior fiscal year prior to issuance of instructions to the County Auditor to pay the claimant in full.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:

BY: \_\_\_\_\_  
(signature)

BY:  \_\_\_\_\_  
(signature)

TITLE: Chair Pro Tem

TITLE: City Manager

DATE: June 24, 2026

DATE: 6/3/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Roseville

Fiscal Year: FY 2025/26

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>
TRANSIT OPERATIONS	Administration & Svcs.    \$10,093,082 Operating Reserve            \$1,000,000	Interest Earnings from FY25    \$96,783 Passenger Fares                 \$646,915 Federal Grants                    \$595,259 Local/Other Grants               \$363,000 LTF Article 4 FY26               \$8,107,128 STA FY26                          \$1,283,997
	OPERATING COSTS            \$11,093,082	OPERATIONAL REVENUE    \$11,093,082
TRANSIT CAPITAL PROJECTS	Transit Capital Projects       \$7,736,954 Capital Reserve                 \$1,000,000	FTA Capital Assistance         \$1,171,249 LTF Article 4 FY26               \$1,540,540 SB1 SGR FY26                    \$232,505 State Grants                       \$5,792,660
	CAPITAL COSTS                \$8,736,954	CAPITAL REVENUE             \$8,736,954
STREETS AND ROADS	TSM & Bikeway Program    \$1,353,863 Maintenance-Roadway        \$268,754 Construction                    \$4,614,200 Other                                \$258,408 Transp. Planning Process       \$0	Carryover                         \$8,176,742 Interest Earnings from FY25    \$0 LTF Article 8A FY26             \$1,746,767 Transp. Planning Process       \$0 FY25 Claim Unreleased         \$0 STREETS & ROAD REV.         \$9,923,509
	Subtotal                          \$6,495,225 Capital Reserve                    \$0 STREETS & ROADS COSTS    \$6,495,225	EST. CARRYOVER FY26         \$3,428,284

RESOLUTION NO. 26-170

approving and authorizing execution of the 2024/25 transportation development act claims to the  
placer county transportation planning agency

WHEREAS, the California Public Utilities Code, commencing with Section 99200, and Title 21 of the California Code of Regulations, commencing with Section 6600, authorize local transportation funding available through the Local Transportation Fund and State Transit Assistance Fund established by the Transportation Development Act; and

WHEREAS, the Placer County Transportation Planning Agency is responsible for reviewing and approving annual transportation claims, and for making allocations from the Local Transportation Fund and State Transit Assistance Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville hereby authorizes and directs the City Manager to execute the FY2025/26 Transportation Development Act Claims in the amount of \$12,910,937 to the Placer County Transportation Planning Agency as follows:

1. Local Transportation Funds for public transportation system purposes as authorized by Article 4, commencing with Section 99260 of the California Public Utilities Code and for streets and roads purposes authorized by Article 8, commencing with Section 99400 of the California Public Utilities Code, in an aggregate amount not to exceed \$11,394,435.
2. State Transit Assistance Funds for transit operations, as authorized by Section 99313 and Section 99314 of the California Public Utilities Code, Chapter 4, Article 6.5, in an aggregate amount not to exceed \$1,283,997.
3. State of Good Repair Funds for transit maintenance as provided by in Senate Bill 1, in an aggregate amount not to exceed \$232,505.

PASSED AND ADOPTED by the Council of the City of Roseville this 3rd day of June 2026, by the following vote on roll call:

AYES COUNCILMEMBERS: Alvord, Bernasconi, Mendonsa, Roccucci

NOES COUNCILMEMBERS: None

ABSENT COUNCILMEMBERS: Houdesheldt



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MAYOR

ATTEST:

*Cam Avalos*

---

City Clerk



**RESOLUTION #26-22 OF THE BOARD OF DIRECTORS**

**IN THE MATTER OF: ALLOCATION OF LOCAL TRANSPORTATION FUNDS TO  
THE CITY OF ROSEVILLE**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary as the transportation planning agency for Placer County, excluding the Lake Tahoe Basin, in accordance with the Transportation Development Act, as amended; and

WHEREAS, it is the responsibility of the Agency to review the annual transportation claims and to make allocations from the Local Transportation Fund.

NOW, THEREFORE, BE IT RESOLVED that the Agency has reviewed the claim and has made the following allocations from the 2025/26 fiscal year funds.

- |    |  |             |
|----|--|-------------|
| 1. | To the City of Roseville for projects conforming to<br>Article 4 Operations Section 99260(a) of the Act: | \$8,107,128 |
| 2. | To the City of Roseville for projects conforming to<br>Article 4 Capital Section 99260(a) of the Act:    | \$1,540,540 |
| 3. | To the City of Roseville for projects conforming to<br>Article 8 Section 99400(a) of the Act             | \$1,746,767 |

BE IT FURTHER RESOLVED that allocation instructions are hereby approved for the County Auditor to pay the claimants. Claimant must submit a complete Fiscal and Compliance Audit for the fiscal year ending June 30, 2025, prior to issuance of said instructions to the County Auditor to pay the claimant.

Signed and approved by me after its passage:

---

Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

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Matt Click, AICP  
Executive Director

ATTEST:

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Solvi Sabol  
Clerk of the Board

**CLAIM FOR STATE TRANSIT ASSISTANCE FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM: CLAIMANT: City of Roseville  
ADDRESS: 316 Vernon Street  
Roseville, CA 95678

CONTACT PERSON: Ed Scofield  
Phone:916-774-5449 Email:ECScofield@roseville.ca.us

The City of Roseville hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State Transit Assistance be approved in the amount of \$\$1,283,997 for Fiscal Year 2025/26 , in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer:

Transit Operations (6730a):	<u>\$1,283,997</u>
Transit Capital (6730a):	<u>\$Click or tap here to enter \$</u>
Contracted Transit Services (6731b):	<u>\$Click or tap here to enter \$</u>
Community Transit Services Provided by WPCTSA (6731.1):	<u>\$Click or tap here to enter \$</u>

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:

BY: \_\_\_\_\_  
(signature)

BY:  \_\_\_\_\_  
(signature)

TITLE: Chair Pro Tem

TITLE: City Manager

DATE: June 24, 2026

DATE: 6/3/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Roseville

Fiscal Year: FY 2025/26

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>
TRANSIT OPERATIONS	Administration & Svcs.    \$10,093,082 Operating Reserve            \$1,000,000	Interest Earnings from FY25    \$96,783 Passenger Fares                 \$646,915 Federal Grants                    \$595,259 Local/Other Grants               \$363,000 LTF Article 4 FY26               \$8,107,128 STA FY26                          \$1,283,997
	OPERATING COSTS            \$11,093,082	OPERATIONAL REVENUE    \$11,093,082
TRANSIT CAPITAL PROJECTS	Transit Capital Projects       \$7,736,954 Capital Reserve                 \$1,000,000	FTA Capital Assistance         \$1,171,249 LTF Article 4 FY26               \$1,540,540 SB1 SGR FY26                    \$232,505 State Grants                       \$5,792,660
	CAPITAL COSTS                \$8,736,954	CAPITAL REVENUE             \$8,736,954
STREETS AND ROADS	TSM & Bikeway Program    \$1,353,863 Maintenance-Roadway        \$268,754 Construction                    \$4,614,200 Other                                \$258,408 Transp. Planning Process       \$0	Carryover                         \$8,176,742 Interest Earnings from FY25    \$0 LTF Article 8A FY26             \$1,746,767 Transp. Planning Process       \$0 FY25 Claim Unreleased         \$0 STREETS & ROAD REV.         \$9,923,509
	Subtotal                         \$6,495,225 Capital Reserve                 \$0 STREETS & ROADS COSTS    \$6,495,225	EST. CARRYOVER FY26         \$3,428,284

RESOLUTION NO. 26-170

approving and authorizing execution of the 2024/25 transportation development act claims to the  
placer county transportation planning agency

WHEREAS, the California Public Utilities Code, commencing with Section 99200, and Title 21 of the California Code of Regulations, commencing with Section 6600, authorize local transportation funding available through the Local Transportation Fund and State Transit Assistance Fund established by the Transportation Development Act; and

WHEREAS, the Placer County Transportation Planning Agency is responsible for reviewing and approving annual transportation claims, and for making allocations from the Local Transportation Fund and State Transit Assistance Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville hereby authorizes and directs the City Manager to execute the FY2025/26 Transportation Development Act Claims in the amount of \$12,910,937 to the Placer County Transportation Planning Agency as follows:

1. Local Transportation Funds for public transportation system purposes as authorized by Article 4, commencing with Section 99260 of the California Public Utilities Code and for streets and roads purposes authorized by Article 8, commencing with Section 99400 of the California Public Utilities Code, in an aggregate amount not to exceed \$11,394,435.
2. State Transit Assistance Funds for transit operations, as authorized by Section 99313 and Section 99314 of the California Public Utilities Code, Chapter 4, Article 6.5, in an aggregate amount not to exceed \$1,283,997.
3. State of Good Repair Funds for transit maintenance as provided by in Senate Bill 1, in an aggregate amount not to exceed \$232,505.

PASSED AND ADOPTED by the Council of the City of Roseville this 3rd day of June 2026, by the following vote on roll call:

AYES COUNCILMEMBERS: Alvord, Bernasconi, Mendonsa, Roccucci

NOES COUNCILMEMBERS: None

ABSENT COUNCILMEMBERS: Houdesheldt



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MAYOR

ATTEST:

*Cam Avalos*

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City Clerk



## **RESOLUTION #26-23 OF THE BOARD OF DIRECTORS**

### **IN THE MATTER OF: ALLOCATION OF STATE TRANSIT ASSISTANCE FUNDS TO THE CITY OF ROSEVILLE**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary of the State of California, Business and Transportation Agency, as the transportation planning agency for Placer County excluding that portion of the County in the Lake Tahoe Basin, pursuant to the provisions of the Transportation Development Act of 1971, Chapter 1400, Statutes of 1971; and Chapters 161 and 1002, Statutes of 1990; and Chapters 321 and 322, Statutes of 1982; and

WHEREAS, it is the responsibility of the Placer County Transportation Planning Agency, under the provisions of the Act, to review transportation claims and to make allocations of money from the State Transit Assistance Fund based on the claims; and

WHEREAS, the Auditor of each county is required to pay monies in the fund to the claimants pursuant to allocation instructions received from the Placer County Transportation Planning Agency; and

WHEREAS, the Placer County Transportation Planning Agency has reviewed the claim for funds established to be available in the State Transit Assistance fund of Placer County and has made the following findings and allocations:

1. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code Sections 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant.
3. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.

4. The sum of the claimant's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
5. Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or areawide public transportation needs.
6. The regional entity may allocate funds to an operator for the purposes specified in Section 6730 only if, in the resolution allocating the funds, it also finds the following:
  - a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them.
  - b. For an allocation made to an operator for its operating cost, the operator is not precluded by any contract entered into on or after June 28, 1979, from employment of part-time drivers or from contracting with common carriers of persons operating under a franchise or license.
  - c. A certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251. The certification shall have been completed within the last 13 months, prior to filing claims.
  - d. The operator is in compliance with the eligibility requirements of Public Utilities Code Section 99314.6.

Allocation to the City of Roseville for State transit Assistance Funds (PUC 99313 & 99314) for the following purposes:

- Allocation of \$1,283,997 of FY 2025/26 STA Funds for transit operations (section 6730a)

NOW, THEREFORE, BE IT RESOLVED that allocation instructions have been prepared in accordance with the above and are hereby approved and that the Chairperson is authorized to sign said allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations.

IT IS FURTHER RESOLVED that the claimant be notified of the Placer County Transportation Planning Agency's action on their claim.

Signed and approved by me after its passage:

---

Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

---

Matt Click, AICP  
Executive Director

ATTEST:

---

Solvi Sabol  
Clerk of the Board

**CLAIM FOR STATE OF GOOD REPAIR PROGRAM FUNDS**

TO: PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
2260 DOUGLAS BLVD, SUITE 130; ROSEVILLE, CA 95661

FROM: CLAIMANT: City of Roseville  
ADDRESS: 316 Vernon Street  
Roseville, CA 95678

CONTACT PERSON: Ed Scofield  
Phone: 916-774-5449 Email: ECScofield@roseville.ca.us

The Choose Agency hereby requests, in accordance with the State of California Public Utilities Code commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for State of Good Repair Funds be approved in the amount of \$232,505 for Fiscal Year Choose FY, in the following amounts for the following purposes to be drawn from the State Transit Assistance fund deposited with the Placer County Treasurer.

Transit Capital (6730a): \$232,505

When approved, this claim will be transmitted to the Placer County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

APPROVED:  
PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY  
BOARD OF DIRECTORS

APPLICANT:

BY: \_\_\_\_\_  
(signature)

BY:  \_\_\_\_\_  
(signature)

TITLE: Chair Pro Tem

TITLE: City Manager

DATE: June 24, 2026

DATE: 6/3/2026

## TDA ANNUAL PROJECT AND FINANCIAL PLAN

This form will show the planned expenditures of all TDA funds claimed for the fiscal year in addition to any TDA funds carried over from previous years. Briefly describe all operational, capital and/or streets and roads projects which will be funded by TDA moneys. **Please show BOTH prior year TDA funds (if any) and current year TDA funds to be used**, provide the total cost of each project, and indicate all other sources of funding associated with each project. For capital projects, the projects listed, and their associated costs and funding sources should be consistent with the budget developed in the TDA Claim Worksheet completed for the submittal of this claim. The total project cost and total funding source(s) listed below should balance for each project. See attached sample plan for additional guidance.

Claimant: City of Roseville

Fiscal Year: FY 2025/26

<u>Brief Project Description</u>	<u>Project Cost</u>	<u>Source of Funding &amp; Amount</u>
TRANSIT OPERATIONS	Administration & Svcs.    \$10,093,082 Operating Reserve            \$1,000,000	Interest Earnings from FY25    \$96,783 Passenger Fares                 \$646,915 Federal Grants                    \$595,259 Local/Other Grants               \$363,000 LTF Article 4 FY26               \$8,107,128 STA FY26                          \$1,283,997
	OPERATING COSTS            \$11,093,082	OPERATIONAL REVENUE    \$11,093,082
TRANSIT CAPITAL PROJECTS	Transit Capital Projects       \$7,736,954 Capital Reserve                 \$1,000,000	FTA Capital Assistance         \$1,171,249 LTF Article 4 FY26               \$1,540,540 SB1 SGR FY26                    \$232,505 State Grants                       \$5,792,660
	CAPITAL COSTS                \$8,736,954	CAPITAL REVENUE             \$8,736,954
STREETS AND ROADS	TSM & Bikeway Program    \$1,353,863 Maintenance-Roadway        \$268,754 Construction                    \$4,614,200 Other                               \$258,408 Transp. Planning Process       \$0	Carryover                         \$8,176,742 Interest Earnings from FY25    \$0 LTF Article 8A FY26             \$1,746,767 Transp. Planning Process       \$0 FY25 Claim Unreleased         \$0 STREETS & ROAD REV.         \$9,923,509
	Subtotal                         \$6,495,225 Capital Reserve                 \$0	EST. CARRYOVER FY26         \$3,428,284
	STREETS & ROADS COSTS    \$6,495,225	

RESOLUTION NO. 26-170

approving and authorizing execution of the 2024/25 transportation development act claims to the  
placer county transportation planning agency

WHEREAS, the California Public Utilities Code, commencing with Section 99200, and Title 21 of the California Code of Regulations, commencing with Section 6600, authorize local transportation funding available through the Local Transportation Fund and State Transit Assistance Fund established by the Transportation Development Act; and

WHEREAS, the Placer County Transportation Planning Agency is responsible for reviewing and approving annual transportation claims, and for making allocations from the Local Transportation Fund and State Transit Assistance Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Roseville hereby authorizes and directs the City Manager to execute the FY2025/26 Transportation Development Act Claims in the amount of \$12,910,937 to the Placer County Transportation Planning Agency as follows:

1. Local Transportation Funds for public transportation system purposes as authorized by Article 4, commencing with Section 99260 of the California Public Utilities Code and for streets and roads purposes authorized by Article 8, commencing with Section 99400 of the California Public Utilities Code, in an aggregate amount not to exceed \$11,394,435.
2. State Transit Assistance Funds for transit operations, as authorized by Section 99313 and Section 99314 of the California Public Utilities Code, Chapter 4, Article 6.5, in an aggregate amount not to exceed \$1,283,997.
3. State of Good Repair Funds for transit maintenance as provided by in Senate Bill 1, in an aggregate amount not to exceed \$232,505.

PASSED AND ADOPTED by the Council of the City of Roseville this 3rd day of June 2026, by the following vote on roll call:

AYES COUNCILMEMBERS: Alvord, Bernasconi, Mendonsa, Roccucci

NOES COUNCILMEMBERS: None

ABSENT COUNCILMEMBERS: Houdesheldt



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MAYOR

ATTEST:

*Cam Avalos*

---

City Clerk



## **RESOLUTION #26-24 OF THE BOARD OF DIRECTORS**

### **IN THE MATTER OF: ALLOCATION OF STATE OF GOOD REPAIR FUNDS TO THE CITY OF ROSEVILLE**

The following resolution was duly passed by the Placer County Transportation Planning Agency Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREAS, the Placer County Transportation Planning Agency has been designated by the Secretary of the State of California, Business and Transportation Agency, as the transportation planning agency for Placer County excluding that portion of the County in the Lake Tahoe Basin, pursuant to the provisions of the Transportation Development Act of 1971, Chapter 1400, Statutes of 1971; and Chapters 161 and 1002, Statutes of 1990; and Chapters 321 and 322, Statutes of 1982; and

WHEREAS, it is the responsibility of the Placer County Transportation Planning Agency, under the provisions of the Act, to review transportation claims and to make allocations of money from the State Transit Assistance Fund based on the claims; and

WHEREAS, the Auditor of each county is required to pay monies in the fund to the claimants pursuant to allocation instructions received from the Placer County Transportation Planning Agency; and

WHEREAS, the Placer County Transportation Planning Agency has reviewed the claim for funds established to be available in the State Transit Assistance fund of Placer County and has made the following findings and allocations:

1. The claimant's proposed expenditures are in conformity with the Regional Transportation Plan.
2. The level of passenger fares and charges is sufficient to enable the operator or transit service claimant to meet the fare revenue requirements of Public Utilities Code Sections 99268.2, 99268.3, 99268.4, 99268.5, and 99268.9, as they may be applicable to the claimant.
3. The claimant is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended.

4. The sum of the claimant's allocations from the State Transit Assistance Fund and from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.
5. Priority consideration has been given to claims to offset reductions in federal operating assistance and the unanticipated increase in the cost of fuel, to enhance existing public transportation services, and to meet high priority regional, countywide, or areawide public transportation needs.
6. The regional entity may allocate funds to an operator for the purposes specified in Section 6730 only if, in the resolution allocating the funds, it also finds the following:
  - a. The operator has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244. This finding shall make specific reference to the improvements recommended and to the efforts made by the operator to implement them.
  - b. For an allocation made to an operator for its operating cost, the operator is not precluded by any contract entered into on or after June 28, 1979, from employment of part-time drivers or from contracting with common carriers of persons operating under a franchise or license.
  - c. A certification by the Department of the California Highway Patrol verifying that the operator is in compliance with Section 1808.1 of the Vehicle Code, as required in Public Utilities Code Section 99251. The certification shall have been completed within the last 13 months, prior to filing claims.
  - d. The operator is in compliance with the eligibility requirements of Public Utilities Code Section 99314.6.

Allocation to the City of Roseville for State transit Assistance Funds (PUC 99313 & 99314) for the following purposes:

- Allocation of \$232,505 of FY 2025/26 SGR Funds for transit capital (section 6730a)

NOW, THEREFORE, BE IT RESOLVED that allocation instructions have been prepared in accordance with the above and are hereby approved and that the Chairperson is authorized to sign said allocation instructions and to issue the instructions to the County Auditor to pay the claimants in accordance with the above allocations.

IT IS FURTHER RESOLVED that the claimant be notified of the Placer County Transportation Planning Agency's action on their claim.

Signed and approved by me after its passage:

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Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning Agency

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Matt Click, AICP  
Executive Director

ATTEST:

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Solvi Sabol  
Clerk of the Board



ALICE DOWDIN CALVILLO  
City of Auburn  
TRINITY BURRUSS  
City of Colfax  
BEN BROWN  
City of Lincoln  
AMANDA CORTEZ  
Town of Loomis  
KEN BROADWAY  
City of Rocklin  
BRUCE HOUESHELDT  
City of Roseville  
ANTHONY DEMATTEI  
SUZANNE JONES  
Placer County  
DAN WILKINS  
Citizen Representative  
MATT CLICK  
Executive Director

June 24, 2026

Melissa Abadie  
DKS Associates  
428 J Street, Suite 340  
Sacramento, CA 95814

**SUBJECT: LETTER OF TASK AGREEMENT #26-01  
BETWEEN DKS ASSOCIATES AND THE PLACER COUNTY  
TRANSPORTATION PLANNING AGENCY TO SUPPOT THE  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY'S  
SOUTH PLACER TRANSIT INFORMATION, EDUCATION, AND TRAINING  
PROGRAM MARKETING AND GENERAL ENGAGEMENT EFFORTS**

Dear Melissa,

This letter, when countersigned, authorizes work on the “program branding for the Western Placer Consolidated Transportation Services Agency (WPCTSA)” under the Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and DKS Associates, dated March 22, 2023.

1. Incorporated Master Agreement: This letter of task agreement (LOTA #25-01) is the statement of contract- specific requirements applicable to the work effort to be undertaken by DKS Associates to provide on-going marketing and general outreach/engagement support for the WPCTSA’s South Placer Transit Information, Education, and Training Program.
2. Term: Consultant services are effective on July 1, 2026, and shall be completed in such a sequence as to ensure that timelines are met. LOT A #26-01 shall end on June 30, 2027.
3. Scope of Services: Attachment 1 of this LOT A outlines the specific scope of services for supporting the WPCTSA’s program marketing and general engagement efforts. Mike Costa, Principal Transportation Planner, will act as the Project Manager for this LOT A under the direction of the Executive Director. Melissa Abadie will act as Project Manager for this Task Agreement and provide the primary point of contact for PCTPA.
4. Compensation: DKS Associates will invoice for services rendered on a time-and-materials basis for actual services provided. Consultant will be compensated on a not to exceed amount of \$45,000.00 total for the work described in Attachment 1. Consultant will invoice monthly for work completed. Invoices will be paid within thirty (30) days of receipt.

If this Letter of Task Agreement meets with your approval, please sign and return one copy. Questions concerning this LOT A should be directed to Mike Costa, Principal Transportation Planner at (530) 823-4029.

Sincerely,

Accepted by:

\_\_\_\_\_  
Rick Carter, Deputy Executive Director    Date  
Placer County Transportation Planning Agency

\_\_\_\_\_  
Jim Damkowitz, Managing Director    Date  
DKS Associates, Sacramento

Enclosure: Attachment 1: DKS Scope of Work and Costs for WPCTSA Support

## Attachment 1: DKS Scope of Work and Costs for WPCTSA Support

The LOTA includes all the following tasks/deliverables, including on-going administration support for the WPCTSA, with a not-to-exceed amount of \$45,000. The LOTA's term shall be effective from July 1, 2026, and end June 30, 2027.

### **SOCIAL MEDIA (SIX) @ \$500 EACH** **\$ 3,000**

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DKS will provide draft and final social media posts for ongoing promotions for the WPCSTA, transit planning, and/or service-related posts. If needed, these posts will be created in English and in Spanish, and will include website links to relevant materials.

### **NEWS RELEASES (TWO) @ \$500 EACH** **\$ 1,000**

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DKS will provide draft and final news releases and handle distribution/pitches to local news media.

### **STORIES CAMPAIGN SUPPORT** **\$ 16,000**

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DKS will provide ongoing support on a time and material basis for the WPCTSA Stories Campaign including the following potential tasks:

- StoryPrompt App support to provide video editing guidance and review new video submissions.
- Creation of text-only submissions for use as social media posts and in newsletters.
- Creation of campaign materials in Spanish to broaden the reach of the campaign to Spanish speakers.
- Video editing for new submissions, audio-only, clips, and Spanish videos as needed.

### **ONGOING ADMINISTRATIVE SUPPORT** **\$ 25,000**

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DKS will provide support on a time and materials basis for a variety of tasks which may be required during FY 2026/27 including:

- Recurring administrative team meetings.
- Attendance at WPCTSA Marketing Team Meetings.
- General engagement support for WPCTSA outreach activities and transit planning functions.
- Maintaining and updating the WPCTSA marketing toolkit and associated materials as needed.

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)  
PLACER COUNTY AIRPORT LAND USE COMMISSION (PCALUC)  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY (WPCTSA)  
PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY (PCLTA)**

**CONFLICT OF INTEREST CODE**

**Revised June 24, 2026**

The Political Reform Act of 1974, as amended, (Gov. Code, § 81000, et seq.) requires state or local government agencies to adopt a Conflict of Interest Code. Each Conflict of Interest Code is only effective after it has been approved by the code reviewing body. The code reviewing body for Placer County Transportation Planning Agency, Placer County Airport Land Use Commission, Western Placer Consolidated Transportation Services Agency, and the Placer County Local Transportation Authority, hereinafter referred to in this Conflict of Interest Code as “PCTPA AGENCIES” is the Placer County Board of Supervisors.

The provisions of 2 CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission are incorporated by reference and, together with the Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **PCTPA AGENCIES**.

Individuals holding designated positions shall file their statements of economic interest with **PCTPA AGENCIES**. Thereafter **PCTPA AGENCIES’** Executive Director shall review all statements of economic interest to ensure that no apparent conflict exists within the **PCTPA AGENCIES** and shall initial each statement of economic interest after his or her review is complete. Upon completion of the review process, **PCTPA AGENCIES** shall make and retain copies of the statements of economic interests and forward the originals to the designated Filing Officer, the Placer County Elections Division.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN APPENDIX A.**

**APPROVED AND ADOPTED** this 24<sup>th</sup> day of June 2026:

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Matt Click, AICP  
Executive Director

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY (PCTPA)**

**DISCLOSURE CATEGORIES**

**Category 1:** All investments, business positions in business entities, and sources of income, including gifts, loans, and travel payments, from, business entities of the type that contract with, or provide services, goods, machinery, equipment, or services utilized by PCTPA.

**Category 2:** All interests in real property which are located in whole or in part within or not more than two (2) miles outside the jurisdiction of PCTPA.

**Category 3:** Investments, business positions in business entities, and sources of income, including gifts, loans, and travel payments, from, business entities of the type that contract with, or provide services, goods, machinery, equipment, or services purchased or leased by the designated position’s division.

**DESIGNATED POSITIONS**

<u>CLASSIFICATION</u>	<u>DISCLOSURE CATEGORIES</u>
Members of the Board of Directors	1, 2, 3
Alternate Member of the Board of Directors	1, 2, 3
Executive Director	1, 2, 3
Deputy Executive Director	1, 2, 3
Senior Engineer	1, 2, 3
Associate Engineer	1, 2, 3
Fiscal/Administrative Officer	1
Accounting Specialist	1
Planning Administrator/Board Secretary I	1
Planning Administrator/Board Secretary II	1
Planning Administrator/Board Secretary III <sup>1</sup>	1
Principal Planner/Director of Planning <sup>1</sup>	1
Senior Transportation Planner	1, 2, 3
Associate Planner	1, 2, 3
Assistant Planner	1, 2, 3
General Counsel	1, 2, 3
Consultants*	*
New Positions*	*

\* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements specified above. Such written determination shall include a description of the consultant’s or new position’s duties and based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov’t Code § 81008.)

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<sup>1</sup>Levels I and II reflect experience and qualifications within the same classification.

**A JOINT RESOLUTION OF THE  
PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
PLACER COUNTY AIRPORT LAND USE COMMISSION  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
PLACER COUNTY LOCAL TRANSPORTATION AUTHORITY**

**IN THE MATTER OF: AMENDING THE PCTPA  
AGENCIES CONFLICT OF INTEREST CODE**

**RESOLUTION: 26-25**

The following resolution was duly passed by the Placer County Transportation Planning Agency, Placer County Airport Land Use Commission, Western Placer Consolidated Transportation Services Agency, and the Placer County Local Transportation Authority, hereinafter referred to as “PCTPA AGENCIES”, Board of Directors at a regular meeting held June 24, 2026 by the following vote on roll call:

Ayes:

Noes:

Abstain:

Absent:

**WHEREAS**, the Political Reform Act of 1974, as amended (California Gov. Code, § 81000, et seq.) requires every state or local agency to adopt and promulgate a Conflict of Interest Code. Each and every Conflict of Interest Code is only effective after it has been approved by the code reviewing body (Gov. Code, § 87303). The code reviewing body for PCTPA AGENCIES is the Placer County Board of Supervisors (Gov. Code, § 82011, subd. (b)); and

**WHEREAS**, a regulation adopted by the Fair Political Practices Commission, 2 CCR 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories, shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code Sections 87300 and 87306; and

**WHEREAS**, PCTPA AGENCIES have recently reviewed its positions, and the duties of each position and has determined that changes to its current conflict of interest code are necessary; and

**WHEREAS**, any earlier resolutions, bylaws, and/or appendices containing PCTPA AGENCIES conflict of interest code shall be rescinded and superseded by this resolution and the attached Conflict of Interest Code;

**NOW, THEREFORE, BE IT RESOLVED** that the PCTPA AGENCIES hereby adopts the attached Conflict of Interest Code, including its Appendix of Designated Positions and Disclosure Categories.

Signed and approved by me after its passage.

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Ken Broadway, Chair Pro Tem  
Placer County Transportation Planning

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Matt Click, AICP  
Executive Director

Attest:

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Solvi Sabol, Clerk of the Board



**Consolidated  
Transportation  
Services Agency**

## ***MEMORANDUM***

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**TO: WPCTSA Board of Directors**

**DATE: June 24, 2026**

**FROM: Matt Click, Executive Director**

**SUBJECT: CONSENT CALENDAR**

Below are the Consent Calendar items for the June 24, 2026, agenda for your review and action.

**1. Approve the FY 2026/27 WPCTSA Budget**

On May 27, 2026, staff presented the attached FY 2026/27 budget to the WPCTSA Board of Directors. A detailed overview of both programmed revenues and expenses was provided during the presentation, noting that this was a preliminary budget prepared with support from PCTPA's Transit Operators Working Group (TOWG) and other partnering WPCTSA stakeholders. No changes have been made to the programming of revenues and expenditures in the FY 2026/27 budget since it was presented to the WPCTSA Board in May.

Staff recommends that the WPCTSA Board of Directors approve the FY 2026/27 WPCTSA budget as proposed and attached.

MC:ss:mbc

## Attachment 1: Western Placer CTSA FY 2026/27 Budget

June 2026

Operating Expenditures	FY 2027 Budget Proposed	FY 2026 Budget Amendment #2 Adopted	Difference Proposed vs. Adopted
PCTPA Staff Administration - Per PCTPA OWP WE #23,24 (1)	\$ 304,648	\$ 330,288	\$ (25,640)
Legal Services	\$ 7,500	\$ 7,500	\$ -
Placer Collaborative Network (PCN) Membership	\$ 250	\$ 250	\$ -
Accounting Services	\$ 500	\$ 500	\$ -
Fiscal Auditors (TDA)	\$ 6,300	\$ 6,300	\$ -
Outreach (2)	\$ 125,000	\$ 125,000	\$ -
Direct Expenses (3)	\$ 14,000	\$ 10,000	\$ 4,000
Subtotal PCTPA Administration	\$ 458,198	\$ 479,838	\$ (21,640)
<b>Programs</b>			
Placer Rides - Seniors First and MOVE (4) (5)	\$ 555,000	\$ 555,232	\$ (232)
Transit Planning (6)	\$ 80,000	\$ 80,000	\$ -
Short Range Transit Plans (7)	\$ -	\$ -	\$ -
Bus Pass Subsidy Program (8)	\$ 5,000	\$ 5,000	\$ -
South Placer Transit Information Center (Call Center) (9)	\$ 465,000	\$ 470,000	\$ (5,000)
Transit Ambassador Program (10)	\$ -	\$ -	\$ -
Mobility Training Program (11)	\$ -	\$ -	\$ -
Transit Training and Education Program (12)	\$ 150,000	\$ 150,000	\$ -
Placer 211 (13)	\$ 30,000	\$ 30,000	\$ -
South Placer Transit Project Funding Commitment (14)	\$ 350,000	\$ 350,000	\$ -
Sierra College Transit Pass and TNC Subsidy Pilot Support (15)	\$ -	\$ -	\$ -
Countywide Bus Stop Needs Assessment (16)	\$ -	\$ 150,000	\$ (150,000)
Long Range Transit Plan (17)	\$ 300,000	\$ -	\$ 300,000
Regional ADA Eligibility Platform for Transit Operators (18)	\$ 20,000	\$ 20,000	\$ -
Subtotal Existing & New Programs	\$ 1,955,000	\$ 1,810,232	\$ 144,768
<b>Subtotal Operating Expenditures</b>	<b>\$ 2,413,198</b>	<b>\$ 2,290,070</b>	<b>\$ 123,128</b>
Operating Reserve (19)	\$ 430,583	\$ 526,648	\$ (96,065)
<b>Total Operating Expenditures</b>	<b>\$ 2,843,781</b>	<b>\$ 2,816,718</b>	<b>\$ 27,063</b>

Operating Revenues	FY 2027 Budget Proposed	FY 2026 Budget Amendment #2 Adopted	Difference
FY 2026/27 LTF Article 4.5 (20)	\$ 1,594,324	\$ 1,462,272	\$ 132,052
FY 2026/27 State Transit Assistance PUC 99313 (21)	\$ 132,689	\$ 147,026	\$ (14,337)
Interest Income (22)	\$ 120	\$ 120	\$ -
Carryover (23)	\$ 1,116,648	\$ 1,207,300	\$ (90,652)
<b>Total Operating Revenue</b>	<b>\$ 2,843,781</b>	<b>\$ 2,816,718</b>	<b>\$ 27,063</b>

Operating Revenue to Expenditure Comparison	Proposed	Adopted	Difference
<b>Fund Balance (Carryover)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>

### Notes

1. Adjusted per WPCTSA costs identified in FY 2026/27 PCTPA OWP Work Elements #23 and #24
2. Outreach includes implementation of the WPCTSA Marketing Plan (approved in Jan. 2023), consisting of creating the OSS website, setting up a Customer Relationship Management (CRM) database for performance tracking, preparing marketing collateral, and re-branding program efforts
3. Direct expenses include auto, meeting, professional membership, conference & training, postage, and travel reimbursements
4. Seniors First contract ends June 30, 2026
5. Per WPCTSA-MOVE Stanislaus Transportation, Inc. contract for Placer Rides Program admin. that begins July 1, 2026
6. Set-aside for planning consultant services as needed for various programs, including general transit planning and marketing efforts
7. Short-range transit planning work concluded in June 2025.
8. Bus pass reimbursement for participating social service organizations to be promoted more in FY 2026/27
9. Per new MOU with Roseville to operate South Placer Call Center, effective July 1, 2027
10. Transit Ambassador program discontinued in FY 2025/26
11. Mobility Training program discontinued in FY 2025/26
12. Per MOU with Roseville, effective July 1, 2026, Transit Training and Education program and integrates components of the former Transit Ambassador and Mobility Training programs into one program to maximize efficiency and effectiveness of program delivery and maintain general terms/provisions established for regional transit outreach/education/training activities
13. Continued Placer 211 Agreement with Placer County Health and Human Services for FY 2026/27
14. Committed funding proposed for South Placer Transit Express project from FY 2025/26 WPCTSA budget (carry-over reserve)
15. Sierra College (SC) Transit Pass and TNC Subsidy pilot program and funding support ended June 30, 2025 (continued by SC and transit operators)
16. Bus stop facilities assessment and improvement plan project anticipated to be completed by June 30, 2026
17. Proposed funding to be held for a long-range transit plan during FYs 2027-2029, which will help inform future RTP planning efforts
18. Annual funding to Spare for regional Americans with Disabilities Act (ADA) eligibility platform on GO South Placer microtransit app in FY 2026/27
19. The operating reserve is 17.8% of FY 2026/27 operating expenses
20. Assumes an approximately 4.5% WPCTSA allocation based on the preliminary FY 2026/27 LTF apportionment from February 2026
21. Assumes a 4.5% WPCTSA allocation based on the preliminary FY 2026/27 STA apportionment from February 2026
22. Interest income estimate for FY 2026/27
23. Estimated FY 2025/26 carryover amount, which includes FY 2025/26 operating reserve, for FY 2026/27



## *MEMORANDUM*

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**TO:** Airport Land Use Commission

**DATE:** June 24, 2026

**FROM:** Matthew Click, Executive Director

**SUBJECT:** CONSENT CALENDAR

Below is the Consent Calendar for the June 24, 2026, agenda for your review and action.

**1. Approve Placer County Airport Land Use Compatibility Plan On-Call Technical Services: Mead & Hunt Letter of Task Agreement #26-01 - \$10,000**

Mead & Hunt will provide on-call technical services to assist PCTPA staff with implementation of the Placer County Airport Land Use Compatibility Plan (ALUCP). Services may include technical review, coordination, and support activities related to ALUCP implementation, as well as the development and delivery of training workshop(s) for local jurisdiction staff. Consultant will be compensated on a time-and-materials basis in an amount not to exceed \$10,000. Staff recommend approval of Letter of Task Agreement #26-01. The PCTPA TAC concurs with this recommendation.

DM:ss:mbc



PLACER COUNTY  
AIRPORT LAND USE  
COMMISSION

ALICE DOWDIN CALVILLO  
City of Auburn  
TRINITY BURRUSS  
City of Colfax  
BEN BROWN  
City of Lincoln  
AMANDA CORTEZ  
Town of Loomis  
KEN BROADWAY  
City of Rocklin  
BRUCE HOUESHELDT  
City of Roseville  
ANTHONY DeMATTEI  
SUZANNE JONES  
Placer County  
DAN WILKINS  
Citizen Representative  
MATT CLICK, AICP  
Executive Director

June 24, 2026

Maranda Thompson, Vice President  
Mead & Hunt, Inc.  
1360 19<sup>th</sup> Hole Drive, Suite 200  
Windsor, CA 95492

**RE: LETTER OF TASK AGREEMENT #26-01  
BETWEEN PLACER COUNTY TRANSPORTATION PLANNING AGENCY  
AND MEAD & HUNT, INC.**

Dear Ms. Thompson:

This letter, when countersigned, authorizes work under the “Master Agreement between the Placer County Transportation Planning Agency (PCTPA) and Mead & Hunt, Inc.” dated June 24, 2020.

1. Incorporated Master Agreement: The terms of the Master Agreement are hereby incorporated by reference as though fully set forth herein. Letter of Task Agreement (LOTA) 26-01 is the statement of contract specific requirements applicable to the work effort to be undertaken by Mead & Hunt.
2. Term: Consultant services for LOTA #26-01 shall commence July 1, 2026, and continue through June 30, 2027. LOTA #26-01 also extends Section 4, *Term* of the “Airport Land Use Compatibility Planning Services Master Agreement” through June 30, 2027, pursuant to Section 16, *Contract Amendments*. Additional extensions may be made with the agreement of both parties. During the term of this contract, Consultant shall not undertake any work that constitutes or could reasonably be perceived as constituting a conflict with the interest of PCTPA.
3. Scope of Services: Consultant shall provide on-call technical services to assist PCTPA staff with implementation of the Placer County Airport Land Use Compatibility Plan (ALUCP). Services may include technical review, coordination, and support activities related to ALUCP implementation, as well as the development and delivery of training workshop(s) for local jurisdiction staff.
4. Personnel: Consultant shall furnish all personnel necessary to perform the services described herein. The Consultant shall also be responsible for providing all administrative support, overhead, and related business expenses required to complete the on-call technical services.
5. Compensation: For services rendered under this Agreement, the Consultant shall be compensated on a time-and-materials basis in an amount not to exceed \$10,000. Consultant shall submit monthly invoices for services performed during the preceding billing period. Each invoice shall identify the work completed and the associated costs for each task. No retainage shall be





**TO:** Placer County Airport Land Use Commission **DATE:** June 24, 2026

**FROM:** David Melko, Principal Transportation Planner

**SUBJECT:** **9:00 A.M. - PUBLIC HEARING: CONSISTENCY DETERMINATION FOR PLACER COUNTY HOUSING ELEMENT PROGRAMS HE-41 AND HE-42 ZONING TEXT AMENDMENTS**

**ACTION REQUESTED**

1. Conduct a public hearing to consider whether the Placer County Programs HE-41 and HE-42 Zoning Text Amendments (ZTAs) are consistent with the Placer County Airport Land Use Compatibility Plan.
2. Determine that the proposed amendments are consistent with the Placer County Airport Land Use Compatibility Plan, subject to the condition clarifying that the ALUC shall complete its consistency determination within 30 days after Placer County, as the lead agency, deems the application complete, in accordance with Government Code Section 65943.
  - a. Program HE-41 Emergency Shelters and Low-Barrier Navigation Centers ZTA.
  - b. Program HE-42 Residential Care Home/Group Home ZTA.
3. Authorize the Executive Director to sign and submit a consistency determination letter for Programs HE-41 and HE-42 to Placer County.

**BACKGROUND**

The Placer County Transportation Planning Agency (PCTPA) serves as the Airport Land Use Commission (ALUC) for Placer County’s three public-use airports. ALUCs protect public health, safety, and welfare by promoting the orderly expansion of airports and ensuring compatibility between airports and surrounding land uses. To fulfill these responsibilities, ALUCs adopt an Airport Land Use Compatibility Plan and review local agency plans, regulations, and other actions for consistency with that plan.

***Placer County Airport Land Use Compatibility Plan (ALUCP)***

The 2021 ALUCP includes compatibility plans for each of Placer County’s public-use airports. These plans establish land use compatibility criteria and zones based on noise, safety, airspace protection, and overflight considerations, and identify the types of actions subject to ALUC review.

***Consistency Requirement***

State law requires ALUC review of General Plans, Community Plans, Specific Plans, and Master Plans—and any amendments to those plans—as well as zoning ordinance amendments and rezonings affecting land within an airport influence area to ensure consistency with the ALUCP.

**PROPOSED ACTION**

Placer County requests that the ALUC conduct a public hearing and determine whether the proposed ZTAs implementing the County’s Housing Element Programs HE-41 and HE-42 are consistent with the ALUCP, pursuant to Section 2.4.1(3) of the Plan and California Public Utilities Code Section 21676(b).

**PUBLIC HEARING:  
CONSISTENCY DETERMINATION FOR PLACER COUNTY HOUSING ELEMENT  
PROGRAMS HE-41 AND HE-42 ZONING TEXT AMENDMENTS  
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**Program HE-41: Emergency Shelters and Low-Barrier Navigation Centers**

The Placer County Housing Element includes Program HE-41, which commits the County to amending its Zoning Ordinance to comply with State law and facilitate emergency shelters, supportive housing, and services for individuals experiencing homelessness.

The proposed Zoning Text Amendment (ZTA) updates definitions and permits Emergency Shelters and Low-Barrier Navigation Centers by right (without discretionary review) in all zoning districts that allow multifamily residential uses, including mixed-use and nonresidential districts where multifamily housing is permitted. The amendments also clarify that 100-percent affordable housing projects containing a qualifying proportion of supportive housing are permitted and processed by right in all multifamily and mixed-use zones, subject to County development standards.

The ZTA applies to the following zoning districts:

- Commercial Planned Development (CPD)
- General Commercial (GC)
- Highway Services (HS)
- Mixed Use Community (MUC)
- Neighborhood Commercial (NC)
- Office and Professional (OP)
- Residential Multifamily (RM)
- Business Park (BP)
- Residential Multifamily 30 (RM-30)

All proposed uses will require a Zoning Clearance, a ministerial review confirming compliance with applicable zoning standards. Low-Barrier Navigation Centers within the Government Center Master Plan area will also require a Conditional Use Permit (CUP).

**Program HE-42: Residential Care Home / Group Home Zoning Text Amendment**

The Placer County Housing Element includes Program HE-42, which commits the County to updating definitions and development regulations to permit residential care homes consistent with State law.

The proposed Zoning Text Amendment (ZTA) amends the County's Zoning Ordinance and the Placer County Government Center Master Plan by establishing two classifications of licensed residential care homes: (1) licensed nonmedical residential care homes serving 7 to 16 residents with no medical services, and (2) licensed nonmedical residential care facilities serving more than 16 residents and/or operating in a manner similar to apartments or multifamily housing.

The ZTA applies to the following zoning districts:

- Agricultural Exclusive
- Farm
- Commercial Planned Development
- General Commercial
- Highway Services
- Mixed Use Community

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- Neighborhood Commercial
- Office and Professional
- Resort
- Residential Agricultural
- Residential-forest
- Residential Multifamily
- Residential Multifamily 30
- Residential Single-Family

Licensed nonmedical residential care homes serving 7 to 16 residents would require a Minor Use Permit (MUP) in zoning districts that allow single-family residential uses. Licensed nonmedical residential care facilities serving more than 16 residents, or operating similarly to apartments or multifamily housing, will be permitted and processed as multifamily residential uses under the same standards applicable to multifamily dwellings. In all other zoning districts, these uses will require a Zoning Clearance.

**Additional Information**

Placer County provides information on the development process, opportunities for public participation, and updates on Planning Commission and Board of Supervisors hearings and adoption through its [Emergency Shelter ZTA information](#) and [Residential Care Home ZTA information](#) webpages.

Additional details on the proposed ZTAs are provided in the following attachments to this staff report:

- Attachment 1: Program HE-41 Draft ZTA and Draft Placer County Government Center Master Plan Amendment.
- Attachment 2: Program HE-42 Draft ZTA and Draft Placer County Government Center Master Plan Amendment.

In the attachments, **bold and underlined text** indicates proposed new language, while ~~strikethrough text~~ indicates language proposed for deletion.

***Public Notice***

ALUC review requires public notice to be provided at least ten days prior to the hearing. Notice of the public hearing was published in the *Auburn Journal* and the *Lincoln Messenger* on June 13 and 19, 2026, respectively. Notice was also posted on the PCTPA website and distributed by email to interested stakeholders.

**DISCUSSION**

***Prior Consistency Reviews***

Programs HE-41 and HE-42 of the Placer County Housing Element have been previously reviewed by the ALUC through prior Housing Element and Zoning Ordinance amendment actions. In February 2021, the ALUC found the Public Review Draft Housing Element 2021–2029 and Housing Element Rezones Project consistent with the 2021 ALUCP, subject to conditions. In April 2021, the ALUC determined the Housing-Related Code Amendments were consistent with the ALUCP. In November

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2023, the ALUC further found the County’s General Plan and Zoning Ordinance consistent with the ALUCP. As a result of these determinations, responsibility for day-to-day implementation of the ALUCP was delegated to the County Planning Services Division.

***Programs HE-41 and HE-42 Consistency Review***

ALUC review is required because the proposed Zoning Text Amendments (ZTAs) amend the County’s Zoning Ordinance and affect lands within the ALUC’s jurisdiction, generally within two miles of a public-use airport. The ZTAs implementing Housing Element Programs HE-41 and HE-42 are programmatic in nature; they do not modify base zoning districts, increase allowable densities, or approve specific development projects.

Any future development facilitated by the ZTAs will remain subject to the ALUCP and require separate consistency determinations, as applicable. The ALUCP limits land use types, densities, and intensities within airport compatibility zones and requires mitigation of airport-related noise impacts. The ZTAs also require projects within an Airport Influence Area to be referred to the ALUC for consistency review. In this regard, staff recommend clarifying that the ALUC shall complete its consistency determination within 30 days after the County, as the lead agency, deems the application complete, in accordance with Government Code Section 65943. Future entitlements are expected to include Zoning Clearances, Minor Use Permits (MUPs), and, in limited cases, Conditional Use Permits (CUPs). These reviews are typically delegated to the Executive Director and do not require Commission action. The number of future reviews is unknown, and staff will evaluate the need for updated review fees during the next fee schedule cycle in Spring 2027.

***Staff Recommendation***

Before Placer County can take final action on the Housing Element Program HE-41 and HE-42 Zoning Text Amendments (ZTAs), the ALUC must determine whether the amendments are consistent with the ALUCP. The ALUC may find the amendments: (1) consistent, (2) consistent with conditions, or (3) inconsistent due to identified conflicts.

Staff recommend that the ALUC find the proposed HE-41 and HE-42 ZTAs are consistent with the ALUCP, subject to the condition clarifying that the ALUC shall complete its consistency determination within 30 days after Placer County, as the lead agency, deems the application complete, in accordance with Government Code Section 65943. Staff also recommend authorizing the Executive Director to sign and submit a consistency determination letter to Placer County. The PCTPA Technical Advisory Committee (TAC) concurs with these recommendations.

DM:ss:mbc

Attachment 1: Program HE-41 Draft ZTA and Draft Placer County Government Center Master Plan Amendment  
Attachment 2: Program HE-42 Draft ZTA and Draft Placer County Government Center Master Plan Amendment

**Agenda Item K**

*Attachment 1*

**Program HE-41: Emergency Shelters & Low-Barrier Navigation**

**Centers Zoning Text Amendments**

May 26, 2026

Matt Click, Executive Director  
Placer County Transportation Planning Agency  
2260 Douglas Boulevard, Suite 120  
Roseville, CA 95661

Subject: Request for Determination of Consistency for HE-41 Zoning Text Amendment by the Placer Airport Land Use Commission (ALUC)

Dear Mr. Click:

Placer County is requesting that the Airport Land Use Commission (ALUC) conduct a hearing and provide a determination of consistency in accordance with Section 2.4.1(3) of the *Airport Land Use Compatibility Plan* and Public Utilities Code Section 21676(b).

This request concerns a proposal to amend the Placer County Zoning Ordinance to implement Placer County Housing Element Program HE-41. In accordance with HE-41, the zoning text amendment proposes to update the Zoning Ordinance to ensure that Emergency Shelters and Low-Barrier Navigation Centers (LBNCs) are allowed in zoning districts that permit multifamily uses, including mixed-use and nonresidential zone districts where multifamily is allowed, and to clarify that qualifying Supportive Housing is processed in the same zone districts and manner as other multifamily residential uses, subject to the County's objective development standards.

Further details regarding the proposed amendment are included in the following attachment:

- Attachment A: Draft Zoning Text Amendment
- Attachment B: Draft Placer County Government Center Master Plan Amendment

Should you have any questions, please feel free to contact Assistant Planner Santiago Garcia Martin at (530) 745-3121 or [sgarciamartin@placer.ca.gov](mailto:sgarciamartin@placer.ca.gov).

Sincerely,



Christopher Pahule  
Placer County Planning Director

## Attachment A

### DRAFT Placer County Chapter 17 Amendments

Section numbers identify the section of the Placer County Code with proposed amendments. Under each section number heading, text shown in **bold and underlined** is proposed new text and text shown in ~~strike through~~ is proposed to be removed.

\*\*\*\*\*

17.04.030 Definitions of land uses, specialized terms and phrases.

\*\*\*\*\*

"Emergency shelter" means a facility or use ~~that, which~~ provides temporary **or interim** housing (six months or less) for homeless individuals or families. ~~and may involve supplemental services. Supplemental services may include, but are not limited to, meal preparation, an activities center, day care for homeless person's children, vocational rehabilitation and other similar activities.~~ **Emergency shelters include, but are not limited to, traditional shelters, low-barrier navigation centers, bridge housing, and recuperative or respite care. Emergency shelters may provide on-site supportive services such as meal preparation, case management, healthcare, behavioral health care, job readiness training, childcare, or other similar services.** This definition does not include such emergency shelters as may be provided for relief following a natural disaster or during a state of emergency or those provided at a house of worship less than five days in any 30 day period (see Section 17.56.295).

\*\*\*\*\*

**"Low barrier navigation center" means a low barrier, service enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. A low barrier navigation center may be non-congregate and relocatable. "Low barrier" is a type of shelter that reduces barriers to entry, including but not limited to the following:**

- 1. The presence of partners if the facility is not population-specific (for example, survivors of domestic violence or sexual assault, women, or youth).**
- 2. Pets.**
- 3. The storage of possessions.**
- 4. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.**

\*\*\*\*\*

"Supportive housing" means a facility that provides housing with no limit on length of stay, that is occupied by the target population, as defined by Section 53260(d) **65582** of the California Health and Safety **Government** Code, and that is linked to on-site or off-site services that assist the tenant to retain the housing, improve his or her health status, maximize their ability to live and, when possible, to work in the community. Supportive housing can take the form of a single-family or multifamily dwelling unit(s). Supportive housing shall be considered residential and only subject to those restrictions that apply to the same single-family or multifamily residential use type in the same zone.

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.06 – Zoning Districts Established, Section 17.06.050 (D) is hereby amended as follows:

17.06.050 Land use and permit tables.

\*\*\*\*\*

D. Tables. The following tables, and the lists of allowable uses in Sections 17.06.060 et seq., contain the same requirements for allowable uses and land use permit requirements. The tables in this section are for convenience, to simultaneously show all zone districts, the uses allowed within them, and the permit requirements applicable to each use.

LAND USE TYPES	ZONE DISTRICTS																						
	RESIDENTIAL					COMMERCIAL								INDUSTRIAL				AGRICULTURAL, RESOURCE OPEN SPACE					
	RS	RM	RM 30	RA	RF	C1	C2	C3	CPD	HS	OP	RES	MU	AP	BP	IN	INP	AE	F	FOR	O	TPZ	W
*****																							
Residential Uses																							
*****																							
<u>Low barrier navigation center (Section 17.56.297)</u>		<u>C</u>	<u>C</u>			<u>C</u>	<u>C</u>		<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>		<u>C</u>								
*****																							
<u>Supportive housing (Section 17.56.293)</u>		<u>C</u>	<u>C</u>			<u>C</u>	<u>C</u>		<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>		<u>C</u>								
*****																							
Multifamily dwellings	*1	C	C			C	C		C	MUP	MUP	<u>MUP</u> <u>C</u>	C										
*****																							

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.20 – Commercial Planned Development (CPD) District, Section 17.20.010 (B) is hereby amended as follows:

17.20.010 Commercial Planned Development (CPD)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the CPD zone district as provided by Sections 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter. See also subsection C of this section for permit requirements where a proposed site is to be subdivided.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
---------------------	-----------------	--------------------------------

Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.22 – General Commercial (C2) District, Section 17.22.010 (B) is hereby amended as follows:

17.22.010 General commercial (C2)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the C2 zone district as provided by Sections 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.26 – Highway Services (HS) District, Section 17.26.010 (B) is hereby amended as follows:

17.26.010 Highway Services (HS)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the HS zone district as provided by Section 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		

<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.27 – Mixed Use Community (MU) District, Section 17.27.010 (B) is hereby amended as follows:

17.27.010 Mixed use community (MU)

\*\*\*\*\*

C. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the MU district as provided by Section ~~17.06.050~~ **17.06.030 et seq. (Allowable land uses and permit requirements)**, subject to the land use permit and minimum lot area shown for each use, applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.30 – Neighborhood Commercial (C1) District, Section 17.30.010 (B) is hereby amended as follows:

17.30.010 Neighborhood commercial (C1)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the C1 zone district as provided by Sections 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>

<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.32 – Office And Professional (OP) District, Section 17.30.010 (B) is hereby amended as follows:

17.32.010 Office and Professional (OP)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the OP zone district as provided by Sections 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.34 – Resort (RES) District, Section 17.30.010 (B) is hereby amended as follows:

17.34.010 Office and Professional (RES)

\*\*\*\*\*

C. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RES zone district as provided by Sections 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>

<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.48 – Residential Multifamily (RM) District, Section 17.48.010 (B) is hereby amended as follows:

17.48.010 Residential multifamily (RM)

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RM zone district as provided by Section 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.38 – Business Park (BP) District, Section 17.38.010 (B) is hereby amended as follows:

17.38.010 Business Park (BP)

\*\*\*\*\*

B. Allowable land uses and permit requirements. The land uses allowed in the BP zone district are limited to the following, and any uses determined to be similar in character, as provided by Section 17.02.050 (Interpretation— Allowable Uses of Land), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter. See also subsection C of this section for permit requirements where a proposed site is to be subdivided

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>

*****		
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Placer County Code Chapter 17, Article 17.49 – Residential Multifamily 30 (RM30) District, Section 17.49.010 (B) is hereby amended as follows:

17.49.010 Residential multifamily 30 (RM30)

\*\*\*\*\*

1. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RM30 zone district as provided by Section 17.06.030 et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

ALLOWABLE LAND USES	LAND USE PERMIT	SPECIFIC STANDARDS IN SECTION:
Residential Uses		
*****		
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>17.56.297</u></b>
<b><u>Supportive housing</u></b>	<b><u>C</u></b>	<b><u>17.56.293</u></b>
*****		

**Section 13.** Placer County Code Chapter 17, Article 17.54 – General Development Regulations, Section 17.54.060 (B) is hereby amended as follows:

17.54.060 Parking space requirements by land use

\*\*\*\*\*

Residential Land Uses	Number of Accessible Spaces Required
*****	
<b><u>Emergency shelter</u></b>	<b><u>See Section 17.56.295</u></b>
*****	
<b><u>Low barrier navigation center</u></b>	<b><u>See Section 17.56.297</u></b>
*****	
<b><u>Supportive housing</u></b>	<b><u>See Section 17.56.293</u></b>
*****	

\*\*\*\*\*

Placer County Code Chapter 17, Article 17.56 – Specific Use Requirements, Section 17.56.295 is hereby amended as follows:

17.56.295 Emergency shelters

When allowed by Section 17.06.050 et seq. (Land use and permit tables) in the zone applicable to a site, an emergency shelter in a fixed location is subject to the requirements of this section.

- A. Location. Emergency shelter programs shall not be located within 300 feet of any other emergency shelter, or other similar program, unless such program is located within the same building or on the same lot. ~~A use permit shall be required for any emergency shelter proposed on a parcel located within 500 feet from any elementary school, or secondary school, or any zone where emergency shelters are not permitted.~~
- B. Development Standards. Comply with development standards for the zoning district where proposed, and applicable design guidelines.
- C. Business Practices. The emergency shelter must comply with the following business practices:
  - 1. The emergency shelter shall be in compliance with all building codes and fire standards;
  - 2. ~~Adequate security lighting for parking lots, common areas, and access areas;~~ **Facilities shall provide exterior lighting on pedestrian pathways and parking lot areas on the property. Lighting shall reflect away from residential areas and public streets;**
  - 3. A minimum of ~~two on-site staff and one on-call manager or supervisor~~ **is required at each emergency shelter.** ~~plus additional trained staff and volunteers for each shelter. On-site or on-call management shall be provided during hours of operation; and~~
  - 4. A Neighborhood Relations Plan shall be ~~developed with~~ **created by** the program operators. The plan shall include a contact **information** for questions and concerns, ~~coordination with the Sheriff's office, and other provisions for addressing potential neighborhood concerns. These provisions shall include hours of operation, a~~ **description of** daily operations, intake and discharge hours, ~~use of outdoor areas, and client rules of conduct.~~
- D. Parking. One off-street parking **space per staff member on the largest shift** shall be provided **or the number of parking spaces required for other residential or commercial uses within the same zone district, whichever is less. If the site is located within a one-half-mile radius of a major transit stop, no minimum automobile parking spaces are required** ~~based upon a demonstrated need; however, the parking standard shall not require more parking than for other residential or commercial uses within the same zone. As a guideline, an emergency shelter shall provide at a minimum one space designated exclusively for the manager and one space for each employee on the site. All parking is required to be off-street and on-site.~~
- E. Security during hours of operation. The emergency shelter provider shall **provide on-site security during all hours when the shelter is in operation and** submit a security plan. The **security** plan shall **include the following components:** security cameras, lighting, **and a description of** intake and discharge hours and procedures.
- F. Emergency shelters are encouraged to be located no more than one-half mile from an existing bus route, or provide transportation between the facility and a transit corridor or bus line. Emergency shelters are also encouraged to be in proximity to services including, but not limited to, case management, job service programs, and grocery stores or provide transportation between the facility and such services.

- G. Emergency shelters proposed within an Airport Influence Area shall be referred to the Airport Land Use Commission for a determination of consistency with the compatibility policies set forth in the Airport Land Use Compatibility Plan. Determination shall occur within **30 days pursuant to California Government Code Section 65943** .

(Ord. 5647-B § 9, 2011; Ord. 5858-B § 2, 2017; **Ord. [ ]-B § , 2026**)

Placer County Code Chapter 17, Article 17.56 – Specific Use Requirements, is hereby amended to add Section 17.56.293 as follows:

**17.56.293 Supportive Housing**

**When allowed by Section 17.06.050 et seq. (Land use and permit tables) in the applicable zone, a supportive housing project is subject to the requirements of this section.**

A) **General Requirements. Supportive housing shall be allowed in zones where multifamily and mixed uses are permitted, including non-residential zones permitting multifamily uses, provided the proposed development satisfies all of the requirements in this section.**

1. **All dwelling units are subject to a recorded affordability restriction for not less than 55 years.**
2. **100 percent of the dwelling units, excluding manager’s units, are restricted to lower-income households, as defined in Health and Safety Code § 50079.5, and are or will be receiving public funding to ensure affordability. Rents shall conform to limits established by the applicable funding program.**
3. **At least 25 percent of the dwelling units, or 12 units, whichever is greater, shall be restricted to residents who meet the criteria of the target population as defined in Government Code § 65582. If the development contains fewer than twelve (12) units, all units, excluding manager’s units, shall be restricted to supportive housing residents.**
4. **Multifamily housing projects consisting of 100 percent affordable developments that include a percentage of supportive housing units, either 25 percent or 12 units, whichever is greater, shall be permitted without a conditional use permit or other discretionary review in all zoning districts where multifamily or mixed-use development is permitted.**
5. **The developer shall provide the Planning Services Division with all information required by Government Code § 65652.**
6. **Non-residential floor area shall be provided for on-site supportive services and administrative office space as follows:**
  - a. **For a development with 20 or fewer total units, at least 90 square feet shall be provided for on-site supportive services.**

- b. For a development with more than 20 units, at least three percent of the total floor area shall be provided for on-site supportive services limited to tenant use, including but not limited to community rooms, case-management offices, computer rooms, and community kitchens.
- c. Administrative office space shall not exceed 25 percent of the total non-residential floor area.
7. Any existing dwelling units on the site shall be replaced consistent with paragraph (3) of subdivision (c) of Government Code § 65915.
8. Each dwelling unit, excluding manager's units, shall contain at least one bathroom and a kitchen or other cooking facilities including, at minimum, a stovetop, sink, and refrigerator.
9. If the proposed development is located within an area meeting the population thresholds in Government Code § 65651(a)(9), the development shall not exceed fifty (50) units to qualify as a by-right use, unless the County adopts a higher limit pursuant to that statute.

**B) Development Standards.**

1. Supportive housing shall comply with all objective development and design standards applicable to the zone district in which it is located.
2. Review of a supportive housing development to determine compliance with objective standards shall be conducted consistent with subdivision (f) of Government Code § 65589.5 and shall not constitute a "project" under Division 13 (commencing with § 21000) of the Public Resources Code.
3. Any discretion exercised by the County in determining whether a project qualifies as a use by right pursuant to this section does not affect that determination.

**C) Parking.**

1. No minimum automobile parking requirement shall be imposed if the project site is located within one-half mile walking distance of a public transit stop.
2. For eligible supportive housing developments outside the transit radius, parking shall be required only to the extent consistent with the standards that apply to the same multifamily residential use in the zone.
3. No minimum parking shall be required for floor area devoted to supportive services.

**D) Supportive Services Plan. The applicant shall submit a Supportive Services Plan identifying service provider(s), staffing levels, funding sources, a description of**

services, tenant eligibility, and coordination methods, consistent with Government Code Section 65652.

E) Approval Process.

1. The County shall notify the applicant in writing whether the application is complete within thirty (30) days of submittal.
2. The County shall complete its review within sixty (60) days after deeming the application complete for a project of fifty (50) or fewer units, or within one-hundred-twenty (120) days for a project of more than fifty (50) units.
3. Approval under this section is ministerial and shall not be subject to the California Environmental Quality Act (CEQA) pursuant to Government Code § 65651(e).

F) Airport Influence Area. Projects located within an Airport Influence Area shall be referred to the Airport Land Use Commission for a consistency determination with the applicable Airport Land Use Compatibility Plan. Such determination shall occur within thirty (30) days pursuant to Government Code Section 65943.

Placer County Code Chapter 17, Article 17.56 – Specific Use Requirements, is hereby amended to add Section 17.56.297 as follows:

17.56.297 Low Barrier Navigation Centers

When allowed, by Section 17.06.050 et seq. (Land use and permit tables) in the zone applicable to a site, low barrier navigation centers are subject to the requirements of this section.

- A. Development Standards. Comply with development standards for the zoning district where proposed, and applicable design guidelines.
- B. General Requirements.
  1. Zoning Clearance. A low barrier navigation center shall be required to undergo zoning clearance to demonstrate compliance with all standards described below, and is subject to all applicable fees and charges, unless exempted by County Code. The County shall notify a developer whether the developer’s application is complete within 30 days, pursuant to California Government Code Section 65943. Action shall be taken within 60 days of a complete application being filed, consistent with Government Code Section 65664.
- C. Business Practices. The low barrier navigation center must comply with the following requirements:
  1. Connected Services. The development offers services to connect people to permanent housing through a services plan that identifies services staffing.
  2. Coordinated Entry System. The development is linked to a coordinated entry system, so that staff in the interim facility or staff who co-locate in the facility may conduct assessments and provide services to connect people to permanent

housing. For purposes of this section, “coordinated entry system” shall be defined as it is defined in Government Code Section 65662.

3. Code Compliant. The development complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
4. Homeless Management Information System. The development has a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System, as more fully defined by Government Code Section 65662.
5. Neighborhood Relations Plan. A Neighborhood Relations Plan shall be created by the program operators. The plan shall include contact information for questions and concerns, hours of operation, a description of daily operations, intake and discharge hours, and client rules of conduct.
6. Security during hours of operation. The provider shall have on-site security during all hours when the center is in operation and submit a security plan. The security plan shall include the following components: security cameras, lighting, and a description of intake and discharge hours and procedures.

D. Parking.

1. One off-street parking space per staff member on the largest shift shall be provided, or the number of parking spaces required for other residential or commercial uses within the same zone district, whichever is less.
2. If the site is located within a one-half-mile radius of a major transit stop, no minimum automobile parking spaces are required.
3. The Planning Director may reduce or waive the minimum parking if the applicant demonstrates that fewer spaces are adequate via a transportation demand management plan (TDM), shared parking agreement, or on-street parking survey.

- E. Airport Influence Area. Low barrier navigation centers proposed within an Airport Influence Area shall be referred to the Airport Land Use Commission for a determination of consistency with the compatibility policies set forth in the Airport Land Use Compatibility Plan. Determination shall occur within 30 days pursuant to California Government Code Section 65943.

**Attachment B**

**DRAFT Placer County Government Center Master Plan Amendments**

Section numbers identify the section of the Placer County Code with proposed amendments. Under each section number heading, text shown in **red bold and underlined** is proposed new text and text shown in ~~red-strikethrough~~ is proposed to be removed.

\*\*\*\*\*

1. Placer County Government Center Master Plan – Development Standards, at Table 2-1, is amended as follows:

\*\*\*\*\*

**Table 2-1 PCGC ~~Government Center~~ Master Plan Zone Allowed Uses and Permit Requirements**

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
<b>Residential Uses</b>					
Caretaker and Employee Housing	MUP	-	MUP	C	See Section 17.56.090
Emergency Shelter, 60 or fewer clients	MUP	-	CUP	-	See Section 17.56.295
Emergency Shelter, 61 or more	MUP	-	CUP	-	<b><u>See Section 17.56.295</u></b>
Home Occupation	C	-	C	C	See Section 17.56.120
Live/Work Units	CUP	-	-	MUP	
<b><u>Low barrier navigation center</u></b>	<b><u>C</u></b>	<b><u>-</u></b>	<b><u>CUP</u></b>	<b><u>C</u></b>	<b><u>See Section 17.56.297</u></b>
Multi-Family Dwellings	C/MUP	-	-	C/MUP	C if meets standards, MUP if doesn't meet standards
Residential accessory uses	C	-	-	CUP	
Single-Room Occupancy Units (SRO)	MUP	-	-	CUP	See Section 17.56.233
Storage, accessory	*	*	*	*	See Section 17.56.250
<b><u>Supportive housing</u></b>	<b><u>C</u></b>			<b><u>C</u></b>	<b><u>See Section 17.56.293</u></b>
<b>Retail Trade</b>					
Public market	-	-	-	C	
Neighborhood market	-	-	C	C	
Restaurants	-	-	C	C	See Section 17.56.190
Bars	-	-	-	C	

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
Restaurant, Fast Food (excluding drive-in/drive-thru)	-	-	C	C	See Section 17.56.090
Retail Stores, General Merchandise	-	-	C	C	
Retail Sales, Outdoor	-	-	C	C	See Section 17.56.160
Rooftop Uses	-	-	C	C	
Secondhand stores	-	-	-	MUP	Limited to consignment-type only
Wholesale and Retail Sales of Wine and Grape Products	-	-	-	C	
Wine Tasting and Retail Sales of Wine-related Merchandise	-	-	-	C	
Wineries, Distilleries, Micro-Breweries, and Breweries	-	-	-	CUP	See Section 17.56.330
Secondhand stores	-	-	-	MUP	Limited to consignment-type only
<b>Service Uses</b>					
Banks and Financial Services (excluding drive-thru)	-	-	-	MUP	
Business Support Services	-	-	C	C	
Child/adult Day Care Center	MUP	-	MUP	MUP	
Child day care, family care homes	C	-	C	C	
Kennels and Animal Boarding	-	-	MUP	-	See Section 1.01.04(A)
Laundries and dry cleaning plants	-	-	C	C	
Medical Services, Clinics and Laboratories	-	-	C	C	
Medical services – Veterinary clinics and hospitals	-	-	MUP	MUP	
Offices	C	-	C	C	In TC, ground floors shall be reserved for retail and other active uses.
Offices, Temporary	C	-	C	C	See Section 17.56.300(C)
Personal Services	-	-	C	C	
Public safety facilities	-	-	C	-	

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
Public utility facilities	-	-	C	-	
Repair and maintenance – consumer products	-	-	C	-	
Repair and maintenance – Vehicle	-	-	MUP	-	
Service Stations	-	-	C	-	See Section 17.56.220
Storage, accessory	-	-	A	-	
Storage of petroleum products for on-site use	-	-	C	-	
Storage yards and sales lots	-	-	C	-	
Warehousing, wholesaling and distribution	-	-	C	-	
<b>Transient Lodging</b>					
Hotels	-	-	-	C/CUP	C if meets standards, See Section 17.56.070
<b>Transportation and Communication</b>					
Antennas, Communication Facilities	*	*	*	*	See Section 17.56.060. Any telecommunication poles shall be designed to be inconspicuous and blend in with surrounding development.
Bike-share program	-	-	C	C	
Heliport/Helipad	-	-	CUP	-	See Section 17.56.040
Transit stations and terminals	-	-	MUP	-	
Vehicle Storage (Ord. 5459-B)	-	-	MUP	MUP	Includes car share programs such as Zipcar, parking garages, and on-demand transportation (such as Uber or Lyft) drop off locations. Car share programs permitted only as an ancillary use in CPD-TC-Dc-Ao.

A Allowed Use, Zoning Compliance Required

- C Zoning Clearance (Section 17.06.050.B1)
- MUP Minor Use Permit (Section 17.06.050.B4)
- CUP Conditional Use Permit (Section 17.06.050.B5)
- Not allowed

\*\*\*\*\*

2. Placer County Government Center Master Plan – Development Standards, Section 5 Parking Standards Summary, is amended as follows:

\*\*\*\*\*

## 05 PARKING STANDARDS

### Summary

The parking standards list the minimum number of parking spaces required for individual land uses. Typically, street parking does not contribute to these numbers unless otherwise agreed upon by the Design/Site Review Committee. The calculated number of stalls shall be rounded up to the nearest whole number. For uses not shown in the table, see section 17.54.060 of the Placer County Zoning ~~Ordinance~~ Ordinance.

Shared parking within the PCGC Parking District established in the PCGC Master plan Update is encouraged. To facilitate shared parking, a parking and traffic analysis shall be prepared that lists the project-specific assumptions for the mix of uses, outlines peak parking periods for each type, and demonstrates that adequate parking will be provided. To relax the individual parking requirements, the County Planning Director shall review and determine that, based on the findings in the shared parking analysis, the entire project will not result in a parking shortfall.

For projects within the Town Center, parking requirements may be reduced up to 50% from the following standards if a traffic analysis indicates transit service exists within 300 feet of the property and such a substitute measure would be a viable substitute for parking.

All accessible parking and electrical vehicle charging stations shall be in compliance with the current adopted edition of the California Building Code.

Individual projects are encouraged to meet the voluntary measures for EV charging station and clean air vehicle parking.

Land Use Type	Minimum Parking Requirement
<b>Agricultural, Resource, and Open Space Uses</b>	-
Animal Keeping and Raising	1 stall per 2000 sf
<b>Plant Nurseries, retail</b>	-
Plant Production Nurseries	1 stall per 2400 sf
<b>Manufacturing and Processing</b>	-

Land Use Type	Minimum Parking Requirement
Artisan Shop	1 stall per 600 sf
Food products	1 stall per 600 sf
Printing and publishing	1 stall per 600 sf
<b>Recreation, Education, and Public Assembly Uses</b>	-
Community Centers	1 stall per 100 sf of assembly space +1 stall per 400 sf of office space
Libraries and Museums	1 stall per 600 sf
Membership organization facilities	1 stall per 300 sf
Houses of Worship	1 stall per 5 fixed seats; 1 stall per 50 sf of multi-use floor area if no fixed seat
Parks and Playgrounds	1 stall per 12,000 sf
Community Garden	1 stall per 12,000 sf
<b>Recreation and Fitness Centers</b>	-
Studio: art, dance, martial arts, music, etc.	1 stall per 600 sf
Outdoor amphitheater	Determined by MUP or CUP
Temporary Uses and Events	Determined by MUP or CUP
Theaters and Meeting Halls	1 stall per 6 seats
<b>Residential Uses</b>	-
Caretaker and Employee Housing	1 stalls per unit
Emergency Shelter, 60 or fewer clients	Determined by MUP or CUP
Emergency Shelter, 61 or more <b>clients</b>	Determined by MUP or CUP
Home Occupation	1 stall
Live/Work Units	1 stall
<b>Low barrier navigation center</b>	<b>See Section 17.56.297</b>
<b>Supportive housing</b>	<b>See Section 17.56.293</b>
<b>Multifamily Dwellings</b>	-
<ul style="list-style-type: none"> <li>• Studio</li> </ul>	0.5 stalls per unit NOTE: If mix of unit types are provided within the building, a reduction of required stalls to 0.0 per studio may be allowed upon D/SRC approval.
<ul style="list-style-type: none"> <li>• 1 Bed</li> </ul>	1 stall per unit
<ul style="list-style-type: none"> <li>• 2 Bed</li> </ul>	1 stall per unit
<ul style="list-style-type: none"> <li>• 3+ Bed</li> </ul>	2 stalls per unit
<ul style="list-style-type: none"> <li>• Residential accessory uses (Communal or Office space)</li> </ul>	3 stalls per 1000 sf
<ul style="list-style-type: none"> <li>• Guest Spaces</li> </ul>	1 stall per 10 units
Senior housing projects	1.25 stalls per unit
Single-Room Occupancy Units (SRO)	1 stall per unit
Temporary dwelling-hardship/disaster	1 stall per unit
<b>Retail Trade</b>	-
Public market	1 stall per 600 sf
Neighborhood market	1 stall per 400 sf
Restaurants	1 stall per 120 sf
Bars and Tap Room	1 stall per 120 sf
Restaurant, Fast Food (excluding drive-in/drive-thru)	1 stall per 120 sf
Retail Stores, General Merchandise	1 stall per 400 sf

<b>Land Use Type</b>	<b>Minimum Parking Requirement</b>
Retail Sales, Outdoor	1 stall per 600 sf
Rooftop uses	Determined by MUP or CUP
Secondhand stores	1 stall per 400 sf
Wholesale and Retail Sales of Wine-related Merchandise	1 stall per 400 sf
Wine Tasting and Retail Sales of Wine-related Merchandise	1 stall per 400 sf
Wineries, Distilleries, Micro-Breweries, and Breweries	1 stall per 400 sf
<b>Service Uses</b>	-
Banks and Financial Services (excluding drive-thru)	1 stall per 400 sf
Business Support Services	1 stall per 400 sf
Child/adult Day Care Center	See Zoning Section 17.54.060(c)
Child day care, family care home	See Zoning Section 17.54.060(c)
Kennels and Animal Boarding	1 stall per 400 sf
Laundries and dry cleaning plants	1 stall per 1800 sf
Medical Services, Clinics and Laboratories	1 stall per 400 sf
Medical services – Veterinary clinics and hospitals	1 stall per 400 sf
Offices	1 stall per 400 sf
Offices, Temporary	1 stall per 400 sf
Personal Services	1 stall per 400 sf
Public safety facilities	Determined by MUP or CUP
Public utility facilities	1 stall per 2000 sf
Repair and maintenance – consumer products	1 stall per 400 sf
Repair and maintenance – Vehicle	1 stall per 400 sf
Service Stations	1 per service bay
Storage, accessory	As required for principal use
Storage of petroleum products for on-site use	As required for principal use
Storage yards and sales lots	1 stall per 2000 sf
Warehousing, wholesaling, and distribution	1 stall per 2000 sf
<b>Transient Lodging</b>	-
Hotels	1 stall per guest room + 4 stalls per 1000 sf of conference area
<b>Transportation and Communications</b>	-
Antennas, Communication Facilities	1 stall per full-time employee
Vehicle Storage	1 stall per 400 sf office plus as needed for vehicle storage

\*\*\*\*\*

**Agenda Item K**

*Attachment 2*

**Program HE-42: Residential Care Home & Group  
Home Zoning Text Amendments**

May 26, 2026

Matt Click, Executive Director  
Placer County Transportation Planning Agency  
2260 Douglas Boulevard, Suite 120  
Roseville, CA 95661

Subject: Request for Determination of Consistency for HE-42 Zoning Text Amendment by the Placer Airport Land Use Commission (ALUC)

Dear Mr. Click:

Placer County is requesting that the Airport Land Use Commission (ALUC) conduct a hearing and provide a determination of consistency in accordance with Section 2.4.1(3) of the *Airport Land Use Compatibility Plan* and Public Utilities Code Section 21676(b).

This request concerns a proposal to amend the Placer County Zoning Ordinance and Placer County Government Center Master Plan to implement Placer County Housing Element Program HE-42. In accordance with HE-42, the zoning text amendment proposes to permit residential care homes serving 7 to 16 residents with a minor use permit (MUP) in zone districts that allow single-family homes and residential care homes serving 17 or more residents as a multifamily use permitted in the same zone and manner as multifamily dwellings.

Further details regarding the proposed amendment are included in the following attachment:

- Attachment A: Draft Zoning Text Amendment
- Attachment B: Draft Placer County Government Center Master Plan Amendment

Should you have any questions, please feel free to contact Senior Planner Lucy Rollins at (530) 745-3583 or [lrollins@placer.ca.gov](mailto:lrollins@placer.ca.gov).

Sincerely,



Christopher Pahule  
Placer County Planning Director

ATTACHMENT A

DRAFT Placer County Code Chapter 17 Amendments

Section numbers identify the section of the Placer County Code with proposed amendments. Under each section number heading, text shown in **bold and underlined** is proposed new text and text shown in ~~strikethrough~~ is proposed to be removed.

\*\*\*\*\*

**17.04.030 Definitions of Land Uses, Specialized Terms and Phrases**

\*\*\*\*\*

**"Alcohol or other drug (AOD) facility" means a premises that provides residential nonmedical services to persons recovering from problems related to alcohol, drug, or alcohol and drug misuse or addiction, who need recovery treatment or detoxification services. Nonmedical services are those that do not include staff providing direct assistance in administration of treatment plans and/or medication. AOD facilities are licensed by the California Department of Health Care Services. An AOD facility is considered a "group home."**

\*\*\*\*\*

**"Congregate care facility" means a premises that provides long-term housing, coordinated supportive services, and amenities for individuals who do not require continuous medical services. Congregate care facilities house seventeen or more residents, the California Residential Code (24 C.C.R. Pt. 2.5) is not the applicable building standard due to occupancy, and may offer room options with independent living facilities (i.e., individual efficiency kitchen), have a central commercial kitchen for resident dining. Also known as assisted living facility or independent living facility. Does not include skilled nursing facilities, hospitals or similar facilities providing care by licensed and/or certified medical staff, (see "Medical services" – "hospitals" and "extended care") or transitional housing (see "Transitional housing"). Among other types of facilities, this definition includes group homes serving more than sixteen residents.**

\*\*\*\*\*

"Family" means one or more persons occupying a dwelling and living as a single, nonprofit housekeeping unit, as distinguished from a group occupying a hotel, club, fraternity or sorority house. A family includes any servants and four or fewer boarders.

\*\*\*\*\*

**"Group home" means a premises providing a supportive living environment for persons with disabilities. A licensed group home provides services to its residents that require a license(s) under state law (licensable services) (see e.g. "alcohol or other drug facility" and "residential care home"). An unlicensed group home provides services to its residents that do not require a license(s) under state law, such as sober living homes and other nonmedical cooperative residential living facilities.**

\*\*\*\*\*

**"Kitchen, efficiency" means a kitchen area in a dwelling with a sink, food preparation counter, food storage cabinets and equipped with, or capacity for, small plug-in appliances. An efficiency kitchen does not include a dishwasher, cooking range, or stove or oven served by**

**propane, natural gas or 120/240 volt electricity. Kitchen facilities for standard residential use are described in the definition of "Kitchens."**

\*\*\*\*\*

"Medical services"—"hospitals" and "extended care" (land use) means hospitals and similar establishments primarily engaged in providing **medical services such as** diagnostic services, extensive medical treatment including surgical and other hospital services; such establishments have an organized medical staff **licensed and/or certified, as required by state law**, inpatient beds, and equipment and facilities to provide complete health care. May include accessory retail pharmacies, and emergency heliports. **Includes facilities that employ doctors, nurses, caregivers, and/or other staff to directly administer treatment plans and/or medication for clients.** Also includes residential establishments providing nursing and **medical** health related care as a principal use with in-patient beds, such as: skilled nursing facilities (facilities allowing care for physically or mentally disabled persons, where care is less than that provided by an acute care facility); extended care facilities; convalescent and rest homes; ~~board and care homes~~. Long-term personal care facilities that do not emphasize **provide medical treatment services** are classified in **as a "Residential care group home" or "congregate care facility."** (SIC: Groups 80, 805)

\*\*\*\*\*

"Residential care home, **providing licensable services**" means any family home, group care facility, or similar facility as determined by the director **and licensed by the California Department of Social Services**, providing for twenty-four-hour nonmedical care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual. **Nonmedical services are those that do not include staff providing direct assistance in administration of treatment plans and/or medication. Medical services are not provided directly by staff or operators of the home (see "Medical services" – "hospitals" and "extended care" for facilities providing medical services). A residential care home is considered a group home. Residential care homes not providing licensable services and those residential care homes providing licensable services to six or fewer residents are considered a residential use.**

\*\*\*\*\*

"Single-family dwelling" (land use) means a building designed for and/or occupied exclusively by one family **or more persons living together.** Also includes factory-built housing (modular housing), manufactured housing (mobile homes), moveable tiny houses, and the rental of bedrooms within a single-family dwelling, to no more than four boarders. ~~More than four boarders constitutes a boarding house, which is included within the definition of "Multifamily dwelling."~~ See Section 17.56.230 for specific use requirements applicable to single-family dwellings. **Includes group homes not providing state-licensed services and group homes providing state licensed services to six or fewer persons.**

\*\*\*\*\*

#### **17.06.050 Land use and permit tables.**

\*\*\*\*\*

D. Tables. The following tables, and the lists of allowable uses in Sections 17.06.060 et seq., contain the same requirements for allowable uses and land use permit requirements. The tables in this section are for convenience, to simultaneously show all zone districts, the uses allowed within them, and the permit requirements applicable to each use.

LAND USE TYPES	RS	RM	RM30	RA	RF	C1	C2	C3	CPD	HS	OP	RES	MU	AP	BP	IN	INP	AE	F	FOR	O	TPZ	W
<b>Residential Uses</b>																							
*****																							
<b>Congregate care facilities</b>		<u>C</u>	<u>C</u>			<u>C</u>	<u>C</u>		<u>C</u>	<u>MUP</u>	<u>MUP</u>	<u>C</u>	<u>C</u>										
*****																							
Group homes, 6 or fewer residents	<u>C</u>	<u>C<sub>2</sub></u>	<u>C</u>	<u>C</u>	<u>C</u>							<u>C</u>						<u>C</u>	<u>C</u>				
Group homes, 7 to 16 residents <sup>6</sup>	<u>MUP</u>	<u>MUP</u>	<u>MUP</u>	<u>MUP</u>	<u>MUP</u>							<u>MUP</u>						<u>MUP</u>	<u>MUP</u>				
*****																							
Residential care homes, 6 or fewer clients	€	€	€	€	€							€	€						€				
Residential care homes, 7 or more clients		<u>MUP</u>	<u>MUP</u>	<u>MUP</u>									<u>MUP</u>						<u>MUP</u>				
*****																							
Senior housing projects (Section 17.56.210)		<u>CUP</u> <u>C</u>	<u>C<sub>7</sub></u>			<u>CUP</u> <u>C</u>	<u>CUP</u> <u>C</u>		<u>CUP</u> <u>C</u>	<u>CUP</u> <u>MUP</u>	<u>MUP</u>	<u>C</u>	<u>C</u>										
*****																							
<b>Service Uses</b>																							
*****																							
Medical services – Hospitals and extended care		<u>CUP</u>	<u>CUP</u>	<u>CUP</u>		<u>MUP</u>	<u>MUP</u>		<u>CUP</u>	<u>CUP</u>	<u>MUP</u>					<u>MUP</u>			<u>MUP</u>				
*****																							
<b>Notes:</b>																							
*****																							
<p><b>6. Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.</b></p> <p><b>7. Senior housing projects including owner-occupied and/or rental multifamily uses that include a minimum of 20% affordable housing (as defined in Government Code Section 65583.2(h)), are permitted with a zoning clearance only (Section 17.49.010)</b></p>																							

\*\*\*\*\*

**17.08.010 Agricultural exclusive (AE).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the AE zone as provided by Section [17.06.050](#) (Land use and permit tables), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

Allowable Land Uses	Land Use Permit	Specific Standards in Section:
<b>Residential Uses</b>		
*****		
<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents<sup>(1)</sup></u></b>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
*****		

**Notes:**

**(1) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.10.010 Farm (F).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the F zone as provided by Section [17.06.050](#) (Land use and permit tables), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

Allowable Land Uses	Land Use Permit	Specific Standards in Section:
<b>Residential Uses</b>		
*****		
<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents<sup>(1)</sup></u></b>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
*****		
Residential care homes, 6 or fewer clients	C	
Residential care homes, 7 or more clients	MUP	
*****		
<b>Service Uses</b>		
*****		
Medical services—Hospitals and extended care	MUP	
*****		

**Notes:**

**(1) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.20.010 Commercial planned development (CPD).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the CPD zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter. See also subsection [C](#) of this section for permit requirements where a proposed site is to be subdivided.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
Senior housing projects	<b><u>CUP-C</u></b>	17.56.210
*****		

\*\*\*\*\*

**17.22.010 General commercial (C2).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the C2 zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
Senior housing projects	<b><u>CUP-C</u></b>	17.56.210
*****		

\*\*\*\*\*

**17.26.010 Highway services (HS).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the HS zone district as provided by Section [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>MUP</u></b>	<b><u>17.56.092</u></b>
*****		
Senior housing projects	<b><u>CUP-MUP</u></b>	17.56.210
*****		

\*\*\*\*\*

**17.27.010 Mixed use community (MU).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the MU district as provided by Section [17.06.050](#), subject to the land use permit and minimum lot area shown for each use, applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
Residential care homes, 6 or fewer clients	C	
*****		
Senior housing projects	<b><u>CUP-C</u></b>	<b><u>17.56.210</u></b>
*****		

\*\*\*\*\*

**17.30.010 Neighborhood commercial (C1).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the C1 zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
Senior housing projects	<b><u>CUP-C</u></b>	17.56.210
*****		

\*\*\*\*\*

**17.32.010 Office and professional (OP).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the OP zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>MUP</u></b>	<b><u>17.56.092</u></b>
*****		
<b><u>Senior housing projects</u></b>	<b><u>MUP</u></b>	<b><u>17.56.210</u></b>
*****		

\*\*\*\*\*

**17.34.010 Resort (RES).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RES zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		

<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents</u></b> <sup>(1)</sup>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
Residential care homes, 6 or fewer clients	€	
*****		
<b><u>Senior housing projects</u></b>	<b><u>C</u></b>	<b><u>17.56.210</u></b>
*****		

**Notes:**

**(1) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.44.010 Residential-agricultural (RA).**

\*\*\*\*\*

B. Allowable Land Uses, Permit Requirements and Minimum Lot Area. The following land uses are allowed in the RA zone as provided by Section [17.06.050](#) (Land use and permit tables), subject to the land use permit and minimum lot area shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Minimum<sup>(1)</sup> Lot Area (sq. ft.)</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>			
*****			
<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C</u></b>	<b><u>40,000</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents</u></b> <sup>(3)</sup>	<b><u>MUP</u></b>	<b><u>40,000</u></b>	<b><u>17.56.410</u></b>
*****			
Residential care homes, 6 or fewer clients	€	40,000	
Residential care homes, 7 or more clients	MUP	40,000	
*****			
<b>Service Uses</b>			
*****			
Medical services – Clinics and laboratories <sup>(34)</sup>	CUP		
*****			

**Notes:**

\*\*\*\*\*

**(3) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

(34) Permitted only where the parcel on which the proposed use would be located is adjacent to commercially zoned property and is adjacent to a major arterial roadway.

\*\*\*\*\*

**17.46.010 Residential-forest (RF).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RES zone district as provided by Sections [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

Allowable Land Uses	Land Use Permit	Specific Standards in Section:
<b>Residential Uses</b>		
*****		
<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents</u></b> <sup>(1)</sup>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
*****		
<b>Residential care homes, 6 or fewer</b>	<b>C</b>	
*****		

**Notes:**

**(1) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.48.010 Residential multifamily (RM).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RM zone district as provided by Section [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

Allowable Land Uses	Land Use Permit	Specific Standards in Section:
<b>Residential Uses</b>		
*****		

<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
<b><u>Group homes, 6 or fewer residents</u></b>	<b><u>C<sup>1</sup></u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents<sup>2</sup></u></b>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
*****		
Residential care homes, 6 or fewer clients	C	
Residential care homes, 7 or more clients	MUP	
*****		
Senior housing projects	EUR <b><u>C</u></b>	17.56.210
*****		

**Notes:**

\*\*\*\*\*

**(2) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.49.010 Residential Multifamily 30 (RM30).**

\*\*\*\*\*

B. Allowable Land Uses and Permit Requirements. The following land uses are allowed in the RM30 zone district as provided by Section [17.06.030](#) et seq. (Allowable land uses and permit requirements), subject to the land use permit shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>		
*****		
<b><u>Congregate care facilities</u></b>	<b><u>C</u></b>	<b><u>17.56.092</u></b>
*****		
<b><u>Group homes, 6 or fewer residents<sup>3</sup></u></b>	<b><u>C</u></b>	<b><u>17.56.410</u></b>
<b><u>Group homes, 7 to 16 residents<sup>4</sup></u></b>	<b><u>MUP</u></b>	<b><u>17.56.410</u></b>
*****		
Residential care homes, 6 or fewer clients	C	
Residential care homes, 7 or more clients	MUP	
*****		

\*\*\*\*\*

**Notes:**

(1) Mixed-use and live/work projects are required to achieve the minimum residential density based on the gross acreage of the project site, do not have minimum commercial space restrictions, and are subject to design review.

(2) Senior housing projects including owner-occupied and/or rental multifamily uses that include a minimum of 20% affordable housing (as defined in Government Code Section 65583.2(h)), is permitted with a zoning clearance only.

(3) Single-family dwellings are permissible provided the minimum density of 20 dwelling units per acre is satisfied. **Group homes are permitted as a single-family dwelling consistent with this density requirement and with the standards for this use established in Section 17.56.410.**

**(4) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.50.010 Residential single-family (RS).**

\*\*\*\*\*

B. Allowable Land Uses, Permit Requirements and Minimum Lot Area. The following land uses are allowed in the RS zone district as provided by Section **17.06.030** et seq. (Allowable land uses and permit requirements), subject to the land use permit and minimum lot area shown for each use, any applicable specific standards, and all other applicable provisions of this chapter.

<b>Allowable Land Uses</b>	<b>Land Use Permit</b>	<b>Minimum<sup>(2)</sup> Lot Area (sq. ft)</b>	<b>Specific Standards in Section:</b>
<b>Residential Uses</b>			
*****			
<b>Group homes, 6 or fewer residents</b>	<b>C</b>	<b><u>3,500<sup>(1)</sup></u></b>	<b><u>17.56.410</u></b>
<b>Group homes, 7 to 16 residents<sup>(5)</sup></b>	<b>MUP</b>	<b><u>3,500<sup>(1)</sup></u></b>	<b><u>17.56.410</u></b>
Residential care homes, 6 or fewer	C	3,500 <sup>(1)</sup>	
*****			

**Notes:**

\*\*\*\*\*

**(5) Applies to group homes subject to state licensing requirements (Section 17.56.410). Group homes that do not provide licensable services shall be permitted in the same manner as other residential uses of the same type.**

\*\*\*\*\*

**17.56.092 Congregate Care Facilities**

**When allowed by Section 17.06.030 et seq., (Allowable land uses and permit requirements) in the zone applicable to the site, congregate care facilities shall conform to the requirements of the applicable zone district unless more permissive standards are established in this section.**

- A. **Purpose and Intent.** To provide alternative housing opportunities for those persons who do not need the level of care or medical services provided at facilities such as convalescent homes, skilled nursing facilities, and extended care facilities. Congregate care facilities operate as multifamily dwellings that provide optional supportive, nonmedical services and amenities to residents that are not available in traditional multifamily dwellings. Congregate care facilities meeting the age restriction, and any other criteria, established for senior housing projects (Section 17.56.210) may apply development standards established by Section 17.56.210.
- B. **Density.** The allowable density for the project shall not exceed the density permitted for multifamily dwellings by the underlying zoning classification or the applicable general plan land use category, whichever is less.
- C. **Setbacks and Design.** All new congregate care facilities, except where otherwise provided by Article 17.54 (General Development Regulations) or 17.56 (Specific Use Requirements) for a particular use or situation shall meet the requirements established in the Multifamily and Mixed Use Design Manual for site width, setbacks, floor area ratio, height limit, and any other applicable standards.
- D. **Parking.** Congregate care facilities shall be subject to the parking requirements established for multifamily developments in Sections 17.54.050, 17.54.060, 17.54.070, and 17.56.135(C)(6).
- E. **Hallways and walkways.** All hallways and pedestrian walkways shall be maintained with a minimum of five feet of unobstructed width and adequate vertical clearance to provide unobstructed walking capability. Hallways shall be designed to accommodate the use of walkers, canes, and other equipment designed to assist with mobility.
- F. **Dining.** A central dining room shall be provided. The minimum room size shall be the product of the proposed maximum number of residents in the facility multiplied by five square feet per resident; however, in no instance shall the central dining room be less than 350 square feet.
- G. **Kitchenettes.** Each individual unit may, but is not required to, include an efficiency kitchen or kitchen facility for occupants.
- H. **Spacing.** The spacing or distance between congregate care facilities shall not be less than those distances established in California Health and Safety Code Section 1267.9(b).
- I. **Miscellaneous additional use.** Houses of worship and commercial uses that are compatible with the congregate care facility use and provide a service to the congregate care facility's residents are permitted provided that such use(s) do not cumulatively exceed 10% of the total square footage of the congregate care facility's building(s). Such uses may also be open to the general public.
- J. **Business License.** The operator of a congregate care facility providing licensable services shall obtain a Placer County business license for the activity prior to operation, pursuant to Chapter 5. In addition to any materials otherwise required as part of a business license application, such application must include evidence of a valid state license to operate the congregate care facility, an agreement to comply with applicable county ordinances, and contact information for the facility manager including name, email address, and phone number.
- K. **Nonconforming uses.** A congregate care facility that is fully constructed as of the effective date of this section and noncompliant with the allowable uses established by Section 17.06.030 et seq. or with the standards of this section shall be considered a nonconforming use pursuant to Section 17.60.120 et seq..

\*\*\*\*\*

#### **17.56.410 Group Homes, providing licensable services**

**When allowed by Section 17.06.030 et seq. (Allowable land uses and permit requirements) in the zone district applicable to the site, group homes shall conform to the requirements of the applicable zone district unless more permissive standards are established in this section. Group homes not providing licensable services shall be considered a residential use subject only to those standards applied to residential uses of the same type in the same zone.**

- A. Purpose.** **The purpose of this Section is to implement the applicable State laws in a manner that preserves the peace, quiet, and quality of life intended for residential neighborhoods. This Section provides standards for the establishment and operation of group homes providing licensable services, including residential care homes and alcohol and other drug (AOD) facilities.**
- B. Resident Capacity.**
- 1. A group home serving six or fewer residents may serve up to six residents at any given time. Employees or house managers do not count toward the resident capacity.**
  - 2. The calculated number of residents for licensable homes serving seven or more residents is categorized as follows:**
    - a. In facilities that provide custodial care or supervision, as defined by the California Building Code (24 C.C.R. Section 202), employees do not count toward the residential capacity for determining the permit required by 17.56.410(C).**
    - b. In facilities that do not provide custodial care or supervision, as defined by the California Building Code (24 C.C.R. Section 202), employees do count toward the residential capacity for determining the required permit as established in 17.56.410(C).**
    - c. Group homes operating out of multiple structures that are under the control and/or management of the same owner, operator, management company or licensee with shared staff and/or services shall be considered one facility, or one group home, for the purpose of calculating the total resident capacity to determine the permit required by 17.56.410(C).**
- C. Permits.**
- 1. Group homes serving six or fewer residents that meet the definition of a single-family dwelling established in Section 17.04.030 shall be permitted as a single-family dwelling use subject only to those restrictions that apply to other single-family dwellings in the same zone, including restrictions on building height, setback, lot dimensions or sign placement.**
  - 2. Group homes serving seven to sixteen residents operating as a single-family dwelling shall require an MUP, as established by Section 17.06.050 (Land use and permit tables).**
  - 3. Group homes operating as multifamily dwellings, or serving more than sixteen residents, shall be considered a congregate care facility, subject to Section 17.56.092.**

- D. **Kitchen. Group homes having a habitable area of less than 8,000 square feet, shall have no more than one non-commercial kitchen. For group homes with a habitable area greater than 8,000 square feet, the group home may have up to two non-commercial kitchens.**
- E. **Parking. The parking requirement for group homes serving six or fewer residents and complying with the standards of this section shall be the same as the parking requirements established for single-family dwellings in Section 17.54.060. Group homes subject to an MUP shall provide two visitor parking spaces for the facility plus one parking space per employee on-site during peak shift.**
- F. **Spacing. The spacing or distance between licensable group homes shall not be less than those distances established in California Health and Safety Code Section 1267.9(b).**
- G. **Business License. The operator of a group home serving seven to 16 residents and providing licensable services shall obtain a Placer County business license for the activity prior to operation, pursuant to Chapter 5. In addition to any materials otherwise required as part of a business license application must include evidence of a valid state license to operate the group home, an agreement to comply with applicable county ordinances, and contact information for the facility manager including name, email address, and phone number.**
- H. **Nonconforming Uses. A group home that is fully constructed and/or operational as of the effective date of this section and noncompliant with the allowable uses established by Section 17.06.030 et seq. or with the standards of this section shall be considered a nonconforming use pursuant to Section 17.60.120 et seq..**

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## ATTACHMENT B

### DRAFT Placer County Government Center Master Plan Amendments

Table and section numbers identify the portion of the Placer County Government Center Master Plan with proposed amendments. Under each heading, text shown in **red bold and underlined** is proposed new text and text shown in ~~red strikethrough~~ is proposed to be removed.

\*\*\*\*\*

1. Placer County Government Center Master Plan – Development Standards, at Table 2-1, is amended as follows:

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**Table 2-1 PCGC ~~Government Center~~ Master Plan Zone Allowed Uses and Permit Requirements**

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
<b>Residential Uses</b>					
Caretaker and Employee Housing	MUP	-	MUP	C	See Section 17.56.090
<b><u>Congregate Care Facilities</u></b>	<b><u>C/MUP</u></b>	<b><u>:</u></b>	<b><u>:</u></b>	<b><u>C/MUP</u></b>	<b><u>See Section 17.56.092. C if meets standards, MUP if doesn't meet standards</u></b>
Emergency Shelter, 60 or fewer clients	MUP	-	CUP	-	See Section 17.56.295
Emergency Shelter, 61 or more	MUP	-	CUP	-	
Home Occupation	C	-	C	C	See Section 17.56.120
Live/Work Units	CUP	-	-	MUP	
Multi-Family Dwellings	C/MUP	-	-	C/MUP	C if meets standards, MUP if doesn't meet standards
Residential accessory uses	C	-	-	CUP	
Single-Room Occupancy Units (SRO)	MUP	-	-	CUP	See Section 17.56.233
Storage, accessory	*	*	*	*	See Section 17.56.250
<b>Retail Trade</b>					
Public market	-	-	-	C	
Neighborhood market	-	-	C	C	

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
Restaurants	-	-	C	C	See Section 17.56.190
Bars	-	-	-	C	
Restaurant, Fast Food (excluding drive-in/drive-thru)	-	-	C	C	See Section 17.56.090
Retail Stores, General Merchandise	-	-	C	C	
Retail Sales, Outdoor	-	-	C	C	See Section 17.56.160
Rooftop Uses	-	-	C	C	
Secondhand stores	-	-	-	MUP	Limited to consignment-type only
Wholesale and Retail Sales of Wine and Grape Products	-	-	-	C	
Wine Tasting and Retail Sales of Wine-related Merchandise	-	-	-	C	
Wineries, Distilleries, Micro-Breweries, and Breweries	-	-	-	CUP	See Section 17.56.330
Secondhand stores	-	-	-	MUP	Limited to consignment-type only
<b>Service Uses</b>					
Banks and Financial Services (excluding drive-thru)	-	-	-	MUP	
Business Support Services	-	-	C	C	
Child/adult Day Care Center	MUP	-	MUP	MUP	
Child day care, family care homes	C	-	C	C	
Kennels and Animal Boarding	-	-	MUP	-	See Section 1.01.04(A)
Laundries and dry cleaning plants	-	-	C	C	
Medical Services, Clinics and Laboratories	-	-	C	C	
Medical services – Veterinary clinics and hospitals	-	-	MUP	MUP	

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
Offices	C	-	C	C	In TC, ground floors shall be reserved for retail and other active uses.
Offices, Temporary	C	-	C	C	See Section 17.56.300(C)
Personal Services	-	-	C	C	
Public safety facilities	-	-	C	-	
Public utility facilities	-	-	C	-	
Repair and maintenance – consumer products	-	-	C	-	
Repair and maintenance – Vehicle	-	-	MUP	-	
Service Stations	-	-	C	-	See Section 17.56.220
Storage, accessory	-	-	A	-	
Storage of petroleum products for on-site use	-	-	C	-	
Storage yards and sales lots	-	-	C	-	
Warehousing, wholesaling and distribution	-	-	C	-	
<b>Transient Lodging</b>					
Hotels	-	-	-	C/CUP	C if meets standards, See Section 17.56.070
<b>Transportation and Communication</b>					
Antennas, Communication Facilities	*	*	*	*	See Section 17.56.060. Any telecommunication poles shall be designed to be inconspicuous and blend in with surrounding development.
Bike-share program	-	-	C	C	
Heliport/Helipad	-	-	CUP	-	See Section 17.56.040
Transit stations and terminals	-	-	MUP	-	

Land Use	C1-Dc-Ao	O-Ao	C2-Dc-Ao	CPD-TC-Dc-Ao	Specific Use Regulations
Vehicle Storage (Ord. 5459-B)	-	-	MUP	MUP	Includes car share programs such as Zipcar, parking garages, and on-demand transportation (such as Uber or Lyft) drop off locations. Car share programs permitted only as an ancillary use in CPD-TC-Dc-Ao.

A Allowed Use, Zoning Compliance Required

C Zoning Clearance (Section 17.06.050.B1)

MUP Minor Use Permit (Section 17.06.050.B4)

CUP Conditional Use Permit (Section 17.06.050.B5)

- Not allowed

\*\*\*\*\*

2. Placer County Government Center Master Plan – Development Standards, Section 5 Parking Standards Summary, is amended as follows:

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**05 PARKING STANDARDS**

**Summary**

The parking standards list the minimum number of parking spaces required for individual land uses. Typically, street parking does not contribute to these numbers unless otherwise agreed upon by the Design/Site Review Committee. The calculated number of stalls shall be rounded up to the nearest whole number. For uses not shown in the table, see section 17.54.060 of the Placer County Zoning ~~Ordinance~~ Ordinance.

Shared parking within the PCGC Parking District established in the PCGC Master plan Update is encouraged. To facilitate shared parking, a parking and traffic analysis shall be prepared that lists the project-specific assumptions for the mix of uses, outlines peak parking periods for each type, and demonstrates that adequate parking will be provided. To relax the individual parking requirements, the County Planning Director shall review

and determine that, based on the findings in the shared parking analysis, the entire project will not result in a parking shortfall.

For projects within the Town Center, parking requirements may be reduced up to 50% from the following standards if a traffic analysis indicates transit service exists within 300 feet of the property and such a substitute measure would be a viable substitute for parking.

All accessible parking and electrical vehicle charging stations shall be in compliance with the current adopted edition of the California Building Code.

Individual projects are encouraged to meet the voluntary measures for EV charging station and clean air vehicle parking.

Land Use Type	Minimum Parking Requirement
<b>Agricultural, Resource, and Open Space Uses</b>	-
Animal Keeping and Raising	1 stall per 2000 sf
<b>Plant Nurseries, retail</b>	-
Plant Production Nurseries	1 stall per 2400 sf
<b>Manufacturing and Processing</b>	-
Artisan Shop	1 stall per 600 sf
Food products	1 stall per 600 sf
Printing and publishing	1 stall per 600 sf
<b>Recreation, Education, and Public Assembly Uses</b>	-
Community Centers	1 stall per 100 sf of assembly space +1 stall per 400 sf of office space
Libraries and Museums	1 stall per 600 sf
Membership organization facilities	1 stall per 300 sf
Houses of Worship	1 stall per 5 fixed seats; 1 stall per 50 sf of multi-use floor area if no fixed seat
Parks and Playgrounds	1 stall per 12,000 sf
Community Garden	1 stall per 12,000 sf
<b>Recreation and Fitness Centers</b>	-
Studio: art, dance, martial arts, music, etc.	1 stall per 600 sf
Outdoor amphitheater	Determined by MUP or CUP
Temporary Uses and Events	Determined by MUP or CUP
Theaters and Meeting Halls	1 stall per 6 seats
<b>Residential Uses</b>	-
Caretaker and Employee Housing	1 stalls per unit
Emergency Shelter, 60 or fewer clients	Determined by MUP or CUP
Emergency Shelter, 61 or more <b>clients</b>	Determined by MUP or CUP
Home Occupation	1 stall

Land Use Type	Minimum Parking Requirement
Live/Work Units	1 stall
<b>Multifamily Dwellings and Congregate Care Facilities</b>	-
<ul style="list-style-type: none"> <li>• Studio</li> </ul>	0.5 stalls per unit NOTE: If mix of unit types are provided within the building, a reduction of required stalls to 0.0 per studio may be allowed upon D/SRC approval.
<ul style="list-style-type: none"> <li>• 1 Bed</li> </ul>	1 stall per unit
<ul style="list-style-type: none"> <li>• 2 Bed</li> </ul>	1 stall per unit
<ul style="list-style-type: none"> <li>• 3+ Bed</li> </ul>	2 stalls per unit
<ul style="list-style-type: none"> <li>• Residential accessory uses (Communal or Office space)</li> </ul>	3 stalls per 1000 sf
<ul style="list-style-type: none"> <li>• Guest Spaces</li> </ul>	1 stall per 10 units
Senior housing projects	1.25 stalls per unit
Single-Room Occupancy Units (SRO)	1 stall per unit
Temporary dwelling-hardship/disaster	1 stall per unit
<b>Retail Trade</b>	-
Public market	1 stall per 600 sf
Neighborhood market	1 stall per 400 sf
Restaurants	1 stall per 120 sf
Bars and Tap Room	1 stall per 120 sf
Restaurant, Fast Food (excluding drive-in/drive-thru)	1 stall per 120 sf
Retail Stores, General Merchandise	1 stall per 400 sf
Retail Sales, Outdoor	1 stall per 600 sf
Rooftop uses	Determined by MUP or CUP
Secondhand stores	1 stall per 400 sf
Wholesale and Retail Sales of Wine-related Merchandise	1 stall per 400 sf
Wine Tasting and Retail Sales of Wine-related Merchandise	1 stall per 400 sf
Wineries, Distilleries, Micro-Breweries, and Breweries	1 stall per 400 sf
<b>Service Uses</b>	-
Banks and Financial Services (excluding drive-thru)	1 stall per 400 sf
Business Support Services	1 stall per 400 sf
Child/adult Day Care Center	See Zoning Section 17.54.060(c)
Child day care, family care home	See Zoning Section 17.54.060(c)
Kennels and Animal Boarding	1 stall per 400 sf
Laundries and dry cleaning plants	1 stall per 1800 sf
Medical Services, Clinics and Laboratories	1 stall per 400 sf
Medical services – Veterinary clinics and hospitals	1 stall per 400 sf
Offices	1 stall per 400 sf
Offices, Temporary	1 stall per 400 sf
Personal Services	1 stall per 400 sf
Public safety facilities	Determined by MUP or CUP

<b>Land Use Type</b>	<b>Minimum Parking Requirement</b>
Public utility facilities	1 stall per 2000 sf
Repair and maintenance – consumer products	1 stall per 400 sf
Repair and maintenance – Vehicle	1 stall per 400 sf
Service Stations	1 per service bay
Storage, accessory	As required for principal use
Storage of petroleum products for on-site use	As required for principal use
Storage yards and sales lots	1 stall per 2000 sf
Warehousing, wholesaling, and distribution	1 stall per 2000 sf
<b>Transient Lodging</b>	-
Hotels	1 stall per guest room + 4 stalls per 1000 sf of conference area
<b>Transportation and Communications</b>	-
Antennas, Communication Facilities	1 stall per full-time employee
Vehicle Storage	1 stall per 400 sf office plus as needed for vehicle storage

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**TO:** WPCTSA Board of Directors **DATE:** June 24, 2026

**FROM:** Mike Costa, Principal Transportation Planner

**SUBJECT:** MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ROSEVILLE FOR TRANSIT INFORMATION CALL CENTER AND EDUCATION / TRAINING PROGRAM

**ACTIONS REQUESTED**

1. Authorize the Executive Director to negotiate and sign a Memorandum of Understanding with the City of Roseville to administer the South Placer Transit Information Call Center.
2. Authorize the Executive Director to negotiate and sign a Memorandum of Understanding with the City of Roseville to administer the South Placer Transit Information Education and Transit Training program.

**BACKGROUND**

Since June 2021, the City of Roseville has administered two core programs on behalf of the Western Placer Consolidated Transportation Services Agency (WPCTSA) through two separate Memorandums of Understanding (MOUs): the South Placer Transit Information (SPTI) Call Center and the Mobility Training program (which assumed many of the former Transit Ambassador program’s functional components upon it’s discontinuation in June 2024, and is now being referred to as the SPTI Education and Transit Training program). Each of these MOUs has an initial three-year term and two additional one-year extensions that were subsequently executed and ultimately expire on June 30, 2026. Roseville also uses subcontractors to help perform some of the work functions and duties for each program.

**DISCUSSION**

In coordination with the City of Roseville, WPCTSA staff have prepared two new MOUs for Roseville’s continued administration of the SPTI Call Center (Attachment 1) and the SPTI Education and Transit Training (Attachment 2) program. Both MOUs contain similar terms and provisions as the current MOUs for each respective program. However, some modifications have been made to each MOU’s respective program work scope to reflect current best practices, updated functions, and revised performance standards, which have evolved based on operational knowledge and efficiencies gained since 2021. Each MOU has a new three-year base term, with two, one-year optional extensions, starting July 1, 2026, and ultimately ending on June 30, 2031. Compensation for services provided under each MOU will be based on the WPCTSA’s annual budgetary allocation of funding approved for each respective program.

Staff recommends the WPCTSA Board of Directors authorize the Executive Director to negotiate and sign Memorandums of Understanding with the City of Roseville for the administration of the SPTI Call Center and SPTI Education and Transit Training program. PCTPA’s technical advisory committee (TAC) concurred with this recommendation at their June 9<sup>th</sup> meeting.

MC:mbc:ss

**AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND THE  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
REGARDING THE SOUTH PLACER TRANSIT INFORMATION  
CALL CENTER**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Roseville, a municipal corporation ("CITY"), and the Western Placer Consolidated Transportation Services Agency, a joint powers agency ("WPCTSA").

WITNESSETH:

WHEREAS, pursuant to California Government Code Section 67910, the Placer County Transportation Planning Agency ("PCTPA") was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

WHEREAS, one of the key responsibilities for a local area planning agency is to designate a Consolidated Transportation Services Agency ("CTSA"); and

WHEREAS, the Western Placer Consolidated Transportation Service Agency ("WPCTSA") is a joint powers agency created on October 13, 2008, by Placer County, the cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, and the Town of Loomis, and is administered by PCTPA's staff; and

WHEREAS, on February 25, 2009, PCTPA adopted Resolution No. 09-06, which found that a centralized transportation information call center in South Placer County was an unmet transit need for Fiscal Year 2008/09 and was reasonable to meet; and

WHEREAS, PCTPA has designated WPCTSA as the call center administrator; and WPCTSA, in turn, has designated CITY as the agency best suited to act as the administrative operator of a regional call center known as the South Placer Transit Information Call Center ("Call Center") pursuant to the terms and conditions of this Agreement; and

WHEREAS, CITY has administratively operated the Call Center on WPCTSA's behalf since 2016, and CITY is willing to continue serving as the operator for the Call Center beyond the existing agreement between WPCTSA and CITY, which is set to terminate on June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

1. Term: This Agreement shall commence on July 1, 2026, and terminate on June 30, 2029. The parties may extend this Agreement in writing for up to two (2) additional, one-year options that if executed extend the Agreement to end on June 30, 2031.
2. Services: CITY shall operate the Program as described in the scope of services that is attached hereto as Exhibit "A" and incorporated herein by this reference. Exhibit A represents the basic scope of services to be provided by CITY on an annual basis on behalf of WPCTSA and its member agencies for the Call Center. In operating the Call Center, CITY shall adhere to the standards of performance which are incorporated into Exhibit A. CITY reserves the right to contract either part or all of the Call Center's operations to a qualified transit operations contractor, as determined by CITY.

3. Funding: WPCTSA agrees to annually allocate to CITY the actual costs necessary to operate the Call Center, which shall be included in WPCTSA's adopted fiscal year budget, and/or any budget amendments thereto. Funding for the Call Center shall be provided through available Transportation Development Act ("TDA") Local Transportation Funds ("LTF") and/or State Transit Assistance ("STA") discretionary funds allocated to WPCTSA by PCTPA annually pursuant to its established TDA funding allocation methodology. In addition to TDA funds, other sources of federal, state, and/or local funding may also be provided by PCTPA, WPCTSA, or its member jurisdictions to support the Program.
4. Annual Budget Process: No later than March 30<sup>th</sup> of each year, CITY shall submit a preliminary budget to WPCTSA. Such budget shall include the estimated operational costs and capital expenditures necessary to support CITY's administration of the Call Center during the next fiscal year. CITY may include in the preliminary budget any requests for funding for additional services which are outside of the basic scope of services identified in Exhibit A, or may show reduced budget and related service reductions necessary to respond to any projected funding shortfalls. In accordance with its annual budget approval process, WPCTSA shall accept, reject or modify CITY's Call Center budget and, if necessary, identify the source of funding for any approved additional services and/or cost increases.
5. Monthly Reporting and Claim Process: During the term of this Agreement, CITY shall submit to WPCTSA, attention Executive Director, a requisition for payment for a period of services not exceeding two months. Each requisition for payment shall conform to the following: (1) be prepared on CITY's letterhead; (2) be signed by the Project Manager; (3) contain a unique invoice number; (4) attach appropriate monthly and quarterly progress reports. The requisitions for payment shall include documentation of reimbursable expenses and other invoiced items sufficient for WPCTSA, in its opinion, to substantiate billings. WPCTSA reserves the right to withhold payment of disputed amounts.
6. Grants: WPCTSA and CITY, on WPCTSA's behalf, may pursue federal, state and/or other grants to offset the operating and capital funding provided by WPCTSA for the Call Center. If either party successfully obtains any such grants, the party administering the grant will be entitled to receive an appropriate portion of the grant to cover its administrative costs. CITY agrees to make a good faith effort to expend any grants or other sources of funding expeditiously and, if possible, prior to expending any funds granted to CITY by WPCTSA under Section 4 of this Agreement.
7. Termination for Convenience: Either party may terminate this Agreement for convenience at any time upon giving one hundred and eighty (180) days advanced written notice to the other party, WPCTSA, and WPCTSA member agencies.
8. Breach: Should a party fail to perform its contractual obligations within thirty (30) days following written notice from the other party, or is otherwise unable to cure a material breach of this Agreement within such time, that party shall be considered in default and the non-defaulting party may terminate this Agreement.
9. Mediation: If any controversy or differences arise between the parties regarding the interpretation or enforcement of this Agreement, or because of an alleged dispute, breach or default in connection with any provision of this Agreement, either party may deliver a written notice to the other party raising such dispute or claiming such breach or default. If the parties are unable to resolve such differences in good faith on their own, or if a party fails to cure or commence the cure of any alleged breach or default within thirty (30) days of receipt of written notice from the other party raising such dispute or claiming such breach or default, the parties will attempt to resolve such differences through nonbinding mediation. The cost of mediation shall be divided equally between the parties. If the parties are unable to resolve their

differences through mediation within thirty (30) days after submission of the dispute to mediation, each party may then pursue its judicial remedies to the full extent of the law.

10. Indemnification: Each party shall indemnify the other as follows: Indemnitor shall defend, indemnify, and save and hold harmless the indemnitee, its officers, agents and employees from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of indemnitor's negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except with regard to those matters arising from indemnitee's sole active negligence or willful misconduct.
11. **Insurance:** CITY agrees to maintain in full force and effect, at a minimum, the following insurance and self-insurance programs during the term of this Agreement.
  - a. **Comprehensive General Liability.** CITY will maintain Comprehensive General Liability coverage through a risk-sharing authority or comparable program, with coverage limits and self-insured retention amounts that are reasonable and appropriate for a California municipal agency of CITY's size, operations, and risk exposure, which coverage limits shall in no event be less than \$2,000,000 per occurrence.
  - b. **Workers' Compensation.** CITY will maintain workers' compensation coverage as required by California law, through a combination of insurance, participation in a risk-sharing authority, or self-insured retention, in amounts that are reasonable and appropriate for a California municipal agency.
12. Compliance with Laws. The parties shall comply with all federal, state and local laws and ordinances as may be applicable to the performance of services under this Agreement.
13. Governing Agreement: In the event of any conflict between this Agreement and its Exhibits, the provisions of this Agreement shall govern. In the event of any conflict between any of the Exhibits, the provisions of the first in order of attachment shall govern.
14. Assignment: Neither party shall assign or transfer any interest in this Agreement nor the performance of obligations hereunder without prior written consent of the other and any attempt to so assign this Agreement or any rights, duties, or obligations arising hereunder shall, at the option of the non-assigning party, be void and of no effect.
15. Independent Contractor. CITY and WPCTSA shall, in the performance of their respective obligations under this Agreement, act as independent contractors and shall not be officers, agents, or employees of the other. This Agreement does not confer on CITY any authority over WPCTSA or the individual transit operators and jurisdictions who are members of WPCTSA.
16. Successors in Interest: This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.
17. Attorney Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorneys' fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
18. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE  
Alternative Transportation Manager  
316 Vernon Street, Suite 150  
Roseville, CA 95678

WPCTSA  
Executive Director  
2260 Douglas Boulevard, Suite 130  
Roseville, CA 95661

Either party may amend its address for notice by notifying the other party in writing.

19. Modification: This Agreement and each provision contained herein may be waived, amended, supplemented, or eliminated only by mutual written agreement of the parties.
20. Severability. In case any one or more of the provisions contained in this Agreement is for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.
21. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged into this Agreement and there are no understandings or agreements other than those incorporated herein.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. \_\_\_\_\_, adopted by the Council of the City of Roseville on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and the Western Placer Consolidated Transportation Service Agency has caused this Agreement to be executed.

CITY OF ROSEVILLE,  
a municipal corporation

WESTERN PLACER CONSOLIDATED TRANSPORTATION  
SERVICES AGENCY, a joint powers agency

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO SUBSTANCE:

\_\_\_\_\_  
Public Works Director

**EXHIBIT A – SCOPE OF SERVICES  
SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

**1. Overview – South Placer Transit Information Education and Transit Training Program**

The South Placer Transit Information (SPTI) Call Center (Call Center) is a dynamic environment that responds to customers’ needs as prescribed by PCTPA, WPCTSA, the Transit Operators Working Group (TOWG), and other WPCTSA stakeholders to help customers gain, re-gain, and/or maintain mobility. In conjunction with the [SPTI Program website](#), the Call Center provides customers with a centralized, one-stop resource for transportation service information in the southwestern Placer region and for scheduling on-demand/dial-a-ride and paratransit services for Auburn Transit, Placer County Transit, and Roseville Transit outside of the GO South Placer microtransit mobile application. Transit agencies retain their own dispatch functions and staff to make any modifications necessary to the manifest for next-day services for their drivers and customers.

As the lead agency, CITY intends to employ a subcontractor (CONTRACTOR) to operate the Call Center on CITY’s and WPCTSA’s behalf. CONTRACTOR will be responsible for all staffing to properly maintain the Call Center’s operations and functions, including hiring, training, managing, and supervising customer service agents that administer call intake and trip scheduling/manifest creation for on-demand and paratransit services, and provide general assistance to callers who may be seeking information about available transportation options. CONTRACTOR shall provide on-going training for Call Center agents to ensure consistent administrative practices, high-quality customer service interactions, and usage of up-to-date technology resources and practices that enhance mobility opportunities for Call Center customers.

**2. CITY Duties and Responsibilities**

CITY shall perform the duties described in Sections 2.1 – 2.6, below, and to the extent reasonable and feasible, CONTRACTOR and/or WPCTSA member agencies shall assist CITY in this regard.

**2.1 Coordination with WPCTSA, TOWG, and Member Agencies**

CITY shall be responsible for coordinating activities with WPCTSA, its member agencies, local and regional governmental jurisdictions, social service organizations, and/or other relevant transportation citizen groups and stakeholders. CITY shall also be responsible for developing and monitoring Call Center customer service and performance standards and budget reporting activities in coordination with WPCTSA and the TOWG.

**2.2 Bi-Monthly Reporting and Invoicing**

No later than the 15th day of each odd-numbered month (January, March, May, July, September, November), CITY shall submit to WPCTSA a detailed bi-monthly report and invoice for the Call Center. Reports shall document all activities performed during the invoice period, identify performance metrics achieved, and provide detailed expenditures and necessary supporting documentation for the two-month reporting period. The format and content of these reports shall be determined by WPCTSA in collaboration with CITY and the TOWG and may be modified by WPCTSA at any time.

**2.3 Selection and Oversight of CONTRACTOR**

CITY shall procure a CONTRACTOR for the administration of Call Center operations and shall provide administrative oversight of CONTRACTOR’s performance.

**EXHIBIT A – SCOPE OF SERVICES  
SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

**2.4 Advertising and Promotion**

CITY shall coordinate with WPCTSA to design, prepare, schedule, distribute and pay for all advertising and promotional materials designed to inform the public about the Call Center. Advertising may include but is not limited to print media, internet, social media, television and/or radio. WPCTSA shall reimburse CITY for these expenses.

**2.5 Operations Headquarters and Office Space**

CITY shall provide and maintain operational space for CONTRACTOR to perform all Call Center operations at CITY's Corporation Yard facility located at 2075 Hilltop Circle Drive, Roseville, CA. The facility includes an adequate parking area for CONTRACTOR and CITY employees and restroom facilities. Aside from general repair, maintenance includes, but is not limited to sweeping, dusting, trash emptying, and cleaning of all restroom and common space areas used by CONTRACTOR. CITY shall perform any needed capital or tenant improvements necessary to accommodate the Call Center in the CITY's facility per CITY's discretion.

**2.6 Supplies, Equipment, and Furniture**

CONTRACTOR shall provide all supplies and equipment that is required for operating and administering transit service operations for CITY and Call Center operations, except for any CITY provided items. This includes, but is not limited to, office supplies, personal computers, personal computer software, separate network, separate telephone system, database firewalls, security software, printers, copy/fax machines, e-mail and other electronic services. CONTRACTOR shall remain current on all software licensing and keep all office equipment and technology in good working order. The City is responsible for providing all office furniture and chairs.

**3. CITY CONTRACTOR's Duties and Responsibilities**

CONTRACTOR shall be obligated to perform the duties and accept the responsibilities set forth below:

- Perform contracted activities in coordination and cooperation with CITY and WPCTSA on matters related to operations, monitoring, reporting and meeting service performance measurements;
- Develop, implement and maintain daily and monthly schedules that shall identify staff members and their assigned shifts and work assignments to handle customer calls for on-demand/dial-a-ride and paratransit trip reservations, calls for general regional transportation information, and referrals for processing Americans with Disabilities Act (ADA) eligibility and SPTI Transit Training applications;
- Meet the objectives of providing quality transportation Call Center customer service functions, which include efficiently booking on-demand/dial-a-ride and paratransit trip reservations across Placer County and improving the efficient use of existing on-demand/dial-a-ride services currently provided, and conducting trip planning functions for customers that want to utilize one or more fixed-routes operated by one or more transit agency;
- Provide CITY with weekly, monthly and quarterly reports for review by PCTPA, WPCTSA and/or the TOWG;

**EXHIBIT A – SCOPE OF SERVICES**  
**SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

- Work with CITY staff to continue, expand, and update current Call Center operations (including CITY approved software) to include all participating transit agencies as directed; and
- Work with CITY and WPCTSA to continue to expand current operations as prescribed by WPCTSA.

**3.1 Call Center Employee Selection and Supervision**

CONTRACTOR shall be responsible for the employment and supervision of all employees necessary to perform all Call Center administrative operations. CONTRACTOR responsibilities shall include employee recruitment, screening, selection, training, supervision, employee relations, evaluations, retraining and employee discipline, including but not limited to termination.

CONTRACTOR shall use all appropriate screening and selection criteria in order to employ operations personnel. CONTRACTOR shall perform employment, open market value (OMV) and criminal background checks, preemployment drug screens and physicals of all employees associated with the agreement entered into between CITY and CONTRACTOR and shall undertake the steps necessary to ensure that all such employees perform their duties in a safe, legal, courteous, and professional manner at all times.

CONTRACTOR shall continually comply, and shall require any/all subcontractors to comply, with applicable state and federal employment laws, including Section 1735 of the California Labor Code and Title VI of the Civil Rights Act of 1964, as amended.

**3.2 Bi-Lingual Personnel and Training**

CONTRACTOR shall make every effort to recruit bi-lingual personnel for reservationist, dispatcher, and supervisor positions. CONTRACTOR shall implement within 120 days after the start of the contract term, a keyword/key-phrase training and proficiency testing program to assist all operating personnel to learn simple phrases to assist them in communicating to limited English proficient (LEP) speaking transit system users as identified in applicable Title VI Program Language Assistance Plan(s), as may be updated periodically. CONTRACTOR will comply with WPCTSA and CITY specified Title VI goals.

**3.3 Call Center Staffing**

CONTRACTOR shall employ executive, dedicated on-site management, administrative, supervisory, operational, and maintenance personnel to provide the necessary staffing resources for the effective management of and technical support for all Call Center functions. CONTRACTOR shall be responsible for maintaining a consistent level of excellent customer service and making appropriate changes in staff levels to ensure this quality.

CONTRACTOR shall develop, implement, and maintain a daily schedule of labor resources to handle transit information telephone calls, trip reservations and scheduling, and complaints received from customers. This schedule shall identify work assignments and shift time.

**3.3.1 Call Center On-Site Project Manager**

At a minimum, CONTRACTOR shall designate an on-site Project Manager who meets the following requirements:

**EXHIBIT A – SCOPE OF SERVICES  
SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

- Has a proven, successful work history in situations similar to those described in scope of services and has at least three (3) years of public transportation management experience;
- Holds the equivalent of a bachelor's degree from a four (4) year college in a related field (however, each year of management experience in a related transportation industry beyond the required minimum years of experience listed above may substitute for each year of college.);
- Has managerial and supervisory experience in public or private agencies; and,
- Has had direct supervisory responsibility for all facets of a public transit operation.

**3.3.2 Call Center Reservationists**

CONTRACTOR shall provide lead reservationist(s) and reservationists who have the capacity to process call volumes which average about 5,000 calls per month and to handle increases in service hours and call volume at approximately 5% per year. Call Center operating hours are from 8:00am - 5:00pm, seven days per week, 52 weeks per year, with closures on major holidays which coincide with on-demand/dial-a-ride service holidays. Call Center operating hours may be adjusted at the CITY'S discretion per CONTRACTOR recommendation and/or in cooperation with WPCTSA and the TOWG to accommodate call volume and/or new programs.

Lead reservationists, reservationists, and any other personnel who may from time-to-time be assigned to telephone information and/or reservation lines shall be trained in customer service, customer relations skills, telephone manners, and phone operations procedures, which include data gathering, accident/incident reporting, fares, bus and demand response schedules and service information dissemination, information and SPTI transit training referrals, ADA regulations regarding trip reservations (CALL CENTER will be operated in compliance with applicable sections of 49CFR37), reservation procedures, operating policies, and all other programs as prescribed by WPCTSA member agencies.

**3.3.3 Call Center Reservationist Training Requirements**

Training for reservation staff must include, but is not limited to, the following:

- Telephone etiquette and customer service skills;
- Administrative and operating policies for participating agencies pertinent to providing excellent customer service;
- Reservation procedures to respond to passenger requests to book trips with participating transit agencies using CITY approved software, deemed appropriate by the CITY;
- Scheduling trips in accordance with the ADA required operating standards for complementary paratransit service, including passenger screening for ADA eligibility;
- Bus travel time on participating agencies on-demand/dial-a-ride, local fixed route and commuter service buses;
- Fare structures and discount information for all participating agencies and the ability to access fare information quickly;

**EXHIBIT A – SCOPE OF SERVICES**  
**SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

- Regional fixed route, commuter and demand response schedules and services and the ability to access schedule and service information quickly;
- Dispatching assistance as necessary to maximize route efficiency; Information and services referrals to other agencies when appropriate;
- Alternative transportation information in general;
- Complaint procedures/referrals to participating transit agencies when appropriate;
- Accident/incident procedures;
- Bus trip planning;
- Route and schedule information;
- Fare distribution as prescribed by WPCTSA and/or the TOWG to eligible social service agencies; and,
- Database maintenance regarding ADA eligible passengers and all information necessary for monthly, quarterly and annual performance and National Transit Database ("NTD") reporting.

**3.4 Training and Retraining**

CONTRACTOR shall provide ongoing customer service and CITY approved software, training and retraining for all Call Center reservationist positions and for satellite office dispatchers as deemed necessary by participating agencies. Ongoing training and retraining shall be based on a variable hourly cost which should be included in the CONTRACTOR's cost proposal.

**3.5 Telephone Information and Reservation System**

CONTRACTOR shall utilize transportation Call Center telephone lines solely to respond to incoming calls from the general public and/or social service agencies for the purposes of requesting on-demand/dial-a-ride service, reservation scheduling information, and requests for public transportation information and transit options in south Placer County. These phone lines shall be exclusively dedicated to the Call Center's reservation and information system.

CONTRACTOR shall advise CITY if call volume appears to exceed phone line capacity to respond to incoming calls with a minimum of calls in queue. CONTRACTOR shall coordinate with CITY monthly, or more frequently if necessary, to evaluate call volume. CONTRACTOR shall respond to reservation and/or information requests from hearing impaired callers with TDD equipment or use the California Relay Service for communication with hearing impaired customers.

CONTRACTOR shall follow applicable Language Assistance Plans (LAPs) produced for WPCTSA's and CITY's Title VI Programs to help limited English proficient (LEP) speaking customers served by this plan make reservations and/or obtain transit information.

**3.6 Scheduling System**

CONTRACTOR shall provide and use, in the daily operations, the Scheduling System approved by CITY. This Scheduling System must be provided in an Application Server Provider (ASP) method and shall enable the necessary number of concurrent users for processing at least 5,000 trips per month and increasing Call Center capacity as demand warrants. This software will interface with the Roseville Transit dispatch office and satellite offices at participating agencies as deemed necessary by those agencies. CONTRACTOR shall provide redundant access to their servers, provide, install, and maintain all network and server infrastructure, firewall technology, backup systems and application software and provide support services on all such hardware and software to CITY. CONTRACTOR shall purchase and update any GIS mapping components by the Scheduling System manually.

**EXHIBIT A – SCOPE OF SERVICES  
SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

During the period of time of operation under Scheduling System approve by CITY, as provided herein, CONTRACTOR will provide access to the appropriate network and server infrastructure, training, support, and backup files to utilize the Scheduling System at any time. Should CITY elect to purchase or migrate the Scheduling System in-house, CITY will be responsible for supplying the server infrastructure for the in-house utilization of the Scheduling System. All data and information in the servers and on CITY and CONTRACTOR computers related to all participating transit agencies shall be the property of CITY and shall be transferred to CITY upon request at no extra cost within a reasonable time period.

**3.7 Call Center Service Standards – General**

CONTRACTOR shall respond to telephone, TDD, email and/or faxed requests for on-demand/dial-a-ride service and general transit information on a "real-time" demand-response basis in accordance with the Section 3.8, below. CONTRACTOR shall also accept telephone, TDD, email, online, and/or faxed requests for advanced reservations on participating agencies' on-demand/dial-a-ride service as determined by each operator. Advance reservation trips will be scheduled on a first come first serve basis as capacity allows. However, to comply with required ADA paratransit criteria, priority shall be given to individuals who have proof of ADA paratransit service eligibility.

CONTRACTOR shall forward calls for same day trips and cancellations to the appropriate transit operator. CONTRACTOR shall also accept "subscription service" reservations (provision of repetitive trips over an extended time period without requiring that individuals call to request reservations for each trip) as determined by each transit operator.

CONTRACTOR shall always strive to provide service in a manner that will maximize productivity and at the same time emphasize quality customer service. Recognizing that the goals of productivity and service quality may conflict at times, performance standards as prescribed in the following section must be established in a manner to be reasonably attainable by CONTRACTOR, fair to the customer and consistent with all participating transit agencies' expectations. Other performance standards may be added as mutually agreed upon by WPCTSA and the TOWG. A customer survey mechanism may be used on occasion to measure customer satisfaction levels.

**3.8 Telephone Information and Reservation Key Performance Indicators**

CONTRACTOR shall respond to telephone requests for transit services on a "real-time" demand response basis. CONTRACTOR will strive to meet the following key performance indicators (KPIs) established by CITY, WPCTPSA and the TOWG as follows:

- Less than one and a half (1.5) telephone call abandoned by the caller per (twenty) 20 completed calls. A call is usually considered abandoned if the call is terminated while it is in the "Next Call Waiting Queue" or while it is "On Hold".
- Ninety percent (90%) of all phone calls shall be answered within ninety (90) seconds.
- Ninety-five percent (95%) of all phone calls shall be answered within three (3) minutes.
- One hundred percent (100%) of all phone calls shall be answered within six (6) minutes.

CONTRACTOR shall accept telephone requests for advance reservations as determined by each

**AGREEMENT BETWEEN THE CITY OF ROSEVILLE AND THE  
WESTERN PLACER CONSOLIDATED TRANSPORTATION SERVICES AGENCY  
REGARDING THE SOUTH PLACER TRANSIT INFORMATION  
EDUCATION AND TRANSIT TRAINING PROGRAM**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Roseville, a municipal corporation ("CITY"), and the Western Placer Consolidated Transportation Services Agency, a joint powers agency ("WPCTSA").

WITNESSETH:

WHEREAS, pursuant to California Government Code Section 67910, the Placer County Transportation Planning Agency ("PCTPA") was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive of the Lake Tahoe Basin; and

WHEREAS, one of the key responsibilities for a local area planning agency is to designate a Consolidated Transportation Services Agency ("CTSA"); and

WHEREAS, the Western Placer Consolidated Transportation Service Agency ("WPCTSA") is a joint powers agency created on October 13, 2008, by Placer County, the cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, and the Town of Loomis, and is administered by PCTPA's staff; and

WHEREAS, WPCTSA has the responsibility and authority to provide social service transportation coordination within WPCTSA's jurisdiction to serve transit-dependent populations, including seniors, individuals with disabilities, and low-income populations, and to perform any and all other duties of a CTSA created pursuant to Government Code Section 15975(a) and the Mills-Alquist-Deddeh Act; and

WHEREAS, WPCTSA designated CITY as the lead agency to establish and operate the South Placer Transit Information Education and Transit Training Program ("Program") to educate existing riders, stakeholders, and the general public about, and train new riders on, the region's fixed-route bus and on-demand/dial-a-ride and paratransit services available; and

WHEREAS, CITY has partnered with WPCTSA to administer transit training and education services and functions throughout the region since 2016, and CITY is willing to continue serving as the operator for the SPTI Program beyond the existing agreement between WPCTSA and CITY, which is set to terminate on June 30, 2026.

NOW, THEREFORE, the parties agree as follows:

1. Term: This Agreement shall commence on July 1, 2026, and terminate on June 30, 2029. The parties may extend this Agreement in writing for up to two (2) additional, one-year options that if executed extend the Agreement to end on June 30, 2031.
2. Services: CITY shall operate the Program as described in the scope of services that is attached hereto as Exhibit "A" and incorporated herein by this reference. Exhibit "A" represents the basic scope of services to be provided by CITY on an annual basis on behalf of WPCTSA and its member agencies. In operating the Program, CITY shall adhere to the standards of performance which are incorporated into Exhibit A.

3. Funding: WPCTSA agrees to annually allocate to CITY the actual costs necessary to operate the Transit Training and Education Program, which shall be included in WPCTSA's adopted fiscal year budget, and/or any budget amendments thereto. Funding for the Program shall be provided through available Transportation Development Act ("TDA") Local Transportation Funds ("LTF") and/or State Transit Assistance Discretionary Funds ("STA") allocated to WPCTSA by PCTPA annually pursuant to its established TDA funding allocation methodology. In addition to TDA funds, other sources of federal, state, and/or local funding may also be provided by PCTPA, WPCTSA, or its member jurisdictions to support the Program.
4. Annual Budget Process: No later than March 30<sup>th</sup> of each year, CITY shall submit a preliminary budget to WPCTSA. Such budget shall include the Program's estimated operational costs and capital expenditures necessary to support CITY's administration of the Program for the next fiscal year. CITY may include in the preliminary budget any requests for funding for additional services which are outside of the basic scope of services identified in Exhibit A, or may show reduced budget and related service reductions necessary to respond to any projected funding shortfalls. In accordance with its annual budget approval process, WPCTSA shall accept, reject or modify CITY's Transit Training and Education Program budget and, if necessary, identify the source of funding for any approved additional services and/or cost increases.
5. Monthly Reporting and Claim Process: During the term of this Agreement, CITY shall submit to WPCTSA, attention Executive Director, a requisition for payment for a period of services not exceeding two months. Each requisition for payment shall conform to the following: (1) be prepared on CITY's letterhead; (2) be signed by the Project Manager; (3) contain a unique invoice number; (4) attach appropriate monthly and quarterly progress reports similar to what is currently incorporated into Exhibit "B". The requisitions for payment shall include documentation of reimbursable expenses and other invoiced items sufficient for WPCTSA, in its opinion, to substantiate billings. WPCTSA reserves the right to withhold payment of disputed amounts.
6. Grants: WPCTSA and CITY, on WPCTSA's behalf, may pursue federal, state and/or other grants to offset the operating and capital funding provided by WPCTSA for the Program. If either party successfully obtains any such grants, the party administering the grant will be entitled to receive an appropriate portion of the grant to cover its administrative costs. CITY agrees to make a good faith effort to expend any grants or other sources of funding expeditiously and, if possible, prior to expending any funds granted to CITY by WPCTSA under Section 4 of this Agreement.
7. Termination for Convenience: Either party may terminate this Agreement for convenience at any time upon giving one hundred and eighty (180) days advanced written notice to the other party, WPCTSA, and WPCTSA member agencies.
8. Breach: Should a party fail to perform its contractual obligations within thirty (30) days following written notice from the other party, or is otherwise unable to cure a material breach of this Agreement within such time, that party shall be considered in default and the non-defaulting party may terminate this Agreement.
9. Mediation: If any controversy or differences arise between the parties regarding the interpretation or enforcement of this Agreement, or because of an alleged dispute, breach or default in connection with any provision of this Agreement, either party may deliver a written notice to the other party raising such dispute or claiming such breach or default. If the parties are unable to resolve such differences in good faith on their own, or if a party fails to cure or commence the cure of any alleged breach or default within thirty (30) days of receipt of written notice from the other party raising such dispute or claiming such breach or default, the parties will attempt to resolve such differences through nonbinding mediation. The cost of mediation shall be divided equally between the parties. If the parties are unable to resolve their

differences through mediation within thirty (30) days after submission of the dispute to mediation, each party may then pursue its judicial remedies to the full extent of the law.

10. Indemnification: Each party shall indemnify the other as follows: Indemnitor shall defend, indemnify, and save and hold harmless the indemnitee, its officers, agents and employees from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or death of any person (including but not limited to workers and the public), or damage to property, resulting from or arising out of indemnitor's negligent act or omission while engaged in the performance of obligations or exercise of rights created by this Agreement, except with regard to those matters arising from indemnitee's sole active negligence or willful misconduct.
11. **Insurance:** CITY agrees to maintain in full force and effect, at a minimum, the following insurance and self-insurance programs during the term of this Agreement.
  - a. **Comprehensive General Liability.** CITY will maintain Comprehensive General Liability coverage through a risk-sharing authority or comparable program, with coverage limits and self-insured retention amounts that are reasonable and appropriate for a California municipal agency of CITY's size, operations, and risk exposure, which coverage limits shall in no event be less than \$2,000,000 per occurrence.
  - b. **Workers' Compensation.** CITY will maintain workers' compensation coverage as required by California law, through a combination of insurance, participation in a risk-sharing authority, or self-insured retention, in amounts that are reasonable and appropriate for a California municipal agency.
12. Compliance with Laws. The parties shall comply with all federal, state and local laws and ordinances as may be applicable to the performance of services under this Agreement.
13. Governing Agreement: In the event of any conflict between this Agreement and its Exhibits, the provisions of this Agreement shall govern. In the event of any conflict between any of the Exhibits, the provisions of the first in order of attachment shall govern.
14. Assignment: Neither party shall assign or transfer any interest in this Agreement nor the performance of obligations hereunder without prior written consent of the other and any attempt to so assign this Agreement or any rights, duties, or obligations arising hereunder shall, at the option of the non-assigning party, be void and of no effect.
15. Independent Contractor. CITY and WPCTSA shall, in the performance of their respective obligations under this Agreement, act as independent contractors and shall not be officers, agents, or employees of the other. This Agreement does not confer on CITY any authority over WPCTSA or the individual transit operators and jurisdictions who are members of WPCTSA.
16. Successors in Interest: This Agreement shall be binding upon the heirs, successors, executors, administrators and assigns of the respective parties hereto.
17. Attorney Fees; Venue; Governing Law. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action shall be entitled to recover its reasonable litigation expenses, including but not limited to, court costs, expert witness fees, discovery expenses, and attorneys' fees. Any action arising out of this Agreement shall be brought in Placer County, California, regardless of where else venue may lie. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
18. Notices. Any notices to parties required by this Agreement shall be delivered personally or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE  
Alternative Transportation Manager  
316 Vernon Street, Suite 150  
Roseville, CA 95678

WPCTSA  
Executive Director  
2260 Douglas Boulevard, Suite 130  
Roseville, CA 95661

Either party may amend its address for notice by notifying the other party in writing.

- 19. Modification: This Agreement and each provision contained herein may be waived, amended, supplemented, or eliminated only by mutual written agreement of the parties.
- 20. Severability. In case any one or more of the provisions contained in this Agreement is for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.
- 21. Entire Agreement. This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged into this Agreement and there are no understandings or agreements other than those incorporated herein.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. \_\_\_\_\_, adopted by the Council of the City of Roseville on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, and the Western Placer Consolidated Transportation Service Agency has caused this Agreement to be executed.

CITY OF ROSEVILLE,  
a municipal corporation

WESTERN PLACER CONSOLIDATED TRANSPORTATION  
SERVICES AGENCY, a joint powers agency

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

APPROVED AS TO SUBSTANCE:

\_\_\_\_\_  
Public Works Director

**EXHIBIT A – SCOPE OF SERVICES**  
**SOUTH PLACER TRANSIT INFORMATION EDUCATION AND TRANSIT TRAINING PROGRAM**

**1. Overview – South Placer Transit Information Education and Transit Training Program**

The South Placer Transit Information (SPTI) Education and Transit Training Program (Program) is designed to implement the WPCTSA’s Marketing Plan, which was completed in January 2023. The Program’s overall goals are to increase awareness of available transit services, educate the public on how to use transit services effectively, and promote new transit ridership among both transit-dependent (i.e., seniors, persons with disabilities, low-income, and student/youth) populations and the broader public living within the south Placer region. The Program consists of two integrated components: (1) Education Services and (2) Transit Training Services, which collectively bring awareness about existing mobility options available and enhance access to existing services and programs for current and new transit riders in the region.

WPCTSA maintains the [SPTI Program website](#), which provides a comprehensive online resource containing broad information about the region’s collective transit services, including respective bus schedules and fare information for each transit agency, trip planning tools, and other educational materials about the region’s overall transit network. This website serves as the primary digital hub for the Program and is complemented by printed SPTI materials that include brochures, information cards, and other collateral for distribution at educational events, trainings, and presentations.

**2. General Provisions Applicable to Both Program Components**

**2.1 Duties and Responsibilities**

CITY shall perform the duties described below, and to the extent reasonable and feasible, any contractors and/or regional transit service operators shall assist.

**2.1.1 Coordination with WPCTSA and Member Agencies**

CITY shall be responsible for coordinating program activities with WPCTSA, its member agencies, local and regional governmental jurisdictions, social service organizations, and/or other relevant transportation citizen groups and stakeholders.

**2.1.2 Performance Standards and Reporting**

CITY shall be responsible for developing and monitoring customer service and performance standards, and reporting activities for the Program in coordination with WPCTSA. Performance standards and deliverable targets shall be established for the Program, and updated as needed, through coordination and agreement between CITY and WPCTSA. Examples of the current performance targets and reporting structure established for the Program’s Education and Transit Training components are identified in Exhibit B (Education and Transit Training Administration Reports). These reports may be amended from time to time by mutual written agreement between CITY and WPCTSA to reflect changes in program requirements, performance expectations, and/or reporting needs.

**2.1.3 Advertising and Promotion**

CITY shall coordinate with WPCTSA to design, prepare, schedule, distribute and pay for all advertising and promotional materials designed to inform the public about the Program. Advertising may include but is not limited to print media, internet, social media, television and/or radio. WPCTSA shall reimburse CITY for these expenses.

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**2.1.4 Workspace**

CITY shall provide and maintain its own workspace to accommodate CITY employees and/or any contracted employees used to support administrative duties and coordination functions associated with the Program.

**2.1.5 Bi-Monthly Reporting and Invoicing**

No later than the 15th day of each odd-numbered month (January, March, May, July, September, November), CITY shall submit to WPCTSA a detailed bi-monthly report and invoice for both of the Program’s Education and Training components. Reports shall document all activities performed during the invoice period, identify performance metrics achieved, and provide detailed expenditures and necessary supporting documentation for the two-month reporting period. The format and content of these reports shall follow the templates established in Exhibit B (Education and Transit Training Administration Reports), or as otherwise requested and/or modified by WPCTSA.

**3. Education Services**

**3.1 Education Services Overview**

The Program’s Education component provides public outreach, information dissemination, and community presentations to increase awareness and understanding of available transit services throughout the Placer region. Education services focus on informing community members about what transit services exist, basic information on how to use them, and where to access additional detailed resources including the [SPTI Program website](#) and SPTI Call Center.

**3.2 CITY Duties and Responsibilities for Education Services**

**3.2.1 Staffing and Program Management**

CITY shall employ or designate staff to manage, coordinate, and deliver Education services. CITY may subcontract with qualified vendors to provide specific Education services, such as conducting presentations, subject to approval by WPCTSA. Any such subcontractor shall be procured and managed by CITY, which shall maintain administrative oversight responsibility for all contracted Education services. CITY shall aim to provide at least 20 hours of staffing resources per week towards administering the Program’s Education component.

**3.2.2 Community Presentations**

CITY shall organize, schedule, and deliver educational presentations to community groups, senior centers, social service agencies, healthcare facilities, disability organizations, and other interested groups throughout the Placer region. Presentations shall include, but not be limited to, information about:

- Available transit services, including fixed-route bus, dial-a-ride, paratransit, and specialized transportation service options;
- Basic instruction on how to use transit services, including how to plan trips, read schedules, pay fares, and access services;
- Resources for additional assistance, including the [SPTI Program website](#), the SPTI Call Center, and the Transit Training Program (also known as Mobility Training in the industry);

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- Americans with Disabilities Act (ADA) paratransit eligibility and application processes; and,
- Fare discount programs and eligibility requirements.

CITY shall aim to provide at least five educational presentations per month, which may be conducted all, or in part by, CITY staff and/or any subcontractor selected by CITY to deliver the Education services.

**3.2.3 Community Outreach and Tabling Events**

CITY shall organize and physically staff tables at local community events, health fairs, senior expositions, and other public gatherings to distribute informational transit materials and provide one-on-one assistance to community members. CITY staff shall be prepared to answer questions, provide route planning assistance, and make referrals to the Transit Training Program and/or other appropriate resources. CITY must aim to conduct at least one community tabling event per month for the Program’s Education component.

**3.2.4 Information Materials Development and Distribution**

CITY shall develop, produce, maintain, and distribute educational and informational materials including, but not limited to, the following:

- Transit service brochures and guides;
- Quick-reference information cards;
- System maps and schedules;
- How-to guides for using specific services;
- Digital resources and online content; and,
- Other promotional and educational collateral as needed.

All materials shall be accurate, up-to-date, accessible, and appropriate for the respective target audiences, including limited English proficient, senior, and disabled populations.

**3.2.5 Website Management**

CITY shall coordinate with WPCTSA to regularly update the [SPTI Program website](#) to serve as a comprehensive online resource for current transit information, trip planning, educational materials, and program resources.

**3.2.6 Coordination with Social Service Agencies and Community Partners**

CITY shall establish and maintain relationships with social service agencies, healthcare providers, senior centers, disability organizations, and other community partners to identify opportunities for education and outreach, coordinate presentation schedules, and facilitate referrals to the Transit Training Program for individuals requiring more intensive instruction.

**3.2.7 Performance Monitoring and Reporting**

CITY shall track and document all Education activities and outcomes, including but not limited to:

- Number of presentations delivered and attendees reached;
- Number of tabling/outreach events conducted and participants engaged;

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- Quantity and types of materials distributed;
- Referrals made to the Transit Training Program and SPTI Program website; and,
- Other relevant metrics as established by mutual agreement with WPCTSA.

CITY will work with WPCTSA to continually document public engagement and outreach activities through WPCTSA's Customer Relationship Management (CRM) software program.

**4. Transit Training Services**

**4.1 Transit Training Program Overview**

The Program's Transit Training component provides individualized and small group transit training to teach new riders how to use the region's fixed-route bus, dial-a-ride, and paratransit services independently. Transit Training services include the following activities:

- Establishing methods for identifying potential transit riders in need of Transit Training in coordination with WPCTSA, its partnering agencies, and the region's transit providers,
- Conducting a comprehensive assessment of a potential transit rider's, or a group of riders, specific transit needs, functional skills/capabilities, and identifying the appropriate services available to address them,
- Creating customized training plans and/or a curriculum that provide potential transit rider(s) with hands-on instruction and follow-up support to enable trained, confident, and consistent transit users.

**4.2 CITY Duties and Responsibilities for Training Services**

CITY shall perform the duties described below, and to the extent reasonable and feasible, any contractors and/or regional transit service operators shall assist.

**4.2.1 Subcontractor Oversight**

CITY will either directly perform or may procure a subcontractor for the implementation of all or part of the Transit Training Program. If a subcontractor is procured, CITY shall provide direct administrative oversight of the subcontractor's performance.

**4.2.2 Liaison with Local Jurisdictions, Agencies and Citizens Groups**

CITY shall be responsible for coordinating program activities with WPCTSA, its member agencies, local and regional governmental jurisdictions, social service organizations, and/or other relevant transportation citizen groups and stakeholders.

**4.3 Duties and Responsibilities**

CITY, or their subcontractor, shall perform the duties described below.

**4.3.1 Staffing**

A Project Manager shall be established as a point of contact for CITY or their respective subcontractor team. The Project Manager must be competent to oversee professional transit training staff and meet or exceed the following minimum qualifications:

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- Has at least three (3) years of supervisory experience in a transit training environment that includes outreach, training, and stakeholder engagement for transportation-related services and/or programs, and
- Has three (3) years of experience working with seniors, low-income populations, and/or individuals with disabilities.

Up to 120 hours of collective transit training shall be provided by the Project Manager and their respective team per month.

**4.3.2 General Program Design & Related Components – Requirements**

CITY, or their subcontractor, shall provide all instructional design materials for supporting the transit training services, including a written assessment process and all necessary equipment, customized written Transit Training Plans, a detailed description of the prescribed professional Transit Training Plan, and all documentation and reporting necessary to provide a comprehensive program and to meet grant reporting requirements, including but not limited to the elements described below:

- Describe the methodology for identifying customers in need of transit training;
- Provide a description of individual and/or small group assessments used to determine the appropriate level of transit training as either
  - Basic Training – generally less than 10 hours in duration (excluding documentation time); or
  - Intensive Training – generally less than 30 hours in duration (excluding documentation time).
- A description of the components of a Basic or Intensive, Group or Individual training, and how the appropriate training level was determined;
- A written description of a customized training program;
- A cost estimate for each customer or groups of customers based on assessment(s), prior to the start of a training process, which shall include the cost for fares;
- A description of specific training goals and a timeline to achieve the desired outcomes;
- A summary of the training provided and goals achieved; and,
- A written schedule for follow-up with clients, quarterly, for the first year following the training.

**4.3.3 Individualized and/or Small Group Transit Training Plans Components**

At a minimum, individualized and/or small group Transit Training Plans shall include a written plan detailing instruction for the following components:

- How to read and use transit system maps and schedules,
- How to access and use all resources related to the transit service providers,
- How to transfer between regional service providers and use of 'transfers' – if applicable,
- How to obtain a reduced fare identification card,
- How to decide the appropriate fare to purchase and use,
- How to pay a transit fare,
- How to purchase transit passes by phone,
- How to plan round trips using the appropriate transit service provider,
- How to cross streets safely and other safety related issues around bus stops,

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- How to be aware and stay observant of other passengers and disruptive behaviors,
- How to identify key landmarks for trip planning purposes,
- How to use ramps and/or bus kneeling features when boarding a bus,
- How to file a formal complaint/compliment regarding a transit service or operation,
- How to know when to get off the bus,
- How to let the bus driver know you want off the bus or need assistance,
- What general emergency procedures to understand when on a bus,
- A review of local transit service providers' Codes of Conduct,
- How to locate and identify bus stops,
- Expected length of training and timeline with milestones, and
- A final report documenting each individual's training experience and outcome

**4.3.4 Contract Deliverables**

The contract deliverables shall include, but are not limited to, the following:

- A written Transit Training Plan for each customer or group of customers per the criteria described in Sections 4.3.2 and 4.3.3;
- Trained, confident transit customers resulting from the prescribed training;
- A final report and follow-up plan for each customer or group of customers within two weeks of the training period's completion;
- A detailed invoice for services for each customer or group of customers and a report of the prior two months' activities submitted to the City of Roseville Project Manager as part of the bi-monthly reporting process specified in Section 2.1.5 and Exhibit B; and,
- Annual summary reports for customers trained, recommendations on training improvements, and cost saving approaches to enhance the program's effectiveness and sustainability, if applicable.

## **EXHIBIT B – EDUCATION AND TRANSIT TRAINING ADMINISTRATION REPORTS**

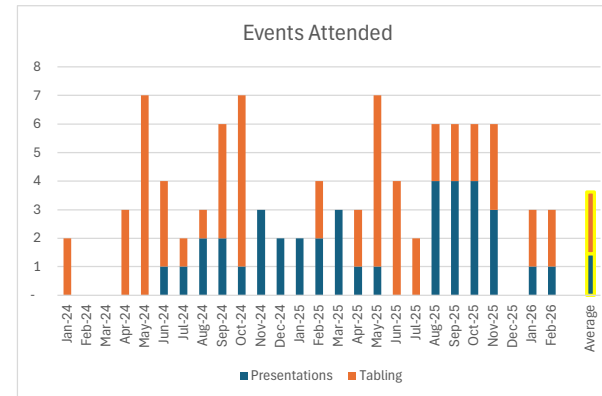
The following reports are examples of the performance outcomes and metrics WPCTSA expects CITY to provide as supporting documentation for each invoice submitted for reimbursement. These reports are subject to change based on mutual agreement between WPCTSA and CITY.

Event Name	Status	New Organization	Event Date	Organization	Presentation	Table	Location	Audience Description	Audience Area	Est Attendees	Actual Attendees	Interactions	Contacts	Staff	PI Staff
Sierra College Welcome Back Event	Attended		1/23/2024	Sierra College		Table	Rocklin	College- All Ages	South Placer	1500	1300	995	5	2	0
Senior Center Resource Fair	Attended		1/30/2024	County of Placer HHS Adult Systems of Care		Table	Roseville	Seniors	South Placer	600	500	465	1	2	0
Age Well Roseville	Attended		4/9/2024	City of Roseville		Table	Roseville	Seniors	Roseville	300	300	220	0	2	0
Wine Down Wednesday	Attended	New Org	4/17/2024	City of Roseville		Table	Roseville	Adults	Roseville	100	100	50	12	2	0
Child and Family Resource Fair	Attended		4/25/2024	PIRS		Table	Roseville	South Placer	Families	230	200	151	0	3	0
Mike Shellito Indoor Pool	Attended	New Org	5/1/2024	City of Roseville		Table	Roseville	South Placer	Roseville	50	60	60	0	3	0
Louis Orlando Transit Center	Attended	New Org	5/3/2024	City of Roseville		Table	Roseville	South Placer	Roseville	50	30	30	0	2	0
Downtown Food Truck event	Attended	New Org	5/9/2024	City of Roseville		Table	Roseville	South Placer	Roseville/Rocklin	250	250	113	1	3	0
Miner's Ravine Trail- Table	Attended		5/13/2024	City of Roseville		Table	Roseville	South Placer	Roseville/Rocklin	50	50	35	0	2	0
Pleasant Grove trail	Attended		5/27/2024	City of Roseville		Table	Roseville	South Placer	Roseville	30	25	25	0	2	0
Senior Health and Wellness Fair	Attended		5/29/2024	Eskaton Village Roseville		Table	Roseville	Senior	South Placer	200	200	112	0	3	0
Senior Bingo	Attended	New Org	5/30/2024	PIRS		Table	Roseville	Senior	South Placer	75	50	50	2	2	0
Loomis Senior Life Center Presentation	Attended	New Org	6/6/2024	Loomis Senior Life Center	Presentation		Auburn	Seniors	Auburn	50	45	45	0	2	0
Auburn Senior Health Fair and Free Flu Shot Clinic	Attended		6/11/2024	PartnersinCare		Table	Auburn	Seniors	Auburn	300	300	261	11	2	0
JuneTeeth	Attended		6/27/2024	Placer Collaborative Network (PCN)		Table	Lincoln	Seniors	South Placer	200	150	150	0	2	0
Dana Maschia Resource Fair 4th Annual 2024	Attended		6/26/2024	ValleyH Family Resource Center		Table	Rocklin	South Placer	South Placer	300	300	260	3	2	0
Adelante Highschool Pathways College	Attended		7/10/2024	Adelante Highschool Pathways College		Table	Roseville	College-All Ages	Roseville	100	100	65	0	2	0
Eskaton Village Travel Training	Attended		7/12/2024	Eskaton Village Roseville	Presentation Plus		Roseville	Seniors	Roseville	15	12	12	0	2	0
Sun City Lincoln Hills Low Vision Support Group	Attended	New Org	8/6/2024	Sun City Lincoln	Presentation		Lincoln	Seniors	Lincoln	50	40	40	0	1	0
Senior Commission Meeting	Attended		8/14/2024	City of Roseville	Presentation		Roseville	Seniors	Roseville	15	15	15	11	1	0
Air Quality Workshop	Attended		8/23/2024	Health Education Council		Table	Roseville	South Placer	Roseville	15	10	10	9	2	0
Placer County HHS Adult System of Care	Attended	New Org	9/10/2024	Placer County Adult System of Care	Presentation		Roseville	Adults	South Placer	35	35	35	14	2	0
Sierra College Learning Independence	Attended	New Org	9/11/2024	Sierra College	Presentation		Roseville	People with Disabilities	Rocklin	20	20	20	10	2	0
Placer Protect Senior Resource Fair	Attended		9/12/2024	Placer County		Table	Roseville	Seniors	South Placer	500	600	564	30	2	0
Lincoln Senior Health & Resource Fair	Attended		9/18/2024	Seniors First		Table	Lincoln	Seniors	South Placer	500	400	241	15	2	0
Family Fest	Attended		9/28/2024	City of Roseville		Table	Roseville	South Placer	South Placer	1500	1200	995	2	3	0
Recovery Happens	Attended		9/28/2024	Placer Collaborative Network (PCN)		Table	Lincoln	Addicts-All Ages	Lincoln	350	360	360	2	2	0
Auburn Senior Health Fair and Free Flu Shot Clinic 2024	Attended		10/7/2024	PartnersinCare		Table	Auburn	Seniors	Auburn	300	0	0	0	2	0
Pathways College and Career Fair	Attended		10/8/2024	Adelante Highschool Pathways College		Table	Lincoln	College-All Ages	Roseville	150	130	110	0	2	0
Placer County Resource Express	Attended		10/10/2024	Boys and Girls Club		Table	Roseville	South Placer	South Placer	200	200	167	6	2	0
Movie- night	Attended	New Org	10/20/2024	City of Roseville		Table	Roseville	South Placer	Roseville	50	56	50	0	2	0
Eskaton Roseville Manor	Attended		10/23/2024	Eskaton Village Roseville	Presentation		Roseville	Seniors	Roseville	25	25	19	3	2	0
Trick or Treat Trek	Attended		10/24/2024	City of Roseville		Table	Roseville	Seniors	Roseville	25	20	21	50	3	0
Farmers Market-Fountains	Attended		10/29/2024	Farmers Ink		Table	Roseville	South Placer	South Placer	100	100	67	19	2	0
Granite Bay Rotary Club Transit Presentation	Attended	New Org	11/1/2024	Rotary club	Presentation		General	South Placer	South Placer	25	25	23	0	2	0
Sun City Lincoln - Hearing Support group	Attended		11/5/2024	City of Roseville	Presentation		Lincoln	Seniors	Lincoln	15	12	12	10	2	0
Eskaton Village Travel Training -winter	Attended		11/12/2024	Eskaton Village Roseville	Presentation		Roseville	Seniors	Roseville	15	10	13	0	2	0
Placer County HHS Adult System of Care	Attended		12/10/2024	Placer County Adult System of Care	Presentation		Roseville	Adults	South Placer	40	35	20	11	2	0
Ivy Park	Attended	New Org	12/12/2024	Ivy Park	Presentation		Roseville	Adults	Roseville	15	12	12	10	2	0
The Gathering Inn	Attended	New Org	1/10/2025	The Gathering Inn	Presentation		Roseville	Adults	Roseville	10	7	7	5	2	0
Auburn Senior Center	Attended		1/27/2025	AuburnSenior Center	Presentation		Auburn	South Placer	Auburn	10	10	7	7	2	0
Sierra College Welcome	Attended		2/3/2025	Sierra College		Table	Rocklin	Seniors	South Placer	600	3	290	0	2	0
Placer County HHS Adult System of Care	Attended		2/11/2025	Placer County Adult System of Care	Presentation		Roseville	Adults	South Placer	35	35	16	0	2	0
Rock Creek Mobilehome Park	Attended	New Org	2/11/2025	Auburn	Presentation		Auburn	South Placer	Auburn	15	15	9	0	2	0
Farmers Market-Fountains	Attended		2/18/2025	Farmers Ink		Table	Roseville	South Placer	South Placer	100	100	31	2	3	0
Alta Regional	Attended	New Org	3/11/2025	Alta	Presentation		Roseville	South Placer	South Placer	15	10	7	3	2	0
The Rural Lincoln MAC	Attended	New Org	3/17/2025	MAC	Presentation		Lincoln	South Placer	Lincoln	15	15	7	3	2	0
Maidu Center/Senior meeting	Attended	New Org	3/26/2025	Placer County	Presentation		Roseville	Seniors	South Placer	15	16	16	4	2	0
Diamond Estates Mobile Home Park	Attended	New Org	4/17/2025	Diamond Estates	Presentation		Roseville	Seniors	Roseville	40	55	55	0	1	0
Child and Family Resource Fair	Attended	New Org	4/23/2025	Placer County		Table	Rocklin	South Placer	South Placer	250	200	183	3	2	0
BikeFest	Attended		4/26/2025	City of Roseville		Table	Roseville	South Placer	South Placer	300	153	101	0	2	0
Energy Station - Royer Park	Attended		5/9/2025	City of Roseville		Table	Roseville	Roseville	Roseville	25	30	30	2	2	0
Placer Veterans Stand Down	Attended	New Org	5/7/2025	Veterans		Table	Roseville	South Placer	South Placer	300	200	111	5	2	0
Roseville Ping Pong Employee Tournament	Attended		5/8/2025	City of Roseville		Table	Roseville	Adults	Roseville	600	521	432	0	3	0
Energy Station - Pleasant Grove	Attended		5/12/2025	City of Roseville	Presentation		Roseville	Adults	Roseville	40	12	9	1	2	0
Energy Station - Maidu	Attended		5/12/2025	City of Roseville		Table	Roseville	Adults	Roseville	56	40	42	3	2	0
Energy Station - Miner's Ravine	Attended		5/18/2025	City of Roseville		Table	Roseville	Adults	Roseville	25	25	9	0	2	0
StoryTime	Attended		5/21/2025	City of Roseville		Table	Roseville	Adults-kids	Roseville	19	300	289	3	2	0
Sun City Lincoln Hills Low Vision Support Group	Attended		6/3/2025	City of Roseville		Table	Lincoln	Seniors	Lincoln	5	9	45	4	1	0
JuneTeeth Celebration	Attended		6/21/2025	Placer County		Table	Rocklin	Adults	South Placer	500	300	213	3	2	0
Summer Kickoff Community Festival	Attended		6/14/2025	Roseville		Table	Roseville	Adults	South Placer	150	300	198	0	2	0
Downtown Tuesday Nights	Attended		6/17/2025	Roseville		Table	Roseville	Adults	Roseville	200	100	78	2	2	0
Downtown Tuesday Nights	Attended		7/8/2025	Roseville		Table	Roseville	Adults	Roseville	100	101	63	0	3	0
The Parks and Big Trucks Event	Attended		7/26/2025	Auburn		Table	Auburn	South Placer	South Placer	300	200	159	1	2	0
Back To School Resource Fair	Attended	New Org	8/7/2025	Placer County		Table	Lincoln	Kids/Adults	Lincoln	250	350	301	3	2	0
TrueWood By Merrill	Attended	New Org	8/19/2025	Merrill	Presentation		Roseville	Seniors	Roseville	15	15	15	13	2	2
Sierra College Welcome	Attended		8/19/2025	Sierra College		Table	Rocklin	College-All Ages	South Placer	600	650	456	2	2	0
Sonrisa Senior Living-Independent Living Community Unit	Attended	New Org	8/22/2025	Sonrisa Senior Living	Presentation		Roseville	Seniors	Roseville	10	8	8	7	2	2
Sonrisa Senior Living-Living and Memory Care	Attended	New Org	8/26/2025	Sonrisa Senior Living	Presentation		Roseville	Seniors	Roseville	10	12	12	8	0	2
Loomis Senior Life Center	Attended	New Org	8/28/2025	Loomis Senior Life Center	Presentation		Loomis	Seniors	Loomis	50	58	58	0	0	2
Eskaton Roseville Manor	Attended		9/10/2025	Eskaton	Presentation		Roseville	Seniors	Roseville	15	12	12	12	0	2
Placer Protect Senior Resource Fair	Attended		9/12/2025	City of Roseville		Table	Roseville	Kids/Adults	South Placer	500	400	386	3	2	0
Auburn Senior Center	Attended		9/16/2025	Auburn Senior	Presentation		Auburn	Senior	Auburn	10	6	6	4	0	2
Family Fest	Attended		9/20/2025	City of Roseville		Table	Roseville	Kids/Adults	South Placer	500	995	723	3	2	0
Sierra College Learning Independence- Cohort 1	Attended		9/22/2025	Sierra College	Presentation		Rocklin	College/Disabilities	South Placer	20	15	15	9	0	2
Sierra College Learning Independence- Cohort 2	Attended	New Org	9/22/2025	Sierra College	Presentation		Rocklin	College/Disabilities	South Placer	20	14	14	7	0	2
TRUEWOOD by Merrill	Attended		10/1/2025	Merrill	Presentation		Roseville	Seniors	Roseville	30	32	32	12	0	2
Prevent Senior College	Attended	New Org	10/4/2025	Sierra College		Table	Rocklin	College	South Placer	350	400	321	2	2	0
Placer County HHS Adult System of Care	Attended		10/14/2025	Placer County	Presentation		Roseville	Staff	South Placer	35	32	32	6	0	2
Auburn Senior Health fair	Attended		10/15/2025	Placer County		Table	Auburn	Seniors	South Placer	300	250	200	3	2	0
TrueWood By Merrill	Attended		10/22/2025	Merrill	Presentation Plus		Roseville	Seniors	Roseville	10	10	10	10	0	2
Sonrisa Senior Living- Independent	Attended		10/23/2025	Roseville	Presentation		Roseville	Seniors	Roseville	40	33	33	12	0	2
Music and Art Festival- Dia De Los Muertos	Attended	New Org	11/1/2025	City of Roseville		Table	Roseville	Adults-Kids	South Placer	250	200	144	2	2	0
Dia De Los Muertos	Attended	New Org	11/2/2025	Latin Leadership		Table	Roseville	Adults-Kids	South Placer	300	300	205	0	2	0
Sun City Lincoln-Kilaga Spring	Attended	New Org	11/5/2025	Lincoln	Presentation		Lincoln	Seniors	Lincoln	7	7	7	6	0	2
TrueWood By Merrill	Attended		11/13/2025	Roseville	Presentation		Roseville	Seniors	Roseville	50	43	43	9	0	2
Westbrook Highschool Assemy	Attended	New Org	11/17/2025												

Month	Total						Presentations						Tabling								
	Events Att	New Orgs	Attendees Est		Actual	Inter	Contacts	Events Att	New Orgs	Attendees Est		Actual	Inter	Contacts	Events Att	New Orgs	Attendees Est		Actual	Inter	Contacts
Jan-24	2	-	2,100	1,800	1,460	6	-	-	-	-	-	-	-	2	-	2,100	1,800	1,460	6	-	-
Feb-24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar-24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr-24	3	1	630	590	421	12	-	-	-	-	-	-	-	3	1	630	590	421	12	-	-
May-24	7	4	705	550	425	3	-	-	-	-	-	-	-	7	4	705	550	425	3	-	-
Jun-24	4	1	850	795	716	14	1	1	50	45	45	-	-	3	-	800	750	671	14	-	-
Jul-24	2	-	115	112	77	-	1	-	15	12	12	-	-	1	-	100	100	65	-	-	-
Aug-24	3	1	80	65	65	20	2	1	65	55	55	11	-	1	-	15	10	10	9	-	-
Sep-24	6	2	2,905	2,615	2,215	73	2	2	55	55	55	24	-	4	-	2,850	2,560	2,160	49	-	-
Oct-24	7	1	850	731	654	30	1	-	25	25	19	3	-	6	1	825	706	635	27	-	-
Nov-24	3	1	55	47	48	10	3	1	55	47	48	10	-	-	-	-	-	-	-	-	-
Dec-24	2	1	55	47	32	21	2	1	55	47	32	21	-	-	-	-	-	-	-	-	-
Jan-25	2	1	20	17	14	12	2	1	20	17	14	12	-	-	-	-	-	-	-	-	-
Feb-25	4	1	750	650	346	5	2	1	50	50	25	-	-	2	-	700	600	321	5	-	-
Mar-25	3	3	45	41	30	10	3	3	45	41	30	10	-	-	-	-	-	-	-	-	-
Apr-25	3	2	590	555	380	9	1	1	40	55	55	-	-	2	1	550	500	325	9	-	-
May-25	7	1	1,065	1,128	922	14	1	-	40	12	9	1	-	6	1	1,025	1,116	913	13	-	-
Jun-25	4	-	859	745	534	9	-	-	-	-	-	-	-	4	-	859	745	534	9	-	-
Jul-25	2	-	400	301	222	-	-	-	-	-	-	-	-	2	-	400	301	222	-	-	-
Aug-25	6	5	935	1,093	850	33	4	4	85	93	93	28	-	2	1	850	1,000	757	5	-	-
Sep-25	6	2	1,065	1,496	1,126	38	4	1	65	101	47	32	-	2	1	1,000	1,395	1,079	6	-	-
Oct-25	6	1	765	757	628	45	4	-	115	107	107	40	-	2	1	650	650	521	5	-	-
Nov-25	6	4	1,162	1,054	704	59	3	1	62	54	54	54	-	3	3	1,050	1,000	650	5	-	-
Dec-25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jan-26	3	2	552	275	244	12	1	-	52	45	45	-	-	2	2	500	230	199	-	-	-
Feb-26	3	2	202	137	93	14	1	-	52	37	37	1	-	2	2	150	100	56	1	-	-
<b>Total</b>	<b>94</b>	<b>36</b>	<b>16,755</b>	<b>15,601</b>	<b>12,206</b>	<b>449</b>	<b>38</b>	<b>18</b>	<b>946</b>	<b>898</b>	<b>782</b>	<b>247</b>		<b>56</b>	<b>18</b>	<b>15,759</b>	<b>14,703</b>	<b>11,424</b>	<b>178</b>		
<b>Avg/Mo</b>	<b>3.6</b>	<b>1.4</b>	<b>644</b>	<b>600</b>	<b>469</b>	<b>17</b>	<b>1.5</b>	<b>0.7</b>	<b>36</b>	<b>35</b>	<b>30</b>	<b>10</b>		<b>2.2</b>	<b>1.4</b>	<b>606</b>	<b>566</b>	<b>439</b>	<b>7</b>		

Month	Presentations	Tabling
Jan-24	-	2
Feb-24	-	-
Mar-24	-	-
Apr-24	-	3
May-24	-	7
Jun-24	1	3
Jul-24	1	1
Aug-24	2	1
Sep-24	2	4
Oct-24	1	6
Nov-24	3	-
Dec-24	2	-
Jan-25	2	-
Feb-25	2	2
Mar-25	3	-
Apr-25	1	2
May-25	1	6
Jun-25	-	4
Jul-25	-	2
Aug-25	4	2
Sep-25	4	2
Oct-25	4	2
Nov-25	3	3
Dec-25	-	-
Jan-26	1	2
Feb-26	1	2
<b>Average</b>	<b>1.5</b>	<b>2.2</b>

**Events Att:** number of events attended  
**New Orgs:** number of attended events hosted by an organization that had not previously hosted an event  
**Attendees - Est:** Number of event attendees estimated by the host prior to the event  
**Attendees - Actual:** Number of event attendees that actually attended the event  
**Inter:** Number of event attendees SPTI interacted with  
**Contacts:** Number of event attendees that provided their contact information  
**Events Sched:** Number of events scheduled in the future



## Travel Training – January – February 2026

### Paratransit

- January – 6 people contact/training: 24.25 hours billed
- February – 7 people contact/training: 18.59 hours billed

Roseville Report - Jan-Feb 2026			
Referrals Received	Trainings Completed	Successful	Canceled
4	3	2	1

Trainees Reside	Totals	Comments
Roseville 3		
Loomis		
Lincoln		
Auburn		
Rocklin		
Granite Bay		
Meadowvista		

Systems Used	Totals	Comments
Roseville Transit		
Roseville & SacRT	3	
Roseville & Placer		
Placer County		
Roseville, Placer & Sac		

### Training Complete

- **Clawson, D:** Devin participated in travel training to learn how to use public transit independently. His main goal was to become comfortable using navigation tools so he would not need to rely on others for directions. During training, he successfully learned how to plan routes, transfer between buses, and use transit apps for trip planning and real-time tracking. Devin practiced traveling to two locations: Walmart on Antelope and Roseville Road and the Target at Rocklin Commons. On the second and third training trips, he was able to lead the routes with minimal assistance. Although he initially became upset after missing a bus connection, the situation was used as a learning opportunity to review problem-solving strategies. By the end of training, Devin demonstrated a strong understanding of transit safety, trip planning, and navigation tools, and felt confident using the fixed-route transit system independently to reach personal and employment destinations.
- **Sanchez, C:** On 2/17/2026 Ruby called Claudia for a third time and left another voicemail. Claudia has not responded so I am closing her file. Claudia will be able to submit another referral form in the future. A quick summary was written and submitted on 2/20/2026.

**EXHIBIT A – SCOPE OF SERVICES**  
**SOUTH PLACER TRANSIT INFORMATION CALL CENTER**

Transit operator. Advance reservation trips will be scheduled on a first come first serve basis as capacity allows. However, reservation priority shall, if necessary to comply with required ADA paratransit criteria, be given to individuals who have proof of ADA paratransit service eligibility. CONTRACTOR shall forward calls for same day trips and cancellations to the appropriate transit operator. An updated ADA eligibility pending list shall be provided to CONTRACTOR biweekly, monthly, or as needed to ensure compliance with ADA requirements.

CONTRACTOR shall also accept "subscription service" reservations (provision of repetitive trips over an extended period time without requiring that individuals call to request reservations for each trip) as determined by each transit operator.

CONTRACTOR, CITY, and WPCTSA shall meet periodically to evaluate performance of the Call Center's operations and Scheduling System based upon these KPIs. If the KPIs are not fulfilling the intended purpose of providing excellent customer service while maximizing efficiency of the Call Center and on-demand/dial-a-ride service, they shall be adjusted based upon recommendations made by CONTRACTOR with concurrence and final decision by CITY and WPCTSA, in consultation with the TOWG. CITY shall take all reasonable actions requested by WPCTSA and the TOWG to work with CONTRACTOR to correct deficiencies in meeting the KPIs.

**3.9 Performance Requirement**

CONTRACTOR will be required, at all times during the term of the agreement with CITY, to perform all services diligently, carefully, and in a professional manner and to furnish all labor, supervision, machinery, equipment, material, and supplies necessary to do so (other than equipment supplied by CITY) as required in this agreement.

**3.10 Implementation Plan**

CONTRACTOR is expected to provide an updated Implementation Plan following award of a contract by CITY. This plan shall at the very least address the sequence of activities and procedures that will be followed to ensure the smooth start-up of the service including, if necessary, transition from another operator. The plan should also document recruitment and training schedules, start-up plan, and acquisition of necessary equipment, permits, licenses and any other activities necessary to continue a successful Call Center operation. The Implementation Plan must provide for continuous Call Center operations with no disruption to existing CITY, WPCTSA, and other transit providers' services.



**TO:** PCTPA Board of Directors

**DATE:** June 24, 2026

**FROM:** Mike Costa, Principal Transportation Planner

**SUBJECT:** COMPLETION OF THE PLACER BUS STOP FACILITIES  
ASSESSMENT AND IMPROVEMENT PLAN

**ACTION REQUESTED**

Accept the Placer Bus Stop Facilities Assessment and Improvement Plan as completed and support implementation of the Plan's recommendations in partnership with, and agreement by, the region's transit operators and local jurisdictions.

**BACKGROUND**

The Placer Bus Stop Facilities Assessment and Improvement Plan (Plan) was developed as a countywide planning effort to enhance the comfort, safety, aesthetic appearance, and accessibility of all Placer County Transit (PCT), Roseville Transit, and former Auburn Transit fixed route bus stops currently in or planned for future service. The project mutually complements the preceding Placer County Transportation Planning Agency (PCTPA) and Roseville Transit Comprehensive Operational Analysis (COA) and subsequent joint Short-Range Transit Plan (SRTP) planning efforts, which established guiding framework for enhancing the attractiveness and coordination of public transit services operated by western Placer County's three public transit providers. Current bus stop facility conditions across the three transit operators' service areas were thoroughly assessed, and the Plan identifies a prioritized list with respective order of magnitude costs for stop-level improvements throughout the transit network. Additionally, local jurisdictions can utilize the Plan to support efforts to acquire available grant funding for bus stop and adjacent bike and pedestrian facility improvements identified.

**DISCUSSION**

The following provides a summarized overview of the Plan's development process, stakeholder engagement efforts, and content. The full Plan document is available for review on the [project's webpage](#).

***Existing Conditions and Bus Stop Field Assessment***

Ridership and existing transit service data from the preceding COA/SRTP planning efforts, along with information regarding relevant local development projects and general bus stop facility design standards, were analyzed in the project's initial phase. A thorough field assessment was also conducted to evaluate existing conditions for current and planned bus stops and surrounding facilities, which ultimately helped determine the nature, magnitude, and prioritization of stop improvements in future project phases.

### ***Public and Stakeholder Outreach***

Both internal and external stakeholder outreach and engagement helped inform the Plan's development, consisting of the following components:

- A [project webpage](#) hosted on PCTPA's website kept the public and other interested stakeholders informed of work progress and potential input opportunities throughout the project's development.
- An internal transit operator survey, conducted between October 13<sup>th</sup> and November 2<sup>nd</sup>, 2025, provided feedback regarding potential bus stop amenity needs, improvement priorities, and safety and accessibility issues from operators who understood the system.
- An external public transit rider/stakeholder survey, conducted between January 6<sup>th</sup> and February 6<sup>th</sup>, 2026, provided input on transit use, stop improvement priorities, and safety and accessibility issues from current and potential future transit riders/stakeholders.
- A project technical advisory committee (TAC), consisting of the region's transit operators, partnering social service agencies, and other public stakeholders, met several times throughout the Fall and Winter of 2025/2026 to advise on the Plan's development methodologies and evaluate resulting data and findings.

### ***Bus Stop Specifications and Design Guidelines***

Using both existing service condition data and stakeholder feedback, paired with local development and industry-level standards, specifications and design guidelines were created to identify stop-level passenger amenities and accessibility features that would support improving the overall transit network.

### ***Bus Stop Typologies***

Four primary stop typologies, along with five sub-categories, were created to define the recommended, preferred, and optional amenities and features applicable to each bus stop within the western Placer region's transit network. These typologies and sub-categories were then assigned to each of the network's 294 stops, considering the respective bus stop's surrounding land use types, densities, and development, service levels and utilization, and potential user types.

### ***Improvement Plan***

In this final project phase, stop improvements were prioritized based on their assigned typologies and subcategories and an order of magnitude cost estimate range was provided for each bundle of recommended, preferred, and optional improvements defined for each stop. This final part of the Plan provides each transit operator and local jurisdiction with a detailed, prioritized list of stop-level improvements and associated costs that can be used to inform maintenance needs and grant acquisition strategies both now and in the immediate future. The Plan also provides potential federal, state, and local funding sources that could assist with supporting the cumulative bus stop improvement costs, which would broadly cost approximately \$24.4 to \$49.2 million if all were implemented.

**PCTPA Board of Directors**  
**Project Completion for the Placer Bus Stop Facilities Assessment and Improvement Plan**  
**June 24, 2026**  
**Page 3**

*Next Steps*

Upon acceptance by the PCTPA Board of Directors, it is anticipated that the transit operators will begin utilizing this Plan to make improvements to their existing bus stops in conjunction with implementing their respective service changes recommended from the COA/SRTP planning efforts.

Staff recommends the PCTPA Board of Directors accept the Placer Bus Stop Facilities Assessment and Improvement Plan as completed and further support the implementation of the Plan's recommendations in partnership with the region's transit providers and local jurisdictions. This item was presented to PCTPA's technical advisory committee (TAC) on June 9<sup>th</sup>, which unanimously concurred with staff's recommendation.

MC:mbc



## Technical Advisory Committee Meeting Summary June 9, 2026 – 3:00 PM

### ATTENDANCE

#### Technical Advisory Committee (TAC)

Greg Bowen, City of Auburn  
Mengil Deane, City of Auburn  
Tyghe Richardson, City of Auburn  
Vin Cay, City of Lincoln  
Jaime Wright, Placer County  
Kristen Van Groningen, City of Rocklin  
Rich Frost, City of Roseville  
Jake Hanson, City of Roseville  
Stephanie Kemen, City of Roseville  
Ed Scofield, City of Roseville

#### Staff

Matt Click  
Mike Costa  
David Melko  
Solvi Sabol

#### **Public Hearing: ALUC Consistency Determination – Placer County Emergency Shelter & Supportive Housing Zoning Text Amendments (HE-1 and HE-2)**

David Melko, Principal Transportation Planner

David presented two Placer County zoning text amendments implementing the County’s adopted housing element: HE-1 (emergency shelters and low barrier navigation centers) and HE-2 (residential care and group homes). Both amendments are programmatic in nature, allow specified uses by right with ministerial review in a range of residential, commercial, and mixed-use zoning districts, and do not change base zoning density or propose specific development.

Staff recommended finding both amendments consistent with the ALUCP, subject to a condition modifying the zoning text to clarify that the ALUC will complete its consistency review within 30 days after Placer County, as the lead agency, determines the application complete. This condition aligns with Government Code Section 65943 and reflects existing ALUC practice. Future individual entitlements arising from these amendments will be subject to ALUCP review as required.

The TAC concurred with staff’s recommendation. This item is scheduled for the Airport Land Use Commission on June 24, at which time the Commission will also consider authorizing the Executive Director to transmit the consistency determination letter to Placer County.

#### **Bus Stop Facilities Improvement Plan – Acceptance of Completion**

Mike Costa, Principal Transportation Planner

Staff presented the completed Bus Stop Facilities Improvement Plan, a planning effort stemming from recommendations in the Comprehensive Operational Analysis and Short-Range Transit Plan completed in 2025. The plan assessed all 290-plus bus stop locations across western Placer County and produced a prioritized improvement plan for Placer County Transit and Roseville Transit, including typology assignments, recommended amenity levels (recommended, preferred, and optional), and rough order-of-magnitude cost estimates. Auburn Transit is not included, as it no longer operates fixed route service.

The plan is intended as a resource for transit operators and local jurisdictions, including support for grant applications for bicycle and pedestrian infrastructure adjacent to bus stops. Full network improvements across all categories are estimated at approximately \$24–\$49 million. A list of potential funding sources is included in the plan. The complete improvement plan is included in the June 24 Board agenda packet.

The TAC concurred with staff's recommendation to accept completion and advance to the Board.

### **City of Roseville Transit Education & Training Programs and South Placer Call Center – New MOUs**

Mike Costa, Principal Transportation Planner

Staff presented two new memorandums of understanding (MOUs) with the City of Roseville to continue administration of core WPCTSA programs beyond the current June 30, 2026 termination date. The City has administered both the South Placer Transit Information (SPTI) Call Center and the SPTI Education and Transit Training Program on behalf of the WPCTSA since June 2021. The proposed MOUs extend the partnership through 2031 and include updates reflecting program modifications and performance standard improvements made since 2021. The SPTI Call Center is staffed through Roseville's subcontract with MV Transportation.

The TAC concurred with staff's recommendation. No questions were received.

### **SACOG STBG System Performance, Next Generation Solutions & Clean Air (CMAQ) Funding Programs – Call for Projects**

Mike Costa, Principal Transportation Planner

Mike sent an email on June 2<sup>nd</sup> announcing the open call for projects for the SACOG STBG System Performance and Next Generation Solutions and Clean Air (CMAQ) funding programs. Applications are submitted electronically this cycle. Key dates and action items for member agencies:

- SACOG webinar: June 10, 10:30 a.m. (registration link provided in June 2<sup>nd</sup> staff email)
- Pre-application consultations are available now through June 26<sup>th</sup> (register via links in June 2<sup>nd</sup> email)
- Draft applications due: July 17<sup>th</sup> (required to be eligible; SACOG will not accept final applications from agencies that do not submit a draft)
- Final applications due: September 18<sup>th</sup>

Agencies applying must add PCTPA staff as a co-collaborator in the electronic application system. Staff will provide feedback on draft applications between the July 17<sup>th</sup> and September 18<sup>th</sup> deadlines.

In response to a question from Mengil Dean (City of Auburn), staff indicated that feedback on STBG System Preservation applications submitted earlier is expected by the end of June.

### **Other Items / Upcoming Dates**

- Two on-call LOTAs will be presented to the Board this month: Mead & Hunt (ALUC) and Dokken (I-80 Auxiliary).

**June 24<sup>th</sup>:** PCTPA Board Meeting - Placer County Planning Commission Hearing Room

**July TAC & Board:** CANCELED

**August 11<sup>th</sup>:** Next PCTPA TAC Meeting



June 10, 2026

## Placer County Transportation Planning Agency Federal Update

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### Capitol Hill and Administration

*Transportation Reauthorization.* The House Transportation and Infrastructure (T&I) Committee finally passed the BUILD America 250 Act (H.R. 8870) on May 22. The bill authorizes \$580 billion in funding for U.S. Department of Transportation (DOT) programs over Fiscal Years 2027 – 2031. T&I Committee Chair Sam Graves (R-Mo.) recently indicated that he wants to get the bill to the House floor “as quick as we can” and possibly by the end of June, but there is little floor time available and that timeline is optimistic.

Our 37-page TFG Special Report is available to PCTPA’s member agencies and provides details on all relevant provisions of the bill. A few provisions of interest include:

- There are no advance appropriations for many programs including several grant programs of interest to PCTPA (e.g., BUILD, Safe Streets for All). Unlike under the Bipartisan Infrastructure Law, funding for many DOT programs will be at the discretion of appropriators annually.
- Planning funding cost share would increase from the current 80% federal to 90%.
- Electric vehicle fees are authorized in the bill – the first new revenue source for the Highway Trust Fund since the last federal gas tax increase since 1993.
- CMAQ would include new project eligibilities, including advanced transportation and congestion management technologies that reduce traffic congestion or improve air quality and digital infrastructure.
- USDOT would create a process for MPOs to directly receive metropolitan planning apportionment rather than going through state DOTs.

There has been little action on the Senate side regarding transportation reauthorization; none of the committees of jurisdiction have produced bill text yet. Congress has until September 30 to enact a new reauthorization bill or an extension of existing law to avoid a funding lapse due to lack of authorization. Congress will likely pass a short-term extension prior to the BIL’s sunset, providing additional time to complete work on the final version of

the package prior to the end of the current 119th Congress. Of note, the House's electric vehicle fee provisions are likely to meet headwinds in the Senate.

*FY 2027 Transportation Appropriations.* The full House Appropriations Committee marked up the \$28.29 billion FY 2027 Transportation-HUD spending bill. According to the Committee's GOP majority, the bill provides \$1.177 billion more to DOT than FY26 currently available and \$1.464 billion above President Trump's FY27 DOT budget request. Notably, the Federal Highway Administration would see a \$1.3 billion cut in total budgetary resources, dropping to \$64.5 billion in FY27.

### **PCTPA Federal Agenda**

PCTPA's BUILD grant application for the Rocklin Road Interchange Project remains pending and it is unknown when DOT will announce grant awardees. TFG continues advocating PCTPA's transportation reauthorization policy proposals while also tracking funding and policy opportunities and challenges.

# Dodd, Chaaban Strategies LLC

June 10, 2026

To: Matt Click

From: Mark Watts  
Senior Adviser, Dodd Chaaban Strategies

**Subject: Report for June APC**

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I am pleased to provide the following report of activity in the Capital through May 2026.

## **Legislative Updates**

At this writing, the Legislature has met committee and Floor deadlines for the processing of bills in each respective house. From this point forward, members will see their work effort focus on Assembly bills that remain active have moved to the Senate and Senate bills have moved to the Assembly. Thus far in the month of June, policy committees have resumed hearings.

The remaining key legislative deadlines the Legislature will face this month, include:

- *June 15* – Constitutional deadline for passage of the state budget bill; note, informational hearings of both Budget committees are set for Monday, June 15. To process the budget bill and other implementation measures, the new budget bills must be in print by late June 12.
- *June 25* – Last day for a legislative measure to qualify for the November General Election ballot
- *July 2* – Last day for policy committees to meet before summer recess; the Legislature adjourns for recess at the end of the day

The Legislature will then recess for a month, returning to the Capitol on August 3 for a four-week period that ends with the Session ending for 2026.

## **State Budget Update**

As indicated above, the Legislature faces a constitutional deadline to pass a balanced budget by June 15. While passage of the main workload budget bill will represent a key development, it is fully anticipated that negotiations will continue through new budget amendment bills and budget trailer bills.

The May Revision submitted by Governor Newsom is intended to greatly reduce the state's extended budget deficit through FY2028. The proposal would accomplish most of this through reduced General Fund spending; the Governor also claims that the May Revision will also step up the state's reserve accounts to nearly \$30 billion, even while depositing \$9.7 billion into a Surplus Holding Account. Skepticism by legislative leaders, supported by projections from the Legislative Analyst's Office (LAO), find it highly unlikely that the plan will work as presented.

Interestingly, as the month of May progressed, budget committee leaders warned of the possibility that the state will yet see a downturn in national economic activity that could, in turn, result in the state seeing a shortfall in the state budget in excess of \$100 million.

## **CARB Adopts Cap-and-Invest Amendments**

On Friday, May 29, CARB adopted its 2026 amendments to the Cap-and-Invest program on a 10-3 vote, concluding weeks of concern, legislative hearings, and the final CARB meeting. The adopted package is

# Dodd, Chaaban Strategies LLC

the April version of the regulation proposal, which sees free emission allowance allocations provided to utilities and industry and also creates a new Manufacturing Decarbonization Investment (MDI) incentive. Both changes reduce the volume of allowances that would be available to be traded at auction, which has the pass-on effect of reducing auction revenues into the Greenhouse Gas Reduction Fund (GGRF). This projected administratively caused shortfall comes at the same moment that the Legislature must finalize the 2026–27 budget.

By expanding free allocations, the amendments shrink expected GGRF revenue directly impacting funding for transit and housing programs. This will have the effect of reducing overall GGRF by \$2 billion annually.; in contrast to the otherwise expected approximately annual GGRF amount of \$4 billion. Compounding the effect of diminished GGRF revenues is that of GGRF funded program funds are now allocated under SB 840 (Limón, 2025).

Revenue flows through the priority *waterfall* as follows:

- *Tier One:*
  - o Manufacturing Tax Credit (Approx. \$160 million)
  - o State Operations (Approx. \$120 million)
  - o State Responsibility Area (SRA) Backfill (Approx. \$90 million)
  - o Legislative Counsel Climate Bureau (\$3 million)
  
- *Tier Two:*
  - o High Speed Rail (Up to \$1 billion)
  - o Discretionary Funding (Up to \$1 billion)
  
- *Tier Three:*
  - o Affordable Housing and Sustainable Communities (Up to \$800 million)
  - o Transit and Intercity Rail Capital Program (Up to \$400 million)
  - o Community Air Protection (Up to \$250 million)
  - o Low Carbon Transit Operations Program (Up to \$200 million)
  - o Healthy and Resilient Forests (Up to \$200 million)
  - o Safe and Affordable Drinking Water Program (Up to \$130 million)

Fully funding the waterfall at historic levels requires approximately \$4.3 billion. Because the continuously appropriated transit, housing, and air quality programs are last funded, they absorb shortfalls first –hence, the CARB action, would fund TIRCP, LCTOP, and AHSC at \$0.

The Governor's earlier GGRF expenditure plan also allocated about \$1.6 billion in discretionary funds, prioritizing a roughly \$1.25 billion CalFire backfill and a new light-duty zero-emission vehicle incentive program.



# FY 2026 Capitol Corridor Performance

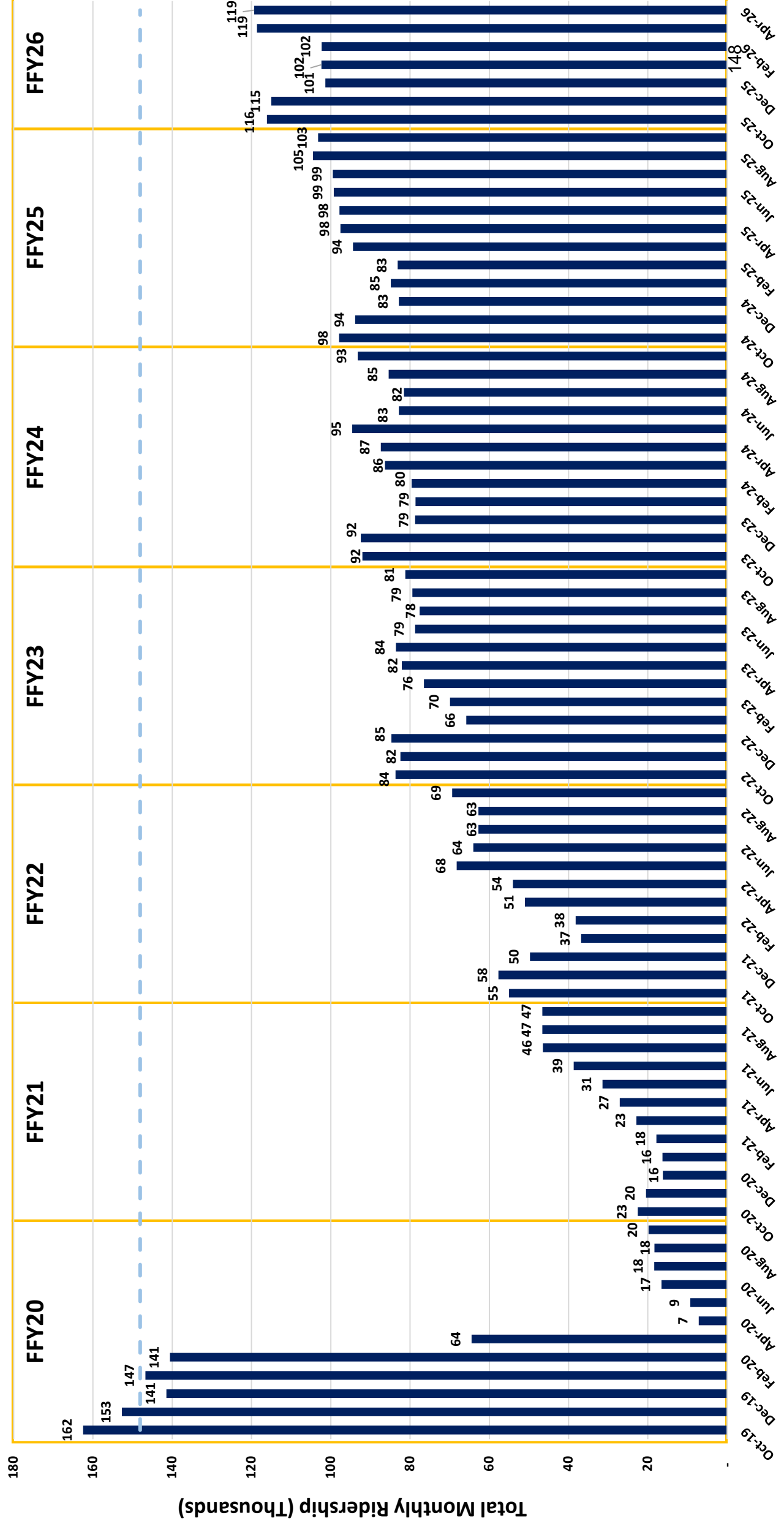
## October 2025 – April 2026

Performance Measure	FY 26 YTD Actual	vs FY 25 Prior year	vs ABP Budget	vs FY 19 Pre-Pandemic
*Ridership	775,128	22%	12%	-24%
*Revenue	\$19.4M	15%	9%	-12%
End-Point OTP	83%	-5%	-8%	-6%
Passenger OTP	87%	-2%	-3%	0%

\*The FY26 and FY25 data are preliminary and based on the most recent information provided by Amtrak.

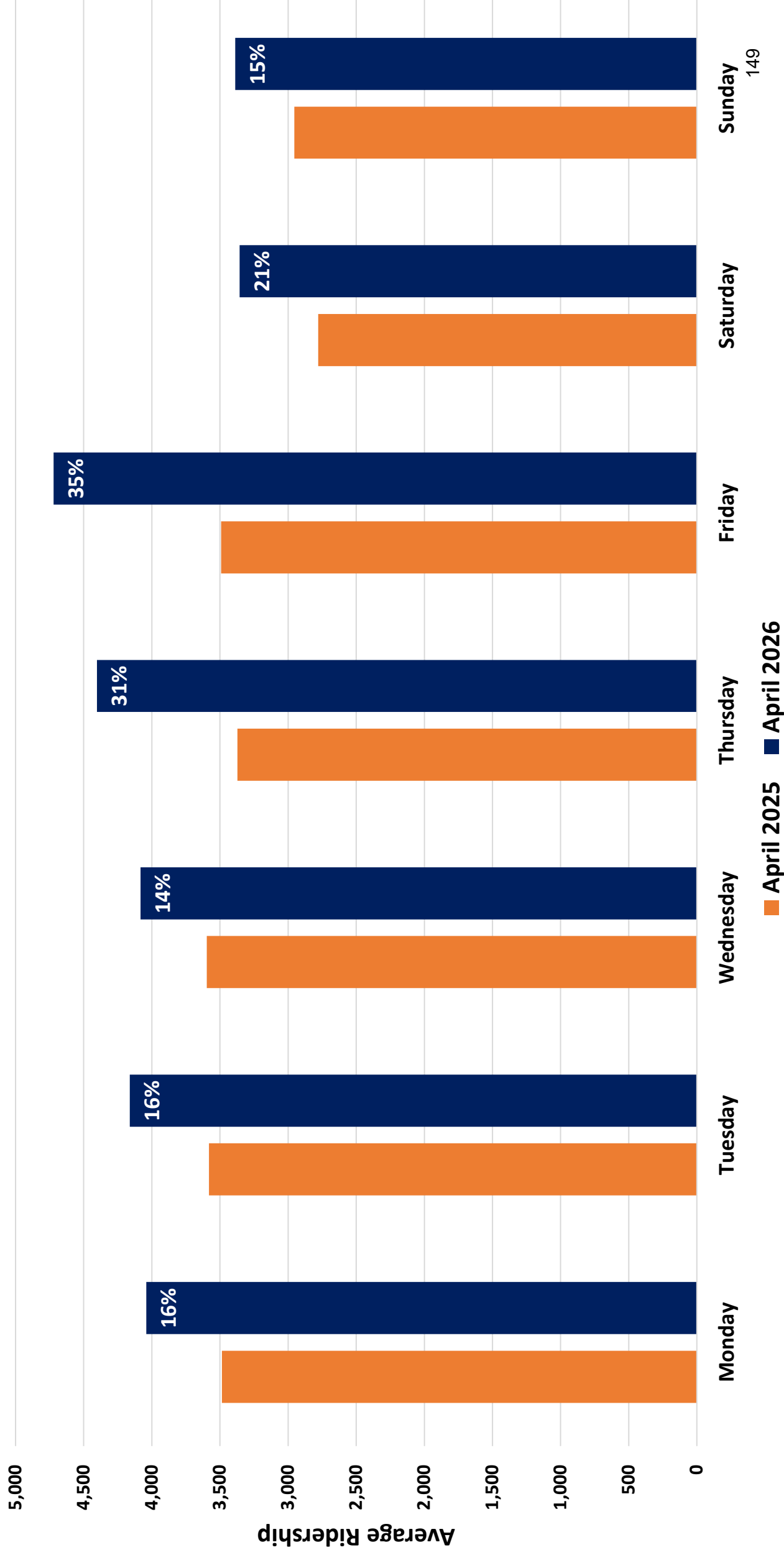
# Total Monthly Ridership

FFY20 - APR FFY26



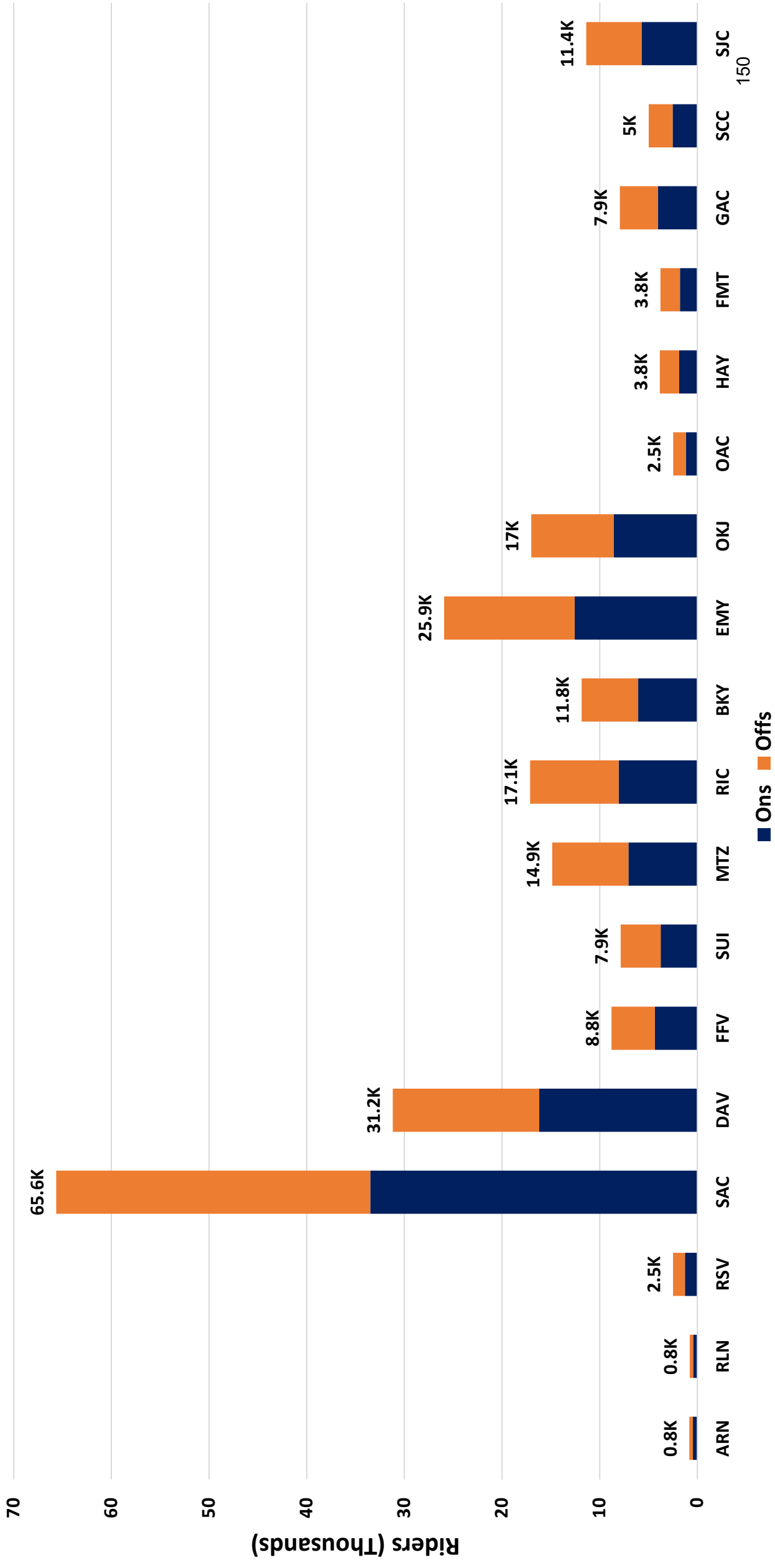
# Average Ridership by Day of Week

April 2026 vs One Year Prior



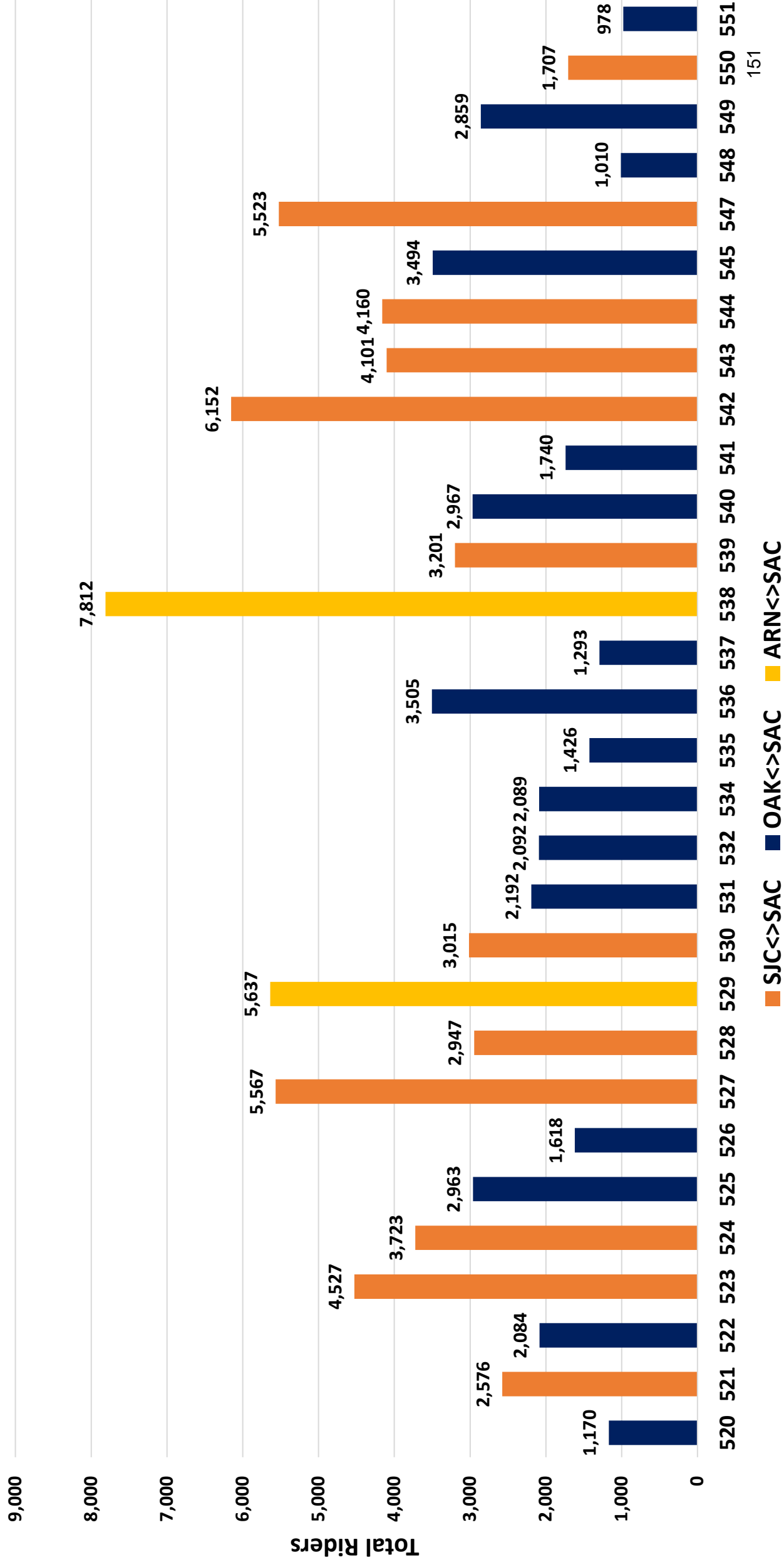
# Monthly Ridership by Station

## April 2026



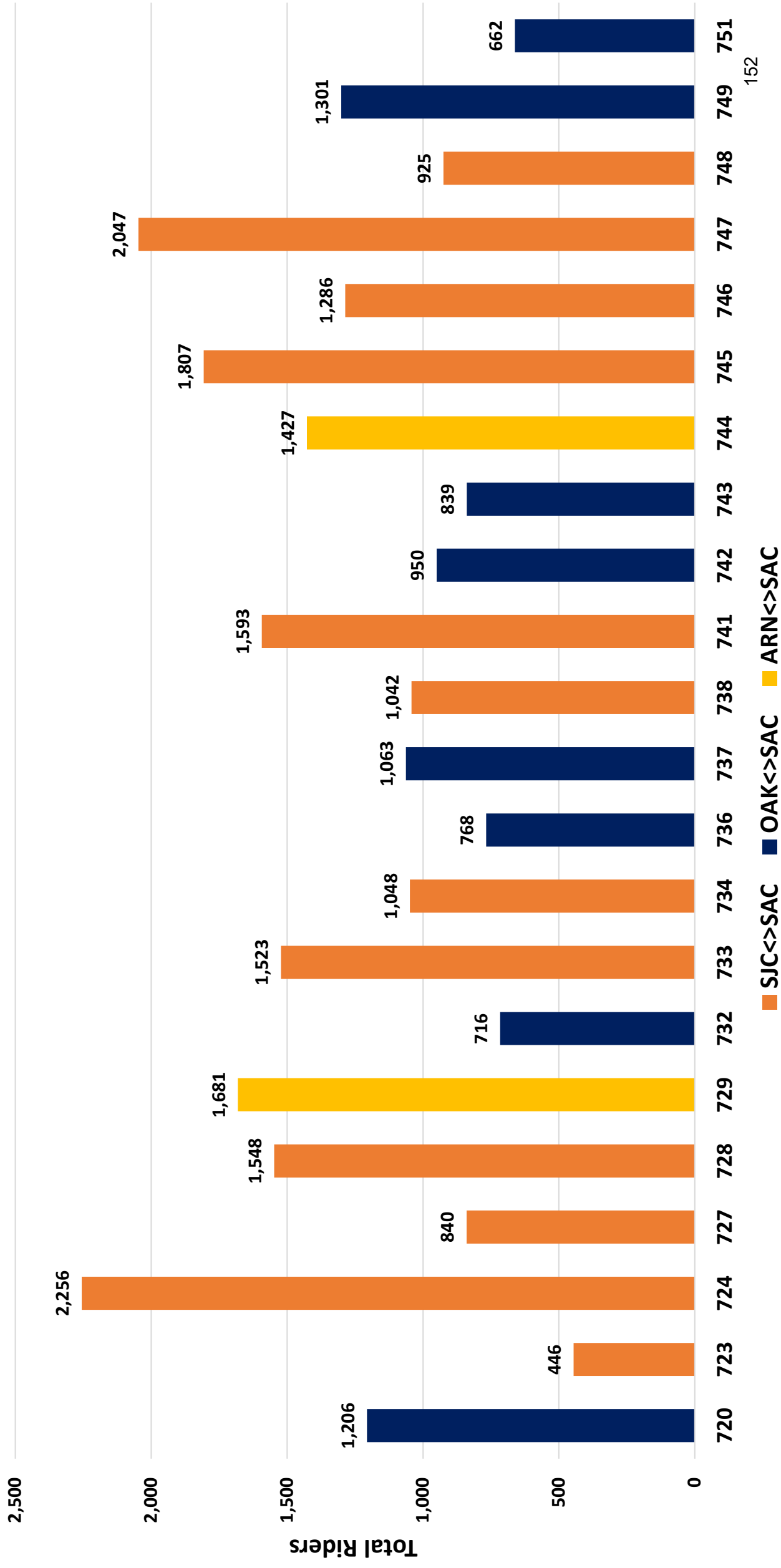
# Ridership by Weekday Train

April 2026



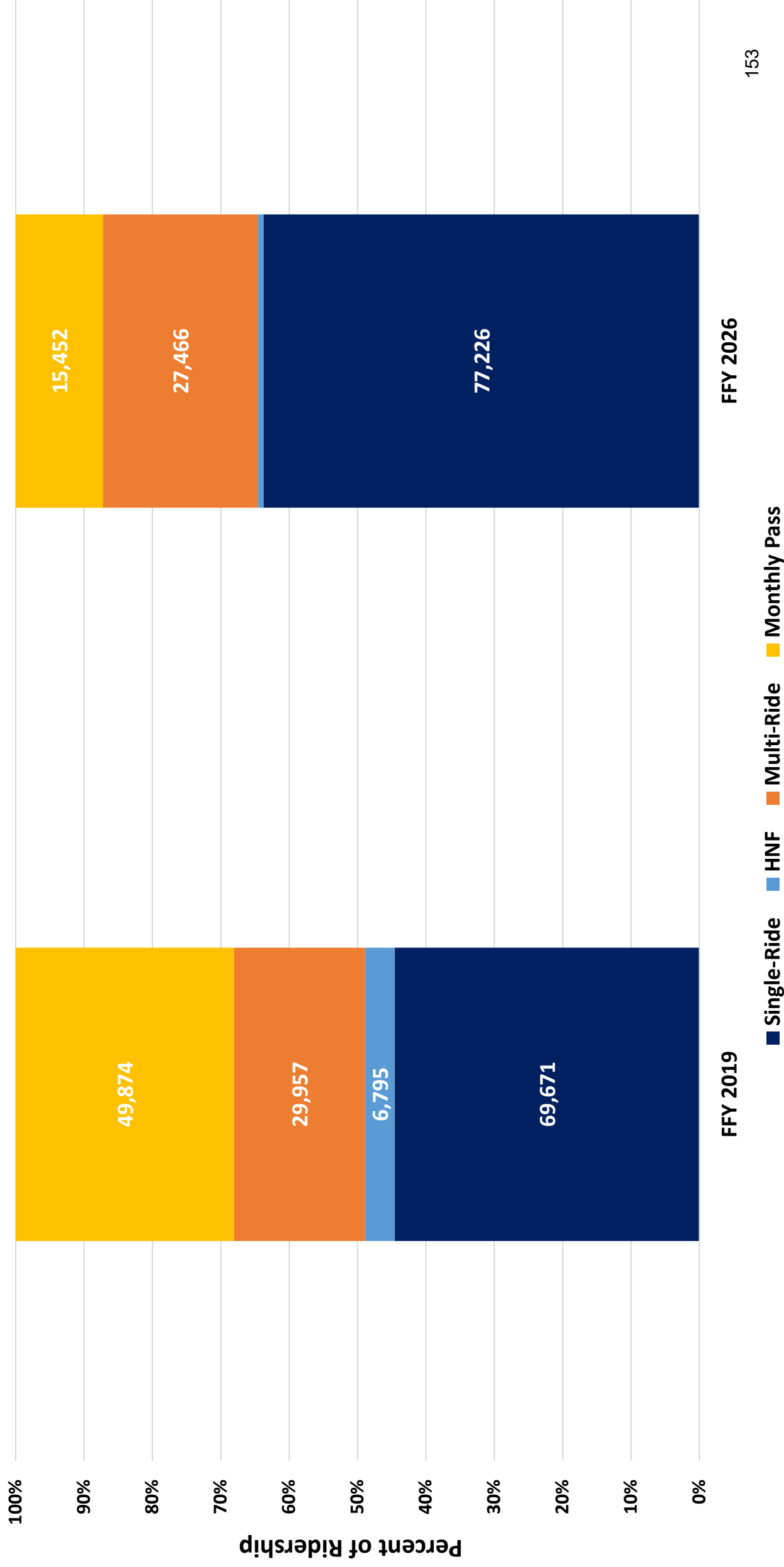
# Ridership by Weekend Train

April 2026



# Ridership by Single-Ride & Multi-Ride Tickets

April FFY19 vs FFY26



## Marketing & Public Relations

### FIFA World Cup 26™ SF Bay Area



## TRAIN SCHEDULE TO FIFA WORLD CUP 26™ SF BAY AREA

	June 13, 2026 at 12:00PM <b>QATAR VS. SWITZERLAND</b>
	June 16, 2026 at 9:00PM <b>AUSTRIA VS. JORDAN</b>
	June 19, 2026 at 8:00PM <b>TURKEY VS. PARAGUAY</b>
	June 22, 2026 at 8:00PM <b>JORDAN VS. ALGERIA</b>
	June 25, 2026 at 7:00PM <b>AUSTRALIA VS. PARAGUAY</b>
	July 1, 2026 at 5:00PM <b>ROUND OF 32 MATCH</b>

**BOOK NOW AT [CAPITOLCORRIDOR.ORG](https://capitolcorridor.org)**

We are supporting FIFA World Cup 26™ SF Bay Area with a robust social media and communications plan focused on promoting special train service to every match while highlighting free activities along the route. This includes:

- **Communications:** Dedicated [landing page](#) (20+ languages), social media, service alerts, e-newsletter, and PIDS to ensure riders are informed and prepared during the FIFA World Cup 26™ SF Bay Area weeks
- **Paid Media:** June 11-July 19: Bay Area – NBC Peacock Digital Livestream (:15-:30 non-skippable video) and Sacramento – KCSO / Telemundo Broadcast TV + Promotional Package
- **Wayfinding:** Wristbands for ticketed riders, and hand held signs, and floor decals to guide them back to the platform
- **Riders Appreciation Events:** Soccer-themed tabling at Emeryville and San Jose Diridon Stations

### California Passenger Rail Summit



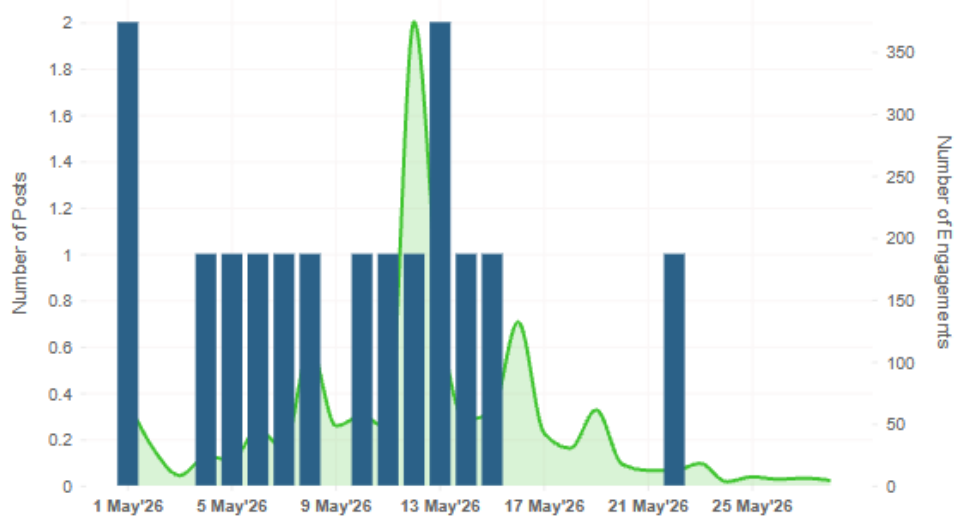
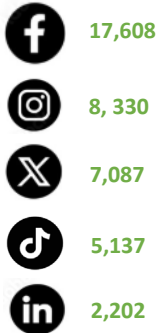
CCIPA staff had the opportunity to attend and present at the **California Passenger Rail Summit** in Sacramento, joining industry leaders to shape the future of the state's passenger rail landscape.

We appreciate the partnership and engagement from our partner agencies. We're excited and looking forward to keeping the momentum going as we work together to move California forward.

## Social Media

Social media activity focused on FIFA World Cup 26™ SF Bay Area, Bike Month, and collaborations with influencers to expand the Only By Train campaign. These correlate with peaks in engagement throughout the month. *See graph.*

### Followers As of May 28



### Best Performing Posts

#### Facebook

##### TOP POST

facebook

4 May 2026 07:21 PM



Get the girls trip out of the group chat. Discover the fun you can experience—only by train.

Likes	178
Comments	7
Shares	0
Engagement Rate	2055.56%
Engagement	185

#### Instagram

##### TOP POST

directly via Instagram

12 May 2026 09:03 AM



30 days until the FIFA World Cup 26™ SF Bay Area kicks off! 🌍👤

Reactions	343
Comments	14
Engagement Rate	4.3%
Engagement	357

#### Tik Tok

##### TOP POST

posted via TikTok

1 May 2026 08:36 PM



Follow wherever the soccer ball rolls... 🌍👤  
Take Capitol Corridor to FIFA World Cup 26™ SF Bay Area at Levi's® Stadium. Let us ...

Likes	89
Shares	7
Comments	2
Video Views	1333
Engagements	98

## CC Rail Mail

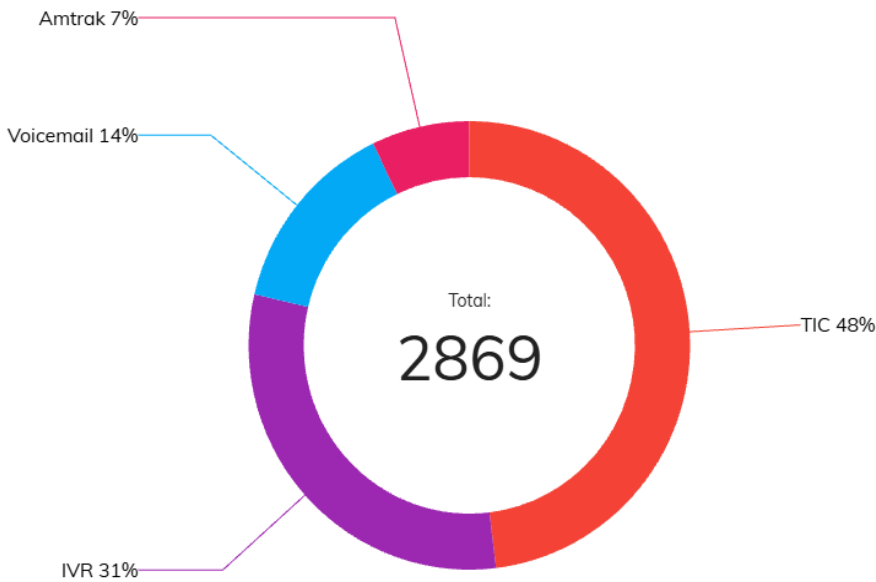
Mailing List	New Subscribers	Total Subscribers	Engagement Rate
CC Rail Mail	+82	6,613	37%

## Website



CapitolCorridor.org Visits	Percentage of Visits Via Mobile	Bookings on Amtrak.com from CapitolCorridor.org
81,000	73%	1,216

## IVR



Initial Call Flow	Total
Group Travel	7
Knowledge Base	408
PIDS	1
Refunds and Credits	31
Schedules	268
Service Alerts	1
Something Else	211
Stops Directory	154
Train Status	81
Transfer to Amtrak	34
Transfer to Live Agent	1181
T0travel Advisories	19
Trip Planning	187
Voicemail	248
<b>Total</b>	<b>2831</b>

\*Call total discrepancy exists when callers disconnect before being routed. Answer is a pre-written response. Callers can ask questions and IVR will use keywords to resolve.

\*Calls from 5/1 - 5/28/2026

# FY26 Marketing and Communications Overview

<p><b>July</b></p> <ul style="list-style-type: none"> <li>✓ Gold Cup match promotion</li> <li>✓ Morgan Wallen Concert @ Levis® service planning</li> <li>✓ 4th of July holiday post</li> <li>✓ Partnerships fulfillment</li> <li>✓ Onboard Wi-Fi communications</li> <li>✓ Summer events promotions</li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>✓ Amtrak Fall sale promotion</li> <li>✓ Planning for 49ers special schedule</li> <li>✓ End of summer activities promotion</li> <li>✓ Back to school promotion</li> <li>✓ Labor Day holiday service advisory</li> <li>✓ Rail Safety event planning</li> <li>✓ Oakland Roots Mural Painting Collaboration at Jack London Square Station</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>✓ Rail Safety Month &amp; Rail Safety event</li> <li>✓ Hispanic Heritage Month</li> <li>✓ Bay Area Transit Month</li> <li>✓ Fall Cappy Hour</li> <li>✓ 49ers special schedule and promotion</li> <li>✓ Back to school promotion</li> <li>✓ Partner promotions for UC Davis Sports, Oakland Roots, Sacramento Republic, etc.</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>✓ Advertising Hero Campaign launch</li> <li>✓ Buy One-get one free discount promotion</li> <li>✓ 1 Millionth Rider event</li> <li>✓ 49ers special schedule and promotion</li> <li>✓ Promote fall events along the corridor</li> <li>✓ Partner promotions for UC Davis Sports, Visit Oakland, One Lake, Oakland Roots, etc.</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>✓ 49ers special schedule and promotion</li> <li>✓ Distribute Thanksgiving travel communications</li> <li>✓ Promote holiday events along the corridor</li> <li>✓ Promote 2nd annual Peti-versary</li> <li>✓ Holiday Food Drive</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>✓ 49ers special schedule and promotion</li> <li>✓ Distribute holiday travel communications</li> <li>✓ Promote holiday events along the corridor</li> <li>✓ Super Bowl LX Sculpture Photo Op</li> <li>✓ Holiday Food Drive and Volunteering</li> </ul>
<p><b>January</b></p> <ul style="list-style-type: none"> <li>✓ Share FY25 Annual Performance Report</li> <li>✓ Winter travel and destination promotions</li> <li>✓ Annual Business Plan public workshop planning</li> <li>✓ Super Bowl LX Socials</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>✓ Annual Business Plan public workshops &amp; Cappy Hour</li> <li>✓ Black History Month</li> <li>✓ Lunar New Year celebrations</li> <li>✓ Valentine’s Day</li> <li>✓ Winter travel and destination</li> <li>✓ Rider’s Appreciation Event (SBLX)</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>✓ Women's History Month</li> <li>✓ Spring break ideas</li> <li>✓ Transit Employee Appreciation Day</li> <li>✓ Baseball Season</li> <li>✓ St. Patrick's Day</li> <li>✓ <i>Only By Train</i> Advertising Campaign Expansion</li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>✓ Earth Month</li> <li>✓ Spring Destinations</li> <li>✓ UC Davis Transit Career Fair</li> <li>✓ <i>Only By Train</i> Advertising Campaign Expansion</li> <li>✓ FIFA Planning</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>✓ AANHPI Heritage Month</li> <li>✓ Bike to Work/Wherever Day</li> <li>✓ Memorial Day – Holiday Service</li> <li>✓ <i>Only By Train</i> Advertising Campaign Expansion</li> <li>✓ FIFA Planning</li> <li>✓ California Passenger Rail Summit</li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>• Pride Month</li> <li>• Juneteenth events</li> <li>• Summer sports and activities</li> <li>• Annual on-board customer satisfaction surveys</li> <li>• <i>Only By Train</i> Advertising Campaign Expansion</li> <li>• FIFA Communications</li> <li>• FY26 budget closeout</li> </ul>