



**1503 N. IMPERIAL AVENUE, SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410**

**SPECIAL MEETING OF THE  
TRANSPORTATION COMMISSION**

**AGENDA  
FRIDAY, JUNE 28, 2019  
12:00 PM**

**Imperial County Transportation Commission  
Large Conference Room  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243**

**CHAIR: ROBERT AMPARANO**

**VICE CHAIR: GEORGE NAVA**

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Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

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**I. CALL TO ORDER AND ROLL CALL**

**II. EMERGENCY ITEMS**

- A. Discussion/Action of emergency items, if necessary.

**III. PUBLIC COMMENTS**

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

**IV. CONSENT CALENDAR**

(Executive Director recommends approval of consent calendar items)

- |    |  |               |            |
|----|--|---------------|------------|
| A. | Approval of the ICTC Commission Draft Minutes:   | May 22, 2019  | Pages 6-20 |
| B. | Receive and File:  |               |            |
|    | 1. ICTC Management Committee Draft Minutes:  | June 12, 2019 |            |
|    | 2. ICTC TAC Minutes:   | May 23, 2019  |            |
|    | 3. ICTC SSTAC Minutes:   | May 1, 2019   |            |
| C. | FY 2019-20 Fourth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5 | Page 22       |            |

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

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

1. Authorize the Chairperson to sign the Fourth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2019 through June 30, 2020 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$158,262.71.
- D. Contract Extension for the **IMPERIAL VALLEY TRANSIT (IVT)**; Fixed Route Bus System - Operating Agreement, FY 2019-20 Page 45

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT fixed route bus system, for the period July 1, 2019 through June 30, 2020:
    - a. The cost for IVT shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$73,300.08 monthly and variable hourly costs at \$75.81 per hour for an average of 2,830 hours monthly, farebox established at 17%,
    - b. The cost for IVT Blue and Green Lines line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$13,889.84 monthly and variable hourly costs at \$75.81 per hour for an average of 524 hours monthly, farebox established at 4%,
    - c. The cost for IVT Gold Line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$0.00 monthly and variable hourly costs at \$75.81 per hour for an average of 272 hours monthly, farebox established at 4%,
    - d. With an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.
- E. Contract Extension for the IVT ACCESS; ADA Paratransit Services - Operating Agreement, FY 2019-20 Page 55

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT ACCESS Paratransit Service, for the period July 1, 2019 through June 30, 2020:
    - a. The cost shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$40,408.58 monthly and variable hourly costs at \$71.16 per hour for an average of 1,130 hours monthly, farebox established at 10%, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.
- F. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE El Centro Agreement FY 2019-20 Page 61

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
  - a. El Centro Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$617,943.
  - b. Heber Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$68,432.

- G. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services –IVT RIDE Brawley-Calexico-Imperial-West Shores Agreement FY 2019-20 Page 67

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
  - a. Brawley Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$291,437.
  - b. Calexico Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$409,961.
  - c. Imperial Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$198,733.
  - d. West Shores Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$75,875.

- H. Contract Extension for the IVT MedTrans; non-emergency transportation to medical facilities in San Diego - Operating Agreement, FY 2019-20 Page 77

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT MedTrans Paratransit Service, for the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$434,829, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

## V. ACTION CALENDAR

- A. Calexico West Port of Entry Traffic Circulation Plan Page 82

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Approve the Calexico West Port of Entry Traffic Circulation Plan.

- B. Draft ICTC Overall Work Program (OWP) and Budget, FY 2019-20 Page 160

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2019-2020.

- C. 2nd Competitive Bid for the IVT RIDE– Public Outreach and Marketing Services – FY 2020-2022 Page 184

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign the IVT RIDE Public Outreach and Marketing Consultant Agreement with the firm of NSD Investments Inc. DBA Spectrum Advertising for the not to exceed fee of \$149,500, effective July 1, 2019 through June 30, 2022.

- D. 2nd Competitive Bid for the IVT MedTrans Paratransit– Public Outreach and Marketing Services – FY 2020-2022 Page 202

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign the IVT MedTrans Public Outreach and Marketing Consultant Agreement with the firm of Franklin Lee Enterprises L.L.C. dba CONVEYOR GROUP, for the not to exceed fee of \$149,820, effective July 1, 2019 through June 30, 2022.

#### **VI. MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, July 24, 2019** at **6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

#### **VII. ADJOURNMENT**

- A. Motion to adjourn

# IV. CONSENT CALENDAR

## IV. CONSENT CALENDAR

### A. APPROVAL OF ICTC COMMISSION DRAFT MINUTES:

May 22, 2019

### B. RECEIVE AND FILE :

#### 1. ICTC MANAGEMENT COMMITTEE DRAFT MINUTES:

June 12, 2019

#### 2. ICTC TAC MINUTES:

May 23, 2019

#### 3. ICTC SSTAC MINUTES:

May 1, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**DRAFT MINUTES FOR May 22, 2019**

**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

- |                     |                         |
|---------------------|-------------------------|
| City of Brawley     | George Nava             |
| City of Calipatria  | Maria Nava-Froelich     |
| City of Calexico    | Lewis Pacheco           |
| City of El Centro   | Cheryl Viegas-Walker    |
| City of Holtville   | James Predmore          |
| City of Imperial    | Robert Amparano (Chair) |
| City of Westmorland | Larry Ritchie           |
| County of Imperial  | Luis Plancarte          |
| County of Imperial  | Ryan Kelley             |

**NON-VOTING MEMBERS PRESENT:** Caltrans District 11 Cory Binns

**STAFF PRESENT:** Mark Baza, Kathi Williams, David Aguirre, Maricela Galarza, Gustavo Gomez, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG, Eric Havens: County Counsel, Jesus Vargas: Caltrans, Cesar Sanchez: First Transit, William Roller: I.V. Press.

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, May 22, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Chair Amparano called the Commission meeting to order at 6:08 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

Item C was pulled from the consent calendar. Ms. Viegas-Walker had questions regarding the sole source procurement.

Item E was pulled from the agenda until contract is discussed further with legal.

A motion was made by Viegas-Walker and seconded by Predmore to approve the consent items A, B and D. **Motion Carried** unanimously.

- |    |  |                |
|----|--|----------------|
| A. | Approved of the ICTC Commission Draft Minutes: | April 24, 2019 |
| B. | Received and Filed:                            |                |
|    | 1. ICTC Management Committee Draft Minutes:    | May 15, 2019   |
|    | 2. ICTC TAC Minutes:                           | April 4, 2019  |
|    | 3. ICTC SSTAC Minutes:                         | April 3, 2019  |

- C. Extension of the Transit Drug and Alcohol Auditor Agreement, LPM and Associates, FY 2019-20 through FY 2020-21

Ms. Williams explained that the consultant is selected through a sole source procurement because the FTA has strict guidelines about the nature of the Drug and Alcohol Audit. This audit is a part of the FTA Triennial Audit.

1. Authorized the ICTC Chairperson to sign the two-year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of LPM and Associates for the not to exceed annual fee of \$12,000 effective November 1, 2019 through November 30, 2021

A motion was made by [Viegas-Walker](#) and seconded by [Nava-Froelich](#), **Motion Carried** unanimously.

- D. Request to Authorize travel for an ICTC Commission Member to attend the CalCOG Board Meeting on May 29, 2019

1. Approved travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Board Meeting on May 29, 2019 for an estimated expenditure amount of \$250.00

- E. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2019-20to FY 2020-21

Item pulled.

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual fee not to exceed \$20,000, effective July 1, 2019 through June 30, 2021.
2. Direct staff to forward the agreement to the County of Imperial.

## V. REPORTS

- A. ICTC Executive Director  
- A full list of updates and announcements can be found on page 35 of the agenda.
- B. Southern California Association of Governments (SCAG)  
- A full list of updates and announcements can be found on page 52 of the agenda.
- C. California Department of Transportation (Caltrans)  
- A full list of updates and announcements can be found on page 58 of the agenda.
- D. Commission Member Reports  
- Commissioners had various announcements regarding events occurring in their jurisdiction.

## VI. ACTION CALENDER

- A. 2019 Public Transit Fare Analysis – Award Recommendation  
The Management Committee met on May 15, 2019 and forwarded this item to the Commission for review and approval after public comment, if any. Mr. Aguirre presented this item to the Commission

1. Approved the award of the Agreement for the 2019 Public Transit Fare Analysis to AECOM in the amount of \$149,379.
2. Authorized the Chairperson to sign the agreement.

A motion was made by **Predmore** and seconded by **Nava-Froelich**, **Motion Carried** unanimously.

## **VII. INFORMATION CALENDAR**

- A. Mobility Coordination Project Update - Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services

Mr. Gomez provided the Commission with examples of the Mobility Coordination Activities of the 3<sup>rd</sup> quarter for FY 2018-19. For a complete list, go to page 99 of the agenda.

## **VII. CLOSED SESSION**

- A. A motion was made by **Nava** seconded by **Nava-Froelich**, to proceed into **Closed Session**.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957) Title: ICTC Executive Director
- C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code §54957.6)  
Agency Designated Representative: Eric Havens  
Unrepresented Employee: Executive Director
- D. The Board met in Closed Session, direction was given under (Government Code §54957 and §54957.6) and no actions were taken.

## **VIII. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, June 26, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

## **IX. ADJOURNMENT**

- A. Meeting adjourned at 7:02 p.m.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT** MINUTES OF June 12, 2019

**10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	Esperanza Colio-Warren

**STAFF PRESENT:** Mark Baza, David Aguirre, Kathi Williams, Virginia Mendoza, Michelle Bastidas, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Bing Luu, Jesus “Chi” Vargas: Caltrans; Liz Zarate: City of El Centro

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The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, June 12, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Chair Wells called the Committee meeting to order at 10:42 a.m. Roll call was taken, and a quorum was present at that time.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

A motion was made by [Bayon Moore](#) seconded by [Piedra](#) to approve the consent calendar as presented, items A through H: **Motion carried unanimously.**

A. Approved Management Committee Minutes for May 8, 2019

B. Received and Filed:

1. ICTC TAC Minutes for May 23, 2019
2. ICTC SSTAC Minutes for May 1, 2019

C. FY 2019-20 Fourth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairperson to sign the Fourth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between

Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2019 through June 30, 2020 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$158,262.71.

D. Contract Extension for the **IMPERIAL VALLEY TRANSIT (IVT)**; Fixed Route Bus System - Operating Agreement, FY 2019-20

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT fixed route bus system, for the period July 1, 2019 through June 30, 2020:
  - a. The cost for IVT shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$73,300.08 monthly and variable hourly costs at \$75.81 per hour for an average of 2,830 hours monthly, farebox established at 17%,
  - b. The cost for IVT Blue and Green Lines line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$13,889.84 monthly and variable hourly costs at \$75.81 per hour for an average of 524 hours monthly, farebox established at 4%,
  - c. The cost for IVT Gold Line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$0.00 monthly and variable hourly costs at \$75.81 per hour for an average of 272 hours monthly, farebox established at 4%,
  - d. With an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

E. Contract Extension for the **IVT ACCESS**; ADA Paratransit Services - Operating Agreement, FY 2019-20

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT ACCESS Paratransit Service, for the period July 1, 2019 through June 30, 2020:
  - a. The cost shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$40,408.58 monthly and variable hourly costs at \$71.16 per hour for an average of 1,130 hours monthly, farebox established at 10%, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

F. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE El Centro Agreement FY 2019-20

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
    - a. El Centro Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$617,943.
    - b. Heber Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$68,432.
- G. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services –IVT RIDE Brawley-Calexico-Imperial-West Shores Agreement FY 2019-20

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
    - a. Brawley Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$291,437.
    - b. Calexico Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$409,961.
    - c. Imperial Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$198,733.
    - d. West Shores Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$75,875.
- H. Contract Extension for the IVT MedTrans; non-emergency transportation to medical facilities in San Diego - Operating Agreement, FY 2019-20

It was requested that the ICTC Management Committee forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign a one year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT MedTrans Paratransit Service, for the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$434,829, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

## V. REPORTS

- A. ICTC Executive Director  
Updates were provided by Mr. Baza regarding the following:
- Forecast for July Management Committee and/or Commission Meetings:
    - o Long-term contracts for all transit operations: IVT, IVT Access, IVT Ride, IVT MedTrans
    - o Legal services contract adoption for ICTC and LTA
    - o FTA 5310 Grant Mobility Coordination Submittal
    - o ICTC Audit Report for FY 2017-18

- On June 3rd to 5th Executive Director Baza and other members of Mobility 21 met with various representatives and/or staff to promote our Southern California federal transportation priorities. Notable priorities to: Provide a Long-Term Transportation Funding Solution; Restore the Highway Trust Fund with new revenues for highway and transit programs; and support programs that provide funds to freight corridors, such as, Imperial Valley’s agriculture exports and cross-border trade corridor with Mexico. Most representatives were supportive to these priorities but were not optimistic of achieving a robust transportation bill before the election seems remote. Members of the Transportation and Infrastructure Committee will continue to pursue funding and program strategies. With the help of County staff and DC Lobbyist, ED Baza also met with Border Patrol Management to request \$2.3 million toward completion of the SR 86 Border Patrol Checkpoint Expansion – Positive support was expressed but no funds were committed. Additional efforts will be pursued to seek support from our California/Imperial representatives, and a specific letter of request to the Commissioner of Customs and Border Protection.
  - In December 2018, staff met with Assembly member Eduardo Garcia and his staff to discuss legislation that would amend ICTC’s authority to include non-transportation programs. Draft legislation is starting to go through committees in Sacramento. The goal of the Bill is to give ICTC authority to address or carry out non-transportation programs. If we are successful, the legislation will become effective in January 2020. The Bill was approved on Consent with the Assembly Transportation Committee on April 22, 2019 and is on Consent agenda with the Senate Transportation Committee on June 11, 2019.
  - The 5<sup>th</sup> Annual Imperial Valley Economic Summit and General Assembly was held on May 30, 2019. Our keynote speakers were Jim Madaffer of Enterprise, Inc. gave an overview of Smart and Connected Cities and future transportation technology; Michael Bracken of Development Management Group, gave a summary of Imperial Valley’s economy in relation to the State, National and World economy; Sunne Wright McPeak of California Emerging Technology Fund, provided an overview of Broadband technologies and opportunities for our communities; and, Bill Higgins of California Association of Council of Governments, discussed ICTC’s future opportunities for non-transportation programs with the proposed passage of AB 335. Panel discussions included: “Access to Education”; “Environment”; “Access to Capital”; “Bi-national Opportunities” and, “Infrastructure.” We also had an overview of SCAG’s long-term regional transportation plan “Connect SoCal” by Kome Ajise, SCAG Executive Director. Thank you to all our speakers for your participation, and to all attendees for your continued support. We had approximately 150 registrations. We also had 11 sponsors with a total of \$13,250 in revenue (excluding in-kind). This is a slight improvement in sponsor support. It compares to \$12,500 in 2018 and \$11,500 in 2017.
  - A complete list of ICTC updates can be found on Page 76 of the agenda.
- B. Southern California Association of Governments (SCAG)  
Updates were provided by Mr. Salgado regarding the following:
- The SCAG Demographic Workshop is scheduled for June 11, 2019. All information is posted on the [www.scag.ca.gov](http://www.scag.ca.gov) website.
  - SCAG will be going dark in July.
  - Thanked all that attended the SCAG Connect SoCal Workshop held in El Centro.
- C. Caltrans Department of Transportation – District 11
- Mr. Vargas, Ms. Landrum and Mr. Bing all provided Caltrans updates; the full report is located on page 86 of the agenda.
- D. Committee Member Reports

**VI. ACTION CALENDAR****A. Calexico West Port of Entry Traffic Circulation Plan**

Ms. Mendoza presented this item and provided a PowerPoint presentation. Mr. Dale thanked Ms. Mendoza and Mr. Baza for all their work on the Calexico Traffic Management Plan. Mr. Dale did mention that the city of Calexico will be requesting additional LTA funds for traffic controllers in Calexico.

It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Approve the Calexico West Port of Entry Traffic Circulation Plan

A motion was made by [Piedra](#) seconded by [Colio-Warren](#). **Motion carried unanimously.**

**B. ICTC Overall Work Program (OWP) and Budget FY 2018-2019**

Mr. Aguirre reviewed the FY 2019-20 budget with the Committee.

It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Approve the FY 2018-19 Overall Work Program and Transit Finance Plan Budget

A motion was made by [Chatwin](#) seconded by [Medina](#). **Motion carried unanimously.**

**C. Local Transportation Authority (LTA) 1% Administrative Budget**

Mr. Aguirre reviewed the FY 2019-20 LTA budget with the Committee.

It was requested that the ICTC Management Committee forward this item to the Authority for review and approval after public comment, if any:

1. Approve the 1% administrative services budget for the LTA for FY 2019-20.

A motion was made by [Bayon Moore](#) seconded by [Chatwin](#). **Motion carried unanimously.**

**D. 2<sup>nd</sup> Competitive Bid for the IVT RIDE– Public Outreach and Marketing Services – FY 2020-2022**

Ms. Williams presented the item to the Committee.

It was requested that the Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. Authorize the Chairman to sign the IVT RIDE Public Outreach and Marketing Consultant Agreement with the firm of NSD Investments Inc. DBA Spectrum Advertising for the not to exceed fee of \$149,500, effective July 1, 2019 through June 30, 2022.

A motion was made by [Bayon Moore](#) seconded by [Chatwin](#). **Motion carried unanimously.**

- E. 2<sup>nd</sup> Competitive Bid for the IVT MedTrans Paratransit– Public Outreach and Marketing Services – FY 2020-2022

Ms. Williams presented the item to the Committee.

It was requested that the Management Committee forward this item to the Commission for review and approval after public comment, if any:

- 1. Authorize the Chairman to sign the IVT MedTrans Public Outreach and Marketing Consultant Agreement with the firm of Franklin Lee Enterprises L.L.C. dba CONVEYOR GROUP, for the not to exceed fee of \$149,820, effective July 1, 2019 through June 30, 2022.

A motion was made by [Piedra](#) seconded by [Chatwin](#). **Motion carried unanimously.**

## VII. INFORMATION / DISCUSSION CALENDAR

- A. Human Resource Services Update

Mr. Baza confirmed that ICTC will not be pursuing a new HR contract for the moment and would be open to any agency recommendations. He also mentioned that he welcomes future conversations, but staff will remain doing business as usual for now.

## VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **July 10, 2019** at the **City of Calexico**, Calexico, CA.

## IX. ADJOURNMENT

- A. Meeting adjourned at 12:25 p.m.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**MINUTES**

May 1, 2019

Present

Voting Attendees:

Ted Ceasar – Chair	Consumer
Michael Hack – Vice Chair	Consumer
Debbie Garcia	Imperial County Public Authority/IHSS
Michelle Soto	California Children Services/ CCS
Monica De Leon	Area Agency on Aging/Public Administrator
Erika Martinez	ARC-Imperial Valley
Mitzi Perez	ARC-Imperial Valley
Victor Torres	Imperial Valley College/ IVC
Kathi Williams	CTSA– ICTC
Maricela Galarza	CTSA–ICTC
David Aguirre	CTSA– ICTC
Gustavo Gomez	CTSA– ICTC

Non-Voting Attendees:

Mark McCumsey	Caltrans
Karla Aguilar	IVT/IVT Access/IVT Ride/IVT MedTrans
Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Helio Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Pacheco	IVT/IVT Access/IVT Ride/IVT MedTrans
Jose Guillen	IVT/IVT Access/IVT Ride/IVT MedTrans

1. Mr. Ceasar called the meeting to order at 10:03 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for April 3, 2019 ([Torres, Hack](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

- IVT Access services had 22 certifications for the month.
- There was an average of 8 sign ups per week for the IVT Ride service.
- There new service coverage for Westshore area, going to Coachella area, Mrs. Aguilar will cover more on that part.

- Ms. Galarza and myself attended Spring CalAct where different subjects were covered such as; reasonable modification, service animals, Grant 5310 Application, etc.
- Ms. Galarza and myself will be attending a Management and Operations Training on the week of May 10<sup>th</sup>.
- On the week of June 3<sup>rd</sup>, I will be attending the Transit Academy.
- On the week of June 10<sup>th</sup>, Ms. Galarza and myself will be attending the Comprehensive ADA Paratransit Eligibility Training.

Ms. Galarza had the following updates:

- Mr. Gomez and myself attended Spring CalAct and had the opportunity to attend 3 classes including; ADA certification, Grant 5310 Application and Service animals. The classes were beneficial to learn and expand comprehension of subject matters. It's a chance to bring new updates or approaches that may fit our need in the community.
- Mr. Gomez and myself will attend the Paratransit Management and Operations Training on the week of May 10<sup>th</sup>, and are expected to learn more on management functions, the role of technology and creating policies and procedures.
- Ms. Galarza announced that the grant application for 5310, Mobility Management Program is coming up soon. ICTC will be inquiring letters of support from agencies and SSTAC committee.
- UTN process has ended and was approved. Final documentation was gathered and sent to Caltrans for review. It usually takes about 45 or more to receive a response from Caltrans. Caltrans approval to move forward is required to use funds for any items in the SRTP.

Mr. Aguirre had the following updates:

- IVT Access marketing proposals were scored, IVT MedTrans and IVT Ride proposals are coming up.
- IVT services operation RFPs are out and proposals are due May 10, 2019. Will keep SSTAC throughout the process.
- Bus stop inventory is complete, now every stop throughout the county will have signage with an identifying code. A consultant has been awarded for the AVL contract; it is expected to be implemented in a couple of months. ICTC will be participating in the kick off meeting. Users will be able to use a mobile app or link on IV transit website to locate fixed route buses.

Ms. Williams had the following announcements:

- There were a good number of competitive bids, wanted to thank the people participating in the process.

#### 4. Transit Operator Reports:

- Imperial Valley Transit: Mr. H. Sanchez presented 3<sup>rd</sup> quarter report.
  - o Passenger count is high during the month of March for all services except IVT Green Line.
    - Mr. Ceasar asked what are the routes for IVT Blue and Green Line.
      - Ms. Williams responded that the IVT Blue Line covers the South side of El Centro, whereas IVT Green Line covers the North side of El Centro.
    - Ms. Williams asked Mr. H. Sanchez how La Brucherie construction is affecting the IVT service.
      - Mr. H. Sanchez responded that it is not affecting a lot, the Waterman stop has been taken out and it has been temporarily moved at the nutrition center.



- IVT Access: Ms. Pacheco presented 3<sup>rd</sup> quarter report.
  - o The service is doing well.
  - o There is a higher passenger count during the month of March, it can be due to more calendar days.
    - Mr. Ceasar asked if passenger per hour, 2, is normal.
      - Ms. Williams stated that for the Imperial County it is.
- IVT Ride: Ms. Aguilar presented 3<sup>rd</sup> quarter report:
  - o February was a slow month for all cities.
  - o IVT Ride Westshores started to make trips toward Coachella and Rancho Mirage, completed a ride along to understand the route and to find any anticipated issues with route. There were 3 passengers, known to be the same passenger who use the service to travel to Brawley. It started to alternate Tuesdays with Brawley on April 16, 2019. The fare is the same price as if they were traveling to Brawley (\$2.50). It is allowed to stop around the Highway 111 corridor, but the aim for this service is specifically for certain reasons such as medical, social services etc.
    - Mr. Hack asked about the service hours.
      - Ms. Aguilar responded that it is in the Westshore are from 7am to 3pm.
    - Ms. De Leon commented that she is glad to hear that type of service will be provided.
      - Mr. Aguirre stated that the service to Coachella has the ability to connect with the Sunline Transit service.
- IVT MedTrans: Mr. Guillen presented 3<sup>rd</sup> quarter report:
  - o The service has been steady.
  - o There are new calls and more calls being received by dispatch.
  - o There is a plan to pass out brochures in Calexico are next. Will coordinate with Mr. Gomez on an available date.
  - o Passenger count was higher in the Month of January.

## 5. General Discussion

- ARC staff inquired on support letters for the 5310-grant application coming up, for expansion on vans and operations.
  - Ms. Williams requested ARC staff to send a body paragraph to ICTC so it can be inserted into a SSTAC letter. ICTC will be doing the same. Action to approve will be added on next month's agenda.
- Mr. Torres announced that IVC is working on a housing project, where 220 homeless will placed in a tiny home community. The concept is to find locations to build this community in Brawley, El Centro and Imperial. It is not finalized at the moment, its still in discussion. He stated that transportation will be an issue depending on where the community will be built.
  - Ms. Williams stated to try to ensure to find locations that are close to the corridor.
  - Mr. Aguirre added that further conversation will be helpful as the coordination of the locations occurs.
  - Mr. Ceasar asked about the selection process.
    - Mr. Torres stated that the project is not at that stage yet. A PowerPoint can be given on next month's

SSTAC meeting.

- Ms. Williams asked how many units will be in one community.
  - Mr. Torres responded that there are expected to be 12, but may go up to 24, the area will be studied. Each unit will be expected to be 300ft square, with 4 students per unit. Fundraising for the project is ongoing. Selected students will be paying partial rent.

6. Adjournment

- Meeting adjourned at 10:37 a.m. ([Ceasar, Hack](#)), **Motion Carried.**
- Next meeting will be held on June 5, 2019, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.



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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**May 23, 2019**

**Present:**

Lily Falomir	City of Calexico
Victor Garcia	City of Brawley
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Angel Hernandez	City of El Centro
Javier Luna	City of El Centro
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial
Joel Hamby	City of Westmorland

**Others:**

Virginia Mendoza	ICTC
Marlene Flores	ICTC
Joseph Chua	Caltrans
Felix de Leon Jr.	City of El Centro
Adolfo Garcia	County of Imperial

1. The meeting was called to order at 10:05 a.m. A quorum was present and introductions were made. There were no public comments made.
2. Minutes from April 4, 2019 were provided as an Information Item.
3. **ICTC Updates / Announcements**  
*(Presented by ICTC Staff)*
  - a. **Transit Planning Updates**
  - b. **Transportation Planning Updates (By Virginia Mendoza):**
    - **Regional Climate Action Plan-** Ms. Mendoza provided an overview of the Regional Climate Action Plan. ICTC is working in developing a stakeholder's group. Kickoff meeting will be June 10, 2019. Ms. Mendoza asked TAC members to provide a contact person from each agency. We would like to have participation from all agencies. A contact list will be made with all the participants. Further information will be emailed to TAC members.

- **Calexico Traffic Circulation Plan-** Ms. Mendoza provided an update on the Calexico Traffic Circulation Plan. The project is in progress. Cesar Chavez will be ready by mid-June, with target date of the 20<sup>th</sup>.
  - **SR-78 Glamis Feasibility Study-** Ms. Mendoza provided an update on the SR-78 Glamis Feasibility Study. The Study is projected to begin late summer or early fall 2019.
  - **SR-86 Border Patrol Checkpoint-** Ms. Mendoza provided an update on the Border Patrol Checkpoint project. The project is still in the design phase. U.S. Border Patrol staff are working on federal funding commitment for the remaining construction costs of the project. A meeting was held on April 23, 2019 to review the 65% design.
  - c. **FFY 2018-19 Programmed Project Updates (By Virginia Mendoza):**
    - Update on State and Federal funding obligations. A complete list of programmed projects was provided on an attachment to the agenda. Each agency provided an update on the current status of each project.
  - d. **SB 1 2018 Local Partnership Program (LPP) (by Virginia Mendoza):**
    - Projects were approved by the California Transportation Commission (CTC) during the May 2019 allocation vote. If there are any updates to the application ICTC will contact each agency.
  - e. **LTA Updates (Virginia Mendoza):**
    - 2018 LTA Bond. City of Holtville already process their first request.
    - The City of Calexico and City of Brawley still have a balance on their respective 2012 LTA Bond accounts.
4. **SCAG Updates / Announcements:**
- Ms. Mendoza provided information on the 2019 Regional Conference & General Assembly that took place on May 1-3 in Palm Desert, CA. Ms. Mendoza gave thanks to all that attended the event.
5. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.
6. **Caltrans Updates / Announcements (By Joseph Chua)**
- Caltrans provided updates on:
    - June 28, 2019 Deadline: DBE Annual Submittal & ADA Annual Certification Forms: Please make sure to submit by June 28<sup>th</sup>.
    - Inactive Projects: As of May 9, 2019, the inactive and future inactive list was updated. Action is required by the ICTC, and all cities. The next deadline to submit Inactive and Future Inactive Invoices is August 20, 2019.
  - Joseph Chua provided information on the dimensions of Caltrans signs. All agencies need to use the correct wording, dimensions, color when it comes to project signs that involve Senate Bill 1 funds.
7. **General Discussion / New Business**
- Ms. Mendoza reminded everyone of the next TAC meeting on June 27, 2019.
8. Meeting adjourned at 10:59 a.m.

## **IV. CONSENT CALENDAR**

C. FY 2019-20 Fourth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5



1503 N. IMPERIAL AVE., SUITE 104  
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PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243

SUBJECT: FY 2019-20 Fourth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

Dear Commission Members:

In 2012, ICTC staff entered into discussions, at the request of staff of the Quechan Tribe and YCIPTA, regarding the potential for a public transit route between Yuma AZ, the Winterhaven Ca. area, and El Centro, CA. Discussions ensued over an eight month period regarding operational issues including routing, scheduling, funding, access to bus stop locations and the continuation of travel once in El Centro on Imperial Valley Transit (IVT) for access to social service and commercial activities.

The project required the Boards of the three agencies to approve and give final direction on implementation for services. The **Turquoise** Route 10 started operation in January 2013. The business plan initially proposed twice daily roundtrips, three days a week on a YCAT bus. The new YCAT route offered travel opportunities that connected in El Centro to IVT intercity and intracity routes at 7th and State Streets. The price was established at a \$2.00 one way fare.

Previously, as a result of the federal transportation bill, *Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)*, the FTA 5311(c) funding would no longer be available to the Quechan Indian Tribe in the future. 5311(c) funding is also known as the Tribal Transit Grant Funding Program and allowed the tribe to apply and be a direct recipient of public transit operational funding. Previously those 5311(c) funds were used to operate the **Blue** Route 5 in cooperation with YCIPTA. Blue Route 5 is a circulator route with stops in the eastern Imperial County, the Fort Yuma Indian reservation and Yuma.

In FY 2015-16 ICTC received a request to share in the cost to provide funding for the Blue Route 5 service, as it does serve eastern Imperial County residents in an amount of \$172,270. However, based on additional funding opportunities that developed for the Quechan Indian Tribe in FY 2017-18 and FY 2018-19, ICTC received a request for \$138,717.07. The funding request for FY 2019-20 is \$158,262.71. The total subsidized budgets for both services are \$372,382.85. As requested, ICTC is anticipated to contribute \$158,262.71, the Quechan Tribe is anticipated to contribute \$78,200.40 and YCIPTA is anticipated to contribute \$135,919.74. YCIPTA also contributes the vehicles and drivers to provide the service.

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

Through quarterly coordination and evaluation sessions, the current performance measures have determined that while modest, the **Turquoise** Route 10 and **Blue** Route 5 have shown a slight increase in ridership over the previous year.

ICTC staff continues to support and recommends the participation in the revised MOU due to the increased access for Eastern Imperial County residents. ICTC will continue to meet with both agencies and continue to monitor both the **Turquoise** Route 10 and **Blue** Route 5, in cooperation with YCIPTA and the Quechan Tribe, in order to ensure the proper portion of funding is provided to supplement the transit service in eastern Imperial County. Recommendations from ICTC staff for funding in future years will continue to be based on service needs and service performance for the eastern Imperial County, Winterhaven community.

The original MOU and previous extensions and exhibits, and performance related documentation are available for review at ICTC administrative offices.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund, a contribution from the Quechan Tribe, the YCIPTA organization and passenger fares, anticipated to be approved on June 26, 2019.


The Table for the breakdown of the subsidy allocations is on page 10 and 11 of the attached "Eastern Imperial County Transit Services Operations and Implementation Business Plan".

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairperson to sign the Fourth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2019 through June 30, 2020 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$158,262.71.

Sincerely,

MARK BAZA  
Executive Director

BY:   
Kathi Williams  
Transit Program Manager

MB/ksw/cl

attachments

**FOURTH EXTENSION AND AMENDMENT OF MEMORANDUM OF UNDERSTANDING BETWEEN THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY, IMPERIAL COUNTY TRANSPORTATION COMMISSION AND QUECHAN INDIAN TRIBE FOR TRANSIT SERVICES IN EASTERN IMPERIAL COUNTY.**

This Extension and Amendment (“Extension and Amendment”) made and entered into effective \_\_\_\_\_ 2019, is by and between **Yuma County Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona (“YCIPTA”), **Imperial County Transportation Commission**, a regional transportation planning agency and political subdivision of the State of California (“ICTC”), and **Quechan Indian Tribe** (“QUECHAN”). The terms “Party” or “Parties” shall mean the collective or individual participants of this Extension.

**WITNESSETH:**

**WHEREAS**, YCIPTA, ICTC and QUECHAN entered into that certain Memorandum of Understanding dated October 28, 2015 for Transit Services in Eastern Imperial County (“MOU”) attached hereto and incorporated by reference herein as **Exhibit “1”**; and

**WHEREAS**, the term of the MOU is set to expire on June 30, 2016 unless the Parties agree in writing to extend the MOU; and

**WHEREAS**, paragraph VII.A of the MOU provides that the Parties, upon their mutual, written agreement, may extend the MOU on an annual basis, so long as such extension is requested by April 31, and the extension shall be approved and executed by all of the Parties by June 30; and

**WHEREAS**, paragraph VIII.J of the MOU provides that the Parties may amend the MOU in writing, dated, signed by duly authorized representatives of each Party to the MOU and attached thereto; and

**WHEREAS**, the Parties did so amend the MOU through the Third Extension and Amendment made and entered into effective July 1, 2018, attached hereto and incorporated by reference herein as **Exhibit “2”**; and

**WHEREAS**, YCIPTA, ICTC and QUECHAN wish to extend the term of the MOU for an additional one year term in accordance with paragraph VII.A of the MOU, and to amend the MOU to specify the payments to YCIPTA during the additional year term in accordance with paragraph VIII.J of the MOU, with no other changes.



**NOW THEREFORE**, for and in consideration of the promises and payments herein set forth, YCIPTA, ICTC and QUECHAN have and hereby agree as follows:

1. The MOU shall be extended for an additional one year term effective July 1, 2019 and shall terminate on June 30, 2020 unless the MOU is further extended in accordance with paragraph VII.A of the MOU.
2. Paragraph III.A of the MOU is deleted and replaced by the following:

**“III. Compensation, Reporting and Performance Standards**

**A. Payments to YCIPTA**

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall ICTC be liable to QUECHAN for payments that exceed One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71)

QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Seventy-Eight Thousand, Two Hundred Dollars and Forty Cents (\$78,200.40) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN. Such payments are due within thirty (30) days after receipt of invoice and supporting documentation from YCIPTA, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall QUECHAN be liable to YCIPTA for payments that exceed Seventy-Eight Thousand, Two Hundred Dollars and Forty Cents (\$78,200.40)

In no event shall QUECHAN be liable to YCIPTA for payments to be made by ICTC. In no event shall ICTC be liable to YCIPTA for payments to be made by QUECHAN”.

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

**---SIGNATURES ON THE NEXT PAGE---**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Extension and Amendment on the day and year first above written.

**YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Shelly Kreger, Transit Director

ATTEST:

By: \_\_\_\_\_  
Carol Perez, Transit Operations Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Minda Davy, YCIPTA Legal Counsel

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

By: \_\_\_\_\_  
Chairperson, Imperial County Transportation Commission

ATTEST:

By: \_\_\_\_\_  
Cristi Lerma, Secretary to the Commission

APPROVED AS TO FORM:  
Katherine Turner, County Counsel

By: \_\_\_\_\_  
Eric Havens, Deputy County Counsel

**QUECHAN INDIAN TRIBE**

By: \_\_\_\_\_  
Jordan D. Joaquin, President

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Tribal Attorney



## Eastern Imperial County Transit Services Operations and Implementation Business Plan



**Presented by:**  
**Yuma County Intergovernmental Public Transportation Authority**  
**October 2012**

*Amended October 2013, September 2014, July 2015, April 2016, April 2017,  
May 2018, and May 2019*

**Eastern Imperial County  
Transit Operations and Implementation Business Plan**

**Table of Contents**

Section 1	Overview of Routes Statement of Purpose and Need
Section 2	Roles and Responsibilities
Section 3	Overview of Operating Plan & Funding
Section 4	Marketing and Outreach Plan
Section 5	Additional Details of Operating Plan
<b>Exhibits</b>	1. Schedules and Route Maps Effective July 1, 2019

**Section 1  
Overview of Routes**

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2019:



**Yuma County Area Transit Service Summary – Effective July 1, 2019**

Route Number/Name	Type of Route	Number of Stops	Frequency Of Route	Peak Bus Requirement	Service Hours	Where Does Route Go?
<b>Blue Route 5 Quechan Shuttle</b>	Rural Flex Route	43 Stops	60 minutes	1	7:15 am to 7:10 pm – Monday-Friday 9:15 am to 4:10 pm – Saturday	Flex route service in a counter clockwise direction within the Fort Yuma Indian Reservation and Winterhaven from Paradise Casino via Picacho Road and Interstate 8 to Andrade Port of Entry, Downtown Yuma Transit Center and Quechan Casino Resort.
<b>Turquoise Route 10 Interstate 8/El Centro</b>	Special Service	29 Stops	2 round trips	1	9:15 am to 11:30 am/2:00 pm to 5:30 pm Monday, Wednesday & Friday	Fixed route service from Yuma Palms Regional Center to downtown El Centro via Paradise Casino, Winterhaven, Quechan Casino Resort and Interstate 8 with service to Imperial Valley Mall on request.

These routes do not operate on Sundays and major holidays observed by YCIPTA. YCIPTA-observed holidays are: New Year’s Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. Saturday service operates on the day after Thanksgiving, Christmas Eve and New Year’s Eve. One (1) bus will operate on each route for a maximum peak vehicle demand of two (2) in eastern Imperial County.

YCIPTA shall oversee and operate these routes in conjunction with the QUECHAN and Imperial County Transportation Commission (“ICTC”).

Under the California Transportation Development Act (“TDA”), new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years. Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. Blue Route 5 will begin its sixth year of operations and will be partially funded with TDA funding provided by ICTC beginning July 1, 2019. Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its exemption period ended on June 30, 2015. Turquoise Route 10 will start its seventh year using TDA funding provided by ICTC beginning July 1, 2019.

YCIPTA, QUECHAN, and ICTC initially developed this business plan in October 2012 as the Regional Connector Operations and Implementation Business Plan to coincide with the launch of the Turquoise Route 10 on January 7, 2013. On an annual basis, YCIPTA, QUECHAN, and ICTC review the Business Plan, with the following key amendments:

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.
- April 2017 – implemented use of local funds, as authorized by SB 508, effective January 1, 2016, which were contributed by YCIPTA and counted toward the farebox recovery ratio requirement.
- May 2018 – reintroduce a third day, Friday, to the Turquoise Route 10 to allow more accessibility to Eastern Imperial County.

The routes identified in the plan will continue to act as an extension of the Imperial Valley Transit (IVT) system and continue to replace the former IVT Route 3 between Holtville and Winterhaven, California on Wednesdays. IVT Route 3 continues to operate west of Holtville to El Centro, Monday through Saturday.

### **Statement of Purpose and Need**

The purpose of operating transit services in eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within eastern Imperial County and to Yuma, Arizona. Six (6) days a week the Blue Route 5 services extend to Andrade Port of Entry as well as providing access to services to Yuma. Three (3) days a week the Turquoise Route 10 services would be extended to El Centro to access services at the County Seat, as well as other quality of life opportunities that are not available in Winterhaven.

Regional and local travel needs were identified below:

- Access to California State and Imperial County agencies and services in El Centro (DMV, courts, Imperial County Public Health Department, Imperial County Department of Social Services).
- Access to medical care in El Centro (health specialists, El Centro Regional Medical Center, Pioneer Memorial Hospital).
- Access to medical care in San Diego, Phoenix (Phoenix Indian Medical Center), and Tucson.
- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services and other destinations in Yuma.

Two (2) studies were completed to assess the potential demand for improved service; Winterhaven Quechan Reservation Rural Connector Report (July, 2008) and the Quechan – Tribal Transit Planning, Service Strategies Report (July, 2011), and a recommendation was derived from these studies to provide a local shuttle connecting the Fort Yuma Indian Reservation with Winterhaven and Yuma as well as a lifeline service connecting the Fort Yuma Indian Reservation with El Centro to provide additional access for the eastern portion of Imperial County with the County Seat.

## **Section 2**

### **Roles and Responsibilities**

**YCIPTA - Operating and Contract Authority and Oversight:** YCIPTA will use its transit operations contractor (RAPT Dev USA) to operate both Blue Route 5 - Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma. However, YCIPTA, in its sole discretion, reserves the right to replace the transit operations contractor with another company or entity as it deems appropriate.

YCIPTA will administer the operating contract; provide the legal operating authority for this transit service as well as umbrella operating insurance through its operations contractor. YCIPTA will receive monthly reports on project operations and program results, as prepared by the operations contractor. YCIPTA's Project Liaison shall be the primary contact between the operations contractor, QUECHAN and ICTC.

**YCIPTA Project Liaison - Planning, Contract Management and Marketing:** YCIPTA shall designate its Transit Director, or designee, as the Project Liaison. The Project Liaison shall conduct daily interactions with the operations contractor, ensuring compliance with all contract terms and conditions, receipt and review of all reports required by the operations contractor, and the coordination of all marketing and promotional programs designed and implemented to support the routes. The Project Liaison will ensure the development and implementation of all programs so that employers, YCIPTA, the contractor, and other partners work together to maximize ridership and the overall effectiveness of the routes.

The Project Liaison shall be responsible for the review and payment of monthly subsidy statements provided by the transit operations and maintenance contractor.

#### **ICTC – Supporting Role:**

ICTC will provide a supporting role related to these routes, including providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County and contributing up to One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71) of Transportation Development Act ("TDA") Local Transportation Fund ("LTF") Article 8(c) funds for a continuation of these routes.

#### **QUECHAN – Supporting Role:**

QUECHAN will provide a supporting role related to these funds, including providing recommendations to YCIPTA through technical and policy levels, marketing the route on the Fort Yuma Indian Reservation and contributing Seventy-Eight Thousand Two

Hundred Dollars and Forty Cents (\$78,200.40) of Federal Transit Administration (“FTA”) Section 5311(c) monies to operate these routes.

YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the Fort Yuma Indian Reservation that is in Arizona, plus YCIPTA-generated match, fare revenue collected from the routes, and a portion of the Quechan Business Enterprise parking lot in-kind revenue to cover the remaining costs required to operate these routes. YCIPTA will also contribute local funds it receives from non-State and non-Federal sources to be counted toward the farebox recovery ratio requirement of the TDA LTF funds contributed by ICTC.

### **Section 3 Overview of Operating Plan**

#### **Route Plans**

The transit service will cover two (2) routes, Blue Route 5, Quechan Shuttle operating between Yuma, Winterhaven and Fort Yuma Indian Reservation, and Turquoise Route 10 between Yuma, Arizona, Winterhaven, California and El Centro via Interstate 8. The routes would be branded under the name Yuma County Area Transit (“YCAT”).

The routes and bus stop placement are subject to concurrence by QUECHAN, City of El Centro, Imperial County and ICTC. YCIPTA staff shall work with the staff from these agencies regarding route changes/development and to obtain approval to place a YCAT bus stop sign in their area of jurisdiction.

Bus stops in the City of Yuma and Fort Yuma Indian Reservation would be coordinated through YCIPTA’s existing encroachment permits for bus stops that are already in place in those jurisdictions.

Imperial Valley Transit (IVT) shall have priority use of its bus stops within the El Centro-Calexico Urbanized Area (“UZA”) as well as other areas of Imperial County served by IVT buses that YCAT would also serve and if a conflict arises where two (2) buses arrive at the bus stop at the same time, IVT’s use of the bus stop shall take priority. IVT’s use of the bus stops shall not, however, unreasonably interfere with YCIPTA’s obligations under this Business Plan and other agreements between YCIPTA, City of El Centro, Imperial County, ICTC and/or QUECHAN.

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2019.

The Blue Route 5 will travel 23.9 miles one way, in a clockwise loop from Downtown Yuma Transit Center, through Fort Yuma Indian Reservation and Winterhaven, California serving 41 bus stops. The Turquoise Route 10 will travel 69.4 miles one way, between Yuma, Arizona, and El Centro, California, serving 27 bus stops.

#### **Service Hours**

The service hours, days and routes are outlined in Section One – Overview of Proposed Routes above.



## Fares – Effective January 9, 2012<sup>1</sup>

The following fares apply to all routes in YCIPTA's transit system, including Blue Route 5 and Turquoise Route 10. However, effective July 1, 2016, a "cash only-no passes" fare policy will apply to Turquoise Route 10.

Description	Basic	Discount
	<ul style="list-style-type: none"> <li>• Ages 19-64 years old</li> <li>• Youth ages 5-18 years old without school ID</li> </ul>	<ul style="list-style-type: none"> <li>• Seniors age 65 &amp; older</li> <li>• Persons with Disabilities</li> <li>• Medicare Card Holders</li> <li>• ADA Certified</li> <li>• Student ages 5-18 years old with school ID</li> </ul>
One Way	\$2.00	\$1.00
Day YCAT Pass	\$5.00 (valued at 2.5 trips)	\$2.50 (valued at 2.5 trips)
10-Ride YCAT Pass	\$17.50 (\$1.75 per ride)	\$7.50 (\$0.75 per ride)
31-Day YCAT Pass	\$60.00 (\$1.50 per ride/20 days/2 trips each)	\$30.00 (\$0.75 per ride/20 days/2 trips each)

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their tribal ID card.
- AWC, UA and NAU students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.
- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay discount fare.
- On Call clients may ride fixed routes for free showing On Call ID upon entering the bus.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

### Ridership Forecasts

While the two studies identified in Section One did not provide any ridership forecasts, based on historical data in regard to Blue Route 5 and Turquoise Route 10, YCIPTA staff initially projected that approximately fifty (50) passengers may ride Blue Route 5 each operating day and that approximately fifteen (15) passengers may ride Turquoise Route 10 each operating day, or 5.87 and 3.00 passengers per hour, respectively.

Based on data from YCIPTA in regard to Fiscal Year (FY) 2013-2014, Blue Route 5 carried approximately 4.82 passengers per hour which is an increase from 3.41 from FY 2012-2013, as this was the second fiscal year of the route's operation. (Blue Route 5 started on June 1, 2012). In FY 2014-2015, the increase in ridership continued, as Blue

<sup>1</sup> Fares are subject to change based upon the costs associated with YCIPTA's operation of the route.

Route 5 carried approximately 5.41 passengers per hour. The data for FY 2015-2016 shows continuing improvement, as Blue Route 5 carried approximately 5.62 passengers per hour. In FY 2016-2017, Blue Route 5 carried 5.45 passengers per hour, and carried 5.92 passengers per hour in FY 2017-2018. So far in FY 2018-2019 through April 2019, Blue Route 5 carried an average of 6.5 passengers per hour.

In determining a forecast ridership number for Turquoise Route 10, several factors were considered. This included reconciliation of passengers boarding from Winterhaven on IVT Route 3/300/350, the use of the demographic information in the Winterhaven /Quechan Reservation Rural Connector Report and Quechan Service Strategies Report and data from public workshops held by QUECHAN.

Based on data from ICTC in regard to FY 2011-2012, IVT Routes 3/300/350 carried approximately 3.75 passenger trips in the morning and 3.50 passenger trips in the afternoon/evening on Wednesdays. With the transition to Turquoise Route 10, the route performance was 3.41 passengers per hour which is an increase from 2.99 from FY 2012-2013. According to YCIPTA's data for FY 2014-2015, Turquoise Route 10 carried approximately 6.17 passengers per hour, an increase for the second consecutive year since the route's start on January 7, 2013. Data for FY 2015-2016 shows that Turquoise Route 10 carried 3.69 passengers per hour. After eliminating Saturday service beginning July 1, 2016, data for FY 2016-2017 indicates approximately 3.34 passengers per hour rode the Turquoise Route 10, dropping to 2.72 passengers per hour in FY 2017-2018. With the startup of Friday service effective July 1, 2018, so far in FY 2018-2019 through April 2019, Turquoise Route 10 is carrying 2.1 passengers per hour.

In light of the initial forecasts and actual data described above, the projected ridership for FY 2019-2020 on Blue Route 5 is 6.95 passengers per hour/59.21 per day, while on Turquoise Route 10 it is 3.35 passengers per hour/19.86 per day.

### **Fare Revenue Forecasts**

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Thirty-One Thousand, Four Hundred Fifty-Two Dollars and Twenty-Three Cents (\$31,452.23) for Blue Route 5 and Twelve Thousand, One Hundred Seventy-Nine Dollars and Two Cents (\$12,179.02) for Turquoise Route 10 is projected for FY 2019-2020. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

<b>Route</b>	<b>Proposed Classification</b>	<b>Route</b>	<b>Farebox Recovery Ratio</b>
Blue Route 5	Rural Flex Route		10%
Turquoise Route 10	Special Service		12% (blended rural/urban)

### **Cost and Subsidy Projections**

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents

(\$158,262.71) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Seventy-Eight Thousand, Two Hundred Dollars and Forty Cents (\$78,200.40) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart below.

	1	2	3
	Routes	Blue Route 5	Turquoise Route 10
	Days Operating	Monday-Saturday	Mon, Wed, Fri
	Fiscal Year –2019-2020	Budget	Budget
a	Fully Allocated Operating Cost ( <i>minus ADA paratransit, other YCAT hours, YMPO Audit, Vanpool and Greyhound</i> )	\$314,522.27	\$101,491.83
b	Fare Revenue Collected	\$31,452.23	\$12,179.02
c	Subsidy Required	\$283,070.04	\$89,312.81
d	Quechan Subsidy	\$59,444.71	\$18,755.69
e	ICTC Subsidy	\$120,304.77	\$37,957.94
f	YCIPTA Subsidy	\$103,320.56	\$32,599.18
g	<b>TOTAL SUBSIDY (Over)/Under</b>	<b>\$283,070.04</b>	<b>\$89,312.81</b>
h	Total Miles	89,132.80	40,140.00
i	Total Revenue Miles	87,187.20	39,141.60
j	Total Deadhead Miles	1,945.60	998.40
k	service days	304	141
l	Total Hours	2,692.66	906.25
m	Total Revenue Hours	2,589.30	835.53
n	Total Deadhead Hours	103.36	70.72
o	employees	1.50	1.50
p	Passenger Trips	18,000	2,800
q	pass/hour	6.95	3.35
r	pass/day	59.21	19.86

s	pass/mile	0.21	0.07
t	cost/pass	\$17.47	\$36.25
u	sub/pass	\$15.73	\$31.90
v	cost/mile	\$3.61	\$2.59
w	cost/hour	\$121.47	\$121.47
x	farebox ratio	10.0%	12.0%
y	FTE (based on 2000 hrs)	0.000750	0.000750
z	Depreciation Adjustments based on Service Miles*	\$34,406	\$34,406
aa	Operating Cost minus Depreciation	\$280,116	\$67,086
ab	farebox ratio + Adjustments	11.2%	18.2%

### Performance Standards

Since ICTC would contribute TDA-LTF Article 8(c) funds in support of these routes, the following performance standards apply towards these routes, and YCIPTA will report these figures to ICTC and QUECHAN quarterly. These reports may be reviewed by ICTC's Social Services Transportation Advisory Council.

According to the TDA requirements, new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years, and if the farebox recovery ratio remains below the established standard, efforts must be made to modify the route(s) to improve performance within the (3) three year time frame. If a claimant fails to meet a required ratio for a fiscal year, its TDA funding level will be reduced by the amount of required revenues that was not maintained.

Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its exemption period ended on June 30, 2015. At the end of that exemption period, Turquoise Route 10 achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. Under the TDA regulations, if the required farebox recovery ratio is not met for FY 2015-2016, then that year would be deemed a "non-compliant year", resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2016-2017 amounts. To increase the chances of Turquoise Route 10 meeting its 12% farebox ratio performance standard, it was agreed to eliminate Saturday service and to establish a "cash only-no passes" fare policy for Turquoise Route 10, effective July 1, 2016. As of June 30, 2017, Turquoise Route 10 achieved a 12% farebox recovery ratio, and met the standard. In July 2018, Turquoise Route 10 resumed service on Fridays to allow passengers to access Eastern Imperial County for a third day, and achieved a 12.3% farebox recovery ratio by the end of FY 2017-2018. The route will be closely monitored for effectiveness.

Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. If the

required farebox recovery ratio is not met for FY 2016-2017, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2017-2018 amounts. As of June 30, 2017, Blue Route 5 achieved a 10% farebox recovery ratio, and met the standard.

Effective January 1, 2016, California Senate Bill 508 (SB 508) clarified the types of revenues that transit operators may consider in the farebox recovery calculation. If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating costs, an operator may satisfy that requirement by supplementing its fare revenues with “local funds”, which the TDA as amended by SB 508, defines as any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator. Examples of local funds that may be available to operators include bus advertising (shelters and buses) local county transportation sales taxes, general fund contributions from a local jurisdiction, sales from alternative fuels sold on the transit property, and contract revenues from institutions such as local college fare subsidy programs. In light of SB 508, YCIPTA and QUECHAN began to document their use of local funds to cover any shortfall in fare revenue for FY 2016-2017 and beyond in order to ensure attainment of the required farebox recovery ratio. YCIPTA and QUECHAN assure that such local funds will not include State or Federal funding sources, unless inclusion thereof is authorized by such sources.

As necessary and required by the FTA, financial and non-financial data shall be collected and reported to the National Transit Database (NTD). YCIPTA would report miles both in the Yuma UZA and El Centro-Calexico UZA.

### **Fiscal Audits and Triennial Performance Audits**

Though ICTC will make payment of TDA funds to QUECHAN to fund a portion of these routes, QUECHAN will track its expenses associated with the use of these funds, TDA funds will be listed as a separate line item of funds in the Basic Financial Statements each year and submit a copy of the report to ICTC before December 31 of the given funded year. ICTC will send a triennial performance auditor to audit this service and its performance measures. The initial triennial performance audit for the Blue Route 5 and Turquoise Route 10 was conducted in September 2017 and examined service provided in FY 2014-2016. The audit made twelve findings, to be addressed by implementing three recommendations, as follows:

1. Review opportunities for increasing local revenue to boost farebox recovery.
2. Revise timeline of transit operator State Controller Report submittals.
3. Increase community outreach and marketing efforts on the Fort Yuma Indian Reservation.

The audit’s first recommendation specifically made note of SB 508, and as noted in the Performance Standards section above, YCIPTA and QUECHAN began to document their use of local funds to cover any shortfall in fare revenue for FY 2016-2017 and attained the required farebox recovery ratio on both routes in FY 2016-2017 and FY 2017-2018. QUECHAN continues to improve its efforts to timely submit its State Controller Report per the second recommendation of the audit, and did so for FY 2017-2018. To implement the third recommendation, QUECHAN began issuing monthly flyers describing certain features of the routes to all Tribal departments and community

service providers, encouraging these entities to post and share the flyers. QUECHAN also posted this information on its website. QUECHAN is also working with YCIPTA to better coordinate pass purchasing by riders of the Blue Route 5 and the Turquoise Route 10 to increase ridership.

## **Section 4 Marketing and Community Outreach Plan**

### **Branding, Marketing and Community Outreach**

Marketing to support these routes will be essential to its success. Consistent, coordinated marketing collateral and programs will be developed by YCIPTA, with input and assistance from ICTC and QUECHAN. The Marketing Plan will include printed ads, flyers, rack cards, media, coordination with employers and other advertising materials. The buses will be marketed and branded as YCAT routes.

The marketing program outlined above will be targeted in Yuma and Imperial Counties. YCIPTA, QUECHAN and ICTC will work to engage the support of residents in the Yuma, Fort Yuma and Winterhaven areas to help ensure project success and sustainability. The marketing program is funded by YCIPTA administrative budget and these costs are not reflected in the business plan.

- YCIPTA will focus the routes' marketing efforts in Yuma County.
- ICTC will focus the routes' marketing efforts in Imperial County.
- QUECHAN will focus the routes' marketing efforts on the Fort Yuma Indian Reservation.

YCIPTA will have the YCAT Rider's Guide distributed through its networks in Yuma County, including on YCAT buses. The routes will be included in YCAT Rider's Guide, online at [www.ycat.az.gov](http://www.ycat.az.gov) and on all YCAT marketing pieces. YCIPTA will seek vendors in El Centro to sell bus passes on behalf of YCIPTA. This includes El Centro City Hall and Circle K.

ICTC will have the Imperial Valley Transit Rider's Guide distributed throughout Imperial County, on IVT buses and have information related to Blue Route 5 and Turquoise Route 10 operated by YCIPTA inside its Rider's Guide, online at [www.ivtransit.com](http://www.ivtransit.com) and [www.imperialctc.org](http://www.imperialctc.org) and on appropriate IVT marketing pieces. In addition, signs will be placed on the IVT buses to promote the routes at ICTC discretion.

QUECHAN will have IVT and YCAT Rider's Guides available for distribution throughout the Reservation, promote the routes through door-to-door distribution of information, placement of route information online at [www.quechantribe.com](http://www.quechantribe.com), regularly sharing information to Tribal departments, and encouraging the purchase of YCAT bus passes.

## **Section 5 Additional Details of the Operating Plan**

Daily operations of the routes are the responsibility of the contractor, as described in Section 2 Roles and Responsibilities, and managed through YCIPTA, consistent with

the terms of the Operating Contract. The Project Liaison, as designated by YCIPTA, has the responsibility to ensure that the contractor complies with all terms of the Operating Contract. The Project Liaison also has the lead responsibility for development and implementation of the Marketing and Outreach Plan, to be accomplished with support from YCIPTA, QUECHAN and ICTC.

### **1. Transit Service Information**

The schedules and route information will be maintained on the [www.ycat.az.gov](http://www.ycat.az.gov) and [www.ivtransit.com](http://www.ivtransit.com) websites and available via the YCAT telephone information system at 928.783.2235 and the IVT telephone information system at 760.482.2900. Service will be noted as a YCAT service.

### **2. Dispatch**

A dispatcher will be on duty to support all service hours of the program to ensure excellent customer service. Contingency plans must be made to reasonably accommodate for service delays due to weather, traffic and vehicle failure by the transit operations contractor.

Dispatchers must have a communications system in place with their drivers via two-way radio or cell phone (depending on distance). Under no circumstances should the bus operators use the communications system in such a manner as to endanger the lives of the passengers or in violation of any laws. YCIPTA intends to use radios from the Yuma Regional Communication System on Blue Route 5 and the San Diego-Imperial County Regional Communication System on Turquoise Route 10.

### **3. Spare Ratio**

YCIPTA would be responsible for providing road support to the YCIPTA vehicle should the vehicle experience any maintenance difficulties. YCIPTA shall be responsible to ensure that a replacement vehicle is provided within sixty (60) minutes of a determination that a YCAT bus is inoperable, and that ample comfort, such as water, is provided on the vehicle on days with extreme temperature (115 degrees or higher) and when extended breakdowns occur.

### **4. Bus Operators**

Bus Operators are expected to be courteous, friendly and professional at all times.

Bus Operators shall be bilingual in English and Spanish to ensure that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of YCIPTA transit services. Uniforms must be kept clean and ironed for a professional appearance at all times.

Bus Operators are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of customers. Eating is prohibited in front of customers or while driving.

Bus Operator breaks shall be established with dispatch according to transit operations contractor policy. Bus Operator breaks should never be allowed to disrupt customer service or routing.

Training shall be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators will keep the inside of the vehicles neat and tidy, i.e. picking up trash and newspapers left behind.

## 5. Vehicles

YCIPTA will provide three (3) vehicle types to operate the routes as outlined in this Business Plan. The vehicles used on these routes can carry up to 39 seated passengers, are 34-40 feet in length and have up to two (4) wheelchair tie down spaces. To comply with the California Air Resources Board (“CARB”) requirements, YCIPTA will only operate vehicles in California with a level 3 diesel particulate trap. YCIPTA currently has eighteen (18) of these buses, including El Dorado National Passports, a low floor cutaway vehicle on a medium duty chassis, Gillig 40 foot heavy duty low floor buses, and 35 foot Arboc low floor medium duty buses. Furthermore, these buses are durable for highway travel. In addition, YCIPTA has six (6) 21-foot El Dorado National Aerolite buses which may also be used on these routes as these buses seat six (6) to eight (8) passengers and has up to two (2) wheelchair tie down spaces, which uses gasoline fuel and are exempt from the CARB Transit Fleet Rule.

Vehicles must be kept clean. Mechanical and cosmetic repairs must be prompt. There should be a spare vehicle that would easily fit into the program when one of the main vehicles is out for maintenance. All YCIPTA vehicles are ADA compliant and use a low floor ramp for the loading/unloading of mobility devices.

These types of vehicles will provide the most passenger comfort and meet passenger demand. Their size and relative maneuverability will be better suited for the identified routes than larger vehicles, such as transit buses. They will also be more cost effective to operate than larger transit buses.

All buses feature two (2) bicycle spaces, electronic destination signs, farebox, and security cameras. The Aerolite buses features manual destination signs, and farebox.

Pictures of the buses used on these routes are provided below:







Maintenance of the buses will take place at the YCAT bus facility located at 2715 East 14<sup>th</sup> Street, Yuma, Arizona.

## 6. Customer Service

Customer service, marketing and safety are paramount to the success of this program. Service and mechanical failures will be logged and used as a tool by the contractor to ensure quality control and maintenance standards. On board customer surveys will be used to help guide route improvements and to adjust marketing plans, as appropriate.

## 7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to ensure that there are no conflicts between YCAT and IVT buses at all shared bus stops in El Centro.

## **8. Transfer Agreements**

At the present time, passengers transferring to IVT would be required to pay a full fare as if they transferred back to YCAT.

## **9. Complementary ADA Paratransit Program**

Blue Route 5 is treated as a flex route and is exempt from the ADA paratransit requirement since flex routes are treated as "general public demand response services" under the 49 C.F.R. Part 37 of Federal Regulations. The route deviation component is available to all passengers for an additional \$2.00 fare unless passengers board at specific bus stop locations defined by YCIPTA. Turquoise Route 10 has been designated as a commuter route under 49 C.F.R. Part 37 of Federal Regulations, therefore ADA complementary paratransit requirements do not apply. Passengers requesting ADA paratransit service would either ride YCAT OnCall in Yuma County or IVT Access in Imperial County, both within a  $\frac{3}{4}$  mile radius of a non-commuter or flex bus route. Timed connections between the paratransit services and these routes would be established. YCIPTA allows for free transfers between YCAT OnCall and YCAT fixed route buses for these patrons when they show their OnCall ID.

## **10. Former Route 3 to Winterhaven**

It is YCIPTA's and QUECHAN's desire that ICTC continue the discontinuance of Route 3 east of Holtville.

## **11. The Future**

With the provision of ICTC funding in FY 2015-2016 to cover a greater share of the costs for all eastern Imperial County transit services, ICTC took a more active role in the planning and operation of transit services in eastern Imperial County. Under Moving Ahead with Progress for the 21st Century (MAP-21), and continuing under the Fixing America's Surface Transportation Act (FAST Act), Tribal Transit funding was reduced to the extent that QUECHAN will only be eligible for formula funding unless QUECHAN applies for capital expenses (excluding preventative maintenance). For FY 2016, QUECHAN received Forty-Five Thousand, One Hundred Sixty-Six Dollars and No Cents (\$45,166.00) in FTA Formula Funding. However, its FY 2017 FTA Formula Funding dropped to Twenty-Eight Thousand, Six Hundred Thirty-Eight Dollars and No Cents (\$28,638.00) as a consequence of eliminating Saturday service on the Turquoise Route 10, which reduced the annual Revenue Vehicle Miles on this route. QUECHAN will see a modest increase in FY 2018 at Thirty-Six Thousand, Four Hundred Five Dollars and No Cents (\$36,405.00), then slightly decreasing to Thirty-Five Thousand, Three Hundred Four Dollars and No Cents (\$35,304.00) in FY 2019.

In FY 2019-2020, QUECHAN would need to request a minimum of One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71) from ICTC to continue transit services at the present levels, including the third day of service on Fridays for the Turquoise Route 10. QUECHAN's contribution would decrease to Seventy-Eight Thousand, Two Hundred Dollars and Forty Cents (\$78,200.40). QUECHAN will exhaust its FY 2014-2015 FTA Discretionary Grant funding to cover a portion of its contribution, with the balance covered with its FTA Formula Funding. YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion

of the reservation that is in Arizona, plus YCIPTA generated match, fare revenue collected from the routes and Quechan Business Enterprises parking lot in-kind revenue to cover the remaining costs required to operate these routes.

A comprehensive review of these routes occurred in Spring 2016, prior to the YCIPTA, QUECHAN and ICTC budget planning to determine the appropriate level of transit service and population in eastern Imperial County as compared to central and northern Imperial County. This review will also take into consideration need in eastern Imperial County and the routes' ability to meet TDA and MOU specific performance measures.

Any continuation of transit services beyond June 30, 2020 at the present levels will require additional contributions by ICTC. If service reductions are to occur based on available funding by QUECHAN, YCIPTA and ICTC that are known today, public hearings for route changes would take place in May 2019 as part of the adoption of the YCIPTA FY 2019-2020 operating and capital budget with the route changes taking effect on July 1, 2019. To assist in the determination of future service levels and contribution shares by all parties for FY 2020-2021, ICTC will minimally need from YCIPTA a sample of daily ridership data (boardings and alightings) by route direction and bus stop locations during the months of January through March 2020. The sample of data was agreed to by all parties prior to December 15, 2015. The actual daily ridership data should be provided to all parties by April 17, 2020. This would allow a comprehensive analysis of recommended service levels, contribution shares, and funds available for FY 2020-2021.

## **IV. CONSENT CALENDAR**

D. Contract Extension for the IMPERIAL VALLEY TRANSIT (IVT); Fixed Route Bus System - Operating Agreement, FY 2019-20



1503 N. IMPERIAL AVE. SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**SUBJECT:** Contract Extension for the **IMPERIAL VALLEY TRANSIT (IVT)**; Fixed Route Bus System - Operating Agreement, FY 2019-20

Dear Commission Members:

**IMPERIAL VALLEY TRANSIT or IVT** is the public fixed route bus system in service since 1989, administered by ICTC and operated under contract with First Transit Inc.

Within the last nine (9) years, the Commission has approved numerous transit service adjustments in contract modifications for IVT, with required corresponding changes to the IVT ACCESS service. This included expanded service hours for additional service hours on Saturdays, the addition of limited service hours on Sundays and the implementation of 35 minute headways to reduce wait times between Calexico and El Centro, and, the IVT Gold line in the City of Brawley.

The vehicles operated are ramp equipped Gillig 40 ft transit buses and lift equipped minibuses. Currently, the service operates seven (7) days a week. There is an average of 2,161 passengers a day and the combined farebox ratio is approximately 15%. Performance statistics for FY 2018-19 to date are attached.

The Scope of Work based on demand and optimum utilization of resources includes:

1. Sixteen (16) ramp equipped Gillig 40 ft transit buses, eleven (11) lift equipped minibuses
2. The system operates on the schedule of approximately 5:30 AM until approximately 11:00PM
3. Originally known as Imperial County Transit, the brand and logo was created in 2001 consistent with other ICTC branded services known as "IVT" with the primary colors of blue, green and white.

First Transit, Inc. has been responsive to all the Commission requests and continues to provide a high quality and valuable service to the community. The various contracts employ approximately 105 people who live and work in Imperial Valley with their families.

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

ICTC has come to recognize benefits including greater efficiencies, better coordination, enhanced communication, better compliance with regulations and cost savings through the consolidation of the management, dispatch, reservationists, maintenance etc. under one turnkey contractor with one administering agency. However, the current various public transit services contracts have different start and end dates, and it has created a disjointed competitive bid process.

ICTC has the large competitive bid underway for all four transit services that is expected to be completed in the next 90 days. This contract extension would be in place until new contracts are awarded for service. This extension would be terminated for convenience at that time.

ICTC is using the option year pricing for this contract extension from FY 2018-19 provided in the original competitive bid from 2011.

Funding for this project is identified in the ICTC FY 2019-20 Budget, specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through federal grants and Transportation Development ACT (TDA) Funding, anticipated to be approved on June 26, 2019.

The original 2011 Request for Proposal, scope of work and all contract exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT fixed route bus system, for the period July 1, 2019 through June 30, 2020:
  - a. The cost for IVT shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$73,300.08 monthly and variable hourly costs at \$75.81 per hour for an average of 2,830 hours monthly, farebox established at 17%,
  - b. The cost for IVT Blue and Green Lines line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$13,889.84 monthly and variable hourly costs at \$75.81 per hour for an average of 524 hours monthly, farebox established at 4%,
  - c. The cost for IVT Gold Line shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$0.00 monthly and variable hourly costs at \$75.81 per hour for an average of 272 hours monthly, farebox established at 4%,
  - d. With an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

Sincerely,

MARK BAZA  
Executive Director

BY:



Kathi Williams  
Transit Programs Manager

# IMPERIAL VALLEY TRANSIT FY 2018-19

Standards 22.2 1973.7 1.00 0.00 \$4.79 \$3.98 \$106.53 \$4.87 17.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Day	Mile	FTE	Pass	Sub/ Pass	Cost/ Hour	Mile	Fare	Box %
Subtotal A	379,913	179	17,138	181.89	360,390	\$325,722.53	\$1,738,943.57	\$1,413,221.04	21.03	2,013.4	0.95	94.22	\$4.83	\$3.92	\$101.47	\$4.58	18.7%	
Subtotal B	256,171	117	11,436	123.33	234,134	\$197,151.77	\$1,160,023.99	\$962,872.22	20.47	2,001.1	0.91	92.73	\$4.95	\$4.11	\$101.44	\$4.53	17.0%	
<b>Total</b>	<b>636,084</b>	<b>296</b>	<b>28574</b>	<b>305.22</b>	<b>594,524</b>	<b>\$522,874.30</b>	<b>\$2,898,967.56</b>	<b>\$2,376,093.26</b>	<b>20.8</b>	<b>2008.5</b>	<b>0.93</b>	<b>93.62</b>	<b>\$4.88</b>	<b>\$4.00</b>	<b>\$101.45</b>	<b>\$4.56</b>	<b>18.0%</b>	

fuel	\$0.00
marketing	\$30,138.53
website	\$25,137.42
ICTC marketir	\$28,974.44
wifi	\$8,362.20
	<u>\$2,991,580.15</u>
depreciation	\$0.00
adj cost	<u>\$2,991,580.15</u>
adj farebox	17.5%

\$5.03 \$4.00 \$104.70 \$4.70 17.5%

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2011-12, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

# IVT -Blue Line FY 2018-19

Standards 2.25 57.6 2.60 0.00 \$23.51 \$22.42 \$106.53 \$9.03 4.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Day	Mile	Hours	FTE	Pass	Cost/ Pass	Sub/ Pass	Hour	Cost/ Hour	Mile	Cost/ Mile	Fare Box %
Subtotal A	18,954	127	1592	16.78	6,879	\$6,352.46	\$162,324.92	\$155,972.46	4.3	54.2	0.36	94.87	222.67	\$23.60	\$22.67	\$101.96	\$8.56	3.9%			
Subtotal B	12,467	83	1048	11.11	4,050	\$4,163.29	\$107,298.30	\$103,135.01	3.9	48.8	0.32	94.33	25.47	\$26.49	\$25.47	\$102.38	\$8.61	3.9%			
<b>Total</b>	<b>31,421</b>	<b>210</b>	<b>2,640</b>	<b>27.89</b>	<b>10,929</b>	<b>\$10,515.75</b>	<b>\$269,623.22</b>	<b>\$259,107.47</b>	<b>4.1</b>	<b>52.0</b>	<b>0.35</b>	<b>94.66</b>	<b>\$23.71</b>	<b>\$24.67</b>	<b>\$102.13</b>	<b>\$8.58</b>	<b>3.9%</b>				

fuel	\$0.00
ICTC marke	\$0.00
marketing	\$1,520.97
	<u>\$271,144.19</u>
depreciator	\$0.00
adj cost	<u>\$271,144.19</u>
adj farebox	<b>3.9%</b>

**\$24.81 \$23.71 \$102.71 \$8.63 3.9%**

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2006, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation



**IVT - Green Line  
FY 2018-19**

Standards 2.25 57.6 2.60 0.00 \$23.51 \$22.42 \$106.53 \$9.03 4.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Hour	Day	Pass/ Mile	Hours/ Mile	FTE/ Mile	Cost/ Hour	Cost/ Pass	Sub/ Pass	Hour	Mile	Fare	Box %
Subtotal A	19,376	127	1,593	16.78	5,786	\$4,049.33	\$162,370.41	\$158,321.08	3.6	45.6	0.30	94.93	94.93	\$28.06	\$27.36	\$101.93	\$8.38	2.5%		
Subtotal B	9,316	61	770	8.22	2,751	\$2,056.18	\$79,260.01	\$77,203.83	3.6	45.1	0.30	93.67	93.67	\$28.81	\$28.06	\$102.94	\$8.51	2.6%		
<b>Total</b>	<b>28,692</b>	<b>188</b>	<b>2363</b>	<b>25.00</b>	<b>8,537</b>	<b>\$6,105.51</b>	<b>\$241,630.42</b>	<b>\$235,524.91</b>	<b>3.6</b>	<b>45.4</b>	<b>0.30</b>	<b>94.52</b>	<b>94.52</b>	<b>\$28.30</b>	<b>\$27.59</b>	<b>\$102.26</b>	<b>\$8.42</b>	<b>2.5%</b>		

fuel \$0.00  
 ictic marketir 0  
 marketing \$261.28  
\$241,891.70 \$235,524.91

**\$28.33 \$27.59 \$102.37 \$8.43 2.5%**

depreciation \$0.00  
 adj cost \$241,891.70  
 adj farebox 2.5%

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2009, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

# IVT -Gold Line FY 2018-19

Standards 4.5 115.1 2.60 0.00 \$23.51 \$22.42 \$106.53 \$9.03 4.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Pass/ Mile	Hours FTE	Cost/ Pass	Sub/ Pass	Cost/ Hour	Cost/ Mile	Fare Box %
Subtotal A	18,236	127	1,650	17.31	7,758	\$5,856.68	\$124,969.76	\$119,113.08	4.7	61.1	0.43	95.32	\$16.11	\$15.35	\$75.74	\$6.85	4.7%
Subtotal B	12,121	83	1,077	11.46	4,058	\$3,169.52	\$82,322.08	\$79,152.56	3.8	48.9	0.33	93.98	\$20.29	\$19.51	\$76.44	\$6.79	3.9%
<b>Total</b>	<b>30,357</b>	<b>210</b>	<b>2,727</b>	<b>28.77</b>	<b>11,816</b>	<b>\$9,026.20</b>	<b>\$207,291.84</b>	<b>\$198,265.64</b>	<b>4.3</b>	<b>56.3</b>	<b>0.39</b>	<b>94.79</b>	<b>\$17.54</b>	<b>\$16.78</b>	<b>\$76.01</b>	<b>\$6.83</b>	<b>4.4%</b>

fuel	\$0.00
ICTC marketi	0
marketing	\$294.78
	<u>\$207,586.62</u>
	\$198,265.64
depreciation	\$0.00
adj cost	<u>\$207,586.62</u>
adj farebox	4.3%

<b>\$17.57</b>	<b>\$16.78</b>	<b>\$76.12</b>	<b>\$6.84</b>	<b>4.3%</b>
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NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2013, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

1 **NINTH AMENDMENT TO AGREEMENT**

2  
3 This Ninth Amendment to Agreement for fixed-route transit services (“Amendment”), made and  
4 entered into effective this \_\_\_\_\_, 2019 is by and between the IMPERIAL COUNTY  
5 TRANSPORTATION COMMISSION (“ICTC”), and FIRST TRANSIT, INC., a Delaware corporation  
6 qualified to do business in California (“PROVIDER”).

7 **WITNESSETH**

8 **WHEREAS**, ICTC entered into that certain Agreement dated May 25, 2011, hereinafter the  
9 “Agreement”, and attached hereto as **Exhibit “1”**; and

10 **WHEREAS**, ICTC entered into that certain First Amendment to Agreement dated August 22,  
11 2012, hereinafter the “FIRST AMENDMENT”, and attached hereto as **Exhibit “2”**; and

12 **WHEREAS**, ICTC entered into that certain Second Amendment to Agreement dated May 27,  
13 2013, hereinafter the “SECOND AMENDMENT”, and attached hereto as **Exhibit “3”**; and

14 **WHEREAS**, ICTC entered into that certain Third Amendment to Agreement dated July 1, 2013,  
15 hereinafter the “THIRD AMENDMENT”, and attached hereto as **Exhibit “4”**; and

16 **WHEREAS**, ICTC entered into that certain Fourth Amendment to Agreement dated November  
17 13, 2013, hereinafter the “FOURTH AMENDMENT”, and attached hereto as **Exhibit “5”**; and

18 **WHEREAS**, ICTC entered into that certain Fifth Amendment to Agreement dated December 11,  
19 2013, hereinafter the “FIFTH AMENDMENT”, and attached hereto as **Exhibit “6”**; and

20 **WHEREAS**, ICTC entered into that certain Sixth Amendment to Agreement dated June 25, 2014,  
21 hereinafter the “SIXTH AMENDMENT”, and attached hereto as **Exhibit “7”**; and

22 **WHEREAS**, ICTC entered into that certain Seventh Amendment to Agreement dated July 27,  
23 2016, hereinafter the “SEVENTH AMENDMENT”, and attached hereto as **Exhibit “8”**; and

24 **WHEREAS**, ICTC entered into that certain Eighth Amendment to Agreement dated May 24,  
25 2017, hereinafter the “EIGHTH AMENDMENT”, and attached hereto as **Exhibit “9”**; and

26 **WHEREAS**, during the course of the performance of that Agreement the parties became aware  
27 that additional services should be performed for the completion of said Agreement; and  
28

1           **WHEREAS**, the parties to that Agreement have identified the nature and cost of such additional  
2 work and wish to provide for completion of additional specialized work so identified; and

3           **WHEREAS**, the Agreement is due to expire on June 30, 2019 unless extended; and

4           **WHEREAS**, the Parties wish to extend this Agreement for one (1) year from July 1, 2019 to June  
5 30, 2020; and

6           **WHEREAS**, the Parties agree to make such modifications.

7           **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the  
8 parties agree as follows:

9 1. Paragraph 1.1 of the Agreement is hereby amended to read as follows:

10           **"1.1.** This Agreement shall commence on July 1, 2011 and shall continue through June 30,  
11 2020."

12 2. A paragraph 8.1.1.11 is hereby supplemented to read as follows:

13           **"8.1.1.11.** For the period July 1, 2019 through June 30, 2020, the cost shall be based upon the  
14 pricing as provided in the original option year pricing sheet dated April 2011, adjusted  
15 for the FY 2019-20 year, at fixed costs of \$73,300.08 monthly and variable hourly costs  
16 at \$75.81 per hour for an average of 2,830 hours monthly. The farebox is established at  
17 17% therefore the resulting monthly subsidy will be paid after the subtraction of the  
18 collected fare revenues."

19 3. A paragraph 8.1.2.11 is hereby supplemented to read as follows:

20           **"8.1.2.11.** [Blue and Green Lines] For the period July 1, 2019 through June 30, 2020, the cost shall  
21 be based upon the pricing as provided in the original option year pricing sheet dated  
22 April 2011, adjusted for the FY 2019-20 year, at fixed costs of \$13,889.84 monthly and  
23 variable hourly costs at \$75.81 per hour for an average of 524 hours monthly. The  
24 farebox is established at 4% therefore the resulting monthly subsidy will be paid after  
25 the subtraction of the collected fare revenues."

26 4. A paragraph 8.1.3.9 is hereby supplemented to read as follows:

27           **"8.1.3.9.** [Gold Line] For the period July 1, 2019 through June 30, 2020, the cost shall be based  
28 upon the pricing as provided in the original option year pricing sheet dated November

2013, adjusted for the FY 2019-20 year, at fixed costs of \$0.00 monthly and variable hourly costs at \$75.81 per hour for an average of 272 hours monthly. The farebox is established at 4% therefore the resulting monthly subsidy will be paid after the subtraction of the collected fare revenues.”

5. In all other respects, the Agreement, as amended, remains in full force and effect.


6. This Amendment is effective as of the day and year first written above.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment to be executed the day and year first above written.

**IMPERIAL COUNTY  
TRANSPORTATION COMMISSION:**

**PROVIDER:**

By: \_\_\_\_\_  
Chairman

By:   
FADI CHAKBAZOF  
Senior Vice President

ATTEST:

\_\_\_\_\_  
CRISTI LERMA  
Secretary to the Commission

APPROVED AS TO FORM:

KATHERINE TURNER  
COUNTY COUNSEL

By: \_\_\_\_\_  
Eric Havens  
Deputy County Counsel

## **IV. CONSENT CALENDAR**

- E. Contract Extension for the IVT ACCESS; ADA Paratransit Services - Operating Agreement, FY 2019-20



1503 N. IMPERIAL AVE. SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

**SUBJECT:** Contract Extension for the **IVT ACCESS**; ADA Paratransit Services - Operating Agreement, FY 2019-20

Dear Commission Members:

**IVT ACCESS** is the complementary public paratransit service bus system in service since 1994, per the Americans with Disabilities Act (ADA). The service operates in tandem with **Imperial Valley Transit (IVT)**, and is designed for persons with disabilities, with coordinated service schedules and services areas.

Within the last nine (9) years, the Commission has approved numerous transit service adjustments in contract modifications for IVT, with required corresponding changes to the IVT ACCESS service. This included expanded service hours for additional service hours on Saturdays, the addition of limited service hours on Sundays and the implementation of 35 minute headways to reduce wait times between Calexico and El Centro, and, the IVT Gold line in the City of Brawley.

The vehicles operated are lift equipped minibuses designed for the physically and/or cognitively disabled passenger. Currently, the service operates seven (7) days a week, with a 14 day advance reservation system. There is an average of 86 passengers a day and the farebox ratio is approximately 4.3%. Performance statistics for FY 2018-19 to date are attached.

The Scope of Work based on demand and optimum utilization of resources includes:

1. Eleven (11) lift equipped minibuses and one (1) lift equipped transit van
2. The minibuses operate coverage based on demand and on the schedule of the IVT fixed route bus system from approximately 5:30 AM until approximately 11:00PM
3. The brand and logo was created in 1994 consistent with other ICTC branded services known as "IVT ACCESS" with the primary colors of green and white.

Vehicle sizes are typically smaller with high mileage requiring replacement more frequently.

ICTC has come to recognize benefits including greater efficiencies, better coordination, enhanced communication, better compliance with regulations and cost savings through the consolidation of the management, dispatch, reservationists, maintenance etc. under one turnkey contractor with one administering agency. However, the current various public transit services contracts have different start and end dates, and it has created a disjointed competitive bid process.

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

ICTC has the large competitive bid underway for all four transit services that is expected to be completed in the next 90 days. This contract extension would be in place until new contracts are awarded for service. This extension would be terminated for convenience at that time.

ICTC is using the option year pricing for this contract extension from FY 2018-19 provided in the original competitive bid from 2011.

Funding for this project is identified in the ICTC FY 2019-20 Budget, specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through federal grants and Transportation Development ACT (TDA) Funding, anticipated to be approved on June 26, 2019.

The original 2011 Request for Proposal, scope of work and all contract exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one-year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT ACCESS Paratransit Service, for the period July 1, 2019 through June 30, 2020:
  - a. The cost shall be based upon the pricing as provided in the original contract option year pricing sheet dated April 2011, adjusted for the FY 2019-20 year at fixed costs of \$40,408.58 monthly and variable hourly costs at \$71.16 per hour for an average of 1,130 hours monthly, farebox established at 10%, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

Attachment



# IVT - Access FY 2018-19

Standards 2.4 98.7 7.50 0.00 \$38.11 \$34.30 \$93.94 \$5.08 10.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Mile	Hours	FTE	Pass	Sub/ Pass	Cost/ Pass	Hour	Mile	Cost/ Mile	Fare	Box %
Subtotal A	142,084	174	6,899	99.20	15,477	\$32,833.01	\$733,362.25	\$700,529.24	2.2	88.9	0.11	69.55	69.55	\$47.38	\$45.26	\$106.30	\$5.16				4.5%
Subtotal B	92,967	117	4,541	65.62	9,769	\$20,878.02	\$484,728.47	\$463,850.45	2.2	83.5	0.11	69.20	69.20	\$49.62	\$47.48	\$106.74	\$5.21				4.3%
<b>Total</b>	<b>235,051</b>	<b>291</b>	<b>11,440</b>	<b>164.82</b>	<b>25,246</b>	<b>\$53,711.03</b>	<b>\$1,218,090.72</b>	<b>\$1,164,379.69</b>	<b>2.2</b>	<b>86.8</b>	<b>0.11</b>	<b>69.41</b>	<b>69.41</b>	<b>\$48.25</b>	<b>\$46.12</b>	<b>\$106.48</b>	<b>\$5.18</b>				<b>4.4%</b>

fuel	\$0.00	
marketing	\$14,123.91	
website	\$6,912.08	
	<u>\$1,239,126.71</u>	<u>\$1,164,379.69</u>
		<u>\$49.08</u>
		<u>\$46.12</u>
		<u>\$108.32</u>
		<u>\$5.27</u>
		<u>4.3%</u>

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2011-12, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

1 **FOURTH MODIFICATION OF AGREEMENT**

2 This Fourth Modification to Agreement for ADA Paratransit services, made and entered into  
3 effective the \_\_\_\_\_ day of \_\_\_\_\_ 2019, is by and between the IMPERIAL COUNTY  
4 TRANSPORTATION COMMISSION ("ICTC") and FIRST TRANSIT, INC., a Delaware corporation  
5 qualified to do business in California ("PROVIDER"), (individually, "Party" collectively, "Parties").

6 **WITNESSETH**

7 **WHEREAS**, ICTC and PROVIDER entered into that certain Agreement dated May 25, 2011,  
8 ("AGREEMENT"), and attached hereto as **Exhibit "1"**; and

9 **WHEREAS**, ICTC and PROVIDER entered into the First Modification of the AGREEMENT  
10 dated November 14, 2012, and attached hereto as **Exhibit "2"**; and

11 **WHEREAS**, ICTC and PROVIDER entered into the Second Modification of the  
12 AGREEMENT dated December 11, 2013, and attached hereto as **Exhibit "3"**; and

13 **WHEREAS**, ICTC and PROVIDER entered into the Third Modification of the AGREEMENT  
14 dated July 27, 2016, and attached hereto as **Exhibit "4"**; and

15 **WHEREAS**, during the course of the performance of that AGREEMENT the Parties became  
16 aware that additional services should be performed for the completion of said AGREEMENT; and

17 **WHEREAS**, the Parties to that AGREEMENT have identified the nature and cost of such  
18 additional work and wish to provide for completion of additional specialized work so identified; and

19 **WHEREAS**, the Agreement is due to expire on June 30, 2019 unless extended; and

20 **WHEREAS**, the Parties wish to extend this Agreement for one (1) year from July 1, 2019 to  
21 June 30, 2020; and

22 **WHEREAS**, the Parties agree to make such modifications.

23 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the  
24 Parties agree as follows:

25 1. Paragraph 1.1 of the Agreement is hereby amended to read as follows:

26 "1.1. This Agreement shall commence on July 1, 2011 and shall continue through June 30,  
27 2020."

28 ///

1 2. A paragraph 8.1.1.11 is hereby supplemented to read as follows:

2 "8.1.1.11. For the period July 1, 2019 through June 30, 2020, the cost shall be based upon the  
3 pricing as provided in the original option year pricing sheet dated April 2011, adjusted  
4 for the FY 2019-20 year, at fixed costs of \$40,408.58 monthly and variable hourly  
5 costs at \$71.16 per hour for an average of 1,130 hours monthly. The farebox is  
6 established at 10% therefore the resulting monthly subsidy will be paid after the  
7 subtraction of the collected fare revenues."

8 3. In all other respects, the AGREEMENT, as amended, remains in full force and effect.


9 4. This Modification is effective as of the day and year first written above.

10 **IN WITNESS WHEREOF**, the Parties hereto have caused this Modification to be executed the  
11 day and year first above written.

12 **IMPERIAL COUNTY**  
13 **TRANSPORTATION COMMISSION:**

**PROVIDER:**

14  
15  
16 By: \_\_\_\_\_  
17 Chairman

16 By:   
17 FADI CHAKBAZOV  
18 Senior Vice President

18 **ATTEST:**

19  
20  
21 By: \_\_\_\_\_  
22 CRISTI LERMA  
23 Secretary to the Commission

**APPROVED AS TO FORM:**

KATHERINE TURNER  
COUNTY COUNSEL

24  
25 By: \_\_\_\_\_  
26 Eric Havens  
27 Deputy County Counsel

## **IV. CONSENT CALENDAR**

F. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE El Centro Agreement FY 2019-20



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

**SUBJECT: Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services  
– IVT RIDE El Centro Agreement FY 2019-20**

Dear Commission Members:

As a result of prior direction from the Commission, ICTC completed competitive bids in 2014 focused on the consolidation of the four public dial-a-ride services. The Cities of Brawley, Calexico and Imperial had previously administered separate turnkey contracts for intra-city Dial-A-Ride services. ICTC had administered the West Shores Dial-A-Ride contract.

The four (4) agencies determined that they were interested in determining if greater efficiencies, better coordination, better compliance with regulations and cost savings could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process was completed through this competitive bid, whereby one contractor was offered the new contract for all four services with ICTC as the administrator.

The service is designed for persons with disabilities and age 55 and over access to medical facilities, clinics and other services. The vehicles operated are ramp equipped minibus designed for the physically and/or cognitively disabled passenger. Currently, the service operates 6 days a week, with an advance reservation system. There is an average of 72 passengers a day and the farebox ratio is approximately 4.3%. Performance statistics for FY 2018-19 to date are attached.

The City of El Centro did not initially participate in the original IVT RIDE competitive bid, however, the City later requested in June 2016 that ICTC conduct the required competitive bid and administer a contract for the continuation of paratransit services. After a review of the operational statistics, latent passenger demand and service area with City staff, ICTC staff developed a Scope of Work to add a 4<sup>th</sup> revenue service bus and added 12, 000 service.

Based on the requests at the two most current Unmet Transit Needs Public hearings and the subsequent “Findings” adopted by the Commission, ICTC staff have been able to add additional service hours for service four days a week for the adjacent community of Heber. Additional vehicles have been added to accommodate the expanded service area.

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

The Scope of Work based on demand and optimum utilization of resources includes:

1. Four (4) ramp equipped minibuses and two (2) lift equipped vans
2. The service areas have different start and end times generally starting at 7:00AM and ending at 6:00PM.
3. A new name, brand and logo was created, owned by and consistent with other ICTC branded services known as "IVT RIDE" with the primary colors of yellow, black and white.

The IVT RIDE service contract was approved for a three-year term, with two additional one year option years. This five year term was structured so that it would provide the opportunity for ICTC to circulate another larger consolidated competitive bid for all four of the ICTC administered public transit services in FY 2019.

ICTC has come to recognize benefits including greater efficiencies, better coordination, enhanced communication, better compliance with regulations and cost savings through the consolidation of the management, dispatch, reservationists, maintenance etc. under one turnkey contractor with one administering agency. However, the current various public transit services contracts have different start and end dates, and it has created a disjointed competitive bid process.

ICTC has a large competitive bid underway for all four transit services that is expected to be completed in the next 90 days. This extension would be in place until the new contracts are awarded for service. The extension would be terminated for convenience at that time.

ICTC must use the option year pricing for this extension provided in the original competitive bid from 2016.

Funding for this project is identified in the ICTC FY 2019-20 Budget, specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Local Transportation (LTA) 2% set aside and Transportation Development ACT (TDA) Funding, anticipated to be approved on June 26, 2019.

The original 2016 Request for Proposal, scope of work and all exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
  - A. El Centro Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$617,943.
  - B. Heber Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$68,432.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

# IVT Ride EI Centro FY 2018-19

Standards 3.9 157.7 0.5 0.00 \$13.90 \$12.51 \$54.44 \$6.87 10.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Pass/ Mile	Hours FTE	Cost/ Pass	Sub/ Pass	Cost/ Hour	Cost/ Mile	Fare Box %
Subtotal A	33,871	153	5,370	62.75	10,818	\$13,237.09	\$303,672.64	\$290,435.55	2.0	70.7	0.3	85.58	\$28.07	\$26.85	\$56.55	\$8.97	4.4%
Subtotal B	23,428	100	3,789	42.26	7,415	\$8,995.92	\$210,712.46	\$201,716.54	2.0	74.2	0.3	89.66	\$28.42	\$27.20	\$55.61	\$8.99	4.3%
<b>Total</b>	<b>57,299</b>	<b>253</b>	<b>9,159</b>	<b>105.01</b>	<b>18,233</b>	<b>\$22,233.01</b>	<b>\$514,385.10</b>	<b>\$492,152.09</b>	<b>2.0</b>	<b>72.1</b>	<b>0.3</b>	<b>87.22</b>	<b>\$28.21</b>	<b>\$26.99</b>	<b>\$56.16</b>	<b>\$8.98</b>	<b>4.3%</b>

fuel \$0.00  
 marketing \$3,288.96  
 ICTC market \$2,169.92  
\$519,843.98 \$497,610.97

depreciation \$0.00  
 adj cost \$519,843.98  
 4.3%

03

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2016, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

1 **FIRST AMENDMENT TO AGREEMENT**

2 **(IVT RIDE EL CENTRO)**

3 THIS FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES (“this  
4 Amendment”), made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 2019, is by and  
5 between the IMPERIAL COUNTY TRANSPORTATION COMMISSION (“ICTC”), and FIRST  
6 TRANSIT, INC., a Delaware corporation authorized to conduct business in California (“Provider”).

7 **W I T N E S S E T H**

8 **WHEREAS**, ICTC entered into that certain Agreement dated April 27, 2016 (#7B), hereinafter  
9 the “Agreement”, and attached hereto as **Exhibit “1”**; and

10 **WHEREAS**, during the course of the performance of that Agreement the parties became aware  
11 that additional services should be performed for the completion of said Agreement; and

12 **WHEREAS**, the parties to that Agreement have identified the nature and cost of such additional  
13 work and wish to provide for completion of additional specialized work so identified; and

14 **WHEREAS**, the Agreement is due to expire on June 30, 2019 unless extended; and

15 **WHEREAS**, the Parties wish to extend this Agreement for an additional one (1) year from July 1,  
16 2019 to June 30, 2020; and

17 **WHEREAS**, the Parties agree to make such modifications.

18 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the  
19 parties agree as follows:

20 1. Paragraph 1.1 of the Agreement is hereby amended to read as follows:

21 “1.1. This Agreement shall commence on June 1, 2016 and shall continue through June 30,  
22 2020.”

23 2. Paragraph 8.3.4 of the Agreement is hereby amended to read as follows:

24 “8.3.4. For the period July 1, 2019 through June 30, 2020, the base price is identified as  
25 \$686,603.36. The farebox is established at ten percent (10%); therefore the annual not-  
26 to-exceed subsidy shall be \$617,943.02.”

27 3. A paragraph 8.3.9 of the Agreement is hereby supplemented to read as follows:  
28



1           **“8.3.9. HEBER.** Compensation for expanded services to be provided for the community of  
2           Heber shall be as follows: For the period July 1, 2019 through June 30, 2020, the base  
3           price is identified as \$72,034. The farebox is established at five percent (5%); therefore  
4           the annual not-to-exceed subsidy shall be \$68,432.”

5 4. Paragraph 25.1 of the Agreement is reiterated as follows:

6           **“25.1 TERMINATION FOR CONVENIENCE**

7           ICTC, by written notice, may terminate this Agreement, in whole or in part, when it is  
8           in ICTC’s interest. If this Agreement is terminated, ICTC shall be liable only for  
9           payment under the payment provisions of this Agreement for services rendered before  
10          the effective date of termination.”

11 5. In all other respects, the Agreement, as amended, remains in full force and effect.

12 6. This Amendment is effective as of the day and year first written above.

13           **IN WITNESS WHEREOF**, the parties of executed this Amendment on the day and year first  
14 above written.

15 **IMPERIAL COUNTY**  
16 **TRANSPORTATION COMMISSION:**

**PROVIDER:**  
**FIRST TRANSIT, INC.**

17  
18  
19 By: \_\_\_\_\_  
20           Chairman

By:   
FADI CHAKBAZOV  
Senior Vice President

21  
22 ATTEST:

23  
24 \_\_\_\_\_  
25 **CRISTI LERMA**  
Secretary to ICTC

APPROVED AS TO FORM:  
**KATHERINE TURNER**  
County Counsel

26  
27 By: \_\_\_\_\_  
Eric Havens  
Deputy County Counsel

## **IV. CONSENT CALENDAR**

- G. Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services –IVT RIDE Brawley-Calexico-Imperial-West Shores Agreement FY 2019-20



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Contract Extension for the Coordination of Public Dial-a-Ride Paratransit Services  
–**IVT RIDE Brawley-Calexico-Imperial-West Shores** Agreement FY 2019-20

Dear Commission Members:

As a result of prior direction from the Commission, ICTC completed competitive bids in 2014 focused on the consolidation of the four public dial-a-ride services. The Cities of Brawley, Calexico and Imperial had previously administered separate turnkey contracts for intra-city Dial-A-Ride services. ICTC had administered the West Shores Dial-A-Ride contract.

The four (4) agencies determined that they were interested in determining if greater efficiencies, better coordination, better compliance with regulations and cost savings could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process was completed through this competitive bid, whereby one contractor was offered the new contract for all four services with ICTC as the administrator.

The service is designed for persons with disabilities and age 55 and over access to medical facilities, clinics and other services. The vehicles operated are ramp equipped minibus designed for the physically and/or cognitively disabled passenger. Currently, the service operates 6 days a week, with an advance reservation system. Performance statistics for FY 2018-19 to date are attached.

The Scope of Work based on demand and optimum utilization of resources includes:

1. Ten (10) ramp equipped minibuses
2. The service areas have different start and end times generally starting at 7:00AM and ending at 6:00PM.
3. A new name, brand and logo was created, owned by and consistent with other ICTC branded services known as “IVT RIDE” with the primary colors of yellow, black and white.

The IVT RIDE service contract was approved for a three-year term, with two additional one year option years. This five year term was structured so that it would provide the opportunity for ICTC to circulate another larger consolidated competitive bid for all four of the ICTC administered public transit services in FY 2019.

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

ICTC has come to recognize benefits including greater efficiencies, better coordination, enhanced communication, better compliance with regulations and cost savings through the consolidation of the management, dispatch, reservationists, maintenance etc. under one turnkey contractor with one administering agency. However, the current various public transit services contracts have different start and end dates, and it has created a disjointed competitive bid process.

ICTC has a large competitive bid underway for all four transit services that is expected to be completed in the next 90 days. This extension would be in place until the new contracts are awarded for service. The extension would be terminated for convenience at that time.

ICTC must use the option year pricing for this extension provided in the original competitive bid from 2014. There are no service changes anticipated at this time.

Funding for this project is identified in the ICTC FY 2019-20 Budget, specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Local Transportation (LTA) 2% set aside and Transportation Development ACT (TDA) Funding, anticipated to be approved on June 26, 2019.

The original 2014 Request for Proposal, scope of work and all exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign an extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT RIDE Paratransit Service for the period July 1, 2019 through June 30, 2020 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
  - A. Brawley Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$291,437.
  - B. Calexico Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$409,961.
  - C. Imperial Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$198,733.
  - D. West Shores Service Area - For the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$75,875.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/cl

Attachments

# IVT Ride Brawley FY 2018-19

Standards 3.3 59.7 1.2 7.70 \$15.99 \$14.39 \$53.54 \$19.29 10.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/		Hours		Cost/		Fare		
									Hour	Day	Mile	FTE	Pass	Hour		Mile	Box %
Subtotal A	13,417	153	2,104	24.61	5,427	\$7,810.92	\$132,172.22	\$124,361.30	2.6	35.5	0.4	85.49	\$24.35	\$22.92	\$62.82	\$9.85	5.9%
Subtotal B	8,419	100	1,424	15.87	3,505	\$5,059.27	\$88,916.70	\$83,857.43	2.5	35.1	0.4	89.73	\$25.37	\$23.93	\$62.44	\$10.56	5.7%
<b>Total</b>	<b>21,836</b>	<b>253</b>	<b>3,528</b>	<b>40.48</b>	<b>8,932</b>	<b>\$12,870.19</b>	<b>\$221,088.92</b>	<b>\$208,218.73</b>	<b>2.5</b>	<b>35.3</b>	<b>0.4</b>	<b>87.15</b>	<b>\$24.75</b>	<b>\$23.31</b>	<b>\$62.67</b>	<b>\$10.12</b>	<b>5.8%</b>

fuel	\$0.00
marketing	\$13.50
ICTC market	\$1,042.25
	\$222,144.67
depreciation	\$0.00
adj cost	\$222,144.67
	5.8%

2.5 35.3 0.4 87.15 \$24.87 \$23.43 \$62.97 \$10.17 5.8%



NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2014, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

# IVT Ride Calexico FY 2018-19

Standards 5.4 119.6 0.6 8.70 \$10.01 \$9.01 \$54.33 \$5.59 10.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Pass/ Mile	Hours FTE	Cost/ Pass	Sub/ Pass	Cost/ Hour	Cost/ Mile	Fare Box %
Subtotal A	22,919	179	3,537	41.32	7,518	\$7,103.05	\$211,748.50	\$204,645.45	2.1	42.0	0.3	85.60	\$28.17	\$27.22	\$59.87	\$9.24	3.4%
Subtotal B	13,925	117	2,678	25.47	4,056	\$3,731.77	\$138,316.68	\$134,584.91	1.5	34.7	0.3	105.14	\$34.10	\$33.18	\$51.65	\$9.93	2.7%
<b>Total</b>	<b>36,844</b>	<b>296</b>	<b>6,215</b>	<b>66.79</b>	<b>11,574</b>	<b>\$10,834.82</b>	<b>\$350,065.18</b>	<b>\$339,230.36</b>	<b>1.9</b>	<b>39.1</b>	<b>0.3</b>	<b>93.05</b>	<b>\$30.25</b>	<b>\$29.31</b>	<b>\$56.33</b>	<b>\$9.50</b>	<b>3.1%</b>

fuel \$0.00  
 marketing \$39.00  
 ICTC market \$1,452.31  
\$351,556.49 \$340,721.67

depreciation \$0.00  
 adj cost \$351,556.49  
 3.1%

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2014, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

# IVT Ride Imperial FY 2018-19

Standards 2.2 24.6 0.3 3.70 \$27.58 \$24.82 \$61.16 \$8.07 10.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Pass/ Mile	Hours FTE	Cost/ Pass	Sub/ Pass	Cost/ Hour	Cost/ Mile	Fare Box %
Subtotal A	11,122	140	1,195	13.97	2,128	\$2,713.04	\$89,930.53	\$87,217.49	1.8	15.2	0.2	85.56	\$42.26	\$40.99	\$75.26	\$8.09	3.0%
Subtotal B	8,312	93	867	9.61	1,617	\$2,522.56	\$62,825.18	\$60,302.62	1.9	17.4	0.2	90.22	\$38.85	\$37.29	\$72.46	\$7.56	4.0%
<b>Total</b>	<b>19,434</b>	<b>233</b>	<b>2,062</b>	<b>23.58</b>	<b>3,745</b>	<b>\$5,235.60</b>	<b>\$152,755.71</b>	<b>\$147,520.11</b>	<b>1.8</b>	<b>16.1</b>	<b>0.2</b>	<b>87.46</b>	<b>\$40.79</b>	<b>\$39.39</b>	<b>\$74.08</b>	<b>\$7.86</b>	<b>3.4%</b>

fuel	\$0.00
marketing	\$19.25
ICTC market	\$626.48
	<u>\$153,401.44</u>
depreciation	\$0.00
adj cost	<u>\$153,401.44</u>
	3.4%

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2014, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation

# IVT Ride West Shores FY 2018-19

Standards 1.6 16.3 0.1 2.40 \$43.95 \$41.75 \$71.65 \$5.20 5.0%

Annual	Mileage	Days	Hours	FTE	Pass	Fares	Cost	Subsidy	Pass/ Hour	Pass/ Day	Pass/ Mile	Hours	FTE	Pass	Sub/ Pass	Cost/ Pass	Hour	Cost/ Mile	Fare	Box %
Subtotal A	6,508	50	377	4.31	469	\$772.79	\$33,873.48	\$33,100.69	1.2	9.4	0.1	87.35		\$70.58	\$89.97	\$5.20			2.3%	
Subtotal B	4,127	34	281	3.12	333	\$573.86	\$23,809.92	\$23,236.06	1.2	9.8	0.1	89.90		\$69.78	\$84.88	\$5.77			2.4%	
<b>Total</b>	<b>10,635</b>	<b>84</b>	<b>657</b>	<b>7.43</b>	<b>802</b>	<b>\$1,346.65</b>	<b>\$57,683.40</b>	<b>\$56,336.75</b>	<b>1.2</b>	<b>9.5</b>	<b>0.1</b>	<b>88.43</b>		<b>\$70.25</b>	<b>\$87.80</b>	<b>\$5.42</b>			<b>2.3%</b>	

fuel	\$0.00
marketing	\$15.00
ICTC market	\$404.37
	<u>\$58,102.77</u>
	\$56,756.12
depreciation	\$0
adj cost	<u>\$58,102.77</u>
	2.3%

NOTES:

1. FY 2018-19 cumulative 10 month to date performance data
2. Performance Standards are based on original contract from FY 2014, and will be adjusted in the upcoming new contract cycle
3. Depreciation is added at year end and provides adjustment for farebox ratio calculation



1 **FIRST AMENDMENT TO AGREEMENT**

2 **(IVT RIDE)**

3 THIS FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES (“this  
4 Amendment”), made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2019, is by and  
5 between the IMPERIAL COUNTY TRANSPORTATION COMMISSION (“ICTC”), and FIRST  
6 TRANSIT, INC., a Delaware corporation authorized to conduct business in California (“Provider”).

7 **W I T N E S S E T H**

8 **WHEREAS**, ICTC entered into that certain Agreement dated September 24, 2014 (#6B),  
9 hereinafter the “Agreement”, and attached hereto as **Exhibit “1”**; and

10 **WHEREAS**, during the course of the performance of that Agreement the parties became aware  
11 that additional services should be performed for the completion of said Agreement; and

12 **WHEREAS**, the parties to that Agreement have identified the nature and cost of such additional  
13 work and wish to provide for completion of additional specialized work so identified; and

14 **WHEREAS**, the Agreement is due to expire on June 30, 2019 unless extended; and

15 **WHEREAS**, the Parties wish to extend this Agreement for an additional one (1) year from July 1,  
16 2019 to June 30, 2020; and

17 **WHEREAS**, the Parties agree to make such modifications.

18 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the  
19 parties agree as follows:

20 1. Paragraph 1.1 of the Agreement is hereby amended to read as follows:

21 “1.1. This Agreement shall commence on September 1, 2014 and shall continue through June  
22 30, 2020.”

23 2. Paragraph 8.1.1.6 of the Agreement is hereby amended to read as follows:

24 “8.1.1.6. BRAWLEY. For the period July 1, 2019 through June 30, 2020, the base cost is  
25 identified as \$323,819.00. The farebox is established at ten percent (10%); therefore  
26 the annual not-to-exceed subsidy shall be \$291,437.”

27 3. Paragraph 8.1.2.6 of the Agreement is hereby amended to read as follows:  
28

1           “8.1.2.6. CALEXICO. For the period July 1, 2019 through June 30, 2020, the base cost is  
2           identified as \$455,512.00. The farebox is established at ten percent (10%); therefore  
3           the annual not-to-exceed subsidy shall be \$409,961.”

4   4.   Paragraph 8.1.3.6 of the Agreement is hereby amended to read as follows:

5           “8.1.3.6. IMPERIAL. For the period July 1, 2019 through June 30, 2020, the base cost is  
6           identified as \$220,814.00. The farebox is established at ten percent (10%); therefore  
7           the annual not-to-exceed subsidy shall be \$198,733.”

8   5.   Paragraph 8.1.4.6 of the Agreement is hereby amended to read as follows:

9           “8.1.4.6. WEST SHORES. For the period July 1, 2019 through June 30, 2020, the base cost is  
10          identified as \$79,868.00. The farebox is established at five percent (5%); therefore the  
11          annual not-to-exceed subsidy shall be \$75,875.”

12   6.   Paragraph 25.1 of the Agreement is hereby amended to read as follows:

13          “25.1   **TERMINATION FOR CONVENIENCE**

14                ICTC, by written notice, may terminate this Agreement, in whole or in part, when it is  
15                in ICTC’s interest. If this Agreement is terminated, ICTC shall be liable only for  
16                payment under the payment provisions of this Agreement for services rendered before  
17                the effective date of termination.”

18   7.   In all other respects, the Agreement, as amended, remains in full force and effect.

19   8.   This Amendment is effective as of the day and year first written above.


20   ///  
21   ///  
22   ///  
23   ///  
24   ///  
25   ///  
26   ///  
27   ///  
28   ///

1           **IN WITNESS WHEREOF**, the parties of executed this Amendment on the day and year first  
2 above written.

3  
4 **IMPERIAL COUNTY**  
5 **TRANSPORTATION COMMISSION:**

**PROVIDER:**  
**FIRST TRANSIT, INC.**

6  
7  
8 By: \_\_\_\_\_  
9           Chairman

By:   
FADI CHAKBAZOF  
Senior Vice President

10 ATTEST:

11  
12  
13 \_\_\_\_\_  
14 CRISTI LERMA  
Secretary to ICTC

15 APPROVED AS TO FORM:

16 KATHERINE TURNER  
17 County Counsel

18  
19 By: \_\_\_\_\_  
Eric Havens  
20 Deputy County Counsel

## **IV. CONSENT CALENDAR**

H. Contract Extension for the IVT MedTrans; non-emergency transportation to medical facilities in San Diego - Operating Agreement, FY  
2019-20



1503 N. IMPERIAL AVE. SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave. Suite 104  
El Centro, CA 92243

**SUBJECT: Contract Extension for the IVT MedTrans; non-emergency transportation to medical facilities in San Diego - Operating Agreement, FY 2019-20**

Dear Commission Members:

The IVT MedTrans has been the public non-emergency transportation to medical facilities in the San Diego area and has been in existence since 1994. The service operates four days a week for disabled and transit dependent persons, with the focus on getting children to Rady's Hospital for specialized services.

The service is designed for access to medical facilities, clinics and other medical services that are not available in Imperial Valley. The vehicles operated are lift equipped minibuses designed for the physically and/or cognitively disabled passenger. Currently, the service operates 4 days a week, with a 30 day advance reservation system. There is an average of 26 passenger trips a day and the farebox ratio is approximately 8.1%. Performance statistics for FY 2018-19 to date are attached.

The Scope of Work based on demand and optimum utilization of resources includes:

1. Two (2) minibuses alternating four days a week.
2. The two (2) minibuses leave at staggered hours; departing the Imperial Valley at approximately 7:00 AM and returning at approximately 3:00PM, and, departing the Imperial Valley at approximately 10:00 AM and returning at approximately 7:00PM.
3. A new name, brand and logo was created, owned by and consistent with other ICTC branded services known as "IVT MedTrans" with the primary colors of purple, black and white.

This contract is unique in service scope and vehicle sizes are typically smaller with high mileage requiring replacement more frequently.

The IVT MedTrans service contract was approved for a three-year term, with two additional one year option years. This five year term was structured so that it would provide the opportunity for ICTC to circulate another larger consolidated competitive bid for all four of the ICTC administered public transit services in FY 2019.

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

ICTC has come to recognize benefits including greater efficiencies, better coordination, enhanced communication, better compliance with regulations and cost savings through the consolidation of the management, dispatch, reservationists, maintenance etc. under one turnkey contractor with one administering agency. However, the current various public transit services contracts have different start and end dates, and it has created a disjointed competitive bid process.

ICTC has the large competitive bid underway for all four transit services that is expected to be completed in the next 90 days. This contract extension would be in place until new contracts are awarded for service. This extension would be terminated for convenience at that time.

ICTC must use the option year pricing for this contract extension provided in the original competitive bid from 2016. However, ICTC revised the farebox ratio downward from 15% to 10% in January 2019, and increased the fare price for the passengers. This results in an adjustment to the subsidy for First Transit Inc.

Funding for this project is identified in the ICTC FY 2019-20 Budget, specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through federal grant and Transportation Development ACT (TDA) Funding, anticipated to be approved on June 26, 2019.

The original 2016 Request for Proposal, scope of work and all contract exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign a one year extension to the operating agreement with FIRST TRANSIT, INC. for the operation of the IVT MedTrans Paratransit Service, for the period July 1, 2019 through June 30, 2020, the annual not to exceed subsidy is set at \$434,829, with an annual not to exceed up to 5% marketing allowance and an annual fuel escalator clause.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

Attachment

1 **FIRST AMENDMENT TO AGREEMENT**

2  
3 THIS FIRST AMENDMENT TO AGREEMENT FOR MEDTRANS PARATRANSIT  
4 SERVICES (“this Amendment”), made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_,  
5 2019, is by and between the IMPERIAL COUNTY TRANSPORTATION COMMISSION (“ICTC”), and  
6 FIRST TRANSIT, INC., a Delaware corporation authorized to conduct business in California (“Provider”).

7 **W I T N E S S E T H**

8 **WHEREAS**, ICTC entered into that certain Agreement dated April 21, 2016, hereinafter the  
9 “Agreement”, and attached hereto as **Exhibit “1”**; and

10 **WHEREAS**, during the course of the performance of that Agreement the parties became aware  
11 that additional services should be performed for the completion of said Agreement; and

12 **WHEREAS**, the parties to that Agreement have identified the nature and cost of such additional  
13 work and wish to provide for completion of additional specialized work so identified; and

14 **WHEREAS**, the Agreement is due to expire on June 30, 2019 unless extended; and

15 **WHEREAS**, the Parties wish to extend this Agreement for an additional one (1) year from July 1,  
16 2019 to June 30, 2020; and

17 **WHEREAS**, the Parties agree to make such modifications.

18 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the  
19 parties agree as follows:

20 1. Paragraph 1.1 of the Agreement is hereby amended to read as follows:

21 “**1.1.** This Agreement shall commence on June 1, 2016 and shall continue through June 30,  
22 2020.”

23 2. Paragraph 8.3.4 of the Agreement is hereby amended to read as follows:

24 “**8.3.4.** For the period July 1, 2019 through June 30, 2020, the base price is identified as  
25 \$483,143. The fare box is established at ten percent (10%); therefore the annual not-to-  
26 exceed subsidy shall be \$434,829.”

27 3. Paragraph 8.3.6 of the Agreement is hereby amended to read as follows:  
28

1           “8.3.6. The fare box recovery ratio of 10% (or any other fare box ratio calculated and ultimately  
2           required during the course of this Agreement) is subject to the deduction of normal  
3           Transportation Development Act operating cost exclusions.”

4           4. Paragraph 25.1 of the Agreement is reiterated as follows:

5           “25.1 **TERMINATION FOR CONVENIENCE**

6           ICTC, by written notice, may terminate this Agreement, in whole or in part, when it is  
7           in ICTC’s interest. If this Agreement is terminated, ICTC shall be liable only for  
8           payment under the payment provisions of this Agreement for services rendered before  
9           the effective date of termination.”

10          5. In all other respects, the Agreement, as amended, remains in full force and effect.

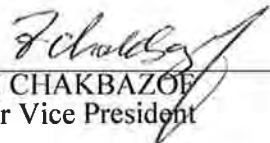
11          6. This Amendment is effective as of the day and year first written above.

12          **IN WITNESS WHEREOF**, the parties of executed this Amendment on the day and year first  
13          above written.

14           **IMPERIAL COUNTY**  
15           **TRANSPORTATION COMMISSION:**

**PROVIDER:**  
                  **FIRST TRANSIT, INC.**

16  
17  
18          By: \_\_\_\_\_  
19                   Chairman

                  By:   
                  FADI CHAKBAZOV  
                  Senior Vice President

20  
21          ATTEST:

22  
23          \_\_\_\_\_  
24          CRISTI LERMA  
                  Secretary to ICTC

                  APPROVED AS TO FORM:

                  KATHERINE TURNER  
                  County Counsel

25  
26  
27          By: \_\_\_\_\_  
28                   Eric Havens  
                  Deputy County Counsel



# V. ACTION CALENDAR

## V. ACTION CALENDAR

- A. CALEXICO WEST PORT OF ENTRY TRAFFIC  
CIRCULATION PLAN



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Calexico West Port of Entry Traffic Circulation Plan

Dear Commission Members:

The completion of the Phase 1 Calexico West Port of Entry (POE) Expansion project and the Cesar Chavez Boulevard Widening project would bring about significant changes to traffic in the City of Calexico. Regional agencies such as the California Department of Transportation (Caltrans), the Southern California Association of Governments (SCAG) and the Imperial County Transportation Commission (ICTC) looked for opportunities to assist the City of Calexico and their daily traffic management. As a result, ICTC was awarded a State Planning and Research grant by Caltrans to analyze the traffic conditions related to the opening of the Calexico West POE Expansion project.

The Calexico West Port of Entry Traffic Circulation Plan was developed in partnership with the City of Calexico. The project team was comprised of Caltrans, City of Calexico Management, ICTC, SCAG, U.S. General Services Administration, U.S. Customs and Border Protection, and the consultant KOA Corporation. The goal of the project was to provide traffic circulation strategies to promote efficient mobility of border travel. The study also focused on reducing traffic delays and reducing the need for traffic control staff. The project began in April 2018 and during its development it has served as a tool to reach out to the community as different project milestones were met. In July 2018 the Calexico West POE new southbound access point was opened and in September 2018 the new northbound access point was opened. The last component of the project considered the opening of Cesar Chavez Boulevard widening project expected June 26, 2019. The different project milestones resulted in different traffic shifts to border travel in the City of Calexico. During the development of the Plan, the team conducted five Technical Working Group meetings and three full day Community Outreach Workshops. The Draft Final Plan attached to this report is intended to serve as a tool for the City of Calexico. The City will be able to use the Plan to make further adjustments to the traffic recommendations.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Approve the Calexico West Port of Entry Traffic Circulation Plan.


Sincerely,





A handwritten signature in blue ink that reads 'Mark Baza'.

MARK BAZA  
Executive Director

MB/vm  
Attachment


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



## Calexico West Port of Entry: Traffic Circulation Plan

June, 2019



1

## Overview

This Traffic Circulation Plan (TCP) has analyzed the traffic issues related to opening the Calexico West Port of Entry (POE) Expansion Project.

- Traffic operational support to ensure efficient traffic operations related to the Expansion of the Calexico West POE.

2

## Project Team

- City of Calexico
- Imperial County Transportation Commission (ICTC)
- Caltrans
- Southern California Association of Governments (SCAG)
- U.S. General Services Administration
- U.S. Customs & Border Protection
- KOA Corporation



3

## Project Goals

- \* Efficient mobility at the U.S. – Mexico border
- \* Reduce traffic delay
- \* Reduce the need for City staff to provide traffic control staff
- \* Provide traffic circulation strategies as the POE is implemented in phases



4

# Project Area

Includes major routes that provide access to and from the Calexico POE

- SR-111
- SR-98

Local roadways:

- Cesar Chavez Boulevard
- 2nd Street/Anza Road
- Grant Street



5

# Public Outreach Plan

- 5 Technical Working meetings
- 3 Community Outreach Workshops



### CALEXICO (DOWNTOWN) PORT OF ENTRY GARITA CALEXICO OESTE (CENTRO) Second Public Workshop Segundo Taller Comunitario

**Come learn about the temporary northbound traffic shift starting September 2016.**

**Thursday, August 23, 2016**  
Carmen Durazo Cultural Arts Center  
421 Hoffmann Ave., Calexico

**Open House Hours:**

- 7:30am to 10:30 a.m.
- 12:30pm to 2:30 p.m.
- 4:00pm to 7:30 p.m.

**\*All sessions will present the same information and participants may arrive at any time during hours provided.**

**\*Food and beverages provided as a courtesy to participants. Please bring a reusable water bottle to help the planet.**

**For more information:**  
Paula Lopez-Ortega  
Virginia Mendez, CTC  
plopez@improvementsca.org  
(760) 850-4424



### Northbound port of entry traffic shift pending



**CALEXICO** - Community meetings are being held to help understand the temporary northbound traffic shift at the newly proposed Calexico West port of entry as proposed to soon become operational.

Although ongoing construction of the facility presents difficulty from providing a sufficient sign for the northbound entry lane, it is expected to happen soon enough.

### Traffic detour planned for northbound Calexico West Port of Entry



**CALEXICO** - About 15,000 to 20,000 vehicles coming northbound will use the Calexico West Port of Entry from Mexico through the Calexico West Port of Entry will experience a traffic detour beginning next week.

**CALEXICO** - About 15,000 to 20,000 vehicles coming northbound will use the Calexico West Port of Entry from Mexico through the Calexico West Port of Entry will experience a traffic detour beginning next week.

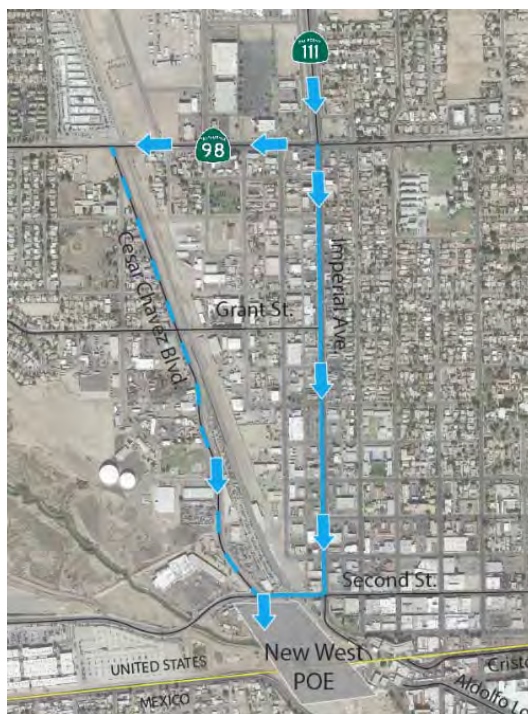
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## Scenario 2 Options

1) Use both Cesar Chavez Blvd and SR 111

2) Focus traffic to Cesar Chavez Blvd



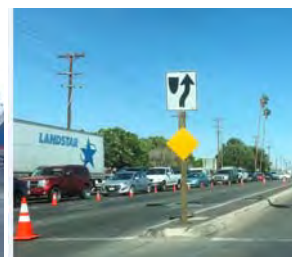
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## How to influence travel route

Signs

Signal Timing

Personnel



10

**Selected Option**

**2) Use Cesar Chavez Blvd**

Less need for traffic control personnel

Better traffic operations at Calexico West POE entrance/exit

Better access for local travel to downtown area

11

**Change at SR-98 and SR-111**

12



## 2<sup>nd</sup> Street

2<sup>nd</sup> Street - convert back to the original lane configurations. This will provide a consistent connection with the new design of Cesar Chavez Boulevard at 2<sup>nd</sup> Street.



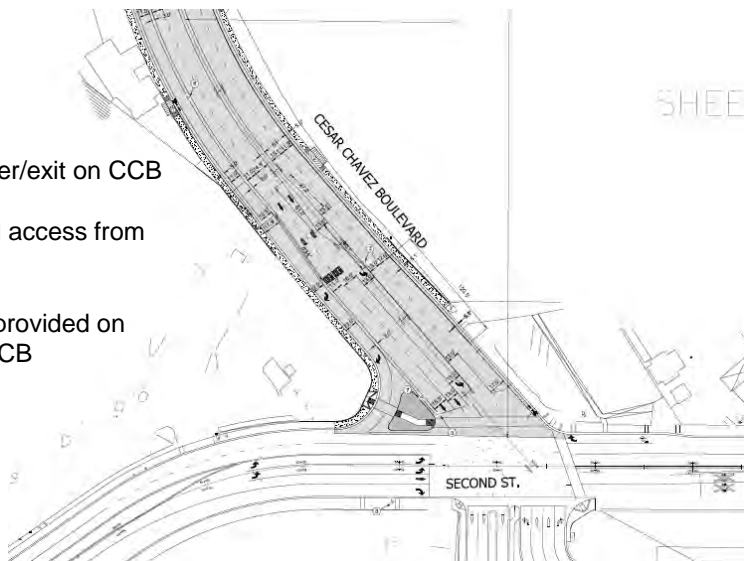
13

## At New POE Entrance

Two lanes enter/exit on CCB

No westbound access from 2<sup>nd</sup> Street

Local access provided on southbound CCB



14

## Traffic Control

### 2) Use only Cesar Chavez Blvd



15

## Traffic Management Strategies for POE Access

### Intelligent Transportation Systems (ITS)

- Radio Frequency Identification (RFID) technologies
- Coordinated signals
- Changeable message signs (permanent & movable)
- Improved signal system hardware
- Other ITS strategies

16

## Recommendations

1. Provide signage to route POE traffic to Cesar Chavez Boulevard
2. Modify SR-98/SR-111 intersection to provide two SB right turns
3. Adjust signal timing at:
 

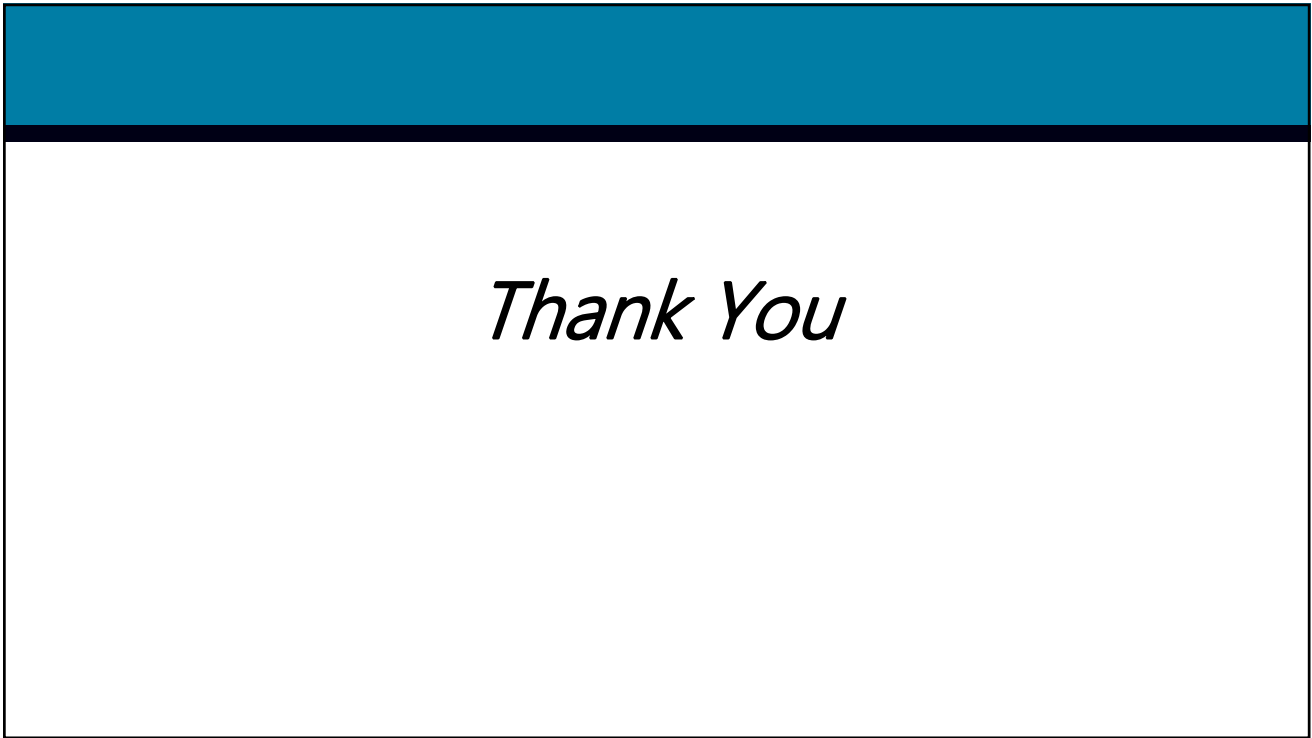
SR98/SR-111	CCB/Grant
SR 98 / CCB	2 <sup>nd</sup> Street/CCB
4. Focus manual support at CCB/2<sup>nd</sup> Street
5. Implement Caltrans ITS project

17

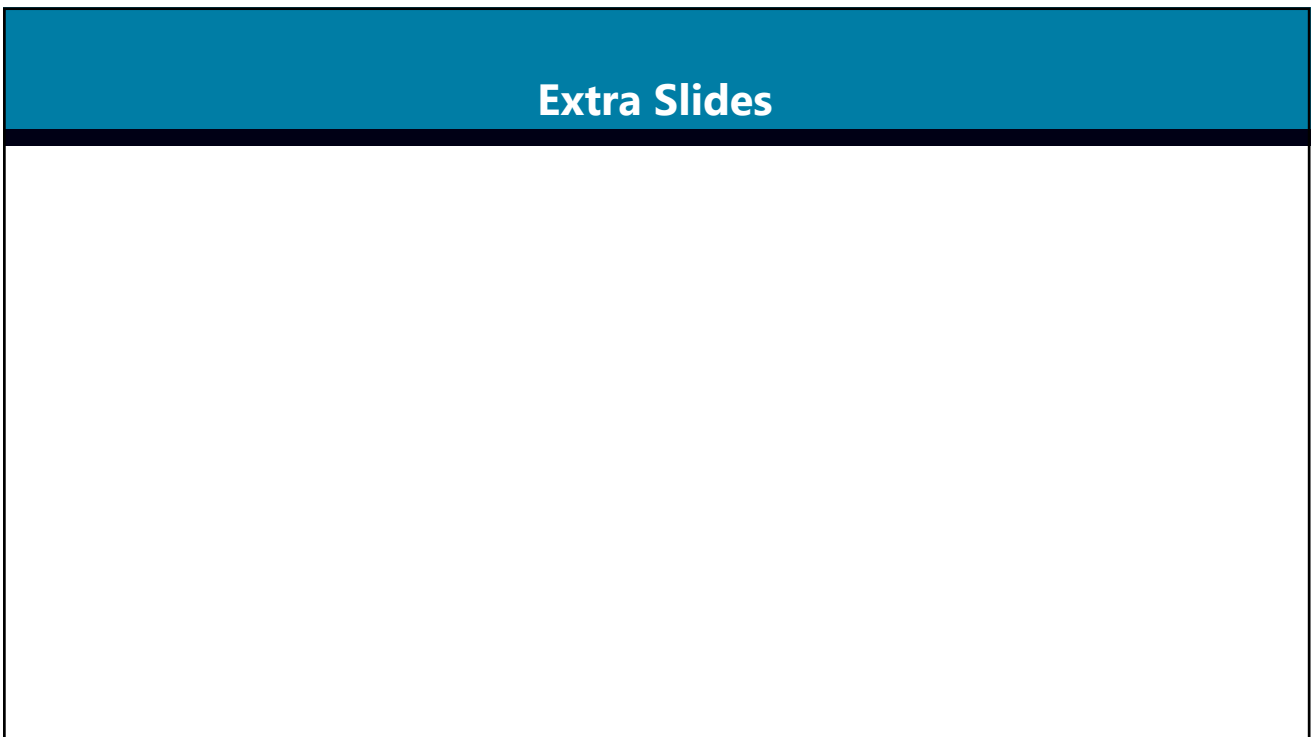
## Next Steps

1. Cesar Chavez Boulevard Widening Ribbon Cutting – June 26, 2019
2. Commission approval June 26, 2019

18



19



20

# ITS Plan (Caltrans)

## The initial Vehicle time detection locations include:

- SR-111 and Heber Road
- SR-111 and Jasper Road
- SR-111 and Cole Road
- SR-111 / SR-98
- 2<sup>nd</sup> Street and Cesar Chavez Boulevard
- SR-98 and Cesar Chavez Boulevard
- SR-98 and Cole Road
- SR-7 / SR-98
- SR-7 and Maggio Road
- SR-7 and Heber Road



## The location of the portable changeable message signs:

- SR-98 west of Dogwood Road
- SR-98 west of SR-7
- SR-98 east of SR-7
- Locations on I-8



**DRAFT**

# Calexico West Port of Entry

## TRAFFIC CIRCULATION PLAN

Prepared for:



Prepared By:



June, 2019

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# EXECUTIVE SUMMARY

## BACKGROUND

In 2018 the existing West Port of Entry (POE) located in downtown Calexico ceased processing vehicle crossings. A new POE was opened immediately west of the existing site. The new site entrances no longer connect to Imperial Avenue (SR 111) resulting in changing travel patterns. As the POE relocation is being completed in phases, this report describes recommended traffic circulation changes for each phase.

This project was completed as a joint effort by the following agencies:

- Imperial County Transportation Commission (ICTC),
- City of Calexico, California Caltrans.
- Southern California Association of Governments (SCAG)
- Imperial County – a partner agency on the project
- U.S. General Services Administration
- U.S. Customs & Border Protection

The movement of operations from the old POE to the new POE was completed in phases. Temporary traffic circulation plans were prepared for the interim phases and for the final construction phase. The traffic scenarios completed included:

Scenario 1A - southbound traffic; was moved to the new POE for the period between July 10, 2018 to September 1, 2018.

Scenario 1B - both southbound and northbound traffic accommodated by the new POE, but with Cesar Chavez Boulevard providing limited traffic access while under construction from approximately September 1, 2018 into June, 2019.

Scenario 2 – Cesar Chavez Boulevard construction completed and available for full traffic use.

## STUDY AREA

At the former POE location, both northbound and southbound traffic access was provided by SR-111 which directly connected to border crossing operations. The new POE directly lines up with Cesar Chavez Boulevard, a local street under jurisdiction of the City of Calexico. SR-111,

Cesar Chavez Boulevard and connections between these two routes (SR-98, 2<sup>nd</sup> Street and Grant Avenue) were analyzed in this Traffic Control Plan (TCP).

## **PROJECT GOALS**

A portfolio of strategies were developed and analyzed to address the following goals:

- Provide efficient mobility at the U.S. – Mexico border to the new West Calexico POE
- Reduce traffic delay for this travel
- Reduce City staff demands for traffic control
- Reduce traffic delay impacts to businesses located in the central area of Calexico
- Provide traffic circulation strategies as the new West POE is implemented in Phases

## **EXISTING CONDITIONS**

An initial task completed was to assess the traffic conditions occurring at West Calexico POE prior to moving to the new location. This analysis provides a baseline in which the future conditions can be compared.

- Described the existing transportation network
- Collected traffic counts on roadways and at intersections
- Analyzed traffic operations
- Evaluated traffic flows and traffic queues to and from the POE

## **TRAFFIC OPERATION SCENARIOS (1A AND 1B)**

Traffic flow for the anticipated traffic changes with the phased implementation of new West Calexico POE operation were estimated. Two temporary traffic circulation plans were prepared and implemented to guide travel access as first southbound traffic then northbound traffic were moved into the new West Calexico POE. For each scenario, a number of traffic circulation alternatives were considered. The project team evaluated the alternatives based on delays, access, and other project goals. A preferred traffic control plan for each scenario was determined and was presented to the public at public meetings. The traffic control plans were then implemented.

## **TRAFFIC OPERATION SCENARIO 2**

Scenario 2 describes the final scenario accommodating both northbound and southbound traffic to the new POE with the completion of Cesar Chavez Boulevard widening project. Traffic counts

were re-taken in order to capture any change in travel patterns from the existing conditions. Again, a number of traffic circulation alternatives were considered for access to-and-from the new West Calexico POE when Cesar Chavez Boulevard construction is complete. One alternative is to allow traffic to access the POE from Cesar Chavez Boulevard and from SR-111 – 2<sup>nd</sup> Street. A second alternative is to channel all southbound POE traffic to Cesar Chavez Boulevard and restrict entrance from other directions.

## **TRAFFIC MANAGEMENT STRATEGIES**

Traffic management strategies and operational approaches were identified for the recommended Scenario 2 Alternative that would be needed improve traffic flows on roadways within the project area, address projected future traffic growth, make better use of existing capacity, and improve traffic throughput. Needed revisions to lane markings and signage were also indicated.

ITS strategies are being investigated by Caltrans to provide information to motorists regarding travel speed and travel time on highways accessing both the East and West Calexico Port of Entries. These strategies include Radio Frequency Identification (RFID) technologies to measure real-time traffic volumes and speeds, Wi-Fi technologies to provide traveler information regarding delays, changeable message signs to indicate the traveler information to the public, and coordinated signals to change traffic signal timings to optimize traffic flow. The project recommendations provide an initial determination of needed traffic control. The City and Caltrans may implement additional changes once Cesar Chavez widening is completed and observed traffic conditions are identified.

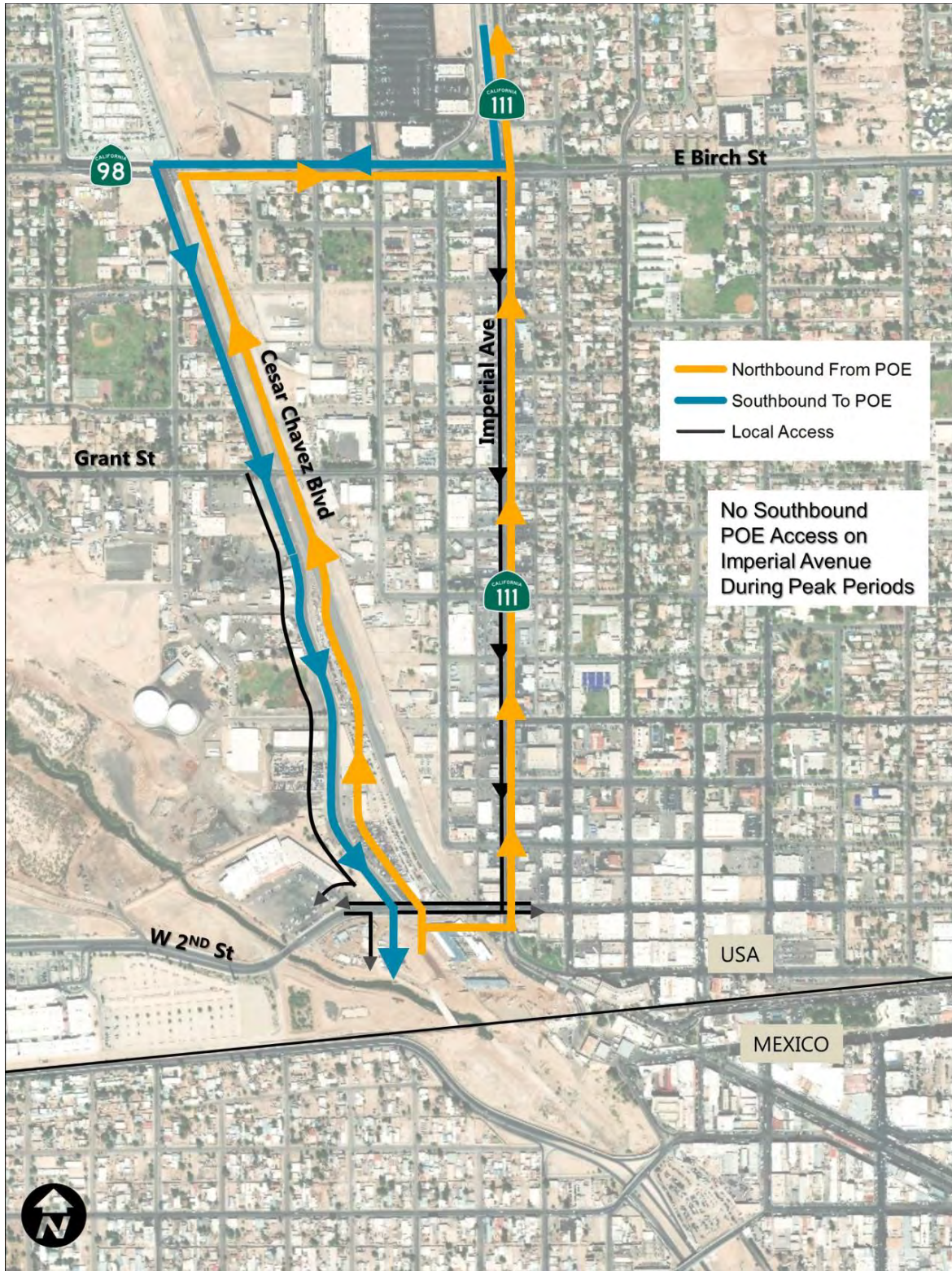
## **RECOMMENDATIONS**

The project team evaluated the two alternatives based on delays, access, and other project goals. Traffic Operation Scenario 2, that channeled southbound access to Cesar Chavez Boulevard, was preferred by the project team as it was considered to best address the goals of reducing City staff demands for traffic control and improving access to businesses located in the central area of Calexico by reducing travel delays on SR-111. Recommendations include:

1. Provide signage to route POE traffic to Cesar Chavez Boulevard
2. Modify SR-98 / SR- 111 intersection to provide two southbound right turns
3. Adjust signal timings at major intersections to support traffic flow to the POE using Cesar Chavez Boulevard.
4. Focus manual traffic control support at Cesar Chavez Boulevard and 2<sup>nd</sup> Street
5. Implement the Caltrans ITS projects

The preferred traffic circulation plan is shown in Figure ES.1.

FIGURE ES.1: RECOMMENDED TRAFFIC CIRCULATION

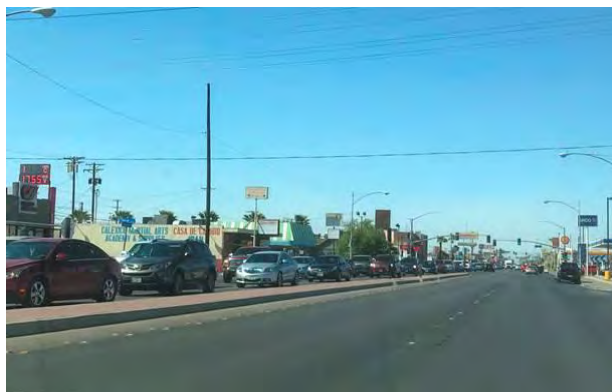


# 1.0 INTRODUCTION

## 1.1 BACKGROUND

This report presents a traffic control plan for access to the new Calexico West Port of Entry (POE). The new Calexico POE is being relocated immediately west of the current site, resulting in changing travel patterns. As the POE relocation is being completed in phases, this report describes recommended traffic circulation changes for each phase.

The existing POE connects the downtown areas of the Cities of Calexico and Mexicali. The port processes up to 10,000 northbound vehicles and up to 20,000 northbound pedestrians on a typical day. In order to improve border crossing efficiency and reduce wait times, the General Services Administration (GSA) began construction of the expansion and reconfiguration of the Calexico West Port of Entry (POE) in April 2015.



SR 111 in downtown Calexico

POE construction is being completed in phases during 2018. While the expansion is anticipated to reduce delay associated with border crossings, the traffic access and circulation patterns serving the POE will significantly change. In order to maintain traffic flow during POE construction, a Traffic Circulation Plan (TCP) was initiated to develop plans to determine how best to provide access to-and-from the Calexico West POE for each phase. Additionally, the TCP will address traffic impacts during the construction of Cesar Chavez Boulevard, the primary route that will connect with the new POE.

This project is a joint effort of a number of agencies. A Technical Advisory Committee comprised of the following agencies met throughout the project and provided technical input through the development of the traffic circulation plan, and included:

- Imperial County Transportation Commission (ICTC), - the regional transportation planning and funding agency for Imperial County
- City of Calexico, California – the city where the POE is located and has jurisdiction over local streets.
- Caltrans – has jurisdiction over state highways.
- Southern California Association of Governments (SCAG) the designated Metropolitan Planning Organization for southern California, including Imperial County.
- Imperial County – a partner agency on the project



In addition to the above agencies, the following additional agencies participated in the stakeholder meetings:

- U.S. General Services Administration – the owner of the POE and responsible for construction.
- U.S. Customs & Border Protection – operator of the POE and responsible for inspection services.

## 1.2 STUDY AREA

Current traffic control measures require both northbound and southbound traffic to use only SR-111 to cross through the existing Calexico West POE. Based on the new location of the POE expansion, SR-111/2<sup>nd</sup> Street and California State Route (SR-98)/Cesar Chavez Blvd. will also be available to provide direct access to the POE. These roadways will be analyzed in this TCP. Grant Avenue will also be analyzed as it provides a connection between SR-111 and Cesar Chavez Boulevard. The study area is shown in **Figure 1.1**.

FIGURE 1.1: PROJECT VICINITY



### 1.3 STUDY PURPOSE

Vehicle processing involves northbound and southbound vehicles queuing to approach primary inspection, with some diverted to secondary inspection or denied access to cross the border. Border inspection by Mexico results in southbound travel delays in Calexico and by the U.S. Customs results in travel delays in Mexicali. Border inspection during peak crossing periods results in poor circulation and long queues that extend from the POE on to city streets and state highways. This often results in increased congestion, traffic delays, and negative consequences for the local and regional economy, and impacts travel mobility for residents. These problems could become more acute during the reconfiguration and construction of new POE facilities.

Vehicle queues and delays associated with border crossing impact the City of Calexico's budget and staff resources. During the afternoon peak, the City employs up to 12 traffic control staff in the field which assist with managing traffic at intersections along SR-111 during the southbound afternoon peak commute period. During this time period, traffic can back-up more than two miles north of the existing POE.



Right Turn Prohibition to be placed at Seventh Street



Left turn lane closure during peak hours on SR-98 at SR-111

This report describes access routes and supporting traffic operations to the newly expanded Calexico West POE. The TCP addresses current roadways, those under construction, and analyze which routes will provide for direct, less congested, safe, and timely POE crossings. A portfolio of strategies will be developed to address the impacts of the reconfiguration and expansion of the Calexico West POE on travelers, regional residents and businesses. The study also informs those travelling into and from Imperial County for work, shopping, school, business or leisure of these new connections which will minimize delays, congestion, loss of time and negative impacts to air quality in the study area.

## 2.0 EXISTING CONDITIONS

Existing conditions represent the current conditions of the study area prior to changes in POE access. This analysis provides a baseline in which the future conditions can be compared.

### 2.1 TRANSPORTATION NETWORK

#### Roadways

The principal roadways in the project study area are described below. The description includes the physical characteristics, adjacent land uses, and traffic control devices along these roadways. The existing intersection roadway geometry and control conditions are shown in **Figures 2.1**. The street and highway functional classification is shown in **Figure 2.2**. **Table 2.1** summarizes the existing physical characteristics of the study roadways as collected via field and aerial reviews, including the number of lanes, functional classification, type of median, posted speed, presence of bicycle facility, on-street parking restrictions, and sidewalk presence.

#### State Route 111/Imperial Avenue

SR-111 is the primary north-south arterial route and commercial corridor in the City of Calexico. SR-111 has been constructed as a four-lane limited access expressway facility from I-8 to SR-98. From SR-98 to 2<sup>nd</sup> Street, SR-111 is an urban arterial with signals at 2<sup>nd</sup> Street, 5th Street, 7th Street, Grant Street, and SR-98. A raised median has been constructed between 2<sup>nd</sup> Street and Fifth Street in order to eliminate cross traffic at Third and Fourth Streets. Traffic control personnel place signs or cones indicating restricted turns during the p.m. peak period.

#### State Route 98/Birch Street

SR-98 is a primary east-west arterial. Caltrans recently complete capacity improvements to SR-98 that widened the highway and added turn bay storage at the Cesar Chavez Boulevard intersection. SR-98 has four through travel lanes from the east edge of Calexico to Cesar Chavez Boulevard. SR-98 provides a connection to SR-7 and the east Calexico border crossing, with this route used by truck traffic. This intersection with SR-111 is signalized. During the p.m. peak hour, turns from westbound SR-98 to southbound SR- 111 are prohibited.

#### 2nd Street/Anza Road

2<sup>nd</sup> Street, which becomes Anza Road east and west of the City, is one of the east/west arterials near the southern edge of the City, parallel to the International Border. In the section west of SR-111, there are two lanes in each direction to the Outlet Mall, and one lane in each direction from that point to the west. East of SR- 111, the street narrows to one lane each way with angular parking provided. As the cross-street located closest to the U. S. / Mexico border, 2<sup>nd</sup> Street is impacted most when vehicle queues form waiting to be processed at the border.

### Cesar Chavez Boulevard

Cesar Chavez Boulevard is a four-lane roadway that parallels the Union Pacific Railroad tracks running northwest from 2<sup>nd</sup> Street to SR-98. Cesar Chavez Boulevard is located directly opposite the vehicle entry point at the new POE. Roadway widening design plans have been completed and with construction to occur in mid-2018 through early 2019 that would widen Cesar Chavez Boulevard to five lanes (three southbound/two northbound) between 2<sup>nd</sup> Street and Grant Street and four-lanes from Grant Street to SR-98.

### Grant Street

Grant Street is a two lane street classified in the General Plan as a secondary street. Grant Street provides one of the few connections between Cesar Chavez Boulevard and SR-111. The intersection of Grant Street and Cesar Chavez Boulevard is four-way stop controlled. This intersection will be signalized when the improvement project is completed. There is a guarded train crossing on Grant Street immediately east of Cesar Chavez Boulevard. The intersection of Grant Street and SR-111 is signalized.

**FIGURE 2.1: INTERSECTION GEOMETRY**

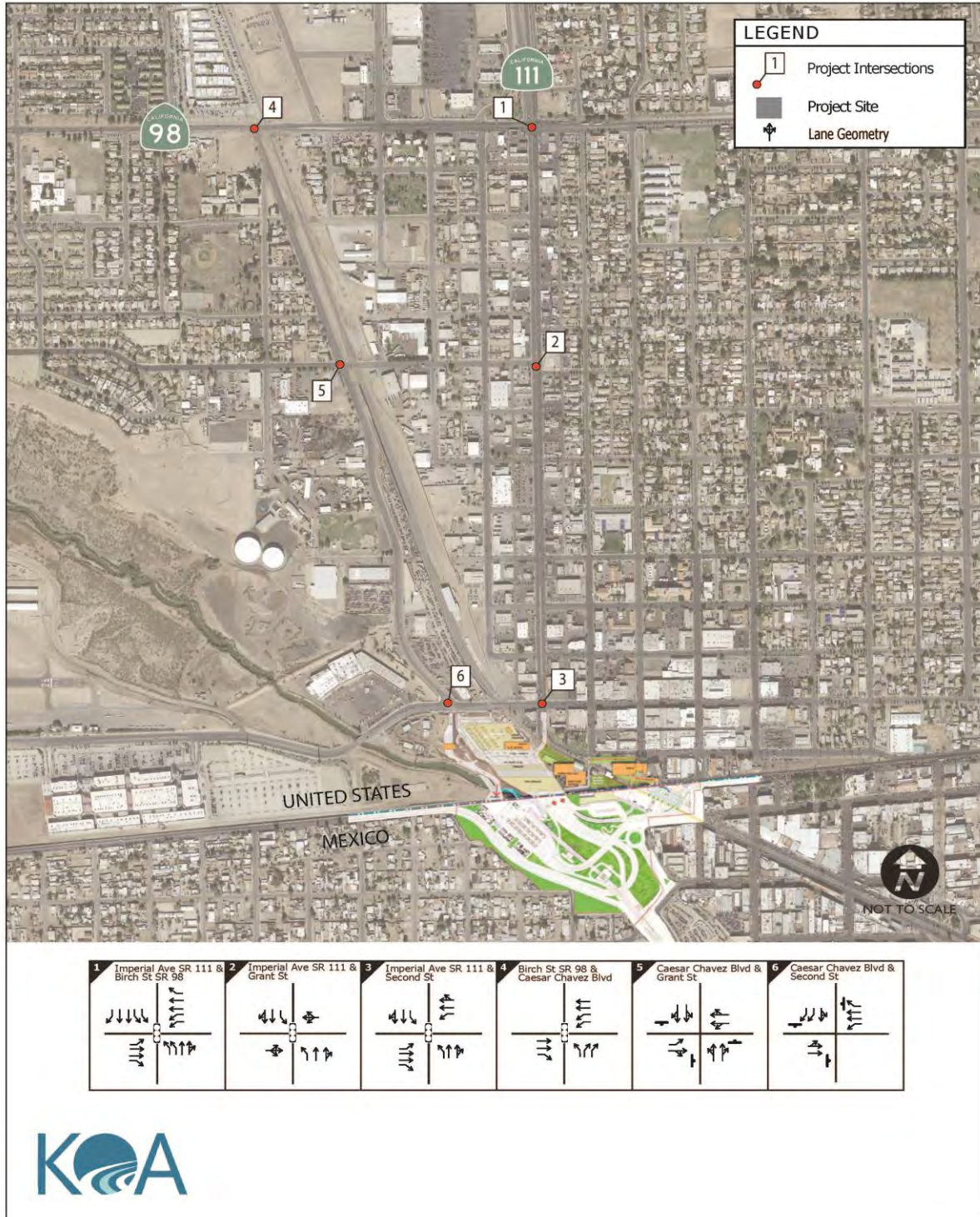


FIGURE 2.2: FUNCTIONAL



**TABLE 2.1: EXISTING ROADWAY CHARACTERISTICS**

Name	From	To	# of Lanes	Median	Functional Class	Post Speed	Side-walk	On-Street Park	Bicycle Lane
SR 111	Jasper Rd.	Cole Rd.	4	Yes	Expressway	65	No	No	Shoulder
	Cole	SR 98	4	Yes	Expressway	65/35	No	No	Shoulder
	SR 98	10th St.	4	Turn lanes	Primary Arterial	35	Yes	No	No
	10th St.	Grant St.	4	TWLTL	Primary Arterial	30	Yes	Yes	No
	Grant St.	4th St.	4	TWLTL	Primary Arterial	30	Yes	Yes	No
	4th St.	2nd St.	4	Median	Primary Arterial	30	Yes	No	No
Cesar Chavez Blvd.	SR 98	Grant St.	4	None	Arterial	30	West side	West side	No
	Grant St.	2nd St.	4	None	Arterial	30	No	No	No
SR 98	SR 111	Ollie Ave.	4	Yes	Arterial	30	Yes	North side	No
	Ollie Ave.	Chavez Blvd.	4	Painted	Arterial	30	Yes	No	Shoulder
Grant St.	SR 111	Chavez Blvd.	2	None	Secondary	30	Yes	Yes	No
2nd St.	SR 111	Chavez Blvd.	4	Painted	Arterial	30	Yes	No	No

**Transit**

Transit vehicles do not cross the border at this port, instead using the Calexico East/Mexicali II POE facility. Imperial Valley Transit operates a fixed route transit system connecting Calexico with other communities in Imperial County (such as IVT bus routes 1, 21, 31, and 32). There are plans to replace or upgrade the transit transfer center is located in downtown Calexico. This new Intermodal Transportation Center is recommended to be located on the south side of Third Street between Rockwood and Heffernan Avenue. Upon completion, the transit center will accommodate Imperial Valley Transit and Greyhound bus facilities, drop off and pick up zones, amenities such as restrooms and bicycle storage, and bus bays for public and private buses.

In addition to Imperial County Transit service, other travel modes include: taxi, transit, privately operated shuttles, intercity and tour buses, contracted labor transportation, friends or relatives picking them up in private automobiles, and on foot and by bicycle. These activities are



unorganized and dispersed across downtown Calexico. It is estimated that approximately 25 transportation service providers operating, at least in part, in Calexico: taxi companies; transit or shuttle operators; tour bus operators; and farm labor bus operators.<sup>1</sup>

### **Pedestrian/Bicycle/Other**

There are no existing bicycle facilities near this port in the U.S. or Mexico. There is a supportive pedestrian environment in the vicinity of the existing U.S. Customs building where pedestrian border access takes place. Pedestrian amenities include Border Park and sidewalks on local streets.

## **2.2 TRAFFIC VOLUMES**

### **Daily Count Volumes**

Daily traffic counts were taken at two locations on SR-111 in April, 2018, in order to understand traffic levels that occur throughout the day. Average daily traffic volumes were obtained through machine data collection. Two locations were counted:

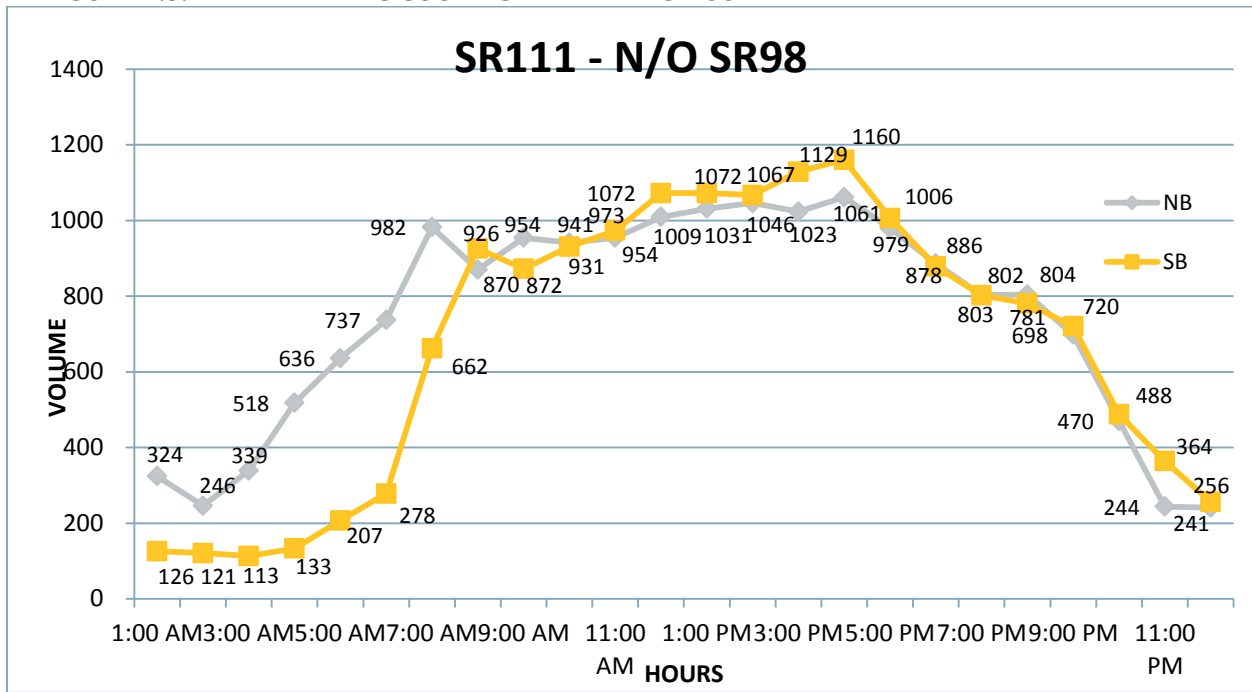
- SR-111 north of SR-98
- SR-111 south of 2<sup>nd</sup> Street

The hourly traffic volume distribution of the traffic counts taken are shown in **Figure 2.3** and **Figure 2.4**. The traffic count south of 2<sup>nd</sup> Street provides an indication of the level of traffic flow through the border inspection stations. As shown in **Figure 2.4**, the number of vehicles moving southbound to the Mexican border increased throughout the day and peaked at 1,461 for the hour between 6 p.m. and 7 p.m. This provides an indication of the capacity for southbound vehicle inspections. The northbound movement remains relatively constant reaching a peak of just over 500 vehicles per hour between 7:00 a.m. and 8:00 a.m. The daily traffic counts are provided in **Appendix A**.

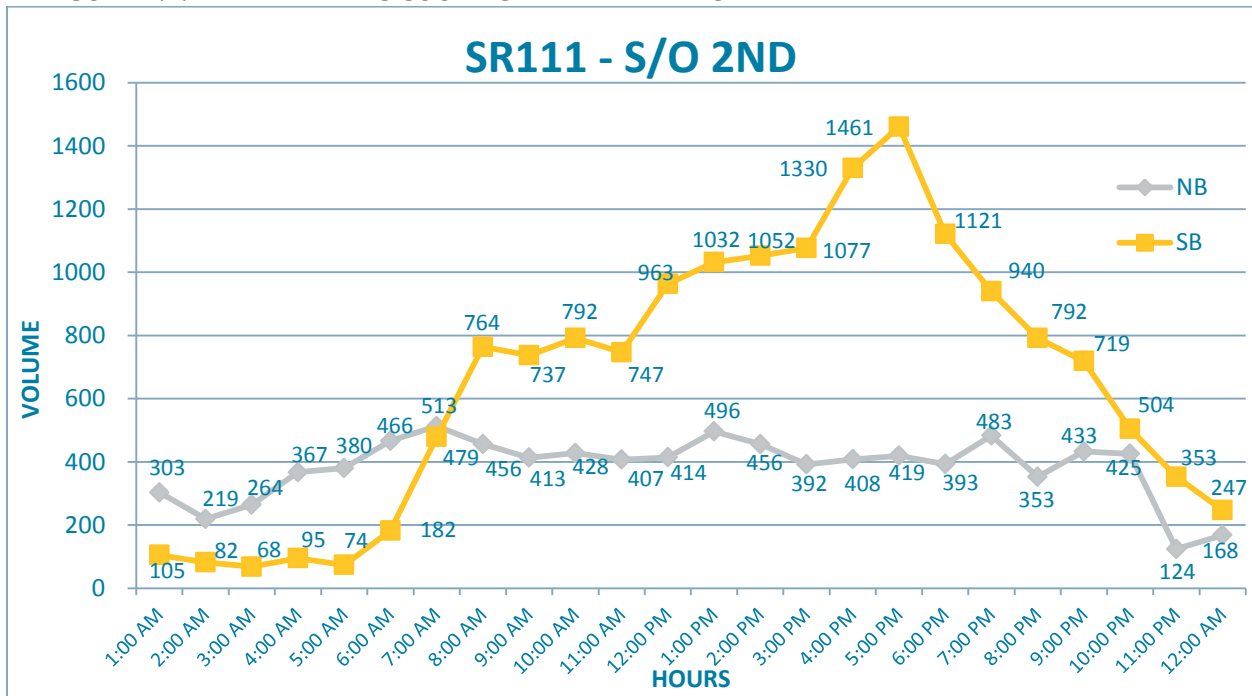
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<sup>1</sup> Calexico Border Intermodal Transportation Center Feasibility Study, 2014, p. 5.

**FIGURE 2.3: DAILY TRAFFIC COUNT SR-111 AND SR-98**



**FIGURE 2.4: DAILY TRAFFIC COUNT SR-111 AND 2<sup>ND</sup> STREET**



### **Peak Hour Count Volumes**

The intersection turning movement counts were conducted during the weekday evening peak from 3:00 PM to 6:00 PM on Wednesday April 25, 2018 for the following intersections:

#### Intersections

1. SR 111 at SR 98
2. SR 111 at Grant Street
3. SR 111 at 2nd Street
4. Cesar Chavez at SR 98
5. Cesar Chavez at Grant Street
6. Cesar Chavez at 2nd Street

The resultant existing weekday morning and evening peak hour intersection volumes are shown in **Figure 2-5**. **Appendix B** contains peak hour count data.

### **Traffic Queue**

The length of queues was recorded on Thursday May 17, 2018 between 3:00 p.m. and 6:00 p.m. The growth of the queue over this time period is shown in **Figure 2.6**.

**FIGURE 2.5: EXISTING TURNING MOVEMENT COUNTS**

EXISTING TURNING MOVEMENT COUNTS

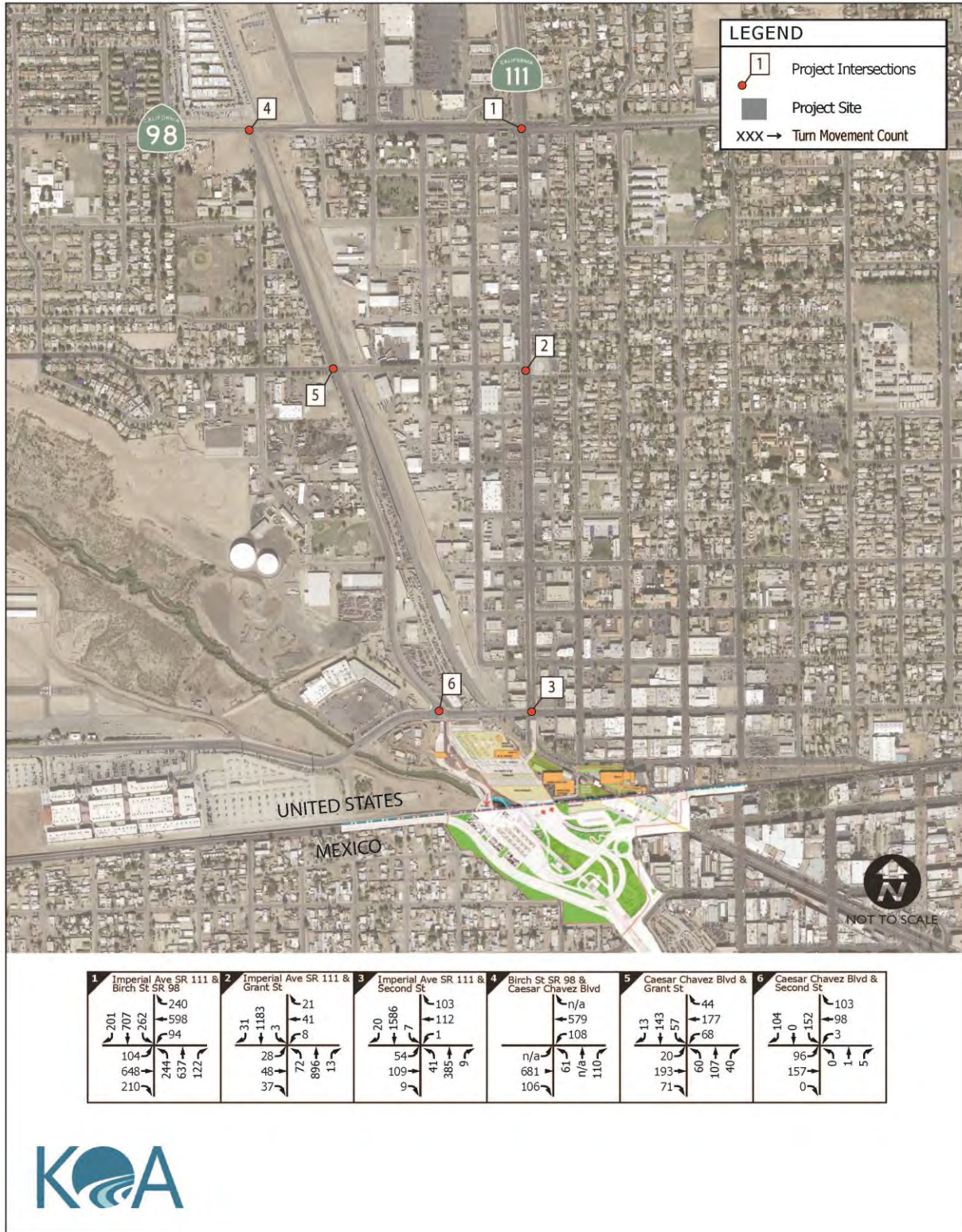


FIGURE 2.6: VEHICLE QUEUES, 3:00 P.M. TO 6:00 P.M.



## INTERSECTION LEVEL OF SERVICE

**Table 2.2** summarizes the level of service analysis results for the study area intersections using the intersection evaluation methodology described in the 2010 Highway Capacity Manual. Intersection level of service detail and worksheets are provided in **Appendix C**. While overall intersection level-of-service is shown to be satisfactory, individual traffic movements can be impacted. The primary cause of traffic delays are queues related to border crossing creating long queue lengths that impede travel movement restricting traffic counts at intersections. This analysis only partially reflects actual delays resulting from border queuing.

**TABLE 2.2: INTERSECTION LEVEL OF SERVICE**

No.	Intersection	Traffic Control	PM Peak Period		
			Avg Delay (secs.)	LOS	Southbound Queue (ft.)
1	SR-111 and SR-98	Signal	42.3	D	394
2	SR-111 and Grant	Signal	32.7	C	717
3	SR-111 and 2nd Street	Signal	20.1	C	1220
4	Cesar Chavez and SR-98	Signal	27.9	C	32 (WBL)
5	Cesar Chavez and Grant	Stop		A	n/a
6	Cesar Chavez and 2nd Street	Stop		A	n/a

The southbound queue lengths estimated by Synchro provide an estimate of the queue length from that intersection without downstream back-ups. The queues reported in Synchro while substantial, were still shorter than those observed and illustrated in **Figure 2.3**. While the calculated level-of-service and queue length are show better than observed level-of-service, they still provide a measure of comparison between alternatives and can be used for evaluating signal timing and phasing.

## PORT OF ENTRY FACILITIES

### Existing

The existing POE facilities are shown in **Figure 2.7**. The existing facility provides 10 vehicle lanes for northbound traffic entering the U.S. and six southbound vehicle inspection lanes for southbound traffic entering Mexico. Current operations in each country tend to support the operation of between four to six vehicle inspection lanes. Representatives of SAT, the agency in Mexico responsible for border operations, has stated a goal of achieving an average vehicle inspection rate of less than 60 seconds per vehicle. Typically for southbound travel, there are four vehicle inspection lanes open except during peak times when six vehicle inspection lanes may be open. For northbound travel, the U.S. Customs typically provides six open vehicle inspection lanes. During peak travel times, the number of lanes may increase. The time for vehicle inspection by U.S. Customs may exceed 60 seconds per vehicle, which can limit the volume of the northbound vehicle movement.

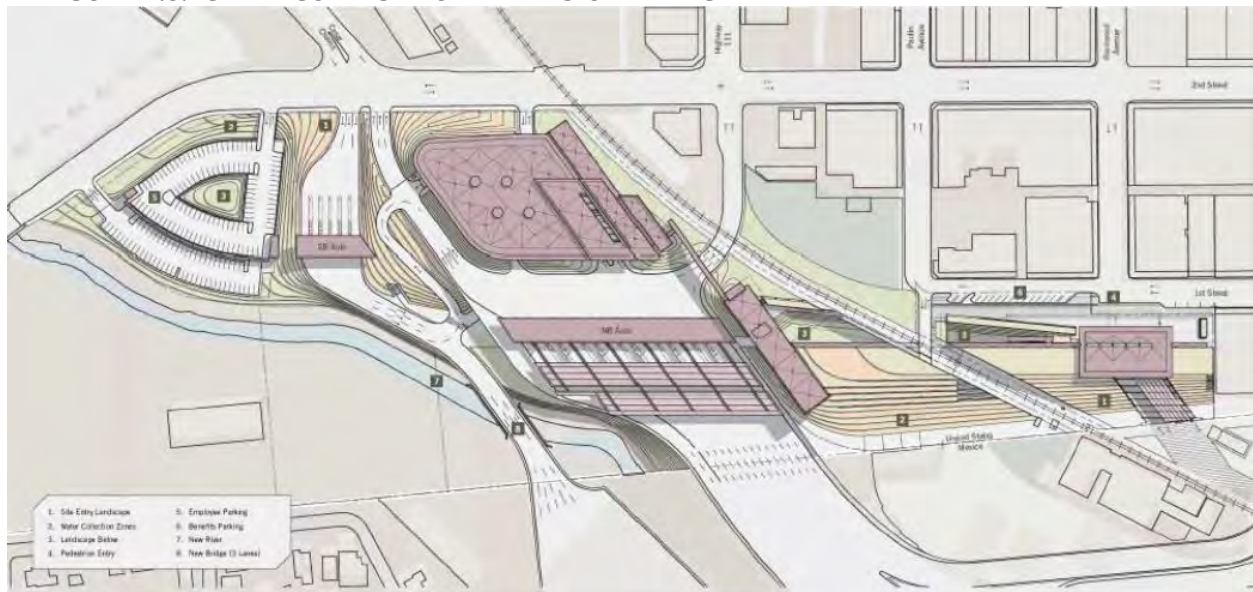
**FIGURE 2.7: EXISTING PORT OF ENTRY (MAY, 2018)**



### Planned

On the U.S. side, the POE's existing structures will be replaced by three new buildings. The project will be implemented in two phases. The first phase has been funded, and is the phase analyzed in this TCP. The first phase will include a headhouse, ten of the project's ultimate 16 northbound POV inspection lanes, five southbound POV inspection lanes with temporary asphalt paving, and a bridge across the New River for southbound traffic. The POE improvements will change the access point on the U.S. from SR 111 (Imperial Avenue) to Cesar Chavez Boulevard. These plans are shown in **Figure 2.8**.

**FIGURE 2.8: CALEXICO WEST POE EXPANSION PLANS**



Source: GSA

Mexico is also constructing a new POE that will include 10 inspection lanes. The layout for POE improvements for both the U.S. and Mexico are shown in **Figure 2.9**. While vehicle lane capacity will increase, the number of inspection lanes open will depend on operational funding from both countries. Modernization plans have also been made on the Mexican side of the border. The Mexicali expansion project will consist of a new administration building and expansion and reconfiguration of personal vehicle crossing lanes on both sides of the New River, to the east of the current processing facilities. Four southbound vehicle lanes expanding into 17 inspection booths will be created east of the river, along with reconfiguration of northbound roadways west of the railroad tracks.

Pedestrian movements will continue to be accommodated at the existing POE facilities. Phase 2 of the POE improvement project will include pedestrian improvements, including a new pedestrian processing facility. The addition of a pedestrian plaza east of the current facility is also planned during the modernization project. Additional pedestrian and bicycle facility improvements are planned in for both sides of the border which will improve pedestrian access.<sup>2</sup>

<sup>2</sup> Pedestrian and Bicycle Transportation Access Study, ICTC, 2015



**FIGURE 2.9: MEXICALLI POE EXPANSION PLANS**



Source: Gobierno del Estado de Baja California

A combined graphic of the POE improvements is shown below in **Figure 2.10**.

**FIGURE 2.10: COMBINED POE PLANS**



Source:

ICTC

## **SUMMARY**

This section describes existing traffic conditions prior to the shift of traffic from the downtown Calexico POE to the new POE to the west. It describes the existing street system, traffic volumes, queue length, and intersection level of service. This information will provide a baseline comparison for traffic conditions following circulation changes associated with the new POE.

### **3.0 TRAFFIC OPERATION SCENARIOS (1A AND 1B)**

This memorandum describes the traffic circulation alternatives developed to accommodate traffic during the initial traffic scenarios related to the phased opening of a new Port of Entry (POE) facility in downtown Calexico, California. The phased opening will require development of two temporary traffic circulation plans.

Scenario 1A - a temporary traffic during construction scenario to accommodate southbound traffic; to the new POE that would be in place, from approximately July 10, 2018 to September 1, 2018.

Scenario 1B - a temporary traffic during construction scenario; to accommodate both southbound and northbound traffic to the new POE, that would be in place from approximately September 1, 2018 into February, 2019.

This memorandum presents traffic circulation alternatives for these two scenarios.

### 3.1 SCENARIO 1A

This is a temporary traffic during construction scenario that will be in place from July 10, 2018 to approximately September 1, 2018. Cesar Chavez Boulevard will be under construction during this time, so POE traffic will be directed to use SR-111 to 2<sup>nd</sup> Street for southbound border access (see **Figure 3.1**). The estimated traffic volumes associated with this traffic shift are shown in **Figure 3.2**. Southbound volumes were adjusted to reflect variation in flow to the POE and to represent observed traffic demand.

The traffic circulation alternatives involve modifications to lane geometry and signal timings at SR-111/2<sup>nd</sup> Street and at Cesar Chavez Boulevard/2<sup>nd</sup> Street, and the road segment between these two intersections. For each alternative, a description of the lane geometry and permitted movements has been provided along with a summary of benefits and impacts and the results of a capacity analysis. The conceptual drawings for each alternative are shown in the appendix.

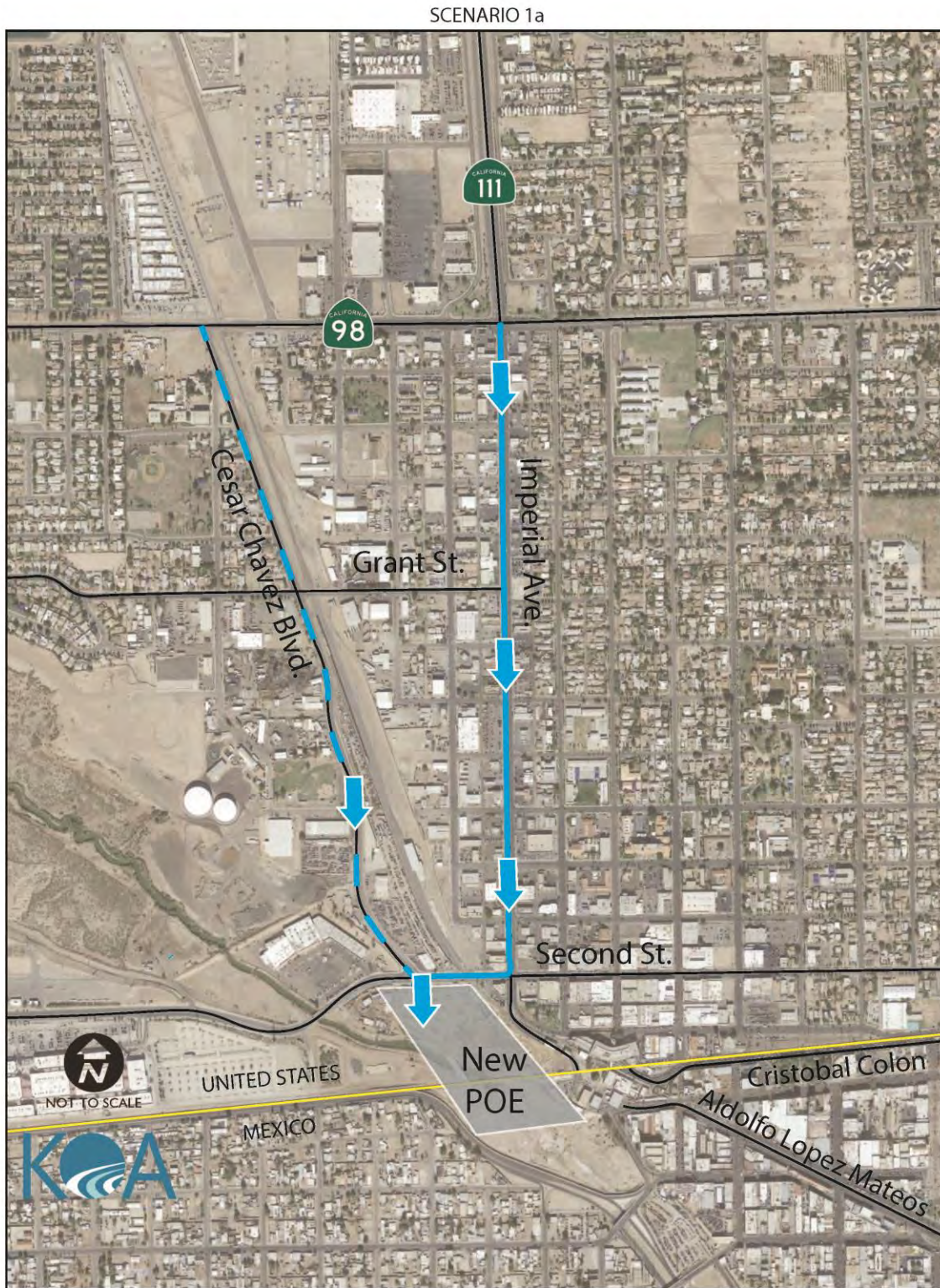
### 3.2 TRAFFIC CONTROL ALTERNATIVE 1: MAXIMIZE SOUTHBOUND VEHICLE THROUGHPUT

#### Alternative 1a

This alternative will provide alternatives that would seek to maximize the movement of southbound vehicles to the southbound inspection booths entering Mexico, but would impact other travel movements. Four westbound lanes would be provided on 2<sup>nd</sup> Street between SR-111 and Cesar Chavez Boulevard that would accommodate three left turn lanes into the three entrance lanes into the customs area, and a fourth lane which would provide for westbound through and right turn traffic at Cesar Chavez Boulevard. A fixed barrier protecting the left turn movement into the POE could be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, eliminating the need for city personnel to direct traffic. One eastbound lane would be provided between 2<sup>nd</sup> Street and Cesar Chavez Boulevard that would essentially serve construction related traffic coming out of the new POE. The remaining traffic movements would only allow turns between the north and west legs of the 2<sup>nd</sup> Street and Cesar Chavez intersection.

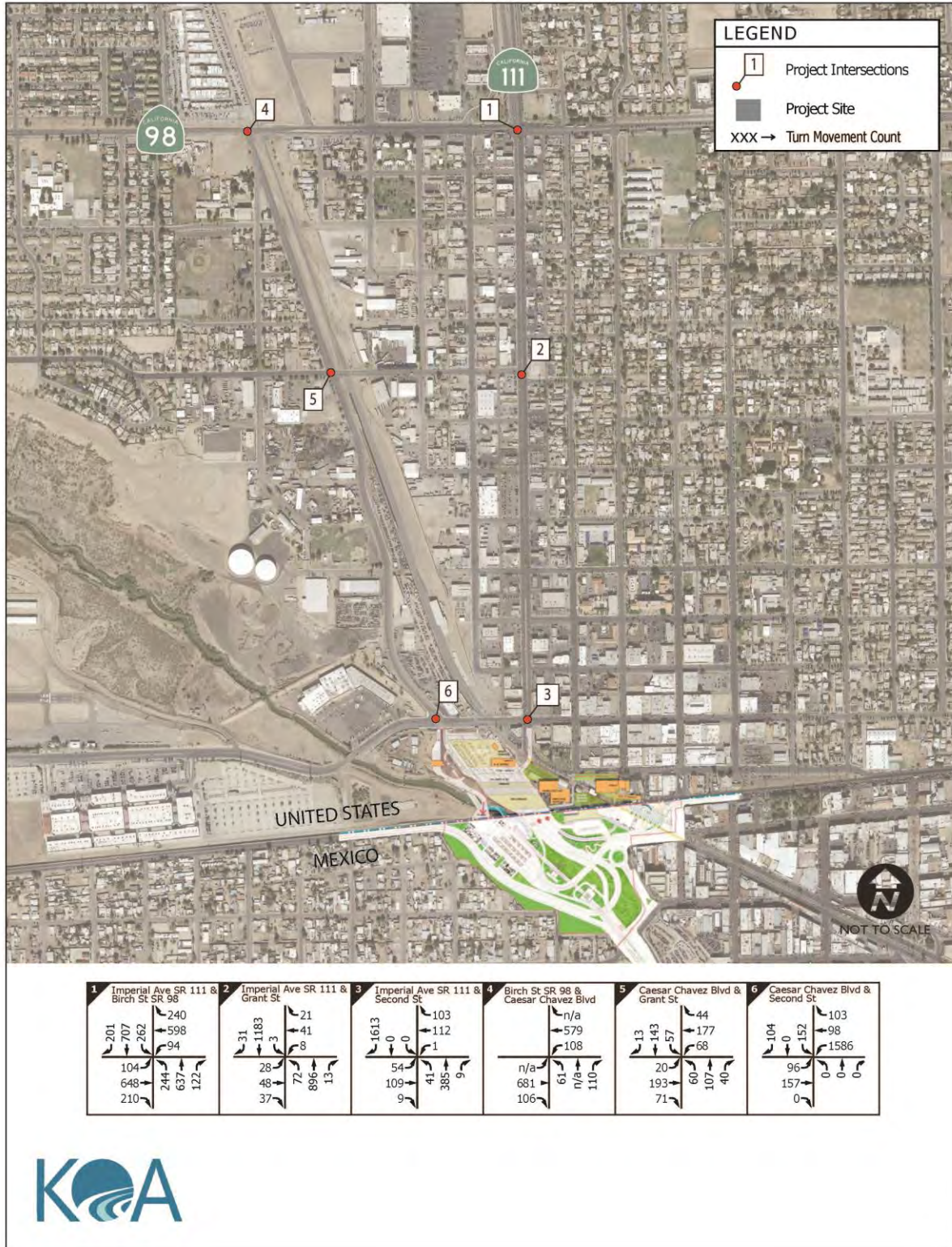
The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide triple right turn lanes to facilitate the movement to the POE. Southbound left turns would not be permitted. All eastbound traffic movements would be provided from one lane. The intersection level-of service is shown in **Table 3.1**.

FIGURE 3.1: CIRCULATION PATTERN WITH SOUTHBOUND TRAFFIC SHIFT



**FIGURE 3.2: 1A – TURNING MOVEMENT COUNTS**

1A - TURNING MOVEMENT COUNTS



Benefits

- Three lanes of vehicle capacity and queue storage on westbound 2nd Street
- Reduced need of Calexico City personnel to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Westbound access provided to outlet mall / airport

Impacts

- Limited traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- Eastbound traffic from outlet mall / airport must use Cesar Chavez Boulevard, which will be under construction but remain open
- No southbound left turn movement provided at SR-111 and 2<sup>nd</sup> Street.

**TABLE 3.1: TRAFFIC LEVEL OF SERVICE – 1a**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
1A-1a	Cesar Chavez & 2nd St	Total Delay	7.6	27.5			6.1	7.9							0.6	
		LOS	A	C			A	A								A
	Imperial & 2nd St	Total Delay	8.5		36.1		16	18.7		5.1	5.1					5.9
		LOS	A		D		B	B		A	A					A

**Alternative 1b**

This alternative differs from Alternative 1a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street. The alternative will provide a similar movement of southbound vehicles to the southbound inspection booths entering Mexico from three westbound left turn lanes. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so that traffic could be signal controlled or controlled by on-site personnel. One eastbound and westbound lane would be provided. Only a right turn is provided for southbound traffic on Cesar Chavez. The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide triple right turn lanes, with the center left turn lane providing for all three movements, to facilitate the movement to the POE. Southbound right turns would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.2**.

Benefits

- Three lanes of vehicle capacity and queue storage on westbound 2nd Street
- Westbound access provided to outlet mall / airport
- Eastbound access provided from the outlet mall/airport

Impacts

- Limited southbound traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- No southbound left turn movement provided at SR-111 and 2nd Street.
- Calexico City personnel may be needed to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street

**TABLE 3.2: TRAFFIC LEVEL OF SERVICE – 1b**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR		
1A-1b	Cesar Chavez & 2nd St	Total Delay	23.8	35.7	32.9		27.4	3.2								0.6	
		LOS	C	D	C		C	A									A
	Imperial & 2nd St	Total Delay	10.3		70.8		20	24.8			4.9	4.8					4.8
		LOS	B		E		B	C			A	A					A

**Alternative 1c**

This alternative differs from Alternative 1a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street **and** a southbound left turn on Cesar Chavez would be added. This alternative will provide a similar movement of southbound vehicles to the southbound inspection booths entering Mexico from three westbound left turn lanes and a third westbound lane which would provide for westbound through and right turn traffic at Cesar Chavez Boulevard. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so that traffic could be signal controlled or controlled by on-site personnel. One eastbound and westbound lane would be provided. Traffic patterns at 2<sup>nd</sup> Street and SR-111 would remain the same as in Alternative 1b. Southbound right and left turns would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.3**.

Benefits

- Three lanes of vehicle capacity and queue storage on westbound 2nd Street
- Westbound access provided to outlet mall / airport
- Eastbound access provided from the outlet mall/airport



Impacts

- No southbound left turn movement provided at SR-111 and 2nd Street
- Calexico City personnel may be needed to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street

**TABLE 3.3: TRAFFIC LEVEL OF SERVICE – 1c**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
1A-1c	Cesar Chavez & 2nd St	Total Delay	38.5	84.7	82.8		35.3	12.0						40.4	
		LOS	D	F	F		D	B						D	
	Imperial & 2nd St	Total Delay	14.3		119.8		29	38.4		5.1	5.0				4.8
		LOS	B		F		C	D		A	A				A

**Alternative 1d**

This alternative differs from Alternative 1a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street **and** one southbound through lane is provide to access the new POE during construction of Cesar Chavez. This alternative will provide a similar movement of southbound vehicles to the southbound inspection booths entering Mexico from three westbound left turn lanes and a third westbound lane which would provide for westbound through and right turn traffic at Cesar Chavez Boulevard. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so that traffic could be signal controlled or controlled by on-site personnel. One eastbound and westbound lane would be provided. Southbound right and left turns and through movement to the POE would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.4**.

Benefits

- Three lanes of vehicle capacity and queue storage on westbound 2nd Street
- Westbound access provided to outlet mall / airport
- Eastbound access provided from the outlet mall/airport
- Southbound access to new POE provided at Cesar Chavez

Impacts

- No southbound left turn movement provided at SR-111 and 2nd Street
- Calexico City personnel may be needed to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street

**TABLE 3.4: TRAFFIC LEVEL OF SERVICE – 1d**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
1A-1d	Cesar Chavez & 2nd St	Total Delay	52.8	84.8	92.8		49.7	21.9						57.1		
		LOS	D	F	F		D	C						C		
	Imperial & 2nd St	Total Delay	10.9		87.0		22.0	27.1		4.9	4.8					2.8
		LOS	B		F		C	C		A	A					A

**3.3 TRAFFIC CONTROL ALTERNATIVE 2: BALANCED EAST-WEST TRAFFIC**

**Alternative 2a**

This alternative provides two westbound left turn lanes on 2<sup>nd</sup> Street at Cesar Chavez Boulevard to provide access to the inspection booths entering Mexico. The two westbound left turn lanes would be accommodated by the three entrance lanes into the customs area. For this alternative, a fixed barrier protecting the left turn movement into the POE could be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, eliminating the need for city personnel to direct traffic. One eastbound lane would be provided between 2<sup>nd</sup> Street and Cesar Chavez Boulevard, that would essentially serve construction related traffic coming out of the new POE. The remaining traffic movements would only allow turns between the north and west legs of the 2<sup>nd</sup> Street and Cesar Chavez intersection. The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide two right turn lanes to facilitate the movement to the POE. Southbound right turns would be permitted. The intersection level-of service is shown in **Table 3.5**.

Benefits

- Two lanes of vehicle capacity and queue storage on westbound 2nd Street
- Reduced need of Calexico City personnel to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Westbound access provided to outlet mall / airport
- Left turn provided for southbound SR-111 to 2<sup>nd</sup> Street

- Less change required moving into Scenario 2

Impacts

- Limited traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- Eastbound traffic from outlet mall / airport must use Cesar Chavez Boulevard, which will be under construction but remain open
- Less capacity and storage provided as compared to Traffic Control Alternative 1

**TABLE 3.5: TRAFFIC LEVEL OF SERVICE – 2a**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR		
				1A-2a	Cesar Chavez & 2nd St	Total Delay	7.1	60.9			1.8	1.9					
LOS	A	E					A	A									A
Imperial & 2nd St	Total Delay	27.4			117.4		40	48.1		19.9	4.9		4.3	22.4	22.2		
	LOS	C			F		D	D		B	A		A	C	C		

**Alternative 2b**

This alternative differs from Alternative 2a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street. This alternative provides two westbound left turn lanes on 2<sup>nd</sup> Street at Cesar Chavez Boulevard to provide access to the inspection booths entering Mexico, and one westbound through and right turn lane. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so all eastbound traffic movements will be permitted through the intersection. Only a right turn is provided for southbound traffic on Cesar Chavez at 2<sup>nd</sup> Street. The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide two southbound right turn lanes to facilitate the movement to the POE. Southbound right turns would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.6**.

Benefits

- Two lanes of vehicle capacity and queue storage on westbound 2nd Street
- Westbound access provided to outlet mall / airport
- Left turn provided for southbound SR-111 to 2<sup>nd</sup> Street
- Less change required moving into Scenario 2.
- Eastbound access provided from the outlet mall/airport

Impacts

- Limited traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- Calexico City personnel may be needed to assist traffic at 2<sup>nd</sup> Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street than with Alternative 2a

**TABLE 3.6: TRAFFIC LEVEL OF SERVICE – 2b**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
1A-2b	Cesar Chavez & 2nd St	Total Delay	20.8	9.0	57.3		20.2	30.5								0.7
		LOS	C	A	E		C	A								
	Imperial & 2nd St	Total Delay	26.2	178.4	94.3		42.0	66.9			8.7	3.6		3.4	19.0	18.9
		LOS	C	F	F		D	E			A	A		A	B	B

**Alternative 2c**

This alternative differs from Alternative 2a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street **and** a southbound left turn on Cesar Chavez would be permitted as well as the southbound right turn. This alternative provides two westbound left turn lanes on 2<sup>nd</sup> Street to provide access to the inspection booths entering Mexico and one westbound through and right turn lane. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so all eastbound traffic movements will be permitted through the intersection. The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide two southbound right turn lanes to facilitate the movement to the POE. Southbound right and left turns would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.7**.

Benefits

- Two lanes of vehicle capacity and queue storage on westbound 2<sup>nd</sup> Street
- Westbound access provided to outlet mall / airport
- Left turn provided for southbound SR-111 to 2<sup>nd</sup> Street
- Left turn lane provided for southbound CCB to 2<sup>nd</sup> Street
- Less change required moving into Scenario 2.
- Eastbound access provided from the outlet mall/airport

Impacts

- Limited traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- Calexico City personnel may be needed to assist traffic at 2<sup>nd</sup> Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street than with Alternative 2a or 2b

**TABLE 3.7: TRAFFIC LEVEL OF SERVICE – 2c**

SCENARIO S	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	
				1A-2c	Cesar Chavez & 2nd St	Total Delay	45.9	84.8	73.6		44.4	3.7				
LOS	D	F	E				D	A								
Imperial & 2nd St	Total Delay	65.0	173.6		87.2		54.0	78.6		168.2	91.7				52.0	52.0
	LOS	E	F		F		D	E		F	F			D	D	

**Alternative 2d**

This alternative differs from Alternative 2a in that both eastbound and westbound lanes would be provided through the Cesar Chavez Boulevard intersection at 2<sup>nd</sup> Street **and** one southbound through lane is provide to access the new POE during construction of Cesar Chavez. This alternative provides two westbound left turn lanes on 2<sup>nd</sup> Street to provide access to the inspection booths entering Mexico and one westbound through and right turn lane. No fixed barrier would be provided at 2<sup>nd</sup> Street and Cesar Chavez Boulevard, so all eastbound traffic movements will be permitted through the intersection. The intersection of SR-111 and 2<sup>nd</sup> Street would be modified to provide two southbound right turn lanes to facilitate the movement to the POE. Southbound right and left turns and through movement to the POE would be permitted at Cesar Chavez. The intersection level-of service is shown in **Table 3.8**.

Benefits

- Two lanes of vehicle capacity and queue storage on westbound 2<sup>nd</sup> Street
- Westbound access provided to outlet mall / airport
- Left turn provided for southbound SR-111 to 2<sup>nd</sup> Street
- Southbound access to new POE provided at Cesar Chavez
- Less change required moving into Scenario 2.
- Eastbound access provided from the outlet mall/airport

### Impacts

- Limited traffic movement at 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- Calexico City personnel needed to assist traffic at 2nd Street and Cesar Chavez Boulevard
- Less capacity at CCB/2<sup>nd</sup> Street than with Alternative 2a, 2b or 2c

**TABLE 3.8: TRAFFIC LEVEL OF SERVICE**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
1A-2d	Cesar Chavez & 2nd St	Total Delay	93.8	84.8	73.6		107.9	16.8						83.6	
		LOS	F	F	E		F	B						F	
	Imperial & 2nd St	Total Delay	25.2	40.3	30.8		23.0	31.2		47.5	38.7			19.9	19.9
		LOS	C	D	C		C	C		D	D			B	B


### SELECTED ALTERNATIVE

The eight alternatives were reviewed by the Technical Stakeholder Committee. Following review of eight alternatives, the committee reached a consensus on Alternative 2c. The alternatives considered and primary considerations are compared in **Table 3.9**. A primary reason for selecting Alternative 2 was that benefit that Alternative 2 would minimize the change needed when the northbound traffic moved to the new POE. The level of access provided by sub-alternatives d, c, b, was then discussed. The consensus was to not allow access from Cesar Chavez Boulevard directly into the POE while it was under construction. Methods to block the southbound access was discussed including paint delineation, use of a porkchop median and use of personnel.

**TABLE 3.9: ALTERNATIVE COMPARISON AND SELECTION**

Scenario 1A	SB Access to POE	Access to Outlet Mall	Access to Downtown	Impacts to CC Construction	Consistency between 1A and 1B
Alternative 1 - Maximize Southbound Vehicle Throughput					
a. Restrict SB CC and EB	Very	Poor	Very Poor	Good	Poor

2nd	Good				
b. Restrict SB CC to RT	Fair	Fair	Poor	Fair	Poor
c. Restrict SB CC to RT/LT	Fair	Fair	Fair	Fair	Poor
d. SB CC all movements	Fair	Fair	Fair	Poor	Poor
Alternative 2 - Balanced East-West flow on 2nd St.					
a. Restrict SB CC and EB 2nd	Good	Poor	Very Poor	Good	Good
b. Restrict SB CC to RT	Fair	Fair	Poor	Fair	Good
c. Restrict SB CC to RT/LT	Fair	Fair	Good	Fair	Good
d. SB CC all movements	Poor	Fair	Fair	Poor	Good

 Selected Alternative

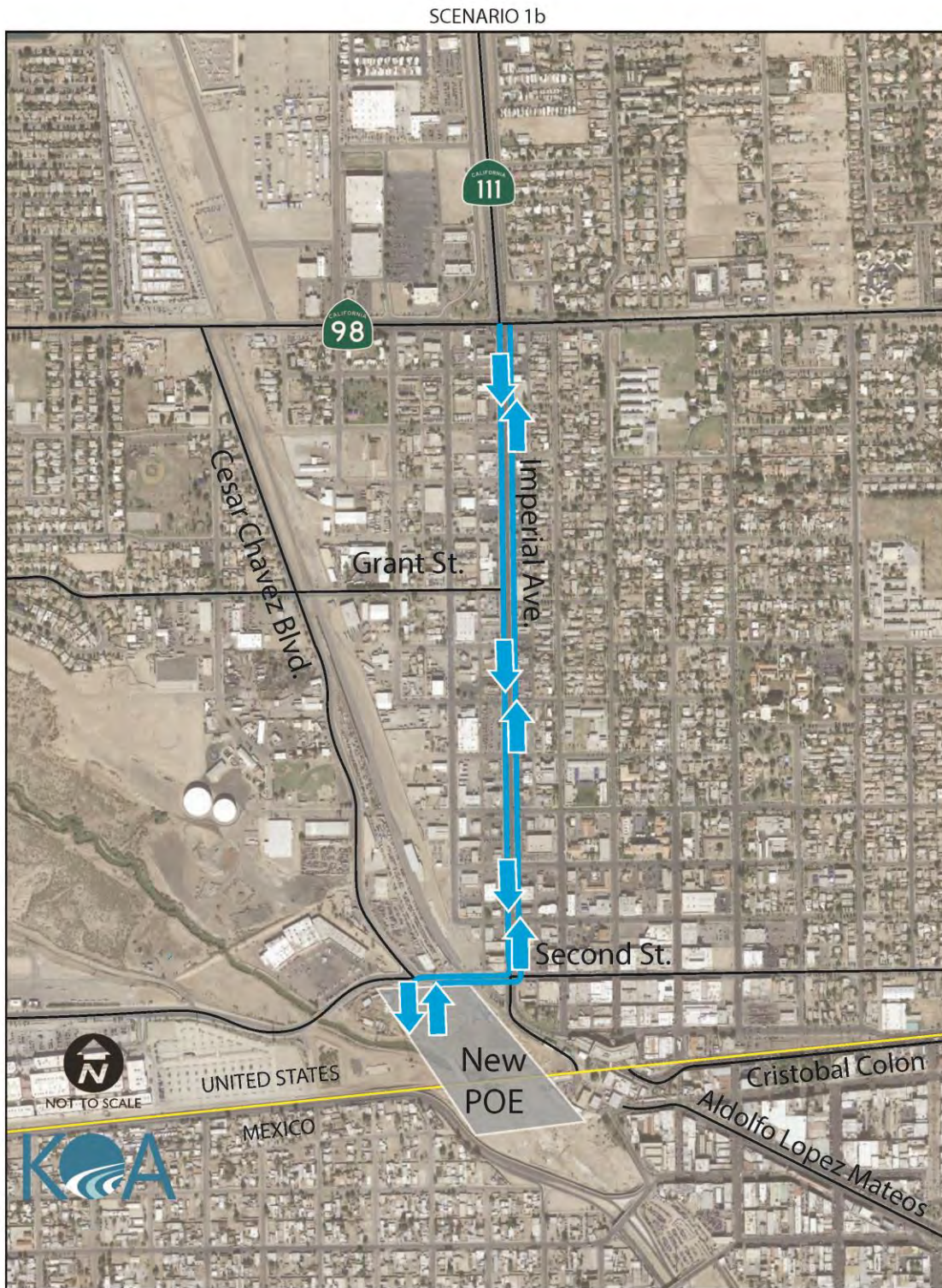
### 3.4: SCENARIO 1B

This is a temporary traffic during construction scenario that would be in place from approximately September 1, 2018 into February, 2019. . Cesar Chavez Boulevard will be under construction during this time, so POE traffic will be directed to use SR-111 to 2<sup>nd</sup> Street for northbound and southbound border access (see **Figure 3.3**).

The traffic circulation alternatives involve modifications to lane geometry and signal timings at SR-111/2<sup>nd</sup> Street and at Cesar Chavez Boulevard/2<sup>nd</sup> Street, and the road segment between these two intersections. The traffic control alternative is a modified Alternative 2c that was also selected for construction Scenario 1A, as essentially the same lane geometry can be used for both Scenario 1A and 1B. For the analysis of Scenario 1B, the northbound POE traffic has been added. The estimated traffic volumes associated with these alternatives are shown in **Figure 3.4**. The traffic level-of-service has been calculated.

The traffic circulation alternatives involve modifications to lane geometry and signal timings at SR-111/2<sup>nd</sup> Street and at Cesar Chavez Boulevard/2<sup>nd</sup> Street, and the road segment between these two intersections. For each alternative, a description of the lane geometry and permitted movements has been provided along with a summary of benefits and impacts and the results of a capacity analysis. The conceptual drawings for each alternative are shown in the appendix.

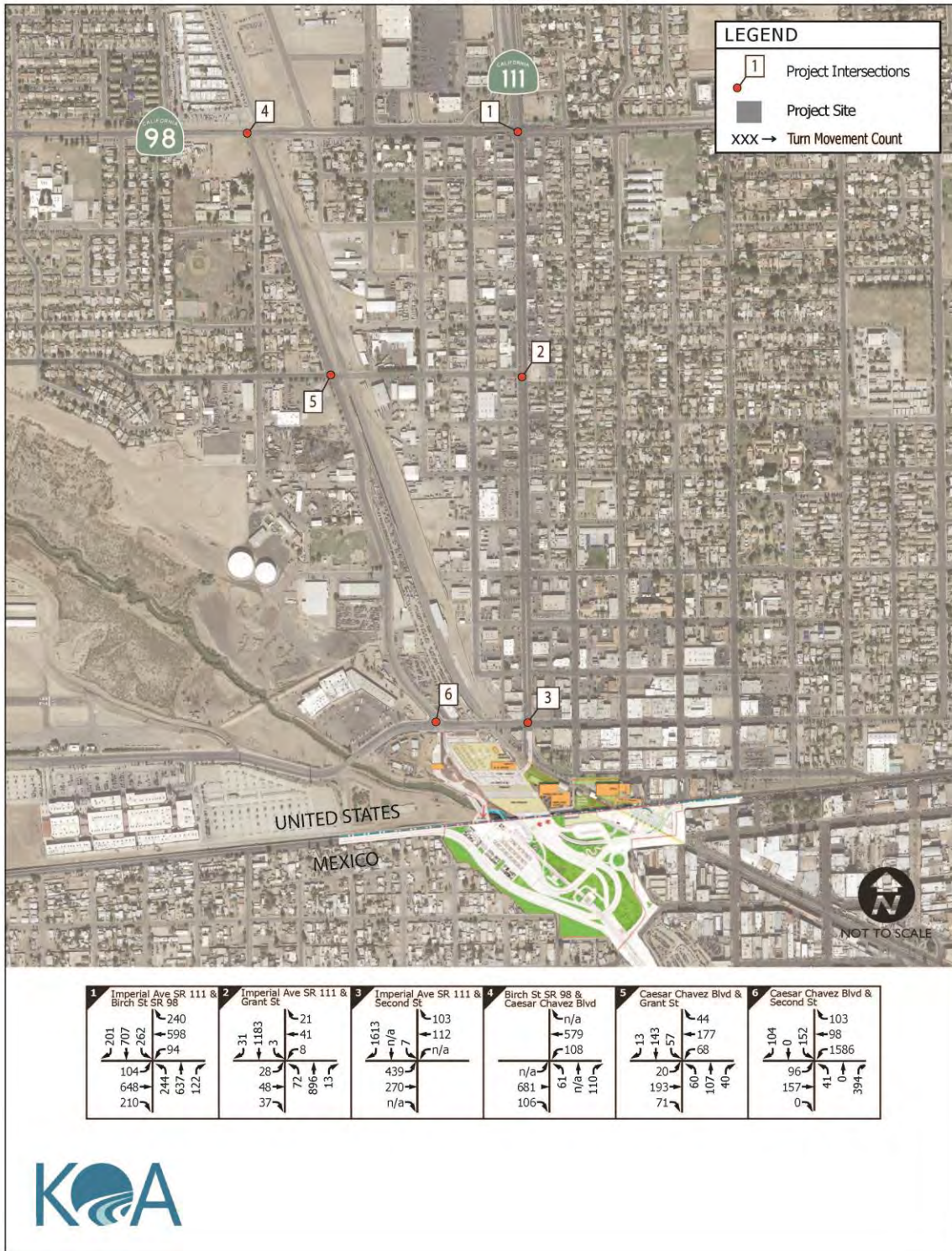
FIGURE 3.3: CIRCULATION PATTERN WITH SOUTHBOUND/NORTHBOUND TRAFFIC SHIFT





**FIGURE 3.4: ESTIMATED SCENARIO 1B TRAFFIC VOLUMES**

1B - TURNING MOVEMENT COUNTS



### Traffic Control Alternative 2c

The conceptual layout for Traffic Control Alternative 2c is shown below. The level of service results shown below reflects those geometrics. The intersection level-of service is shown in **Table 3.9**.

**TABLE 3.9: TRAFFIC LEVEL OF SERVICE – 2c**

SCENARIOS	LANE GROUPS		Intersection LOS	EBL	EBT/R		WBL	WBT/R	WBT/R	NBL	NBT	NBR	SBL	SBT	SBR	
1B-2C	Cesar Chavez & 2nd St	Total Delay	32.9	78.4	68.3		35.1	4.6		52.3		2.3	63.1		12.6	
		LOS	C	E	E		D	A		D		A	E		B	
		Queue		155	117		595	27		76		35	225		59	
	Imperial & 2nd St	Total Delay	25.2	23.1	17.8				51.3					54.3		70.7
		LOS	C	C	B				D					D		E
			Queue		263	219				264				17		571

### 3.4 SUMMARY

This report section describes the information used to develop traffic circulation plans for initial traffic scenarios related to the phased opening of a new Port of Entry (POE) facility in downtown Calexico, California. Two circulation plans and traffic control plans were developed for:

Scenario 1A - to accommodate southbound traffic to the new POE that would be in place from approximately July 10, 2018 to September 1, 2018.

Scenario 1B - to accommodate both southbound and northbound traffic to the new POE that would be in place from approximately September 1, 2018 into February, 2019.

The intersection capacity results are summarized in **Table 3.10**. The high volume of traffic and length of queues between the POE and nearby intersections results in varying results. For Scenario 1B, the traffic impacts of both northbound and southbound travel impacts the SR-111 and 2<sup>nd</sup> Street intersection which in turn impacts the 2<sup>nd</sup> Street and Cesar Chavez intersection. The delays and queue at Cesar Chavez will depend on how well the SR-111 and 2<sup>nd</sup> Street intersections operate.

**TABLE 3.10 SCENARIO 1A AND 1B LEVEL OF SERVICE SUMMARY**

No.	Intersection	Traffic Control	PM Peak Period		
			Avg Delay (secs.)	LOS	Southbound Queue (ft.)
<b>Scenario 1A</b>					
3	SR-111 and 2nd Street	Signal	31.6	C	#766
6	Cesar Chavez and 2nd Street	Personnel	45.8	D	#1265
<b>Scenario 1B</b>					
3	SR-111 and 2nd Street	Signal	57.2	E	#571
6	Cesar Chavez and 2nd Street	Personnel	32.9	C	m597

# - intersection queue may be longer than calculated

m - intersection queue impacted by flow at adjacent intersection

## 4.0 TRAFFIC OPERATION SCENARIO 2

This memorandum describes the traffic circulation alternatives developed to accommodate traffic following the opening of a new Port of Entry (POE) facility in downtown Calexico, California. This memorandum describes the estimated traffic impacts for the widening of Cesar Chavez Boulevard based upon the previously completed design plans.

Scenario 2 describes the final scenario accommodating both northbound and southbound traffic to the new POE with the completion of Cesar Chavez Boulevard widening project. When constructed, Cesar Chavez Boulevard will have three southbound and two northbound lanes between Grant Avenue and 2<sup>nd</sup> Street. The roadway will have two lanes in each direction between Grant Avenue and SR-98. The intersections of Cesar Chavez at 2<sup>nd</sup> Street and Grant Avenue will be signalized. The completion of this project is anticipated for March, 2019.

The purpose of this analysis is to evaluate the potential traffic flow associated with the completion of Scenario 2 in order to identify projects and traffic management strategies that may be needed to support efficient traffic flow. Two traffic flow options are evaluated:

- 1) Provide signal timings and traffic control to encourage a balance of traffic flow along a network of routes to access the new POE; and
- 2) Provide signal timings, lane geometric changes and traffic control to guide southbound POE traffic from SR-111 to SR-98 to Cesar Chavez Boulevard to access the new POE.

### 4.1 TRAFFIC COUNT VOLUMES

Daily traffic counts were updated to reflect traffic flows following the opening of the new POE. The traffic counts were taken in November, 2018 at the same locations conducted in April, 2018 prior to the POE opening. At the time of November, 2018 counts, Cesar Chavez Boulevard was under construction, and the route was used by a limited amount of traffic. The November, 2018 traffic counts show POE-bound traffic primarily using SR-111 to 2<sup>nd</sup> Street for southbound border access.

#### **Daily Traffic Counts**

Average daily traffic volumes were obtained through machine data collection. Two locations were counted:

- SR-111 north of SR-98
- SR-111 south of 2<sup>nd</sup> Street

### **Peak Hour Count Volumes**

The intersection turning movement counts were conducted during the weekday evening peak from 4:00 PM to 7:00 PM on Wednesday November 7, 2018 for the following intersections:

#### **Intersections**

7. SR 111 at SR 98
8. SR 111 at Grant Street
9. SR 111 at 2nd Street
10. Cesar Chavez at SR 98
11. Cesar Chávez at Grant Street
12. Cesar Chavez at 2nd Street

The evening peak hour intersection count worksheets are shown in **Appendix A**.

## 4.2 TRAFFIC ANALYSIS

There will be two options for POE traffic access when Cesar Chavez Boulevard construction is complete. One alternative is to allow traffic to access the POE from Cesar Chavez Boulevard and from SR-111 – 2<sup>nd</sup> Street. A second alternative is to channel all southbound POE traffic to Cesar Chavez Boulevard and restrict entrance from other directions. Each of these alternatives is described below.

### **Alternative 2A – Balanced Traffic Flow to POE**

This traffic analysis reflects the use of the street network to access the new POE. The analysis reflects the proposed roadway geometrics for the widening of Cesar Chavez Boulevard. Following the design plans, the primary access route is Cesar Chavez Boulevard; with secondary access routes available include SR-111, 2<sup>nd</sup> Street and Grant Street.

The roadway network vehicle capacity will affect travel times and should lead to the traffic flow finding a balance that equalizes travel times between the two routes. Southbound SR-111 traffic utilizing Cesar Chavez Boulevard will make a right turn at SR-98 and a left turn at Cesar Chavez Boulevard. Three lanes will be available from Cesar Chavez Boulevard to enter into the POE.

SR-111 traffic utilizing Cesar Chavez Boulevard will continue through the intersection of SR-98. Traffic will then turn right at 2<sup>nd</sup> Street and left into the POE at the intersection of Cesar Chavez Boulevard. A single right turn will be provided at 2<sup>nd</sup> Street and a single left turn provided at Cesar Chavez.

The volumes that will use each route to access the POE have been estimated based on the available capacity for the turn movements described above. The results in a traffic distribution where between 60 to 65% of POE traffic would use Cesar Chavez and between 35 to 40% traffic would use SR-111/2<sup>nd</sup> Street. The traffic forecasts at each of the six study area intersections are shown in **Figure 4.1**.

The Synchro traffic model of the area was used to analyze the traffic operation of this alternative. **Table 4.1** summarizes the level of service analysis results for the study area intersections using the intersection evaluation methodology described in the 2010 Highway Capacity Manual. The capacity analysis shows that with Alternative 2A, no geometric changes would be needed at any of the study area intersections, or to the lane geometry as planned for Cesar Chavez Boulevard. The lane geometry from the design of the Cesar Chavez and 2<sup>nd</sup> Street intersection was shown to accommodate traffic volumes from this alternative. The intersection level of service worksheets are provided in **Appendix B**.

**FIGURE 4.1: ALTERNATIVE 2A TRAFFIC FORECAST**

2A - TURNING MOVEMENT COUNTS



1	2	3	4	5	6																																																																																
Imperial Ave SR 111 & Birch St SR 98	Imperial Ave SR 111 & Grant St	Imperial Ave SR 111 & Second St	Birch St SR 98 & Caesar Chavez Blvd	Caesar Chavez Blvd & Grant St	Caesar Chavez Blvd & Second St																																																																																
<table border="1"> <tr><td>579</td><td>187</td></tr> <tr><td>411</td><td>689</td></tr> <tr><td>245</td><td>100</td></tr> <tr><td>341</td><td></td></tr> <tr><td>620</td><td>235</td></tr> <tr><td>110</td><td>345</td></tr> <tr><td></td><td>118</td></tr> </table>	579	187	411	689	245	100	341		620	235	110	345		118	<table border="1"> <tr><td>101</td><td>6</td></tr> <tr><td>602</td><td>23</td></tr> <tr><td>3</td><td>61</td></tr> <tr><td>116</td><td></td></tr> <tr><td>58</td><td>107</td></tr> <tr><td>7</td><td>572</td></tr> <tr><td></td><td>13</td></tr> </table>	101	6	602	23	3	61	116		58	107	7	572		13	<table border="1"> <tr><td>511</td><td>49</td></tr> <tr><td>3</td><td>81</td></tr> <tr><td>6</td><td>4</td></tr> <tr><td>179</td><td>0</td></tr> <tr><td>167</td><td>5</td></tr> <tr><td>0</td><td>2</td></tr> </table>	511	49	3	81	6	4	179	0	167	5	0	2	<table border="1"> <tr><td>n/a</td><td>n/a</td></tr> <tr><td>651</td><td>508</td></tr> <tr><td>117</td><td>539</td></tr> <tr><td></td><td>142</td></tr> <tr><td></td><td>n/a</td></tr> <tr><td></td><td>332</td></tr> </table>	n/a	n/a	651	508	117	539		142		n/a		332	<table border="1"> <tr><td>19</td><td>19</td></tr> <tr><td>735</td><td>735</td></tr> <tr><td>8</td><td>8</td></tr> <tr><td>11</td><td></td></tr> <tr><td>181</td><td>46</td></tr> <tr><td>37</td><td>435</td></tr> <tr><td></td><td>114</td></tr> </table>	19	19	735	735	8	8	11		181	46	37	435		114	<table border="1"> <tr><td>262</td><td>13</td></tr> <tr><td>850</td><td>31</td></tr> <tr><td>10</td><td>543</td></tr> <tr><td>181</td><td></td></tr> <tr><td>141</td><td>55</td></tr> <tr><td>4</td><td>387</td></tr> <tr><td></td><td>200</td></tr> </table>	262	13	850	31	10	543	181		141	55	4	387		200
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**TABLE 4.1: SCENARIO 2A – BALANCED POE TRAFFIC FLOW LEVEL-OF-SERVICE**

No.	Intersection	Traffic Control	PM Peak Period		
			Ave. Delay (secs.)	LOS	POE-bound Queue (ft.)
1	SR-111 and SR-98	Signal	50.3	D	222
2	SR-111 and Grant	Signal	35.5	D	424
3	SR-111 and 2nd Street	Signal	29.0	C	124
4	Cesar Chavez and SR-98	Signal	33.7	C	327
5	Cesar Chavez and Grant	Signal	18.5	B	141
6	Cesar Chavez and 2nd Street	Signal	46.2	D	347

### Findings

This approach allows traffic to use a number of routes to and from the new POE. By spreading out the travel, the level of service is level-of-service D or better. The traffic flow that would use each route to access the new POE is governed by the intersection of Cesar Chavez and 2<sup>nd</sup> Street, and in particular the capacity of the westbound 2<sup>nd</sup> Street turn bay. With the final design plan, this left turn bay will change from two-lanes to one lane, with a shorter storage length. If more than 35-40% of POE-bound traffic uses this route, traffic will back up on 2<sup>nd</sup> Street. In this case, traffic should shift to Cesar Chavez Boulevard which will provide more vehicle capacity and less travel delay.

- SR-111 and SR-98 – a large portion of POE traffic travels through this intersection. With a balanced flow, the intersection of SR-111 and SR-98 is shown to work satisfactory. While a number of lane configurations were studied, the existing lane configuration provided the best level-of-service.
- SR 111 and Grant - Traffic operational delay is shown to be satisfactory. The Synchro model results show a queue developing at Grant Street but can move through the intersection in one cycle.
- SR-111 and 2<sup>nd</sup> Street – this intersection becomes less congested.



- SR-98 and Cesar Chavez Boulevard – the overall intersection operation is satisfactory. The westbound left turn lane queue length is long, and could result in a back- up of traffic from the turn bay into a through lane during peak times.
- Cesar Chavez Boulevard and Grant – this intersection is uncongested.
- Cesar Chavez Boulevard and 2<sup>nd</sup> Street – all of the POE traffic moves through this intersection. With balanced flow, the intersection operates at LOS D.

**Alternative 2B - POE Traffic to Cesar Chavez Boulevard**

This traffic analysis reflects the full shift of southbound traffic access to the new POE to Cesar Chavez Boulevard. This alternative assumed required signage will be provided to inform motorists that access to the new POE is only provided from Cesar Chavez Boulevard during the peak travel period. Additionally, other access would be prohibited by restricting westbound left turns from Grant Street to Cesar Chavez and westbound left turns from Second Street. **Table 4.2** summarizes the level of service analysis results for the study area intersections. The anticipated volumes associated with this traffic scenario and the intersection level of service worksheets are provided in **Appendix C**.

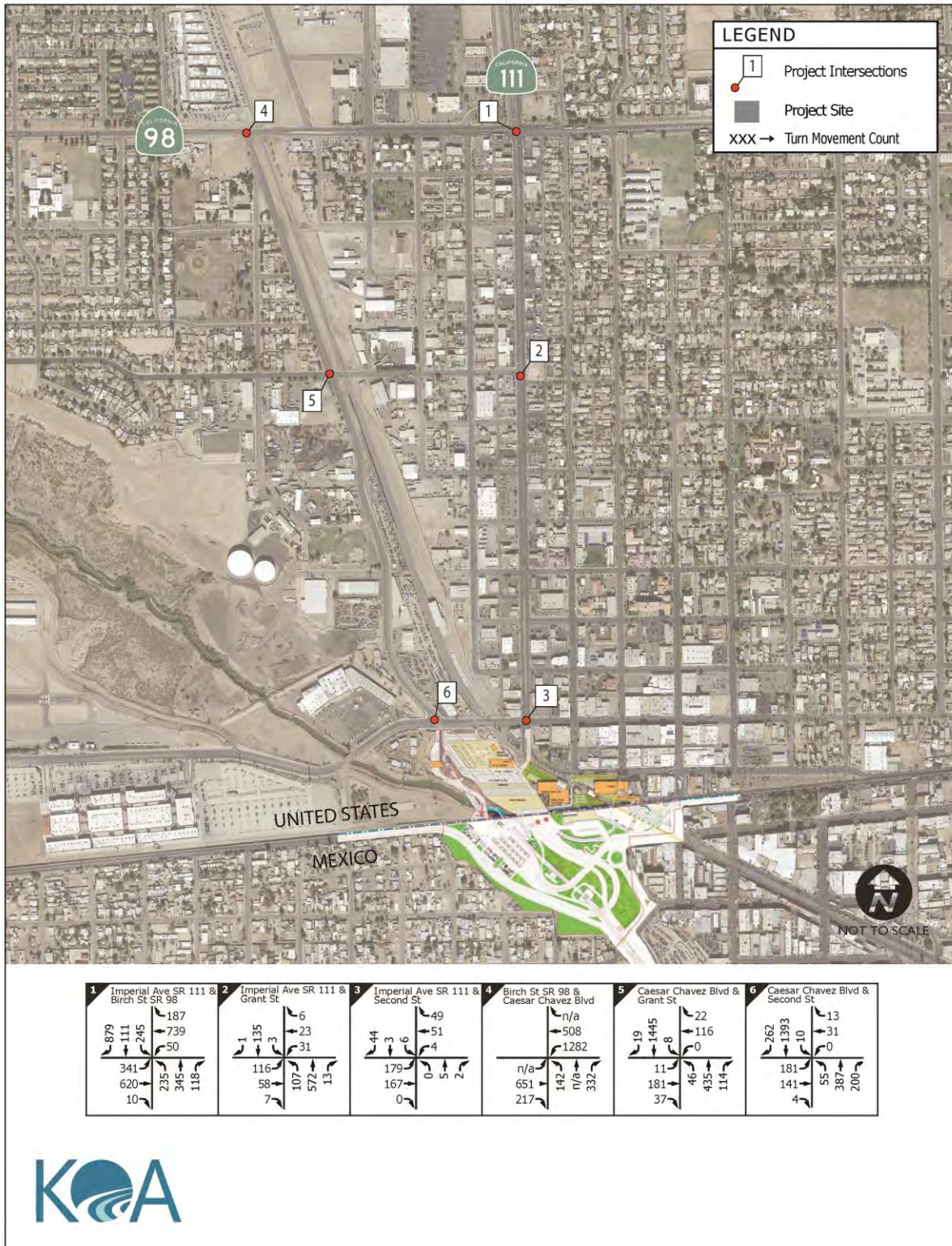
**TABLE 4.2: SCENARIO 2B – POE TRAFFIC TO CESAR CHAVEZ LEVEL-OF-SERVICE**

No.	Intersection	Traffic Control	PM Peak Period		
			Avg Delay (secs.)	LOS	POE-bound Queue (ft.)
1	SR-111 and SR-98 Modified	Signal	49.6	D	589
2	SR-111 and Grant	Signal	21.5	C	51
3	SR-111 and 2nd Street	Signal	34.9	C	6
4	Cesar Chavez and SR-98	Signal	38.5	D	737
5	Cesar Chavez and Grant	Signal	15.1	B	201
6	Cesar Chavez and 2nd Street	Signal	10.1	B	191

The intersection operations analysis shows longer queue lengths for the southbound right turn on SR-111 at SR-98 and the westbound left turn on SR-98 at Cesar Chavez Boulevard. Traffic operation on SR-111 would be improved. With the elimination of left turns from 2<sup>nd</sup> Street into the POE, traffic operations at the intersection of Cesar Chavez would be simplified and would result in less delay as compared to Alternative 2A.

**FIGURE 4.2: ALTERNATIVE 2B TRAFFIC FORECAST**

2B - TURNING MOVEMENT COUNTS



## Findings

This alternative presents the traffic impact of one route to the new POE, although in for this analysis, the small number of right-turns into the POE from 2<sup>nd</sup> Street were permitted. Two constraints impact traffic flow - the southbound right turn volumes at SR-111 and SR-98, and the left turn volumes at SR-98 and Cesar Chavez. This alternative reduces traffic on SR-111, but creates two longer traffic queues at those locations.

- SR-111 and SR-98 – this alternative results in a higher right turn volume that needs a second right turn lane to accommodate the volume. With this change, the estimated vehicle queue length is estimated to be 589 feet.
- SR 111 and Grant – with reduced traffic on SR-111, the level of service and queue lengths are reduced.
- SR-111 and 2<sup>nd</sup> Street – with reduced traffic on SR-111, the level of service and queue lengths are reduced.
- SR-98 and Cesar Chavez Boulevard – the intersection operation is satisfactory. However, the westbound left turn lane queue length is estimated at nearly 740 feet.
- Cesar Chavez Boulevard and Grant – with westbound left turns prohibited, this intersection is uncongested.
- Cesar Chavez Boulevard and 2<sup>nd</sup> Street – with westbound left turns prohibited, this intersection is uncongested.

## 5.0 DEVELOPMENT OF TRAFFIC MANAGEMENT STRATEGIES

The purpose of this task is to present the traffic management strategy for the access to the new West Calexico Port of Entry (POE) with the completion of the Cesar Chavez Boulevard widening. Traffic management strategies and operational approaches are identified that will improve traffic flows on roadways within the project area, address projected future traffic growth, make better use of existing capacity, and improve traffic throughput. Needed revisions to lane markings and signage are indicated.

### 5.1 INTELLIGENT TRANSPORTATION SYSTEM (ITS) TECHNOLOGIES

ITS strategies are being investigated by Caltrans to provide information to motorists regarding travel speed and travel time on highways accessing both the East and West Calexico Port of Entries. The types of ITS technologies planned for implementation in the border area include:

- Radio Frequency Identification (RFID) technologies – this involves the use of electromagnetic fields to identify and track tags attached to objects. RFID has been used primarily with commercial vehicles.
- Wi-Fi technologies – readers are installed along the roadway that read a vehicles Wi-Fi signal at a specific point. Algorithms are developed that take these readings to compute travel times and travel speeds.
- Coordinated signals – signal timings can be used to manage and direct the movement of vehicles. Real-time traveler information can be used not only for traveler information, but also to adjust signal timing to move vehicles based upon real-time conditions.
- Changeable message signs (permanent & movable) – these signs display travel time information collected from RFID and Wi-Fi readers.

### 5.2 EXISTING/ PLANNED INTELLIGENT TRANSPORTATION SYSTEMS

Caltrans is currently designing ITS infrastructure that would be placed within and along-side highways. This ITS system will provide real-time traveler information to motorists traveling on SR-111, SR-98 and SR-7 leading to the East Calexico POE and the new West Calexico POE. The planned ITS infrastructure includes using Wi-Fi, RFID and changeable message signs to collect and provide traveler information. Initial locations for Wi-Fi and RFID readers and changeable message signs have been identified, but may be modified to reflect travel patterns as the project is completed.

**The initial Vehicle time detection locations include:**

- SR-111 and Heber Road
- SR-111 and Jasper Road
- SR-111 and Cole Road
- SR-111 / SR-98
- 2<sup>nd</sup> Street and Cesar Chavez Boulevard
- SR-98 and Cesar Chavez Boulevard
- SR-98 and Cole Road
- SR-7 / SR-98
- SR-7 and Maggio Road
- SR-7 and Heber Road

**The location of the portable changeable message signs are being defined but may include:**

- SR-98 west of Dogwood Road
- SR-98 west of SR-7
- SR-98 east of SR-7
- Locations on I-8

### **5.3 TRAFFIC CONTROL PLAN**

Based upon the forecast of traffic flow and traffic operation for the opening of Cesar Chavez Boulevard, the two traffic control plan alternatives have been developed. The traffic control plans are based upon the traffic forecasts and operations analysis described in Section 6. The potential to reduce staff traffic control has also been reviewed including the need and role of law enforcement strategies. While specific traffic management strategies are identified, the following recommendations provide a framework for the City of Calexico and Caltrans to manage border travel to the expanded Calexico West POE. The City and Caltrans may implement additional changes once Cesar Chavez widening is completed and observed traffic conditions are identified.

#### **Alternative 2A – Balanced Traffic Flow to POE**

Alternative 2a reflects the use of the street network to access the new POE using a number of routes. The analysis reflects the proposed roadway geometrics for the widening of Cesar Chavez Boulevard. The needed traffic control is shown with the primary access route of Cesar Chavez Boulevard, but also with secondary access routes available include SR-111, 2<sup>nd</sup> Street and Grant Street. The traffic control plan for Alternative 2A is shown in Figure 5.1.

### POE Access Routes

Southbound POE access routes include SR-111, SR-98 and Cesar Chavez Boulevard. The access routes also include continuing on SR-111 to 2<sup>nd</sup> Street. Grant Street also provides a connection between SR-111 and Cesar Chavez Boulevard.

### Signal Timing

Signal timing will be used to provide capacity to utilize all of the routes identified above. The intersection of 2<sup>nd</sup> Street and Cesar Chavez will be used to control the POE access capacity provided to Cesar Chavez Boulevard and also to the eastbound left turn movement at 2<sup>nd</sup> Street and Cesar Chavez Boulevard.

### Manual Staff Traffic Control

Manual staff control is anticipated at the intersection of Cesar Chavez and 2<sup>nd</sup> Street. The manual staff control should maintain the primary access from Cesar Chavez and secondary access from 2<sup>nd</sup> Street.

### ITS Reader and Message Signs

The ITS infrastructure should be placed as previously indicated.

### 2<sup>nd</sup> Street

2<sup>nd</sup> Street will be converted back to the original lane configurations prior to changes associated with the temporary Scenario 1A and 1B. This change will provide a consistent connection with the new design of Cesar Chavez Boulevard at 2<sup>nd</sup> Street. The general lane striping for the final configuration of 2<sup>nd</sup> Street is shown in Figure 5.2.

### **Alternative 2B - POE Traffic to Cesar Chavez Boulevard during Peak Period**

This traffic analysis reflects the full shift of access for southbound traffic access during the peak period to the expanded Calexico West POE from SR-111 to Cesar Chavez Boulevard. This alternative would involve use of signage to inform motorists that access to the new POE is only provided from Cesar Chavez Boulevard during the peak travel period. In this scenario, westbound left turns from Grant Street to Cesar Chavez and westbound left turns from Second Street into the new POE would be prohibited. The traffic control plan for Alternative 2B is shown in Figure 5.3.

### POE Access Routes

Southbound POE access routes include SR-111, SR-98 and Cesar Chavez Boulevard. The access routes continuing on SR-111 to 2<sup>nd</sup> Street, or at Grant Street will be restricted.

### Signal Timing

Signal timing will be used to provide capacity and travel time for the movement of vehicles along the primary access route during the peak period.

### Manual Staff Traffic Control

Cones prohibiting left turns on to Cesar Chavez Boulevard at Grant Street and also at 2<sup>nd</sup> Street during the peak period will need to be placed manually. Manual staff control will be needed at Cesar Chavez and 2<sup>nd</sup> Street to maintain the primary access from Cesar Chavez and to restrict for westbound traffic on 2<sup>nd</sup> Street. Access for eastbound traffic is proposed to remain open, but this travel movement should be monitored by City staff.

### ITS Reader and Message Signs

The ITS infrastructure should be placed as previously indicated.

### Intersection of SR-111 and SR-98

The lane geometry for this intersection should be modified as shown in Figure 5.4. Because of the higher southbound right turn volumes associated with this alternative, the southbound approach lanes are modified by adding a second right turn lane by reducing one left turn lane. The eastbound approach lanes have also been shifted by designating a second left turn lane. The outside lane will now accommodate both through and right turn traffic.

### 2<sup>nd</sup> Street

2<sup>nd</sup> Street will be converted back to the original lane configurations prior to changes associated with the temporary Scenario 1A and 1B. This change will provide a consistent connection with the new design of Cesar Chavez Boulevard at 2<sup>nd</sup> Street. The general lane striping for the final configuration of 2<sup>nd</sup> Street is shown in Figure 5.2.

### Existing Signs and Pavement Markings to Modify

The following signs and pavement markings will need to be modified as part of the access changes described in Scenarios 2A and 2B.



Only show one arrow. With Alternative 2B, an electronic arrow will need to be provided to only show access during the non-peak travel times.



Modify to only one right turn arrow



Remove delineators, restripe. Only single left turn to be provided



Modify sign north of SR-98



SR-111 north of Third Street. Can keep sign for Alternative 2A





SR-111 north of Second Street.  
Can keep sign for Alternative 2A

### Signage Change Summary

- Revise signs on SR-111 north of SR-98 (2)
- Border directional signs on SR-98 (3)
- Add border directional sign on Cesar Chavez north of 2<sup>nd</sup> Street
- Add border lane indication sign on westbound 2<sup>nd</sup> Street
- Add border lane indication sign on eastbound 2<sup>nd</sup> Street.

## 5.3 RECOMMENDATIONS

The project team evaluated the two alternatives based on delays, access, and other project goals. Traffic Operation Scenario 2, that channeled southbound access to Cesar Chavez Boulevard, was preferred by the project team as it was considered to best address the goals of reducing City staff demands for traffic control and improving access to businesses located in the central area of Calexico by reducing travel delays on SR-111. Recommendations include:

1. Provide signage to route POE traffic to Cesar Chavez Boulevard
2. Modify SR-98 / SR- 111 intersection to provide two southbound right turns
3. Adjust signal timings at major intersections to support traffic flow to the POE using Cesar Chavez Boulevard.
4. Focus manual traffic control support at Cesar Chavez Boulevard and 2<sup>nd</sup> Street
5. Implement the Caltrans ITS projects

The preferred traffic circulation plan is shown in Figure 5.5.

Figure 5.1 Traffic Control Plan – Scenario 2A



Figure 5.2 Lane Geometric Changes – Alternative 2A and 2B



Figure 5.3 Traffic Control Plan – Scenario 2B



Figure 5.4 Lane Geometric Changes – Alternative 2B



Figure 5.5 Recommended Traffic Circulation



# V. ACTION CALENDAR

## V. ACTION CALENDAR

- B. DRAFT ICTC OVERALL WORK PROGRAM  
(OWP) AND BUDGET, FY 2019-20



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243

SUBJECT: Draft ICTC Overall Work Program (OWP) and Budget, FY 2019-20

Dear Commission Members:

The previous fiscal year of FY 2018-19 was another productive year for ICTC in partnership with our member agencies and our U.S. regional, state and federal transportation partners, such as, the Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), California Transportation Commission (CTC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Customs and Border Protection, the U.S. General Services Administration (GSA); and our cross-border partners in the City of Mexicali and State of Baja California, Mexico. The following are highlights of our major accomplishments initiated or completed during FY 2018-19:

- Completed the SR-98 Widening Project (from VV Williams to Ollie Ave.), \$9 million
- Assisted the City of El Centro and Caltrans to complete environmental phase for new Imperial Avenue – South Extension Project
- Assisted the City of Calexico to achieve approval from the California Transportation Commission of \$4.5 million allocation for Cesar Chavez Blvd. Widening Project
- Achieved approval for the 2018 State Transportation Improvement Program (STIP) that includes \$44.2 million for the I-8 Imperial Avenue Interchange and ICTC’s Regional Plans and Program funds - The 2018 STIP was approved at the March 2018 CTC meeting. Construction will begin in January 2020.
- Submitted the 2019 Federal Transportation Improvement Program (FTIP) that includes \$748 million for a combination of local roadway and bridge projects, Interstate 8, transit and other state highway pavement improvement projects - The 2019 FTIP is anticipated to be approved in December 2019
- Received award of \$10 million from the CTC to complete SR-98 Widening (from VV Williams to Rockwood Ave.), Calexico East Bridge Expansion - \$3 million (Design and Environmental), and \$5 million for border crossing Intelligent Transportation System technology
- SR-98 Widening Project (VV Williams to Rockwood Avenue) will begin construction in early 2020.
- Calexico East Bridge Expansion – ICTC received a \$20 million BUILD award from the U.S. Department of Transportation. Design Build to begin in Fall 2020.

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



- Completed Heber / SR-86 Pedestrian/ADA and Bus Shelter Improvements
- Completed construction of the Imperial Transit Park located at the intersection of M St. and Barioni Blvd.
- Continued to add industry standard security cameras on all ICTC owned buses, transit maintenance facility and the newly constructed Imperial Transit Park
- Initiated the development and implementation of a Computer Aided Dispatch/Automatic Vehicle Location System (CAD/AVL) for all fixed route buses
- Initiated the Request for Proposals for the acquisition of transit operations services
- Continued to replace contractor owned vehicles, and, expanded the fleet for a total of sixty three (63) new buses and transit operation service vehicles to our IVT branded fleet.
- For FY 2018-19, managed and administered distribution of \$14 Million in Measure D (half-cent sales tax) revenues for member agency road projects, and regional transit and highway projects
- In partnership with Western Riverside Council of Governments (WRCOG) and Renovate America implemented the HERO/PACE energy savings program that has completed \$10.8 million in local residential projects and to date \$43 million in projects have been approved
- Completed the following transit and transportation studies of regional or national significance:
  - Short Range Transit Plan (SRTP)
  - FY 2019-20 Unmet Transit Needs Public Hearing
  - Imperial Valley Transit Maintenance Audit
  - Calexico Traffic Circulation Plan
- In partnership with the Imperial Valley Economic Development Corporation (IVEDC) and SCAG hosted our fifth annual General Assembly and Economic Summit; and,
- Initiated the following studies in partnership with Caltrans, IVEDC, SCAG, and member agencies:
  - SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study
  - Bus Stop Inventory and Information Study (Phase III)
  - Regional Climate Action Plan
  - Southern Border Broadband Consortium Study
  - Brawley Transit Corridor Brownfield Needs Assessment
  - Forrester Road – Project Study Report
  - Calexico Intermodal Transit Center – Design and Environmental Approval
  - Public Transit Fare Study

The studies initiated are scheduled to be in progress during the upcoming FY 2019-20.

The OWP and Budget is divided into four sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, Transit Planning and Program Management and Regional Collaboration. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC's budgeted activities and programs for the coming fiscal year. The total ICTC Budget is estimated at \$17.2 million that will maintain our key services and programs; ICTC salaries and benefits; ICTC's administration and operation costs; the 125 transit operations staff (bus drivers, dispatchers, supervisors and operation managers) and related contract costs. The \$17.2 million budget amount does not include Measure D revenues, or state and federal funds allocated for state highways, local roads and bridges in Imperial Valley.

This budget proposes ICTC staffing of eleven (11) full-time positions (two are grant funded limited term) to manage the programs and services described in this budget. The full-time positions includes two Office Technicians, one Secretary/Clerk to Commission, one Administrative Analyst, one Mobility Coordinator, five transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), agency administration and the Executive Director.

The budget includes funding for consultant and vendor services to continue to support the Commission's administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, and support services for legal counsel, planning and project programming.

A workshop was conducted on May 22, 2019 and input was received from members of the Commission and the Management Committee.

The Draft Imperial County Transportation Commission (ICTC) FY 2019-2020 Overall Work Plan (OWP) and Budget is hereby presented for your review and recommendation prior to finalization for approval to our ICTC Board. Our Draft OWP and Budget is balanced and provides for development and implementation of vital transportation projects and programs for our region.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2019-2020.

Sincerely,



MARK BAZA  
Executive Director

MB/da/cl

Attachments

**Imperial County  
Transportation Commission  
Work Program & Budget**  
Fiscal Year 2019-2020  
COMMISSION MEETING  
JUNE 26, 2019

The slide features a background image of a modern hallway with large windows. Overlaid on this are several circular icons: a building, a dollar sign with a downward arrow, a person at a computer, and a circular arrow with a dollar sign. A large blue circle is positioned behind the main title text.

1

**ICTC Overall Work Program  
Finance Plan  
FY 2019-2020**


General Assumptions  
Revenue Assumptions  
Expense Assumptions


The slide features a background image of a hand pointing at a flowchart on a chalkboard. The flowchart consists of several rectangular boxes connected by arrows. A large yellow rectangle is overlaid on the right side of the slide, containing the title and three circular icons: a hand holding a coin, a document with a dollar sign, and a person with a coin.


2


# GENERAL


## ASSUMPTIONS

- 

Population figures are based on available annual data from the State's Dept. of Finance in May 2019 and have been revised for the FY 2019-20 budget year
- 

ICTC uses the County's "One Solutions" software system for financial accounting and reporting, and receives services from the County Auditor Controller, Treasurer and Legal services
- 

ICTC uses the County's "One Solutions" software system for financial accounting and reporting, and receives services from the County Auditor Controller, Treasurer and Legal services
- 

There are over 100 persons directly employed by the various transit service contracts, who live and work in our Imperial Valley communities
- 

Forecasting an increase of federal – FTA revenues in the draft budget based on current appropriations notices

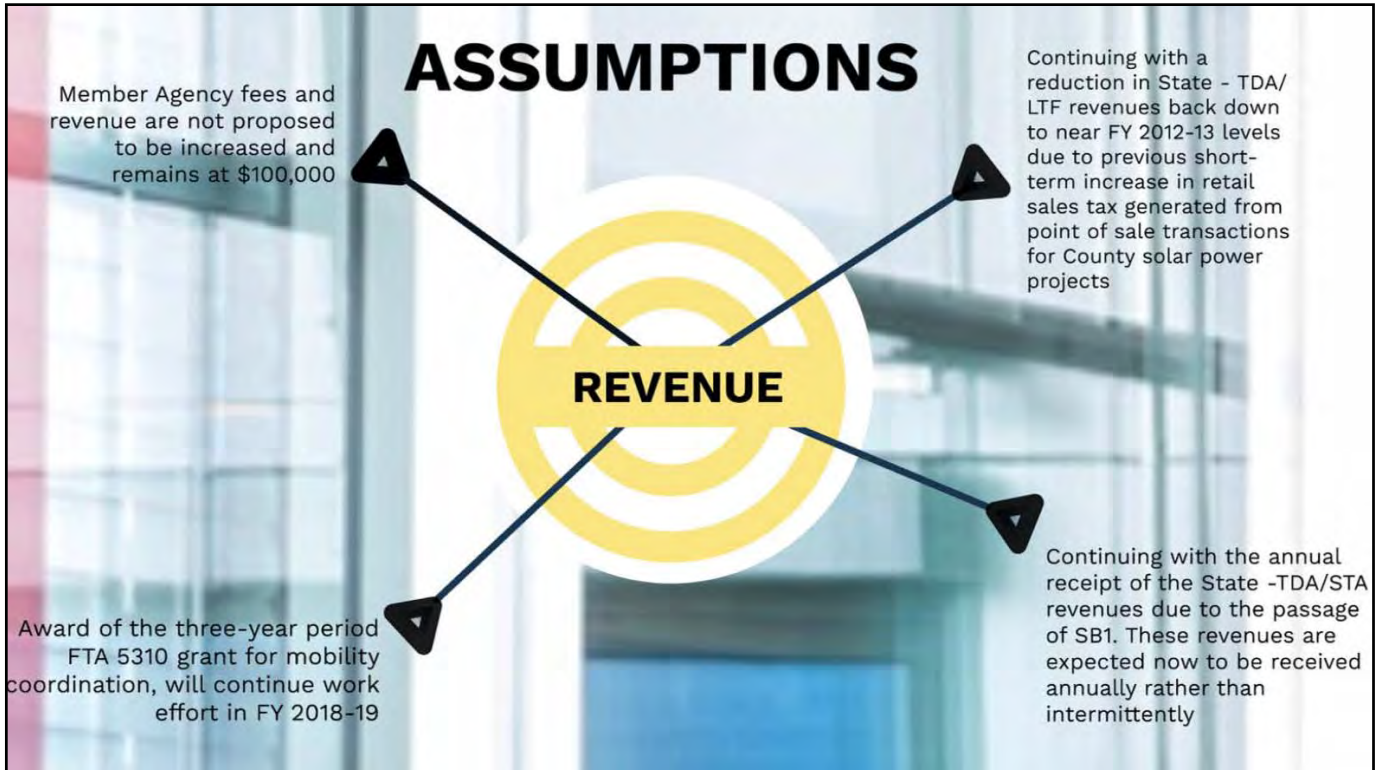
3

# EXPENSES

## ASSUMPTIONS

Several consultant conducted projects and studies that were required or mandated i.e. Short Range Transit Plan (SRTP), IVT Maintenance Audit, were completed. In addition, projects of choice i.e. IVT Bus Operations Facility Evaluation Phase I, IVT Bus Stop Inventory and the acquisition of Automated Vehicle Location Systems were also completed.

4



5

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6

## FY 2019-20 OWP DETAILED FUNDING SOURCES WITH BUDGET COMPARISON

DRAFT

					Budget	Estimated Actual	Budget	
					FY 2018-19	FY 2018-19	FY 2019-20	%
1	2	3	4	5	6	7	8	9
<b>REVENUES</b>								
<b>FEDERAL</b>								
A	FTA SEC 5307 (Urban)				\$3,399,885	\$3,019,641	\$3,242,373	-4.6%
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$747,000	\$0	-100.0%
C	FTA SEC 5310 Regional Mobility Management				\$110,976	\$125,154	\$144,000	29.8%
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$248,768	\$0	\$238,598	-4.1%
E	EPA - Brownfields				\$288,000	\$26,785	\$265,124	-7.9%
F	CMAQ				\$491,852	\$12,318	\$469,227	-4.6%
G	SUBTOTAL				\$5,286,481	\$3,930,899	\$4,359,322	-17.5%
<b>STATE</b>								
H	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$6,300,000	\$6,300,000	\$6,300,000	0.0%
I	TDA - STATE TRANSIT ASSISTANCE (STA)				\$916,683	\$1,241,296	\$967,572	5.6%
J	SPR- State Planning and Research				\$300,000	\$300,000	\$350,000	16.7%
K	STATE - LOW CARBON TRANSIT OPS PROGRAM				\$282,737	\$0	\$540,503	0.0%
L	PUC - Broadband				\$120,000	\$27,792	\$150,000	25.0%
M	PROP 1B - PTMISEA				\$186,250	\$169,874	\$87,142	-53.2%
N	PROP 1B - CTSGP				\$475,384	\$469,595	\$5,789	-98.8%
O	STATE OF GOOD REPAIR - SGR				\$0	\$0	\$420,201	
P	SUBTOTAL				\$8,581,054	\$8,508,557	\$8,821,207	2.8%
<b>LOCAL</b>								
Q	FARE REVENUE				\$1,150,980	\$833,242	\$1,159,819	0.8%
R	ON HAND/INTEREST				\$632,115	\$128,900	\$511,831	-19.0%
S	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$440,000	\$394,278	\$345,722	-21.4%
T	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$2,037,965	\$413,321	\$1,774,991	-12.9%
U	SCAG/MEMBER AGENCY CONTRIBUTIONS				\$137,500	\$118,253	\$154,760	12.6%
V	SUBTOTAL				\$4,398,560	\$1,887,994	\$3,947,123	-10.3%
W	<b>TOTAL</b>				<b>\$18,266,095</b>	<b>\$14,327,450</b>	<b>\$17,127,653</b>	<b>-6.2%</b>
<b>EXPENDITURES</b>								
X	REGIONAL TRANSIT				\$7,410,812	\$6,605,867	\$7,631,001	3.0%
Y	LOCAL TRANSIT				\$1,855,880	\$1,587,104	\$2,018,084	8.7%
Z	TRANSIT CAPITAL (vehicle prcmt )				\$236,026	\$205,740	\$420,201	0.0%
AA	TRANSIT CAPITAL (construction)				\$3,346,447	\$932,531	\$2,419,868	-27.7%
BB	TRANSIT (maintenance)				\$220,000	\$220,000	\$240,000	0.0%
CC	TRANSIT / PLANNING (miscellaneous )				\$1,243,349	\$927,194	\$661,867	-46.8%
DD	ADMINISTRATION AND PLANNING				\$2,425,519	\$1,980,842	\$2,814,353	16.0%
EE	REGIONAL COLLABORATION				\$408,000	\$54,577	\$415,144	1.8%
FF	TRANSIT CAPITAL ( fleet reserve)				\$931,063	\$1,624,594	\$318,134	0.0%
GG	REVENUE STABILIZATION/ OPERATING RESERVES				\$0	\$0	\$0	
HH	BIKES AND PEDS Art 3				\$189,000	\$189,000	\$189,000	0.0%
II	<b>TOTAL</b>				<b>\$18,266,095</b>	<b>\$14,327,450</b>	<b>\$17,127,653</b>	<b>-6.2%</b>

**FY 2019-20 OVERALL WORK PROGRAM**

**DRAFT**

Projected Revenues														
	1	2	3	4	5	6	7	8	9	10	11	12	13	
	FEDERAL					SUBTOTAL	TOTAL	STATE					SUBTOTAL	TOTAL
A	FTA 5307 Urban	2018-19	\$3,242,373		\$3,242,373				STA	2019-20	\$967,572			
B												\$967,572		
C									TDA/LTF SB325	2019-20	\$6,300,000	\$6,300,000		
D	FTA 5310 MMP	2015-17	\$144,000		\$144,000				SP & R	2019-20	\$350,000	\$350,000		
E									SGR	2018-19	\$162,526			
F	FTA 5311 Rural	2018-19	\$238,598		\$238,598				LCTOP	2019-20	\$257,675	\$420,201		
G										2015-16	\$197,881			
H	EPA - Brownfields	2016-17	\$265,124		\$265,124					2016-17	\$90,610			
I										2017-18	\$252,012	\$540,503		
J	CMAQ	2016-17	\$469,227		\$469,227	\$4,359,322			PUC - Broadband	2018-19	\$150,000	\$150,000		
K	<b>LOCAL</b>								PTMISEA	2009-10	\$16,376			
L	Fare revenue	2019-20	\$1,159,819		\$1,159,819					2014-15	\$70,766	\$87,142		
M	On Hand /Int	2019-20	\$511,831		\$511,831				CTSGP	2012-13	\$3,714			
N	LTA 2% and 5%	2019-20	\$2,120,713		\$2,120,713					2014-15	\$798			
O	SCAG/member cont	2019-20	\$154,760		\$154,760	\$3,947,123				2016-17	\$1,278	\$5,789	\$8,821,207	
	<b>TOTAL</b>												<b>\$17,127,653</b>	

Projected Expenditures																									
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM EPA / PUC	SP&R	2% and 5% LTA	SCAG / Member contributions	Prop 1B CTSGP LCTOP PTMISEA & SGR	FTA Sec 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy											
P	Regional Transit Services	Total \$	7,631,001 \$	971,237 \$	- \$	- \$	- \$	- \$	- \$	- \$	238,598 \$	3,202,373 \$	967,572 \$	2,251,221 \$	7,631,001										
Q	Local Transit Services	Total \$	2,018,084 \$	188,583 \$	- \$	- \$	300,000 \$	- \$	- \$	- \$	- \$	- \$	1,529,501 \$	2,018,084											
R	Transit Capital Vehicles	Total \$	420,201 \$	- \$	- \$	- \$	- \$	- \$	420,201 \$	- \$	- \$	- \$	- \$	420,201											
S	Transit Capital Construction/Facilities	Total \$	2,419,868 \$	- \$	60,661 \$	469,227 \$	1,169,477 \$	- \$	540,503 \$	- \$	- \$	- \$	180,000 \$	2,419,868											
T	Transit Facility Maintenance	Total \$	240,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	240,000 \$	240,000											
U	Transit / Planning Miscellaneous	Total \$	661,867 \$	- \$	- \$	- \$	453,936 \$	- \$	92,931 \$	- \$	40,000 \$	- \$	75,000 \$	661,867											
V	ICTC Transit Admin/Operations	\$	1,010,719 \$	- \$	75,000 \$	- \$	- \$	27,130 \$	- \$	144,000 \$	- \$	- \$	764,589 \$	1,010,719											
W	ICTC Transit Plans/Programs	\$	787,377 \$	- \$	373,250 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	414,127 \$	787,377											
X	ICTC Regional Planning	\$	1,021,191 \$	- \$	2,900 \$	350,000 \$	197,300 \$	127,630 \$	- \$	- \$	- \$	- \$	343,361 \$	1,021,191											
Y	ICTC Regional Collaboration	\$	415,144 \$	- \$	20 \$	415,124 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	415,144											
Z		Total \$	3,234,432 \$	- \$	451,170 \$	765,124 \$	197,300 \$	154,760 \$	- \$	144,000 \$	- \$	- \$	1,522,077 \$	3,234,432											
AA	ICTC Transit Fleet - Capital Reserve	\$	313,200 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	313,200 \$	313,200											
BB	Revenue Stabilization/ Operating Reserve	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-											
CC	Bikes and Peds Art 3	\$	189,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	189,000 \$	189,000											
DD	<b>Total</b>	<b>\$</b>	<b>17,127,653</b>	<b>\$</b>	<b>1,159,819</b>	<b>\$</b>	<b>511,831</b>	<b>\$</b>	<b>1,234,351</b>	<b>\$</b>	<b>2,120,713</b>	<b>\$</b>	<b>154,760</b>	<b>\$</b>	<b>1,053,635</b>	<b>\$</b>	<b>382,598</b>	<b>\$</b>	<b>3,242,373</b>	<b>\$</b>	<b>967,572</b>	<b>\$</b>	<b>6,300,000</b>	<b>\$</b>	<b>17,127,653</b>

**FY 2019-20 TRANSIT PROGRAMS FINANCE PLAN**

**DRAFT**

Projected Revenues													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	FEDERAL				SUBTOTAL	TOTAL	STATE				SUBTOTAL	TOTAL	
A	FTA 5307 Urban	2019	\$3,242,373		\$3,242,373				TDA- STA	2019-20	\$967,572		
B					\$0				TDA - LTF SB325	2019-20	\$6,300,000	\$967,572	
C	FTA 5310 MMP	2015-17	\$144,000		\$144,000							\$6,300,000	
D													
E	FTA 5311 Rural	2018	\$238,598		\$238,598				SGR	2018-19	\$162,526	\$420,201	
F										2019-20	\$257,675		
G									LCTOP	2015-16	\$197,881		
H	CMAQ	FY 2016-17	\$469,227		\$469,227	\$4,094,198				2016-17	\$90,610		
I										2017-18	\$252,012	\$540,503	
J	<b>LOCAL</b>												
K	Fare revenue	2019-20	\$1,159,820		\$1,159,820				PTMISEA	2009-10	\$16,376		
L	On Hand /Int	2019-20	\$508,911		\$508,911					2014-15	\$70,766	\$87,142	
M	ILTA 2% and 5%	2019-20	\$1,923,413		\$1,923,413				CTSGP	2012-13	\$3,714		
N	SCAG/member cont	2019-20	\$27,130		\$27,130	\$3,619,274				2014-15	\$798		
O										2016-17	\$1,278		
P												\$5,789	\$8,321,207
Q	<b>Total</b>											\$16,034,678	
Projected Expenditures													
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM	2% and 5% LTA	SCAG/ member contributions	CTGSP LCTOP / SGR PTMISEA	FTA Sec 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy
R	<b>SERVICES</b>												
S	CWTS - IVT	\$ 4,003,387	\$ 680,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,823	\$ 1,785,344	\$ -	\$ 1,482,644	\$ 4,003,387
T	CWTS - IVT Blue/Green	\$ 750,267	\$ 37,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 343,873	\$ -	\$ 368,881	\$ 750,267
U	CWTS - IVT Gold	\$ 312,680	\$ 12,507	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,589	\$ -	\$ -	\$ 141,584	\$ 312,680
V	CWTS IVT ACCESS	\$ 1,839,214	\$ 183,921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,186	\$ 820,213	\$ 733,039	\$ 76,855	\$ 1,839,214
W	YCAT #5 and #10	\$ 158,263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,263	\$ 158,263
X	IVT MedTrans	\$ 567,190	\$ 56,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,943	\$ 234,533	\$ 22,995	\$ 567,190
Y	Total	\$ 7,631,001	\$ 971,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,598	\$ 3,202,373	\$ 967,572	\$ 2,251,221	\$ 7,631,001
Z	IVT Ride EC	\$ 735,934	\$ 73,593	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 662,341	\$ 735,934
AA	IVT RIDE	\$ 1,282,150	\$ 114,990	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 867,160	\$ 1,282,150
BB	Total	\$ 2,018,084	\$ 188,583	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,529,501	\$ 2,018,084
CC	<b>Vehicles</b>												
DD	Bus Replacement	\$ 420,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,201	\$ -	\$ -	\$ -	\$ -	\$ 420,201
EE	Total	\$ 420,201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,201	\$ -	\$ -	\$ -	\$ -	\$ 420,201
FF	<b>Construction</b>												
GG	Niland ADA and Bus Stop Improvements	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
HH	Brawley Rio Vista Bus Stops & Shelter	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
II	SR-86 Border Patrol Checkpoint	\$ 1,074,477	\$ -	\$ -	\$ -	\$ 1,074,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,074,477
JJ	Calexico ITC PE&D	\$ 1,070,391	\$ -	\$ 60,661	\$ 469,227	\$ -	\$ -	\$ 540,503	\$ -	\$ -	\$ -	\$ -	\$ 1,070,391
KK	Total	\$ 2,419,868	\$ -	\$ 60,661	\$ 469,227	\$ 1,169,477	\$ -	\$ 540,503	\$ -	\$ -	\$ -	\$ 180,000	\$ 2,419,868
LL	<b>Maintenance</b>												
MM	EI Centro 7th /State Transfer Terminal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
NN	Brawley (5th/Plaza) Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
OO	Calexico (3rd/Paulin) Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
PP	EC Regional bus stop maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
QQ	Imperial Transfer Terminal	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
RR	Benches and Shelters	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
SS	Total	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000
TT	<b>Miscellaneous</b>												
UU	EI Centro Transfer Terminal Security 18-19	\$ 45,722	\$ -	\$ -	\$ -	\$ 45,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,722
VV	Transit Security - IVT	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 80,000
WW	CTSGP / PTMISEA grants Forrester/Westmorland	\$ 92,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,931	\$ -	\$ -	\$ -	\$ -	\$ 92,931
XX	Bypass Project Study	\$ 408,214	\$ -	\$ -	\$ -	\$ 408,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 408,214
YY	Winterhaven Bus Stop	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
ZZ	Total	\$ 661,867	\$ -	\$ -	\$ -	\$ 453,936	\$ -	\$ 92,931	\$ -	\$ 40,000	\$ -	\$ 75,000	\$ 661,867
AAA	ICTC Transit Admin/Operations	\$ 1,010,719	\$ -	\$ 75,000	\$ -	\$ -	\$ 27,130	\$ -	\$ 144,000	\$ -	\$ -	\$ 764,589	\$ 1,010,719
BBB	ICTC Transit Plans/Programs	\$ 787,377	\$ -	\$ 373,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 414,127	\$ 787,377
CCC	ICTC Regional Planning/Programs	\$ 343,361	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 343,361	\$ 343,361
DDD	Total	\$ 2,141,457	\$ -	\$ 448,250	\$ -	\$ -	\$ 27,130	\$ -	\$ 144,000	\$ -	\$ -	\$ 1,522,077	\$ 2,141,457
AAA	ICTC Transit Fleet - Capital Reserve	\$ 313,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,200	\$ 313,200
BBB	Revenue Stabilization/ Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCC	Bikes and Peds Art 3	\$ 189,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,000	\$ 189,000
DDD	<b>Total</b>	<b>\$ 16,034,678</b>	<b>\$ 1,159,820</b>	<b>\$ 508,911</b>	<b>\$ 469,227</b>	<b>\$ 1,923,413</b>	<b>\$ 27,130</b>	<b>\$ 1,053,635</b>	<b>\$ 382,598</b>	<b>\$ 3,242,373</b>	<b>\$ 967,572</b>	<b>\$ 6,300,000</b>	<b>\$ 16,034,678</b>



		TRANSIT			PLANNING			REGIONAL COLLABORATION			TOTAL			
		FY 18-19	TRANSIT FY 19-20	%	FY 18-19	PLANNING FY 19-20	%	FY 18-19	REGIONAL COLLABORATION FY 19-20	%	FY 18-19	TOTAL FY 19-20	%	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
<b>REVENUES</b>														
A	430000	On hand balance / interest revenue	\$ 365,607	\$ 448,250	23%	\$ 202,900	\$ 2,900	-99%	\$ -	\$ 20		\$ 568,507	\$ 451,170	-21%
B	446010	State Aid Other - TDA (LTF)	\$ 1,217,249	\$ 1,178,716	-3%	\$ 91,286	\$ 343,361	276%	\$ -	\$ -		\$ 1,308,535	\$ 1,522,077	16%
C	446445	State - STIP-PPM / SP & R	\$ -	\$ -		\$ 300,000	\$ 350,000	17%	\$ -	\$ -		\$ 300,000	\$ 350,000	17%
D	456040	FTA 5310 Mobility Coordination Program	\$ 110,976	\$ 144,000	30%	\$ -	\$ -		\$ -	\$ -		\$ 110,976	\$ 144,000	30%
E	456040	EPA - Brownfields Assessment	\$ -	\$ -		\$ -	\$ -		\$ 288,000	\$ 265,124	-8%	\$ 288,000	\$ 265,124	-8%
F	446010	PUC - Broadband	\$ -	\$ -		\$ -	\$ -		\$ 120,000	\$ 150,000	25%	\$ 120,000	\$ 150,000	25%
G	474005	LTA	\$ -	\$ -		\$ -	\$ 197,300		\$ -	\$ -		\$ -	\$ 197,300	
H	493000	Local - Member Agency Contributions, SCAG Reimb and Reimbursement for Services Provided	\$ 17,500	\$ 27,130	55%	\$ 120,000	\$ 127,630	6%	\$ -	\$ -		\$ 137,500	\$ 154,760	13%
<b>I Total Revenues</b>			<b>\$ 1,711,332</b>	<b>\$ 1,798,096</b>	<b>5%</b>	<b>\$ 714,186</b>	<b>\$ 1,021,191</b>	<b>43%</b>	<b>\$ 408,000</b>	<b>\$ 415,144</b>	<b>2%</b>	<b>\$ 2,833,518</b>	<b>\$ 3,234,431</b>	<b>14%</b>
<b>EXPENDITURES</b>														
<b>Administration and Operations</b>														
J	501000 / 525010	Administrative Staffing and Support - 11 fulltime (1 shared w SCAG)	\$ 734,619	\$ 701,435	-5%	\$ 331,265	\$ 304,042	-8%	\$ 8,360	\$ 10,000	20%	\$ 1,074,244	\$ 1,015,477	-5%
K	501140	Stipend	\$ 7,200	\$ 5,850	0%	\$ 4,800	\$ 4,800	0%	\$ -	\$ -		\$ 12,000	\$ 10,650	-11%
L	517055	Insurance - Liability	\$ 78,000	\$ 103,334	32%	\$ 17,500	\$ 21,200	21%	\$ -	\$ -		\$ 95,500	\$ 124,534	30%
M	522000	Memberships, office exp, communications, IT, fuel and maint	\$ 36,100	\$ 38,000	5%	\$ 22,545	\$ 24,460	8%	\$ 1,800	\$ 500	-72%	\$ 60,445	\$ 62,960	4%
N	526000	Legal notices, interpretive services	\$ 4,000	\$ 5,000	25%	\$ 600	\$ 800	33%	\$ -	\$ -		\$ 4,600	\$ 5,800	26%
O	528000	Rents, leases and utilities	\$ 63,559	\$ 63,600	0%	\$ 34,923	\$ 29,800	-15%	\$ -	\$ -		\$ 98,482	\$ 93,400	-5%
P	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 4,500	\$ 4,500	0%	\$ 5,000	\$ 5,000	0%	\$ -	\$ -		\$ 9,500	\$ 9,500	0%
Q	531040	Training/Travel Expense	\$ 25,000	\$ 27,000	8%	\$ 22,000	\$ 26,000	18%	\$ 1,400	\$ -	-100%	\$ 48,400	\$ 53,000	10%
R	549000	Equipment - Computerized Dispatch	\$ 62,000	\$ 62,000	0%	\$ 25,600	\$ 3,000	-88%	\$ -	\$ -		\$ 87,600	\$ 65,000	-26%
<b>S Administration and Operations Subtotal</b>			<b>\$ 1,014,978</b>	<b>\$ 1,010,719</b>	<b>0%</b>	<b>\$ 464,233</b>	<b>\$ 419,102</b>	<b>-10%</b>	<b>\$ 11,560</b>	<b>\$ 10,500</b>	<b>-9%</b>	<b>\$ 1,490,771</b>	<b>\$ 1,440,321</b>	<b>-3%</b>
<b>Professional and Specialized Projects and Services</b>														
T	525010	Legal Services and Consultation	\$ 7,500	\$ 20,000	167%	\$ 7,500	\$ 10,000	33%	\$ -	\$ -		\$ 15,000	\$ 30,000	100%
U	525010	Payroll Vendor Fees	\$ 8,300	\$ 8,300	0%	\$ 8,300	\$ 8,300	0%	\$ -	\$ -		\$ 16,600	\$ 16,600	0%
V	525010	Website Consultation (www.imperialctc.org)	\$ 600	\$ 6,600	1000%	\$ 600	\$ 3,600	500%	\$ -	\$ -		\$ 1,200	\$ 10,200	750%
W	525070	COI Overhead Treasurer, Auditor Controller GSA	\$ 7,500	\$ 15,000	100%	\$ 250	\$ 10,000	3900%	\$ -	\$ -		\$ 7,750	\$ 25,000	223%
X	525010	HR consultant services	\$ -	\$ 15,000		\$ -	\$ 10,000		\$ -	\$ -		\$ -	\$ 25,000	
Y	525090	CPA/auditors (external)	\$ 125,605	\$ 122,985	-2%	\$ 8,303	\$ 7,889	-5%	\$ 18,000	\$ 17,616	-2%	\$ 151,908	\$ 148,490	-2%
Z	525030	PM, Engineering Review and Support	\$ 50,000	\$ 200,000	300%	\$ -	\$ 177,300		\$ -	\$ -		\$ 50,000	\$ 377,300	655%
AA	525010	Transit Operator Drug and Alcohol Audits	\$ 12,000	\$ 12,000	0%	\$ -	\$ -		\$ -	\$ -		\$ 12,000	\$ 12,000	0%
<b>BB Subtotal</b>			<b>\$ 211,505</b>	<b>\$ 399,885</b>	<b>89%</b>	<b>\$ 24,953</b>	<b>\$ 227,089</b>	<b>810%</b>	<b>\$ 18,000</b>	<b>\$ 17,616</b>	<b>-2%</b>	<b>\$ 254,458</b>	<b>\$ 644,590</b>	<b>153%</b>
CC	525010	2017 IVT Bus Stop Inventory (Phase III)	\$ 60,490	\$ 17,831	-71%	\$ -	\$ -		\$ -	\$ -		\$ 60,490	\$ 17,831	-71%
DD	525010	IVT Maintenance Audit (3rd of 3 year)	\$ 14,242	\$ 14,242	0%	\$ -	\$ -		\$ -	\$ -		\$ 14,242	\$ 14,242	0%
EE	525010	2017 Update to the Short Range Transit Plan (SRTP)	\$ 80,066	\$ -	-100%	\$ -	\$ -		\$ -	\$ -		\$ 80,066	\$ -	-100%
FF	525010	2017 IVT Bus Operations Facility Eval	\$ 180,051	\$ 161,040	-11%	\$ -	\$ -		\$ -	\$ -		\$ 180,051	\$ 161,040	-11%
GG	525010	2018 Regional Transit Fare Analysis	\$ 150,000	\$ 149,379	0%	\$ -	\$ -		\$ -	\$ -		\$ 150,000	\$ 149,379	150%
HH	525010	Bus Stop Signage	\$ -	\$ 45,000		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 45,000	
II	525010	Consultant - Engineering & Contract Labor	\$ -	\$ -		\$ -	\$ -		\$ 307,980	\$ 289,455	-6%	\$ 307,980	\$ 289,455	-6%
JJ	525010	IVEDC Grant Administrative Support	\$ -	\$ -		\$ -	\$ -		\$ 70,460	\$ 97,573	38%	\$ 70,460	\$ 97,573	38%
KK	525010	STIP / RTIP Consultant	\$ -	\$ -		\$ 25,000	\$ 25,000	0%	\$ -	\$ -		\$ 25,000	\$ 25,000	0%
LL	525010	SR-78 Glamis Study	\$ -	\$ -		\$ -	\$ 350,000		\$ -	\$ -		\$ -	\$ 350,000	
MM	525010	2018 Long Range Transportation Plan	\$ -	\$ -		\$ 200,000	\$ -	-100%	\$ -	\$ -		\$ 200,000	\$ -	-100%
<b>NN Subtotal</b>			<b>\$ 484,849</b>	<b>\$ 387,492</b>	<b>-20%</b>	<b>\$ 225,000</b>	<b>\$ 375,000</b>	<b>67%</b>	<b>\$ 378,440</b>	<b>\$ 387,028</b>	<b>2%</b>	<b>\$ 1,088,289</b>	<b>\$ 1,149,520</b>	<b>6%</b>
<b>OO Professional and Specialized Projects and Services Subtotal</b>			<b>\$ 696,354</b>	<b>\$ 787,377</b>	<b>13%</b>	<b>\$ 249,953</b>	<b>\$ 602,089</b>	<b>141%</b>	<b>\$ 396,440</b>	<b>\$ 404,644</b>	<b>2%</b>	<b>\$ 1,342,747</b>	<b>\$ 1,794,110</b>	<b>34%</b>
<b>PP Total Expenditures</b>			<b>\$ 1,711,332</b>	<b>\$ 1,798,096</b>	<b>5%</b>	<b>\$ 714,186</b>	<b>\$ 1,021,191</b>	<b>43%</b>	<b>\$ 408,000</b>	<b>\$ 415,144</b>	<b>2%</b>	<b>\$ 2,833,518</b>	<b>\$ 3,234,431</b>	<b>14%</b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2019-20 DRAFT**

**ICTC TRANSIT PLANNING AND PROGRAM MANAGEMENT 7416001**

1                      2                      3                      4                      5                      6                      7

**REVENUES**

A	7076/7416	On hand balance/interest revenue	\$	448,250
B	446010	State Aid Other - TDA	\$	1,178,716
C	446445	FTA 5310 Mobility Management Program	\$	144,000
D	493000	Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided	\$	27,130

<b>E</b>	<b>Total Revenues</b>		\$	<b>1,798,096</b>
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**EXPENDITURES**

**Administration and Operations**

F	501000/525010	Administrative Staffing and Support (2 fulltime 9 halftime)	\$	701,435
G		- Transit contract admin: grants, reporting, compliance & oversight		
H		- SSTAC Subcommittee Admin		
I		- ICTC Management Committee/Commission Admin		
J		- TDA Finance Admin		
K		- ADA Eligibility Certifications,CTSA Admin, UTN Admin		
L	501140	Stipend -Commissioners	\$	5,850
M	517055	Insurance - Liability	\$	103,334
N	522000	Memberships, office exp, communications, IT, fuel and maint	\$	38,000
O	526000	Legal notices, interpretive services	\$	5,000
P	528000	Rents, leases and utilities	\$	63,600
Q	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$	4,500
R	531040	Training/Travel Expense	\$	27,000
S	549000	Equipment	\$	62,000

T		Administration and Operations Subtotal	\$	1,010,719
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**Professional and Specialized Projects and Services**

U	525010	Payroll vendor fees	\$	8,300
V	525010	Website Consultation (www.imperialctc.org)	\$	6,600
W	525010	Legal Consultation	\$	20,000
X	525070	COI Overhead Treasurer, Auditor Controller, GSA	\$	15,000
Y	525090	CPA/auditors (external)	\$	122,985
Z	525010	HR Consultant	\$	15,000
AA	525030	PM, Engineering Review and Support	\$	200,000
BB	525010	Drug and Alcohol Audits	\$	12,000
CC			\$	399,885
DD	525010	Bus Stop Signage	\$	45,000
EE	525010	IVT Bus Stop Inventory (Phase III)	\$	17,831
FF	525010	Regional Fare Analysis	\$	149,379
GG	525010	IVT Maintenance Audit	\$	14,242
HH	525010	2017 IVT Bus Operations Facility Eval	\$	161,040
II			\$	387,492

JJ		Total Projects,Services, Plans and Programs	\$	787,377
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<b>KK</b>	<b>Total Expenditures</b>		\$	<b>1,798,096</b>
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**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2019-20**

**DRAFT**

**ICTC REGIONAL PLANNING AND PROGRAM MANAGEMENT 7417001**

1 2 3 4 5 6 7

**REVENUES**

A	430000	On hand balance/Interest revenue	\$	2,900
B	446010	State Aid Other - TDA	\$	343,361
C	446445	State - STIP-PPM - SP & R	\$	350,000
D	474005	LTA	\$	197,300
E	493000	Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided	\$	127,630

**F Total Revenues** \$ 1,021,191

**EXPENDITURES**

**Administration and Operations**

G	501000/525010	Administrative staffing and Support (8 halftime)	\$	304,042
H		- TAC Subcommittee Administration		
I		- Contract admin: grants, reporting and oversight		
J		- ICTC Management Committee/Commission Admin		
K		- RTIP/ STIP and project coordination		
L		- Interagency consultation, legislative affairs		
M	501140	Stipend - Commissioners	\$	4,800
N	517055	Insurance - liability	\$	21,200
O	522000	Memberships, office exp, communications, IT, fuel and maint	\$	24,460
P	526000	Legal notices, interpretive services	\$	800
Q	528000	Rents, leases and utilities	\$	29,800
R	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$	5,000
S	531040	Training/Travel Expense	\$	26,000
T	549000	Equipment	\$	3,000

**U Administration and Operations Subtotal** \$ 419,102

**Professional and Specialized Projects and Services**

V	525010	Payroll Vendor fees	\$	8,300
W	525010	Website Consultation (www.imperialctc.org)	\$	3,600
X	525010	Legal Consultation	\$	10,000
Y	525010	HR Consultant Services	\$	10,000
Z	525070	COI Overhead, Treasurer, Auditor Controller, GSA	\$	10,000
AA	525090	CPA/auditors (external)	\$	7,889
BB			\$	49,789
CC	525010	STIP / RTIP Consultant	\$	25,000
DD	525030	On Call Engineer (SR-86 & East Port)	\$	177,300
EE	525010	SR-78 Glamis Study	\$	350,000
			\$	552,300

**FF Total Projects, Services, Plans and Programs** \$ 602,089

**GG Total Expenditures** \$ 1,021,191

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2019-20**

**ICTC REGIONAL COLLABORATION 7577001**

1                      2                      3                      4                      5                      6                      7

**REVENUES**

A	430000	On hand balance/Interest revenue		\$		20
B	446010	State Aid - SBBC - CAFS		\$		150,000
C	456040	Federal - EPA Brownfields Assessment - Brawley		\$		265,124
<b>D Total Revenues</b>					\$	<b>415,144</b>

**EXPENDITURES**

**Administration and Operations**

E	525010	ICTC Administrative Staffing and Support		\$		10,000
F		- Fiscal Agent admin, grant reporting and oversight				
G		- Interagency consultation				
H	524000	Office exp, communications, IT (ICTC)		\$		500
I	525090	Audits		\$		17,616
<b>J Administration and Operations Subtotal</b>					\$	<b>28,116</b>

**Professional and Specialized Projects and Services**

K	525010	IVEDC Administrative staffing and support		\$		97,573
L		- Contract admin, grant reporting and oversight				
M	525010	Consultant Contract Labor		\$		50,000
N		- Research and Analyst Consultant, Project Coordinator				
O	525010	Environmental Engineering Consulant Services		\$		239,455
<b>P</b>					\$	<b>387,028</b>
<b>Q Total Projects, Services, Plans and Programs</b>					\$	<b>387,028</b>

**R Total Expenditures**

<b>R Total Expenditures</b>					\$	<b>415,144</b>
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# FY 2019-20 TDA / LTF DISTRIBUTION TABLE

**DRAFT**

Department of Finance Population as of : May 2019

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

1	2	3	4	5	6	7	8	9
	Agency	Population Total	2020 Allocation	Prior Year	Grand Total	Population % to Total	Art 8e benches shelters	Totals
A	Revenue		\$ 6,300,000	\$ -	\$ 6,300,000			
B	CWTS- IVT		\$ 1,482,644	\$ -	\$ 1,482,644			
C	CWTS - Blue/Green		\$ 368,881	\$ -	\$ 368,881			
D	CWTS - Gold		\$ 141,584	\$ -	\$ 141,584			
E	ADA Para		\$ 76,855	\$ -	\$ 76,855			
F	CWTS - Yuma		\$ 158,263	\$ -	\$ 158,263			
G	IVT MedTrans		\$ 22,995	\$ -	\$ 22,995			
H	CWTS - IVT Ride		\$ 867,160	\$ -	\$ 867,160			
I	CWTS -IVT Ride EC		\$ 662,341	\$ -	\$ 662,341			
J	Rio Vista Bus Stop & Shelter		\$ 180,000	\$ -	\$ 180,000			
K	Transit Security - IVT		\$ 40,000	\$ -	\$ 40,000			
L	EC Trmnl maint		\$ 45,000	\$ -	\$ 45,000			
M	Bra Trmnl maint		\$ 50,000	\$ -	\$ 50,000			
N	CA Trmnl maint		\$ 25,000	\$ -	\$ 25,000			
O	EC Reg maint		\$ 25,000	\$ -	\$ 25,000			
P	IMP Trmnl maint		\$ 20,000	\$ -	\$ 20,000			
Q	Wntrhvn bus stp		\$ 35,000	\$ -	\$ 35,000			
R	ICTC Transit Admin		\$ 764,589	\$ -	\$ 764,589			
S	ICTC Transit Plan		\$ 414,127	\$ -	\$ 414,127			
T	ICTC Transp Plan		\$ 343,361	\$ -	\$ 343,361			
U	Bikes/Peds 3%		\$ 189,000	\$ -	\$ 189,000			
V	Capital outlay - veh		\$ 313,200	\$ -	\$ 313,200			
Y	Op reserve		\$ -	\$ -	\$ -			
X	<b>Remainder Totals</b>		<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>		Art 8e	Total
Y	Brawley	27,163	\$ 11,215	\$ -	\$ 11,215	15.0%	\$ 11,215	\$ 11,215
Z	Calexico	42,098	\$ 17,381	\$ -	\$ 17,381	23.2%	\$ 17,381	\$ 17,381
AA	Calipatria	3,809	\$ 1,573	\$ -	\$ 1,573	2.1%	\$ 1,573	\$ 1,573
BB	El Centro	45,432	\$ 18,758	\$ -	\$ 18,758	25.0%	\$ 18,758	\$ 18,758
CC	Holtville	6,779	\$ 2,799	\$ -	\$ 2,799	3.7%	\$ 2,799	\$ 2,799
DD	Imperial	19,898	\$ 8,215	\$ -	\$ 8,215	11.0%	\$ 8,214	\$ 8,214
EE	Westmorland	2,461	\$ 1,016	\$ -	\$ 1,016	1.4%	\$ 1,016	\$ 1,016
FF	County	34,013	\$ 14,043	\$ -	\$ 14,043	18.7%	\$ 14,043	\$ 14,043
GG	<b>Totals</b>	<b>181,653</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>100%</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>

**FY 2019-20 Imperial County Transportation Commission Cost Sharing Agreement DRAFT**

**OPTION 3 (Population Distribution)**

AGENCY	*POPULATION	%	Annual Base AMOUNT	Adjusted %	Annual Adjusted AMOUNT	Quarterly Billing Amount
City of Brawley	27,163	15.0%	\$ 14,953	12.4%	\$ 12,413	\$ 3,103.25
City of Calexico	42,098	23.2%	\$ 23,175	19.2%	\$ 19,238	\$ 4,809.51
City of Calipatria	3,809	2.1%	\$ 2,097	1.7%	\$ 1,741	\$ 435.16
City of El Centro	45,432	25.0%	\$ 25,010	20.8%	\$ 20,762	\$ 5,190.40
City of Holtville	6,779	3.7%	\$ 3,732	3.1%	\$ 3,098	\$ 774.47
City of Imperial	19,898	11.0%	\$ 10,954	9.1%	\$ 9,093	\$ 2,273.26
City of Westmorland	2,461	1.4%	\$ 1,355	1.1%	\$ 1,125	\$ 281.16
County of Imperial	34,013	18.7%	\$ 18,724	15.5%	\$ 15,543	\$ 3,885.83
**IID	0	0.0%	\$ -	17.0%	\$ 16,988	\$ 4,246.95
<b>Total</b>	<b>181,653</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>\$ 25,000.00</b>

\* population from Dept of Finance May 2019

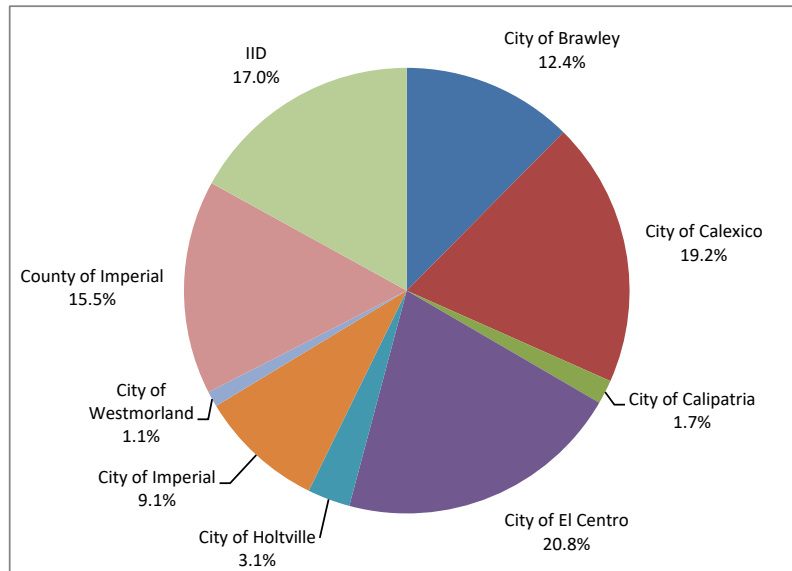
\*\* IID percentage is based on an average of the 4 largest agencies = 37,177 which equates to 17.0% and reduces the base amount for the remaining member agencies to \$83,011

Brawley	27,163
Calexico	42,098
El Centro	45,432
County	34,013
	<hr/>
	148,706

average 37,177

add IID average of the population to total population, then divide to get %

181,653	37,177	/	218,830	17.0%
<hr/>	<hr/>			
218,830	\$ 100,000	*	17.0%	\$ 16,988
	\$ 100,000	-	\$ 16,988	\$ 83,012



formula approved by the ICTC May 2010 for \$150K reduced in FY 2013-14 to \$100K

# MAJOR PROGRAMS

Regional Transportation

Regional Transit

Regional Collaboration

**ICTC**  
IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

7

## MAJOR PROGRAMS

Regional Highway Capital Projects

Planning Studies

Transportation Improvement Programs

Local Transportation Authority (LTA)  
5% Regional Highway Program

Binational Planning & Coordination

### Regional Transportation

8

## PROJECTS UNDERWAY IN FY 2019-2020



### SR-98 Widening (SR-111 to Rockwood)

Status: Design In Progress with Construction in FY 2019-20



### Calexico East Port of Entry Bridge Expansion

Status: Environmental & Design



### Calexico Intermodal Transit Center

Status: Environmental & Design



### Regional Climate Action Plan

Status: Kick-off Meeting in June 2019



### Forrester Road Project Study Report

Status: In progress



### I-8 / Imperial Avenue Interchange Reconstruction

Status: Construction begins in late 2019



### Calexico West Port of Entry Phase 2A

Status: ICTC in coordination with GSA



### Regional Active Transportation Plan

Status: Begins in Fall 2019



### SR-78 Glamis Feasibility Study

Status: Begins in September 2019

## REGIONAL TRANSPORTATION

9

## PROJECTS UNDERWAY IN FY 2019-2020



### Public Transit Fare Study

Status: Begins in July 2019



### Bus Operations & Maintenance Facility

Status: Study Phase



### Transit Operations Contracts Procurement

Status: Completion August 2019



### Regional Bench & Shelter Inventory

Status: Installation late 2019



### Automatic Vehicle Location Systems (AVL)

Status: In Progress



### FTA Triennial Review

Status: Begins in October 2019



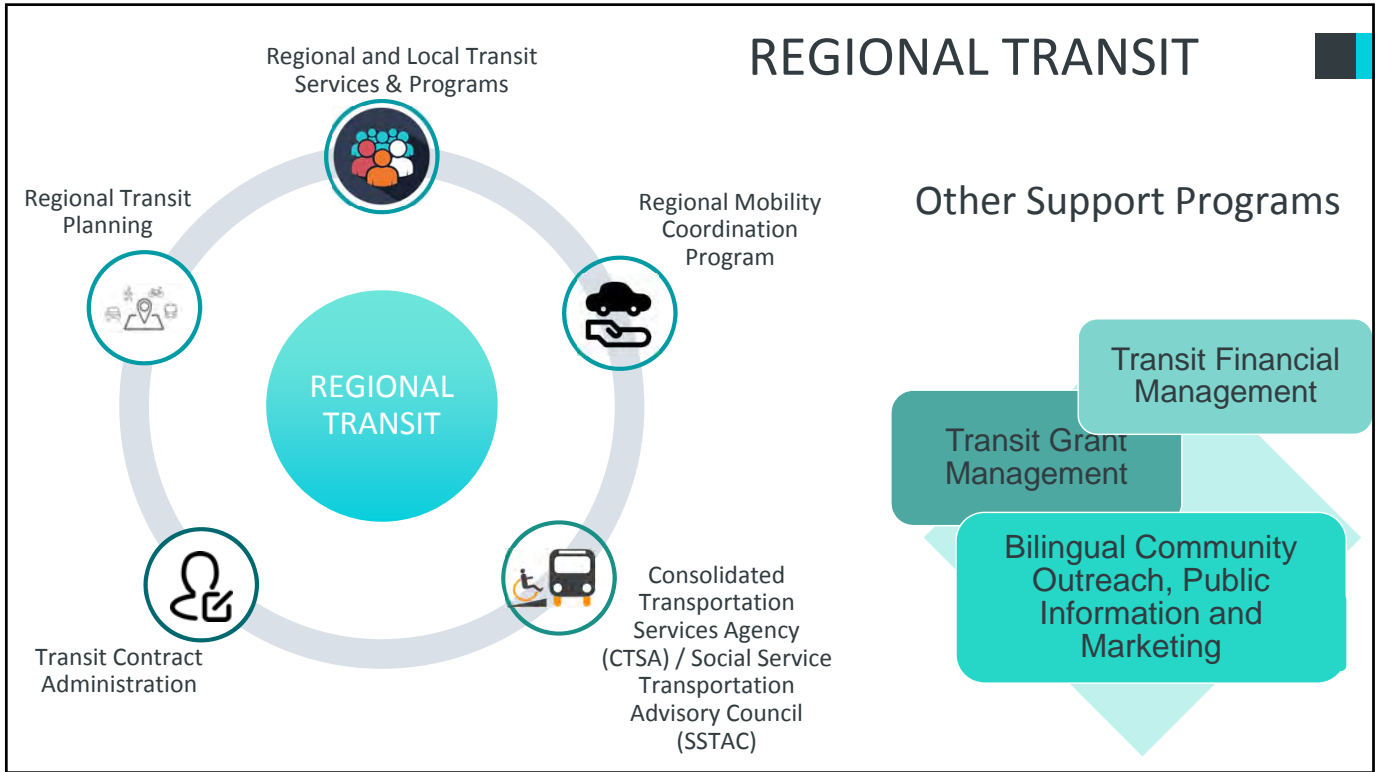
### 30 Year IVT Anniversary

Status: October 2019

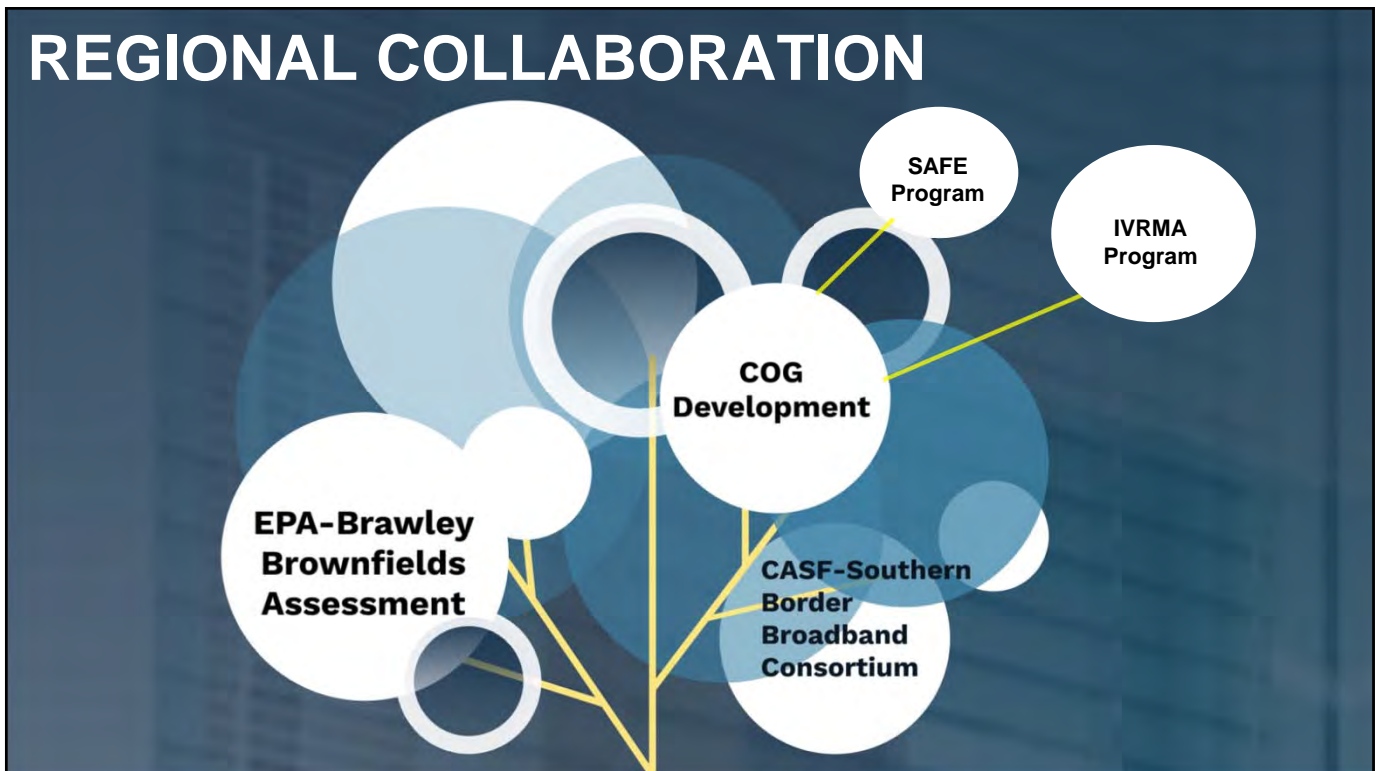
## REGIONAL TRANSIT

10

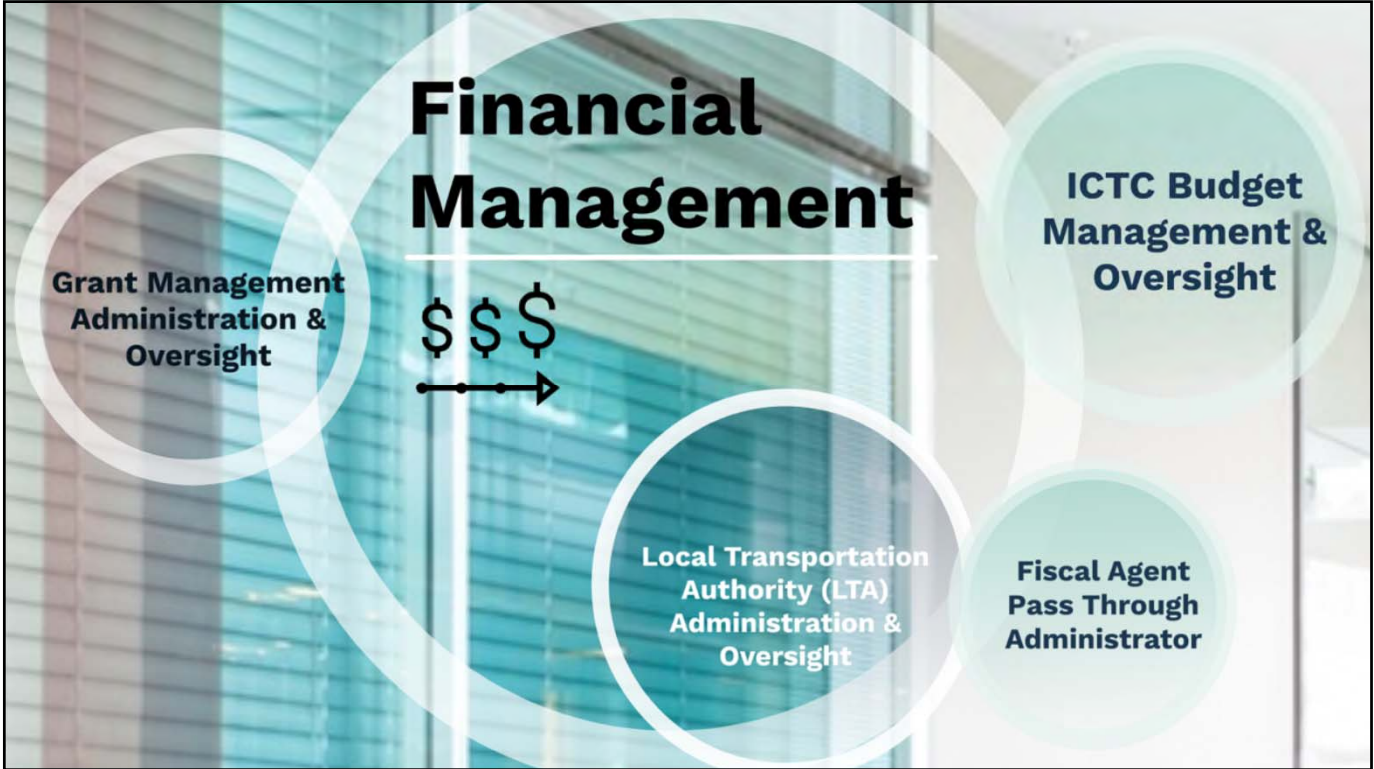




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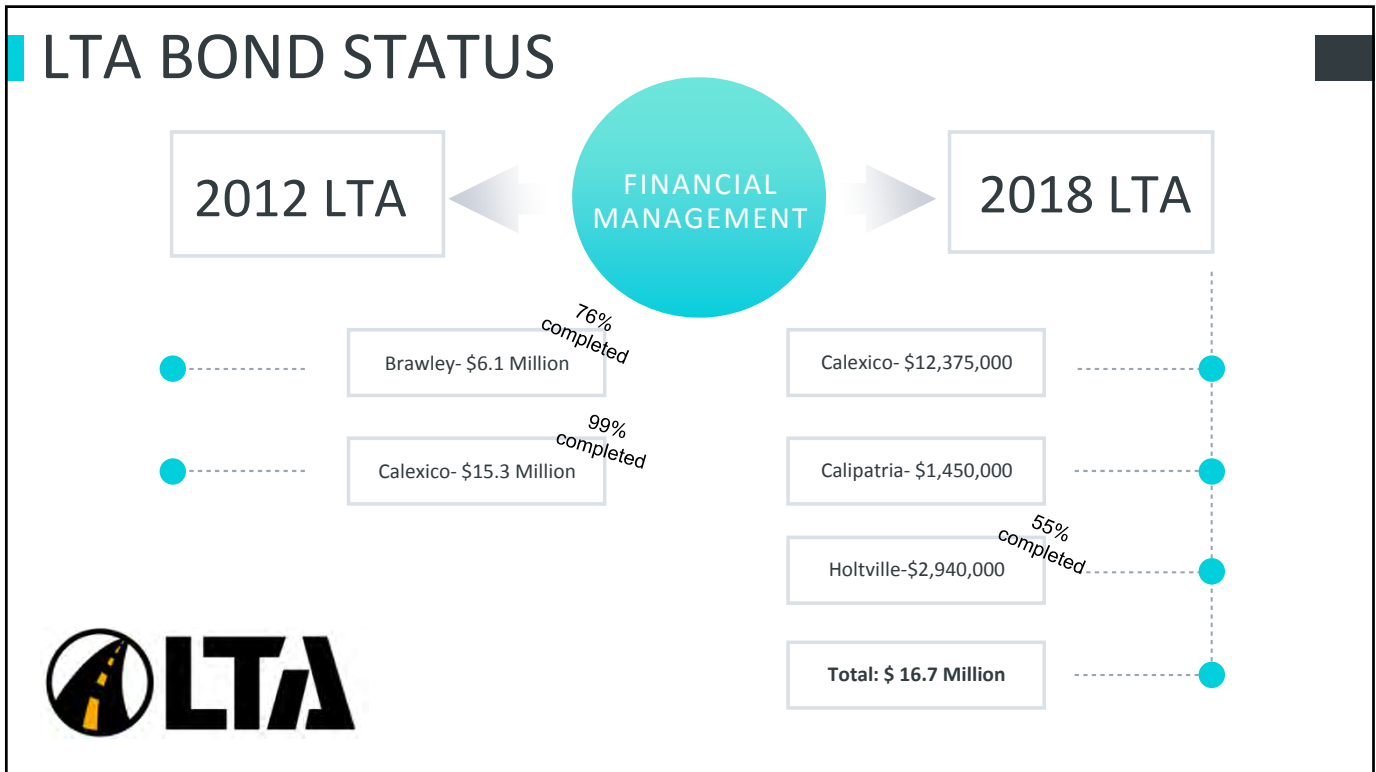
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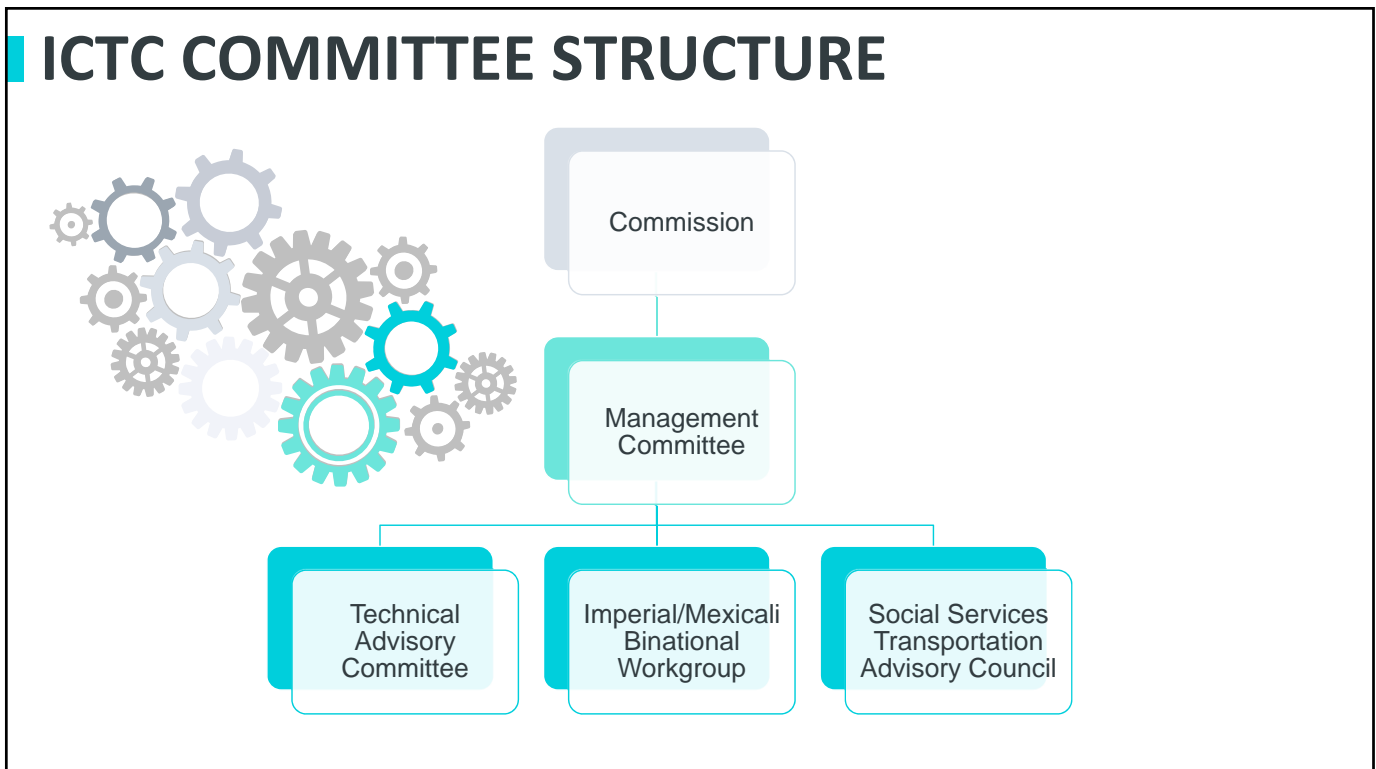
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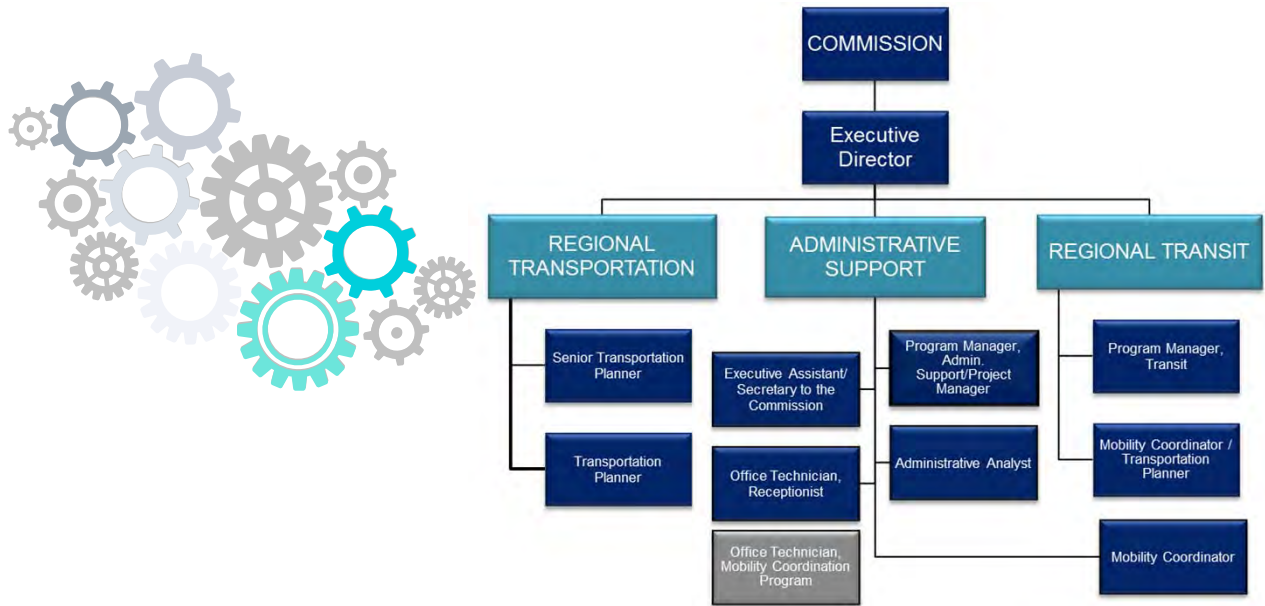


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18

# ICTC ORGANIZATIONAL CHART

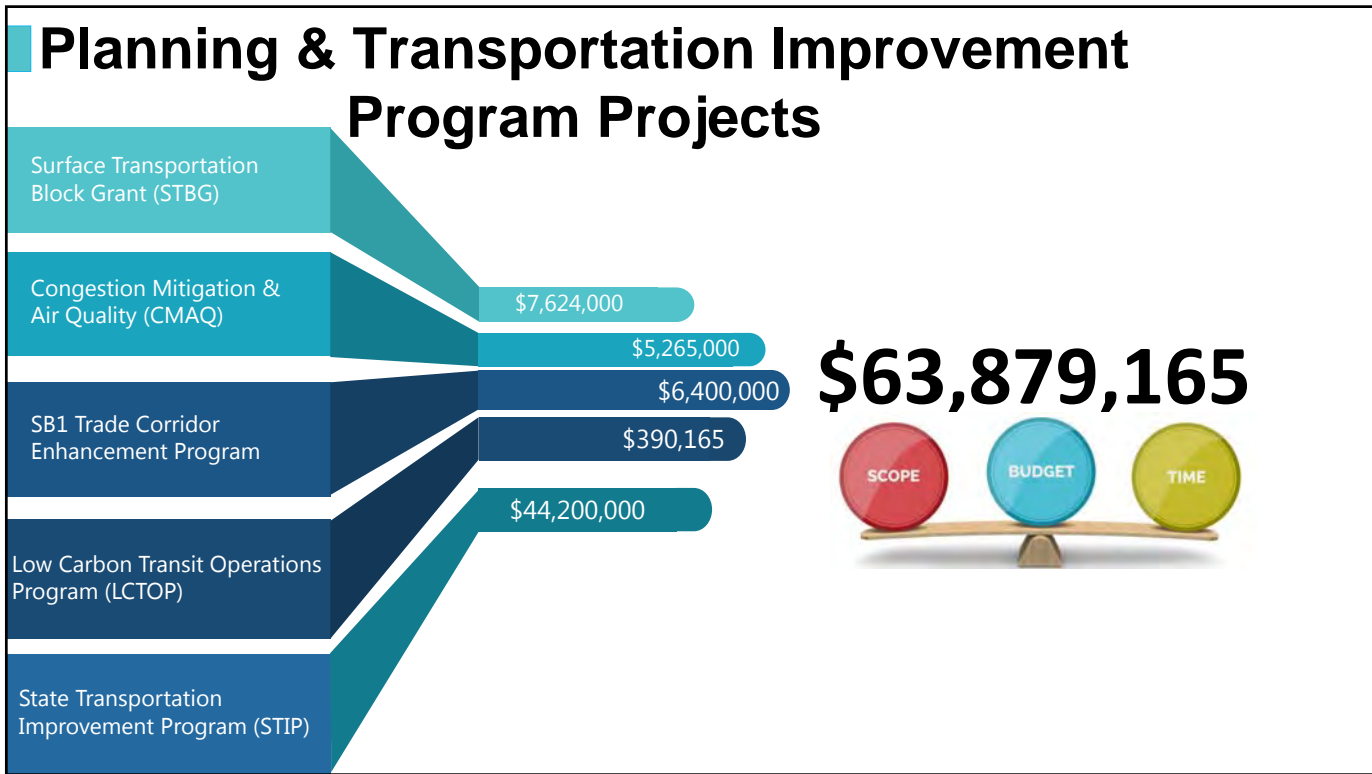


19

# REGIONAL TRANSIT ADMINISTRATION



20



# V. ACTION CALENDAR

## V. ACTION CALENDAR

C. 2ND COMPETITIVE BID FOR THE IVT RIDE—  
PUBLIC OUTREACH AND MARKETING SERVICES, FY  
2020-2022



**IMPERIAL COUNTY  
TRANSPORTATION COMMISSION**

1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**SUBJECT: 2<sup>nd</sup> Competitive Bid for the IVT RIDE- Public Outreach and Marketing Services – FY 2020-2022**

Dear Commission Members:

In 2014, the Commission awarded a three year contract with two one year extensions to Spectrum Advertising, for the various activities associated with marketing of the IVT RIDE paratransit system. The scope included significant bilingual public outreach in the communities where IVT RIDE was launched focused on seniors and persons with disabilities. In addition, a brand and logo, a brochure and a website would be developed. The ensuing years would be focused on further marketing activities including but not limited to; advertisements, photography and other devices.

To date, the project has completed the branding with logo, the website, infomercials, photography and numerous public outreach events in the Imperial Valley.

The yellow and black logo'd bus with unique branding is very visible and becoming well established in the community. The website is user friendly, ADA compliant, bilingual and contains information for passengers and caregivers.

ICTC recently completed a second competitive bid focused on the continued public outreach and marketing for the IVT RIDE services.

Two proposals were again received; from Conveyor Group and Spectrum Advertising. The proposals were reviewed and scored by an Evaluation Committee comprised of staff from SCAG, the County Area Agency on Aging, Caltrans and ICTC on April 18, 2019.

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



The Evaluation Committee ultimately selected the most responsive proposal and recommended to the Executive Director that a contract be awarded to Spectrum.

Conveyor Group 695 hours for a price of \$168,960 or \$243.11/hour  
Spectrum 518 hours for a price of \$149,500 or \$288.61/hour

The original Request for Proposal, scope of work and all exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign the IVT RIDE Public Outreach and Marketing Consultant Agreement with the firm of NSD Investments Inc. DBA Spectrum Advertising for the not to exceed fee of \$149,500, effective July 1, 2019 through June 30, 2022.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/cl

1 **AGREEMENT FOR SERVICES**

2  
3 THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into this \_\_\_\_\_ day  
4 of \_\_\_\_\_, 2019, is by and between the **IMPERIAL COUNTY TRANSPORTATION**  
5 **COMMISSION (“ICTC”)** and **NSD INVESTMENTS, INC.**, an active California corporation doing  
6 business as Spectrum Advertising (“**CONSULTANT**”) (individually, “Party;” collectively, “Parties”).

7 **W I T N E S S E T H**

8 **WHEREAS**, ICTC desires to retain a qualified individual, firm or business entity to provide  
9 professional services for IVT RIDE Public Outreach and Marketing Services (“the Project”); and

10 **WHEREAS**, ICTC desires to engage CONSULTANT to provide services by reason of its  
11 qualifications and experience for performing such services, and CONSULTANT has offered to provide the  
12 required services for the Project on the terms and in the manner set forth herein.

13 **NOW, THEREFORE**, ICTC and CONSULTANT have and hereby agree to the following:

14 1. **DEFINITIONS.**

15 1.1. “RFP” shall mean ICTC’s request for proposals entitled “Imperial County Transportation  
16 Commission (ICTC) Request for Proposal FY 2020-22 Public Outreach and Marketing for IVT RIDE”  
17 dated March 2019. The RFP is attached as **Exhibit “A”** and incorporated herein by this reference.

18 1.2. “Proposal” shall mean CONSULTANT’s proposal entitled “RFP IVT RIDE Public  
19 Outreach and Marketing Services FY 2020-2022.” The Proposal is attached as **Exhibit “B”** and  
20 incorporated herein by this reference.

21 2. **CONTRACT COORDINATION.**

22 CONSULTANT shall assign a single Contract Manager to have overall responsibility for the  
23 progress and execution of this Agreement. Mary Zimmer is hereby designated as the Contract Manager for  
24 CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement  
25 require a substitute Contract Manager for any reason, the Contract Manager’s designee shall be subject to  
26 the prior written acceptance and approval of ICTC.

27 ///

28 ///

1 3. DESCRIPTION OF WORK.

2 3.1. CONSULTANT shall provide all materials and labor to perform this Agreement. In the  
3 event of a conflict among this Agreement, the RFP and the Proposal, the RFP shall take precedence over the  
4 Proposal and this Agreement shall take precedence over both.

5 3.2. CONSULTANT shall perform additional or extra work if required, utilizing the per hour  
6 rate set forth in Exhibit "C".

7 4. WORK TO BE PERFORMED BY CONSULTANT.

8 4.1. CONSULTANT shall comply with all terms, conditions and requirements of the RFP,  
9 Proposal and this Agreement.

10 4.2. CONSULTANT shall perform such other tasks as necessary and proper for the full  
11 performance of the obligations assumed by CONSULTANT hereunder.

12 4.3. CONSULTANT shall:

13 4.3.1. Procure all permits and licenses, pay all charges and fees, and give all notices that  
14 may be necessary and incidental to the due and lawful prosecution of the services to be performed  
15 by CONSULTANT pursuant to this Agreement;

16 4.3.2. Use the standard of care usual to CONSULTANT's profession to keep itself fully  
17 informed of all applicable existing and proposed federal, state and local laws, ordinances,  
18 regulations, orders and decrees which may affect those engaged or employed under this Agreement,  
19 any materials used in CONSULTANT's performance under this Agreement or the conduct of the  
20 services under this Agreement;

21 4.3.3. At all times observe and comply with, and cause all of its employees to observe and  
22 comply with all of said laws, ordinances, regulations, orders and decrees mentioned above; and

23 4.3.4. Immediately report to ICTC in writing any discrepancy or inconsistency it discovers  
24 in said laws, ordinances, regulations, orders and decrees mentioned above in relation to any plans,  
25 drawings, specifications or provisions of this Agreement.

26 4.4. Any videotape, reports, information, data or other material given to, or prepared or  
27 assembled by, CONSULTANT pursuant to this Agreement shall be the property of ICTC and shall not be  
28 made available to any individual or organization by CONSULTANT without the prior written approval of

1 ICTC. The preceding restriction shall not apply to information which is in the public domain, was  
2 previously known to CONSULTANT, was acquired by CONSULTANT from others who have no  
3 confidential relationship to ICTC with respect to same, or which through no fault of CONSULTANT  
4 comes into the public domain. CONSULTANT shall not be restricted from releasing information,  
5 including confidential information, in response to a subpoena, court order, or other legal process.  
6 CONSULTANT shall not be required to resist such subpoena, court order, or legal process, but shall  
7 promptly notify ICTC in writing of the demand for information before responding to such demand.

8 5. REPRESENTATIONS BY CONSULTANT.

9 5.1. CONSULTANT understands and agrees that ICTC has limited knowledge in the multiple  
10 areas specified in the Proposal. CONSULTANT has represented itself to have experience in these fields  
11 and understands that ICTC is relying upon such representation.

12 5.2. Subject to 5.2.1, CONSULTANT represents and warrants that it is a lawful entity  
13 possessing all required licenses and authorities to do business in the State of California and perform all  
14 aspects of this Agreement.

15 5.2.1. CONSULTANT shall not commence any work pursuant to this Agreement or  
16 provide any other services, or materials, in connection therewith until CONSULTANT has received  
17 written authorization from ICTC to do so.

18 5.3. CONSULTANT represents and warrants that the people executing this Agreement on behalf  
19 of CONSULTANT have the authority of CONSULTANT to sign this Agreement and bind  
20 CONSULTANT to the performance of all duties and obligations assumed by CONSULTANT herein.

21 5.4. CONSULTANT represents and warrants that any employee, contractor and/or agent who  
22 will be performing any of the duties and obligations of CONSULTANT herein possess all required licenses  
23 and authorities, as well as the experience and training, to perform such tasks.

24 5.5. CONSULTANT represents and warrants that the allegations contained in the Proposal are  
25 true and correct.

26 5.6. CONSULTANT understands that ICTC considers the representations made herein to be  
27 material and would not enter into this Agreement with CONSULTANT if such representations were not  
28 made.

1 6. COMPENSATION.

2 The total compensation payable under this Agreement shall not exceed one hundred forty nine  
3 thousand five hundred dollars (\$149,500) unless otherwise previously agreed to by ICTC, in the following  
4 format: FY 2019-2020: \$49,700; FY 2020-2021: \$49,900; FY 2021-2022: \$49,900. The amounts can be  
5 rolled over or shared between years upon approval of ICTC.

6 7. PAYMENT.

7 CONSULTANT will bill ICTC on a time and material basis upon completion of the project or as set  
8 forth in the cost schedule attached hereto as **Exhibit "C"**. ICTC shall pay CONSULTANT for completed  
9 and approved services upon presentation of its itemized billing. Notwithstanding the foregoing, ICTC shall  
10 retain 10% of the total compensation until the work to be performed has been completed in accordance with  
11 this Agreement, as determined by ICTC, and payment in full of all subcontractors of CONSULTANT.

12 8. METHOD OF PAYMENT.

13 8.1 CONSULTANT shall at any time prior to the 15th day of any month, submit to ICTC a  
14 written claim for compensation for services performed. The claim shall be in a format approved by ICTC.  
15 CONSULTANT may expect to receive payment within a reasonable time thereafter and in any event in the  
16 normal course of business within thirty (30) days after the claim is submitted.

17 9. TERM AND TIME FOR COMPLETION OF THE WORK.

18 9.1. This Agreement shall commence on the date first written above and shall continue until June  
19 30, 2022 unless otherwise terminated as provided herein.

20 9.2. Program scheduling shall be as described in Exhibit "A" unless revisions to Exhibit "A" are  
21 approved by both ICTC and CONSULTANT's Contract Manager. Time extensions may be allowed for  
22 delays caused by ICTC, other governmental agencies, or factors not directly brought about by the  
23 negligence or lack of due care on the part of CONSULTANT.

24 10. SUSPENSION OF AGREEMENT.

25 ICTC shall have the authority to suspend this Agreement, wholly or in part, for such period as  
26 deemed necessary due to unfavorable conditions or to the failure on the part of CONSULTANT to perform  
27 any provision of this Agreement. CONSULTANT will be paid the compensation due and payable to the  
28 date of suspension.

1 11. SUSPENSION AND/OR TERMINATION.

2 11.1. ICTC retains the right to terminate this Agreement for any reason by notifying  
3 CONSULTANT in writing seven (7) days prior to termination and by paying the compensation due and  
4 payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
5 CONSULTANT, ICTC shall be obligated to compensate CONSULTANT only for that portion of  
6 CONSULTANT's services which have been performed in accordance with the terms and conditions of this  
7 Agreement. Said compensation is to be arrived at by mutual agreement between ICTC and  
8 CONSULTANT; should the Parties fail to agree on said compensation, an independent arbitrator shall be  
9 appointed and the decision of the arbitrator shall be binding upon the Parties.

10 11.2. Upon such termination, CONSULTANT shall immediately turn over to ICTC any and all  
11 copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed,  
12 prepared by CONSULTANT in connection with this Agreement. Such materials shall become the  
13 permanent property of ICTC.

14 12. INSPECTION.

15 CONSULTANT shall furnish ICTC with every reasonable opportunity for ICTC to ascertain that  
16 the services of CONSULTANT are being performed in accordance with the requirements and intentions of  
17 this Agreement. All work done and materials furnished, if any, shall be subject to ICTC's inspection and  
18 approval. The inspection of such work shall not relieve CONSULTANT of any of its obligations to fulfill  
19 its Agreement as prescribed.

20 13. OWNERSHIP OF MATERIALS.

21 All original drawings, videotapes and other materials prepared by or in possession of  
22 CONSULTANT pursuant to this Agreement shall become the permanent property of ICTC and shall be  
23 delivered to ICTC upon demand.

24 14. INTEREST OF CONSULTANT.

25 14.1. CONSULTANT covenants that it presently has no interest, and shall not acquire any  
26 interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the  
27 performance of the services hereunder.

1 14.2. CONSULTANT covenants that, in the performance of this Agreement, no sub-contractor or  
2 person having such an interest shall be employed.

3 14.3. CONSULTANT certifies that no one who has or will have any financial interest pursuant to  
4 this Agreement is an officer or employee of ICTC.

5 15. INDEMNIFICATION.

6 A. Indemnity for Professional Services. To the furthest extent allowed by law, Consultant  
7 shall indemnify, hold harmless and defend ICTC and its members, board members, officers, officials,  
8 employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and  
9 damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at  
10 any time and property damage), and from any and all claims, demands and actions in law or equity  
11 (including reasonable attorney's fees and litigation expenses) that arise out of, pertain to, or relate to the  
12 negligence, recklessness or willful misconduct of Consultant, its principals, officers, employees, agents  
13 or volunteers in the performance of professional services under this Agreement.

14 B. Other Indemnities. Other than in the performance of professional services, and to the  
15 fullest extent allowed by law, Consultant shall indemnify, hold harmless and defend ICTC and its  
16 members, board members, officers, officials, employees, agents and volunteers from any and all loss,  
17 liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability,  
18 including but not limited to personal injury, death at any time and property damage), and from any and  
19 all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation  
20 expenses) arising or alleged to have arisen directly or indirectly out of performance of this Agreement.  
21 Consultant's obligations under the preceding sentence shall apply regardless of whether ICTC or any of  
22 its members, board members, officers, officials, employees, agents or volunteers are negligent, but shall  
23 not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross  
24 negligence, or caused by the willful misconduct, of ICTC, or any of its members, board members,  
25 officers, officials, employees, agents or volunteers.

26 C. If Consultant should subcontract all or any portion of the services to be performed under  
27 this Agreement, Consultant shall require each subcontractor to indemnify, hold harmless and defend  
28

1 ICTC and its members, board members, officers, officials, employees, agents and volunteers in  
2 accordance with the terms of the preceding paragraphs.

3 D. This section shall survive termination or expiration of this Agreement.

4 16. INDEPENDENT CONTRACTOR.

5 In all situations and circumstances arising out of the terms and conditions of this Agreement,  
6 CONSULTANT is an independent contractor, and as an independent contractor, the following shall  
7 apply:

8 16.1. CONSULTANT is not an employee or agent of ICTC and is only responsible for the  
9 requirements and results specified by this Agreement or any other agreement.

10 16.2. CONSULTANT shall be responsible to ICTC only for the requirements and results  
11 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject  
12 to ICTC's control with respect to the physical actions or activities of CONSULTANT in fulfillment of  
13 the requirements of this Agreement.

14 16.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, ICTC, and  
15 ICTC shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation  
16 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
17 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICTC.

18 16.4. CONSULTANT shall not be entitled to have ICTC withhold or pay, and ICTC shall not  
19 withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age  
20 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
21 program required or provided by any Federal, State or local law or regulation.

22 16.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or  
23 make any claim against any ICTC fringe program, including, but not limited to, ICTC's pension plan,  
24 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan,  
25 or coverage designated for, provided to, or offered to ICTC's employee.

26 16.6. ICTC shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local  
27 tax, including, but not limited to, any personal income tax, owed by CONSULTANT.



1 16.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent  
2 and conduct itself as an independent contractor, not as an employee of ICTC.

3 16.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind  
4 or obligate ICTC in any way without the written consent of ICTC.

5 17. INSURANCE.

6 Throughout the life of this Agreement, Consultant shall pay for and maintain in full force and  
7 effect all policies of insurance required hereunder with an insurance company(ies) either (i) admitted by  
8 the California Insurance Commissioner to do business in the State of California and rated not less than  
9 "A- VII" in Best's Insurance Rating Guide, or (ii) as may be authorized in writing by ICTC's Executive  
10 Director or his/her designee at any time and in his/her sole discretion. The following policies of  
11 insurance are required:

12 (i) COMMERCIAL GENERAL LIABILITY insurance which shall be at least as broad as the  
13 most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form  
14 CG 00 01 and include insurance for "bodily injury," "property damage" and "personal and advertising  
15 injury" with coverage for premises and operations (including the use of owned and non-owned  
16 equipment), products and completed operations, and contractual liability (including, without limitation,  
17 indemnity obligations under the Agreement) with limits of liability of not less than the following:

18 \$2,000,000 per occurrence for bodily injury and property damage

19 \$1,000,000 per occurrence for personal and advertising injury

20 \$4,000,000 aggregate for products and completed operations

21 \$4,000,000 general aggregate

22 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as  
23 the most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01,  
24 and include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code  
25 1 - Any Auto) with limits of liability of not less than \$2,000,000 per accident for bodily injury and  
26 property damage.

1 (iii) WORKERS' COMPENSATION insurance as required under the California Labor Code.

2 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than \$1,000,000  
3 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee.

4 (v) PROFESSIONAL LIABILITY (Errors and Omissions) insurance appropriate to  
5 Consultant's profession, with limits of liability of \$2,000,000 per claim/occurrence and \$2,000,000  
6 policy aggregate.

7 In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the  
8 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford  
9 no less coverage than the primary insurance policy(ies).

10 Consultant shall be responsible for payment of any deductibles contained in any insurance policies  
11 required hereunder and Consultant shall also be responsible for payment of any self-insured retentions.  
12 Any deductibles or self-insured retentions must be declared to, and approved by, the ICTC's Executive  
13 Director or his/her designee in his/her sole discretion. At the option of the ICTC's Executive Director or  
14 his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured  
15 retentions as respects ICTC, its members, board members, officers, officials, employees and agents; or  
16 (ii) Consultant shall provide a financial guarantee, satisfactory to the ICTC's Executive Director or  
17 his/her designee in his/her sole discretion, guaranteeing payment of losses and related investigations,  
18 claim administration and defense expenses. At no time shall ICTC be responsible for the payment of  
19 any deductibles or self-insured retentions.

20 All policies of insurance required hereunder shall be endorsed to provide that the coverage shall  
21 not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written  
22 notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of  
23 cancellation, non-renewal, or reduction in coverage or in limits, Consultant shall furnish ICTC with a  
24 new certificate and applicable endorsements for such policy(ies). In the event any policy is due to  
25 expire during the work to be performed for ICTC, Consultant shall provide a new certificate, and  
26 applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the  
27 expiration date of the expiring policy.

1 The General Liability and Automobile Liability insurance policies shall be written on an  
2 occurrence form. The General Liability (including ongoing operations and completed operations) and  
3 Automobile Liability insurance policies shall name ICTC, its members, board members, officers,  
4 officials, employees and agents as an additional insured. All such policies of insurance shall be  
5 endorsed so Consultant's insurance shall be primary and no contribution shall be required of ICTC, its  
6 members, board members, officers, officials, employees, agents or volunteers. The coverage(s) shall  
7 contain no special limitations on the scope of protection afforded to ICTC, its members, board members,  
8 officers, officials, employees and agents. The Workers' Compensation insurance policy shall contain a  
9 waiver of subrogation as to ICTC, its members, board members, officers, employees, agents and  
10 volunteers. Should Consultant maintain insurance with broader coverage and/or limits of liability  
11 greater than those shown above, ICTC requires and shall be entitled to the broader coverage and/or the  
12 higher limits of liability maintained by Consultant. Any available insurance proceeds in excess of the  
13 specified minimum limits of insurance and coverage shall be available to ICTC.

14 If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made  
15 coverage form:

16 (i) The retroactive date must be shown, and must be before the effective date of this Agreement  
17 or the commencement of work by Consultant.

18 (ii) Insurance must be maintained and evidence of insurance must be provided for at least 5  
19 years after completion of the work or termination of the Agreement, whichever first occurs.

20 (iii) If coverage is canceled or non-renewed, and not replaced with another claims-made policy  
21 form with a retroactive date prior to the effective date of the Agreement, or work commencement date,  
22 Consultant must purchase extended reporting period coverage for a minimum of 5 years after  
23 completion of the work or termination of the Agreement, whichever first occurs.

24 (iv) A copy of the claims reporting requirements must be submitted to ICTC for review.

25 (v) These requirements shall survive expiration or termination of the Agreement.

26 Consultant shall furnish ICTC with all certificate(s) and applicable endorsements effecting  
27 coverage required hereunder. **All certificates and applicable endorsements are to be received and**  
28 **approved by ICTC's Executive Director or his/her designee in his/her sole discretion prior to**

1 **ICTC's execution of the AGREEMENT and before work commences.** Upon request of ICTC,  
2 Consultant shall immediately furnish ICTC with a complete copy of any insurance policy required under  
3 this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and  
4 correct copy of the original policy. This requirement shall survive expiration or termination of this  
5 Agreement.

6 If at any time during the life of the Agreement or any extension, Consultant or any of its sub-  
7 Consultants fail to maintain any required insurance in full force and effect, all work under this  
8 Agreement shall be discontinued immediately, until notice is received by ICTC that the required  
9 insurance has been restored to full force and effect and that the premiums therefore have been paid for a  
10 period satisfactory to ICTC. Any failure to maintain the required insurance shall be sufficient cause for  
11 ICTC to terminate this Agreement. No action taken by ICTC hereunder shall in any way relieve  
12 Consultant of its responsibilities under this Agreement.

13 The fact that insurance is obtained by Consultant shall not be deemed to release or diminish the  
14 liability of Consultant, including, without limitation, liability under the indemnity provisions of this  
15 Agreement. The duty to indemnify ICTC shall apply to all claims and liability regardless of whether any  
16 insurance policies are applicable. The policy limits do not act as a limitation upon the policy limits do  
17 not act as a limitation upon the amount of indemnification to be provided by Consultant. Approval or  
18 purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the  
19 liability of Consultant, its principals, officers, agents, employees, persons under the supervision of  
20 Consultant, vendors, suppliers, invitees, sub-Consultants, or anyone employed directly or indirectly by  
21 any of them.

22 If Consultant should subcontract all or any portion of the services to be performed under this  
23 Agreement, Consultant shall require each sub-Consultant to provide insurance protection in favor of  
24 ICTC, its members, board members, officers, officials, employees, agents and volunteers in accordance  
25 with the terms of each of the preceding paragraphs, except that the sub-Consultant's certificates and  
26 endorsements shall be on file with Consultant and ICTC prior to the commencement of any work by the  
27 sub-Consultant.

28 ///

1 18. ASSIGNMENT.

2 Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
3 CONSULTANT without the prior written consent of ICTC. CONSULTANT may employ other  
4 specialists to perform services as required with prior approval by ICTC.

5 19. NON-DISCRIMINATION.

6 During the performance of this Agreement, CONSULTANT shall not unlawfully discriminate  
7 against any employee or applicant for employment or employee of ICTC or member of the public  
8 because of race, religion, color, national status, age, or sex. CONSULTANT shall ensure that the  
9 evaluation and treatment of its employees and applicants for employment and employees and members  
10 of the public are free of such discrimination. CONSULTANT shall comply with all provisions of the  
11 Fair Employment and Housing Act (Government Code §12900, *et seq.*). The applicable regulations of  
12 the Fair Employment Housing Commission implementing Government Code §12900 set forth in  
13 Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this  
14 Agreement by reference and made a part hereof as if set forth in full. CONSULTANT shall abide by the  
15 Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and  
16 regulations issued pursuant to said Act. CONSULTANT shall also abide by the American Disabilities  
17 Act and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.  
18 CONSULTANT shall give written notice of its obligations under this clause to labor organizations with  
19 which it has a collective bargain or other agreement. CONSULTANT shall include the non-  
20 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
21 to this Agreement.

22 20. NOTICES AND REPORTS.

23 20.1. All notices and reports pursuant to this Agreement shall be in writing and may be given  
24 by personal delivery or by mailing by certified mail, addressed as follows:

25 **ICTC**

26 Attn: Executive Director  
27 Imperial County Transportation Commission  
1503 N. Imperial Ave., Ste 104  
28 El Centro, CA 92243

**CONSULTANT**

Attn: Project Manager  
Spectrum Advertising  
770 W. Main Street  
El Centro, CA 92243

1           20.2. All notices and reports pursuant to this Agreement may be given by personal delivery or  
2 by mailing by certified mail at such other address as either Party may designate in a notice to the other  
3 Party given in such manner.

4           20.3. Any notice given by mail shall be considered given when deposited in the United States  
5 Mail, postage prepaid, addressed as provided herein.

6 21. ENTIRE AGREEMENT.

7           This Agreement contains the entire agreement between ICTC and CONSULTANT relating to the  
8 transactions contemplated hereby and supersedes all prior or contemporaneous agreements,  
9 understandings, provisions, negotiations, representations, or statements, either written or oral.

10 22. MODIFICATION.

11           No modification, waiver, amendment, discharge, or change of this Agreement shall be valid  
12 unless the same is in writing and signed by both parties.

13 23. PARTIAL INVALIDITY.

14           If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,  
15 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being  
16 impaired or invalidated in any way.

17 24. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

18           As used in this Agreement and whenever required by the context thereof, each number, both  
19 singular and plural, shall include all numbers, and each gender shall include a gender. CONSULTANT  
20 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall  
21 likewise include both singular and the plural, a corporation, a partnership, individual, firm or person  
22 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity  
23 or any other entity. All covenants herein contained on the part of CONSULTANT shall be joint and  
24 several if more than one person, firm or entity executes the Agreement.

25 25. WAIVER.

26           No waiver of any breach or of any of the covenants or conditions of this Agreement shall be  
27 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of  
28 the same or any other covenant or condition.

1 26. CHOICE OF LAW.

2 This Agreement shall be governed by the laws of the State of California. This Agreement is  
3 made and entered into in Imperial County, California. Any action brought by either Party with respect  
4 to this Agreement shall be brought in a court of competent jurisdiction within said County.

5 27. ATTORNEY'S FEES.

6 If either Party herein brings an action to enforce the terms thereof or declare rights hereunder,  
7 each Party in any such action, on trial or appeal, shall bear its own attorney's fees and costs.

8 28. AUTHORITY.

9 Each individual executing this Agreement on behalf of CONSULTANT represents and warrants  
10 that:

11 28.1. He/She is duly authorized to execute and deliver this Agreement on behalf of  
12 CONSULTANT;

13 28.2. Such execution and delivery is in accordance with the terms of the Articles of  
14 Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT and;

15 28.3. This Agreement is binding upon CONSULTANT accordance with its terms.

16 29. COUNTERPARTS.

17 This Agreement may be executed in counterparts.

18 30. REVIEW OF AGREEMENT TERMS.

19 This Agreement has been reviewed and revised by legal counsel for both ICTC and  
20 CONSULTANT, and no presumption or rule that ambiguities shall be construed against the drafting  
21 Party shall apply to the interpretation or enforcement of the same or any subsequent amendments  
22 thereto.

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

1           **IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first  
2 above written.

3 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

4  
5 \_\_\_\_\_  
6 Chair

7 **ATTEST:**

8  
9 \_\_\_\_\_  
10 **CRISTI LERMA**  
Secretary to the Commission

11 **CONSULTANT:**

12 NSD INVESTMENTS, INC.  
13 dba Spectrum Advertising

14 By:   
15 \_\_\_\_\_  
16 **MARY ZIMMER**  
17 Vice President

18  
19 **APPROVED AS TO FORM:**

20 **KATHERINE TURNER**  
21 **COUNTY COUNSEL**

22  
23  
24  
25  
26  
27  
28  
29 By: \_\_\_\_\_  
30 Eric Havens  
31 Deputy County Counsel



# V. ACTION CALENDAR

## V. ACTION CALENDAR

- D. 2ND COMPETITIVE BID FOR THE IVT MED-TRANS PARATRANSIT—PUBLIC OUTREACH AND MARKETING SERVICES, FY 2020-2022



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**SUBJECT:** 2<sup>nd</sup> Competitive Bid for the IVT MedTrans Paratransit– Public Outreach and Marketing Services – FY 2020-2022

Dear Commission Members:

In 2016, the Commission awarded a three year contract for the Public Outreach, Branding and Marketing Services for the IVT MedTrans when it was launched. The scope included bilingual public outreach focused on medical care providers, hospital staff and others involved with the care of transit dependent, seniors, persons with disabilities and veterans. In addition, a brand and logo, and a website would be developed. The ensuing two years would be focused on further marketing activities including but not limited to; radio advertisements, photography, brochures and other devices.

To date, the project has completed the branding with logo, the website, television and radio commercials, photography and numerous public outreach events in the Imperial Valley, as well as in San Diego.

The purple logo'd bus with unique branding is very visible and becoming well established in the community. The website is user friendly, ADA compliant, bilingual and contains calendar and schedule information so that medical offices and passengers can utilize it to schedule trips for appointments. The television commercial has generated approximately 45 additional phone calls in the last month.

ICTC recently completed a second competitive bid focused on the continued public outreach and marketing for the IVT MedTrans services.

Two proposals were again received; from Conveyor Group and Spectrum Advertising. The proposals were reviewed and scored by an Evaluation Committee comprised of staff from SCAG, the County Health Department, Caltrans and ICTC on April 18, 2019.

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

The Evaluation Committee ultimately selected the most responsive proposal and recommended to the Executive Director that a contract be awarded to Conveyor Group.

Conveyor Group 536 hours for a price of \$149,280 or \$278.51/hour  
Spectrum 436 hours for a price of \$141,400 or \$324.31/hour

The original Request for Proposal, scope of work and all exhibits referenced are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 12, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Authorize the Chairman to sign the IVT MedTrans Public Outreach and Marketing Consultant Agreement with the firm of Franklin Lee Enterprises L.L.C. dba CONVEYOR GROUP, for the not to exceed fee of \$149,820, effective July 1, 2019 through June 30, 2022.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/cl

## IVT MedTrans Website Analytics

The website was launched in 2016, so there are two growth comparisons over the years 2016/17 to 2017/18, and 2017/18 to 2018/19.

May 1, 2016–April 30, 2017

May 1, 2017–April 30, 2018

Metric	<u>2016/17</u>	<u>2017/18</u>	
New Users	788	2,097	166% increase
Sessions	1,279	2,853	123% increase
Page Views	5,033	6,211	23% increase

This was a new website so the first growth comparison shows an unusually significant increase in all analytic metrics. New users increased by 162% to 2,065; sessions increased by 123% to 2,853; and page views increased by 23% to 6,211.

A majority of the website's traffic was made up of users from serviced cities with the top spots mostly unchanged between the comparison periods. The top city for both periods was El Centro, but also includes Calexico, Brawley and Imperial. San Diego, Los Angeles and Mexicali are also on that list.

A majority of visitors viewed the site on Windows computers (36%, down from 49%), followed by iPhone/iPad (28%, up from 13%), then Android tablets/phones (27, down from 34%). Other devices split the remaining visitor share.

The top browser was Chrome, then Safari, Internet Explorer and Firefox.

The top visited pages were related to Fares, Schedule, and About:

1. /(Home)
2. /fares/
3. /schedules/
4. /schedules/pick-up-&-return-locations/
5. /schedules/calendar/
6. /about/how-to-ride/
7. /contact/
8. /about/
9. /about/no-show-policy/
10. /about/accessibility/

Growth between May 1, 2017–April 30, 2018 and May 1, 2018–April 30, 2019

Metric	<u>2017/18</u>	<u>2018/19</u>	
New Users	2,097	3,469	68% increase
Sessions	2,853	4,428	55% increase
Page Views	6,211	8,573	38% increase

The website has had exposure by this time so we're able to compare two full periods of regular user activity. New users increased again during this period by 68% to 3,469; sessions increased by 55% to 4,428; and page views increased by 38% to 8,573.

The top cities remained mostly the same, though the order differed a little. Brawley increased over Imperial during this period. The top city again was El Centro. Also on the list was Calexico and Imperial as well as San Diego, Los Angeles and Mexicali.

Continuing the prior comparisons trend, a majority of visitors viewed the site on Windows computers (51%, up from 36%), followed by iPhone/iPad (23%, down from 28%), then Android tablets/phones (19%, down from 26%). Other devices split the remaining visitor share.

The top browser was Chrome, then Safari, Firefox and Edge/Internet Explorer. Firefox users' share is improving over Edge/Internet Explorer.

The top visited pages remained relatively the same related to Fares, Schedule, and About:

1. / (Home)
3. /schedules/
2. /fares/
4. /schedules/pick-up-&-return-locations/
5. /schedules/calendar/
7. /contact/
6. /about/how-to-ride/
9. /about/no-show-policy/
8. /about/executive-directors-message/
10. /about/

1 AGREEMENT FOR SERVICES

2  
3 THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into this \_\_\_\_\_ day  
4 of \_\_\_\_\_, 2019, is by and between the **IMPERIAL COUNTY TRANSPORTATION**  
5 **COMMISSION** (“ICTC”) and **FRANKLIN LEE ENTERPRISES, L.L.C.**, an active California limited  
6 liability company doing business as Conveyor Group (“**CONSULTANT**”) (individually, “Party;”  
7 collectively, “Parties”).

8 **WITNESSETH**

9 **WHEREAS**, ICTC desires to retain a qualified individual, firm or business entity to provide  
10 professional services for IVT MedTrans Public Outreach and Marketing Services (“the Project”); and

11 **WHEREAS**, ICTC desires to engage CONSULTANT to provide services by reason of its  
12 qualifications and experience for performing such services, and CONSULTANT has offered to provide the  
13 required services for the Project on the terms and in the manner set forth herein.

14 **NOW, THEREFORE**, ICTC and CONSULTANT have and hereby agree to the following:

15 1. DEFINITIONS.

16 1.1. “RFP” shall mean ICTC’s request for proposals entitled “Imperial County Transportation  
17 Commission (ICTC) Request for Proposal FY 2020-22 Public Outreach and Marketing for IVT MedTrans”  
18 dated March 2019. The RFP is attached as **Exhibit “A”** and incorporated herein by this reference.

19 1.2. “Proposal” shall mean CONSULTANT’s proposal entitled “Response to Request for  
20 Proposal IVT MedTrans Public Outreach and Marketing Services” dated April 12, 2019. The Proposal is  
21 attached as **Exhibit “B”** and incorporated herein by this reference.

22 2. CONTRACT COORDINATION.

23 CONSULTANT shall assign a single Contract Manager to have overall responsibility for the  
24 progress and execution of this Agreement. Aaron F. Popejoy is hereby designated as the Contract Manager  
25 for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement  
26 require a substitute Contract Manager for any reason, the Contract Manager’s designee shall be subject to  
27 the prior written acceptance and approval of ICTC.

28 ///

1 3. DESCRIPTION OF WORK.

2 3.1. CONSULTANT shall provide all materials and labor to perform this Agreement. In the  
3 event of a conflict among this Agreement, the RFP and the Proposal, the RFP shall take precedence over the  
4 Proposal and this Agreement shall take precedence over both.

5 3.2. CONSULTANT shall perform additional or extra work if required, utilizing the per hour  
6 rate set forth in Exhibit "C".

7 4. WORK TO BE PERFORMED BY CONSULTANT.

8 4.1. CONSULTANT shall comply with all terms, conditions and requirements of the RFP,  
9 Proposal and this Agreement.

10 4.2. CONSULTANT shall perform such other tasks as necessary and proper for the full  
11 performance of the obligations assumed by CONSULTANT hereunder.

12 4.3. CONSULTANT shall:

13 4.3.1. Procure all permits and licenses, pay all charges and fees, and give all notices that  
14 may be necessary and incidental to the due and lawful prosecution of the services to be performed  
15 by CONSULTANT pursuant to this Agreement;

16 4.3.2. Use the standard of care usual to CONSULTANT's profession to keep itself fully  
17 informed of all applicable existing and proposed federal, state and local laws, ordinances,  
18 regulations, orders and decrees which may affect those engaged or employed under this Agreement,  
19 any materials used in CONSULTANT's performance under this Agreement or the conduct of the  
20 services under this Agreement;

21 4.3.3. At all times observe and comply with, and cause all of its employees to observe and  
22 comply with all of said laws, ordinances, regulations, orders and decrees mentioned above; and

23 4.3.4. Immediately report to ICTC in writing any discrepancy or inconsistency it discovers  
24 in said laws, ordinances, regulations, orders and decrees mentioned above in relation to any plans,  
25 drawings, specifications or provisions of this Agreement.

26 4.4. Any videotape, reports, information, data or other material given to, or prepared or  
27 assembled by, CONSULTANT pursuant to this Agreement shall be the property of ICTC and shall not be  
28 made available to any individual or organization by CONSULTANT without the prior written approval of

1 ICTC. The preceding restriction shall not apply to information which is in the public domain, was  
2 previously known to CONSULTANT, was acquired by CONSULTANT from others who have no  
3 confidential relationship to ICTC with respect to same, or which through no fault of CONSULTANT  
4 comes into the public domain. CONSULTANT shall not be restricted from releasing information,  
5 including confidential information, in response to a subpoena, court order, or other legal process.  
6 CONSULTANT shall not be required to resist such subpoena, court order, or legal process, but shall  
7 promptly notify ICTC in writing of the demand for information before responding to such demand.

8 5. REPRESENTATIONS BY CONSULTANT.

9 5.1. CONSULTANT understands and agrees that ICTC has limited knowledge in the multiple  
10 areas specified in the Proposal. CONSULTANT has represented itself to have experience in these fields  
11 and understands that ICTC is relying upon such representation.

12 5.2. Subject to 5.2.1, CONSULTANT represents and warrants that it is a lawful entity  
13 possessing all required licenses and authorities to do business in the State of California and perform all  
14 aspects of this Agreement.

15 5.2.1. CONSULTANT shall not commence any work pursuant to this Agreement or  
16 provide any other services, or materials, in connection therewith until CONSULTANT has received  
17 written authorization from ICTC to do so.

18 5.3. CONSULTANT represents and warrants that the people executing this Agreement on behalf  
19 of CONSULTANT have the authority of CONSULTANT to sign this Agreement and bind  
20 CONSULTANT to the performance of all duties and obligations assumed by CONSULTANT herein.

21 5.4. CONSULTANT represents and warrants that any employee, contractor and/or agent who  
22 will be performing any of the duties and obligations of CONSULTANT herein possess all required licenses  
23 and authorities, as well as the experience and training, to perform such tasks.

24 5.5. CONSULTANT represents and warrants that the allegations contained in the Proposal are  
25 true and correct.

26 5.6. CONSULTANT understands that ICTC considers the representations made herein to be  
27 material and would not enter into this Agreement with CONSULTANT if such representations were not  
28 made.



1 6. COMPENSATION.

2 The total compensation payable under this Agreement shall not exceed one hundred forty nine  
3 thousand two hundred eighty dollars (\$149,280) unless otherwise previously agreed to by ICTC, in the  
4 following format: FY 2019-2020: \$49,890; FY 2020-2021: \$49,620; FY 2021-2022: \$49,770. The  
5 amounts can be rolled over or shared between years upon approval of ICTC.

6 7. PAYMENT.

7 CONSULTANT will bill ICTC on a time and material basis upon completion of the project or as set  
8 forth in the cost schedule attached hereto as **Exhibit "C"**. ICTC shall pay CONSULTANT for completed  
9 and approved services upon presentation of its itemized billing. Notwithstanding the foregoing, ICTC shall  
10 retain 10% of the total compensation until the work to be performed has been completed in accordance with  
11 this Agreement, as determined by ICTC, and payment in full of all subcontractors of CONSULTANT.

12 8. METHOD OF PAYMENT.

13 8.1 CONSULTANT shall at any time prior to the 15th day of any month, submit to ICTC a  
14 written claim for compensation for services performed. The claim shall be in a format approved by ICTC.  
15 CONSULTANT may expect to receive payment within a reasonable time thereafter and in any event in the  
16 normal course of business within thirty (30) days after the claim is submitted.

17 9. TERM AND TIME FOR COMPLETION OF THE WORK.

18 9.1. This Agreement shall commence on the date first written above and shall continue until June  
19 30, 2022 unless otherwise terminated as provided herein.

20 9.2. Program scheduling shall be as described in Exhibit "A" unless revisions to Exhibit "A" are  
21 approved by both ICTC and CONSULTANT's Contract Manager. Time extensions may be allowed for  
22 delays caused by ICTC, other governmental agencies, or factors not directly brought about by the  
23 negligence or lack of due care on the part of CONSULTANT.

24 10. SUSPENSION OF AGREEMENT.

25 ICTC shall have the authority to suspend this Agreement, wholly or in part, for such period as  
26 deemed necessary due to unfavorable conditions or to the failure on the part of CONSULTANT to perform  
27 any provision of this Agreement. CONSULTANT will be paid the compensation due and payable to the  
28 date of suspension.

1 11. SUSPENSION AND/OR TERMINATION.

2 11.1. ICTC retains the right to terminate this Agreement for any reason by notifying  
3 CONSULTANT in writing seven (7) days prior to termination and by paying the compensation due and  
4 payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
5 CONSULTANT, ICTC shall be obligated to compensate CONSULTANT only for that portion of  
6 CONSULTANT's services which have been performed in accordance with the terms and conditions of this  
7 Agreement. Said compensation is to be arrived at by mutual agreement between ICTC and  
8 CONSULTANT; should the Parties fail to agree on said compensation, an independent arbitrator shall be  
9 appointed and the decision of the arbitrator shall be binding upon the Parties.

10 11.2. Upon such termination, CONSULTANT shall immediately turn over to ICTC any and all  
11 copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed,  
12 prepared by CONSULTANT in connection with this Agreement. Such materials shall become the  
13 permanent property of ICTC.

14 12. INSPECTION.

15 CONSULTANT shall furnish ICTC with every reasonable opportunity for ICTC to ascertain that  
16 the services of CONSULTANT are being performed in accordance with the requirements and intentions of  
17 this Agreement. All work done and materials furnished, if any, shall be subject to ICTC's inspection and  
18 approval. The inspection of such work shall not relieve CONSULTANT of any of its obligations to fulfill  
19 its Agreement as prescribed.

20 13. OWNERSHIP OF MATERIALS.

21 All original drawings, videotapes and other materials prepared by or in possession of  
22 CONSULTANT pursuant to this Agreement shall become the permanent property of ICTC and shall be  
23 delivered to ICTC upon demand.

24 14. INTEREST OF CONSULTANT.

25 14.1. CONSULTANT covenants that it presently has no interest, and shall not acquire any  
26 interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the  
27 performance of the services hereunder.

1 14.2. CONSULTANT covenants that, in the performance of this Agreement, no sub-contractor or  
2 person having such an interest shall be employed.

3 14.3. CONSULTANT certifies that no one who has or will have any financial interest pursuant to  
4 this Agreement is an officer or employee of ICTC.

5 15. INDEMNIFICATION.

6 A. Indemnity for Professional Services. To the furthest extent allowed by law, Consultant  
7 shall indemnify, hold harmless and defend ICTC and its members, board members, officers, officials,  
8 employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and  
9 damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at  
10 any time and property damage), and from any and all claims, demands and actions in law or equity  
11 (including reasonable attorney's fees and litigation expenses) that arise out of, pertain to, or relate to the  
12 negligence, recklessness or willful misconduct of Consultant, its principals, officers, employees, agents  
13 or volunteers in the performance of professional services under this Agreement.

14 B. Other Indemnities. Other than in the performance of professional services, and to the  
15 fullest extent allowed by law, Consultant shall indemnify, hold harmless and defend ICTC and its  
16 members, board members, officers, officials, employees, agents and volunteers from any and all loss,  
17 liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability,  
18 including but not limited to personal injury, death at any time and property damage), and from any and  
19 all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation  
20 expenses) arising or alleged to have arisen directly or indirectly out of performance of this Agreement.  
21 Consultant's obligations under the preceding sentence shall apply regardless of whether ICTC or any of  
22 its members, board members, officers, officials, employees, agents or volunteers are negligent, but shall  
23 not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross  
24 negligence, or caused by the willful misconduct, of ICTC, or any of its members, board members,  
25 officers, officials, employees, agents or volunteers.

26 C. If Consultant should subcontract all or any portion of the services to be performed under  
27 this Agreement, Consultant shall require each subcontractor to indemnify, hold harmless and defend  
28

1 ICTC and its members, board members, officers, officials, employees, agents and volunteers in  
2 accordance with the terms of the preceding paragraphs.

3 D. This section shall survive termination or expiration of this Agreement.

4 16. INDEPENDENT CONTRACTOR.

5 In all situations and circumstances arising out of the terms and conditions of this Agreement,  
6 CONSULTANT is an independent contractor, and as an independent contractor, the following shall  
7 apply:

8 16.1. CONSULTANT is not an employee or agent of ICTC and is only responsible for the  
9 requirements and results specified by this Agreement or any other agreement.

10 16.2. CONSULTANT shall be responsible to ICTC only for the requirements and results  
11 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject  
12 to ICTC's control with respect to the physical actions or activities of CONSULTANT in fulfillment of  
13 the requirements of this Agreement.

14 16.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, ICTC, and  
15 ICTC shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation  
16 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
17 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICTC.

18 16.4. CONSULTANT shall not be entitled to have ICTC withhold or pay, and ICTC shall not  
19 withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age  
20 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
21 program required or provided by any Federal, State or local law or regulation.

22 16.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or  
23 make any claim against any ICTC fringe program, including, but not limited to, ICTC's pension plan,  
24 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan,  
25 or coverage designated for, provided to, or offered to ICTC's employee.

26 16.6. ICTC shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local  
27 tax, including, but not limited to, any personal income tax, owed by CONSULTANT.

1 16.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent  
2 and conduct itself as an independent contractor, not as an employee of ICTC.

3 16.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind  
4 or obligate ICTC in any way without the written consent of ICTC.

5 17. INSURANCE.

6 Throughout the life of this Agreement, Consultant shall pay for and maintain in full force and  
7 effect all policies of insurance required hereunder with an insurance company(ies) either (i) admitted by  
8 the California Insurance Commissioner to do business in the State of California and rated not less than  
9 "A- VII" in Best's Insurance Rating Guide, or (ii) as may be authorized in writing by ICTC's Executive  
10 Director or his/her designee at any time and in his/her sole discretion. The following policies of  
11 insurance are required:

12 (i) COMMERCIAL GENERAL LIABILITY insurance which shall be at least as broad as the  
13 most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form  
14 CG 00 01 and include insurance for "bodily injury," "property damage" and "personal and advertising  
15 injury" with coverage for premises and operations (including the use of owned and non-owned  
16 equipment), products and completed operations, and contractual liability (including, without limitation,  
17 indemnity obligations under the Agreement) with limits of liability of not less than the following:

18 \$2,000,000 per occurrence for bodily injury and property damage

19 \$1,000,000 per occurrence for personal and advertising injury

20 \$4,000,000 aggregate for products and completed operations

21 \$4,000,000 general aggregate

22 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as  
23 the most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01,  
24 and include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code  
25 1 - Any Auto) with limits of liability of not less than \$2,000,000 per accident for bodily injury and  
26 property damage.

1 (iii) WORKERS' COMPENSATION insurance as required under the California Labor Code.

2 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than \$1,000,000  
3 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee.

4 (v) PROFESSIONAL LIABILITY (Errors and Omissions) insurance appropriate to  
5 Consultant's profession, with limits of liability of \$2,000,000 per claim/occurrence and \$2,000,000  
6 policy aggregate.

7 In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the  
8 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford  
9 no less coverage than the primary insurance policy(ies).

10 Consultant shall be responsible for payment of any deductibles contained in any insurance policies  
11 required hereunder and Consultant shall also be responsible for payment of any self-insured retentions.  
12 Any deductibles or self-insured retentions must be declared to, and approved by, the ICTC's Executive  
13 Director or his/her designee in his/her sole discretion. At the option of the ICTC's Executive Director or  
14 his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured  
15 retentions as respects ICTC, its members, board members, officers, officials, employees and agents; or  
16 (ii) Consultant shall provide a financial guarantee, satisfactory to the ICTC's Executive Director or  
17 his/her designee in his/her sole discretion, guaranteeing payment of losses and related investigations,  
18 claim administration and defense expenses. At no time shall ICTC be responsible for the payment of  
19 any deductibles or self-insured retentions.

20 All policies of insurance required hereunder shall be endorsed to provide that the coverage shall  
21 not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written  
22 notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of  
23 cancellation, non-renewal, or reduction in coverage or in limits, Consultant shall furnish ICTC with a  
24 new certificate and applicable endorsements for such policy(ies). In the event any policy is due to  
25 expire during the work to be performed for ICTC, Consultant shall provide a new certificate, and  
26 applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the  
27 expiration date of the expiring policy.

1 The General Liability and Automobile Liability insurance policies shall be written on an  
2 occurrence form. The General Liability (including ongoing operations and completed operations) and  
3 Automobile Liability insurance policies shall name ICTC, its members, board members, officers,  
4 officials, employees and agents as an additional insured. All such policies of insurance shall be  
5 endorsed so Consultant's insurance shall be primary and no contribution shall be required of ICTC, its  
6 members, board members, officers, officials, employees, agents or volunteers. The coverage(s) shall  
7 contain no special limitations on the scope of protection afforded to ICTC, its members, board members,  
8 officers, officials, employees and agents. The Workers' Compensation insurance policy shall contain a  
9 waiver of subrogation as to ICTC, its members, board members, officers, employees, agents and  
10 volunteers. Should Consultant maintain insurance with broader coverage and/or limits of liability  
11 greater than those shown above, ICTC requires and shall be entitled to the broader coverage and/or the  
12 higher limits of liability maintained by Consultant. Any available insurance proceeds in excess of the  
13 specified minimum limits of insurance and coverage shall be available to ICTC.

14 If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made  
15 coverage form:

16 (i) The retroactive date must be shown, and must be before the effective date of this Agreement  
17 or the commencement of work by Consultant.

18 (ii) Insurance must be maintained and evidence of insurance must be provided for at least 5  
19 years after completion of the work or termination of the Agreement, whichever first occurs.

20 (iii) If coverage is canceled or non-renewed, and not replaced with another claims-made policy  
21 form with a retroactive date prior to the effective date of the Agreement, or work commencement date,  
22 Consultant must purchase extended reporting period coverage for a minimum of 5 years after  
23 completion of the work or termination of the Agreement, whichever first occurs.

24 (iv) A copy of the claims reporting requirements must be submitted to ICTC for review.

25 (v) These requirements shall survive expiration or termination of the Agreement.

26 Consultant shall furnish ICTC with all certificate(s) and applicable endorsements effecting  
27 coverage required hereunder. **All certificates and applicable endorsements are to be received and**  
28 **approved by ICTC's Executive Director or his/her designee in his/her sole discretion prior to**

1 **ICTC's execution of the AGREEMENT and before work commences.** Upon request of ICTC,  
2 Consultant shall immediately furnish ICTC with a complete copy of any insurance policy required under  
3 this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and  
4 correct copy of the original policy. This requirement shall survive expiration or termination of this  
5 Agreement.

6 If at any time during the life of the Agreement or any extension, Consultant or any of its sub-  
7 Consultants fail to maintain any required insurance in full force and effect, all work under this  
8 Agreement shall be discontinued immediately, until notice is received by ICTC that the required  
9 insurance has been restored to full force and effect and that the premiums therefore have been paid for a  
10 period satisfactory to ICTC. Any failure to maintain the required insurance shall be sufficient cause for  
11 ICTC to terminate this Agreement. No action taken by ICTC hereunder shall in any way relieve  
12 Consultant of its responsibilities under this Agreement.

13 The fact that insurance is obtained by Consultant shall not be deemed to release or diminish the  
14 liability of Consultant, including, without limitation, liability under the indemnity provisions of this  
15 Agreement. The duty to indemnify ICTC shall apply to all claims and liability regardless of whether any  
16 insurance policies are applicable. The policy limits do not act as a limitation upon the policy limits do  
17 not act as a limitation upon the amount of indemnification to be provided by Consultant. Approval or  
18 purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the  
19 liability of Consultant, its principals, officers, agents, employees, persons under the supervision of  
20 Consultant, vendors, suppliers, invitees, sub-Consultants, or anyone employed directly or indirectly by  
21 any of them.

22 If Consultant should subcontract all or any portion of the services to be performed under this  
23 Agreement, Consultant shall require each sub-Consultant to provide insurance protection in favor of  
24 ICTC, its members, board members, officers, officials, employees, agents and volunteers in accordance  
25 with the terms of each of the preceding paragraphs, except that the sub-Consultant's certificates and  
26 endorsements shall be on file with Consultant and ICTC prior to the commencement of any work by the  
27 sub-Consultant.

28 ///



1 18. ASSIGNMENT.

2 Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
3 CONSULTANT without the prior written consent of ICTC. CONSULTANT may employ other  
4 specialists to perform services as required with prior approval by ICTC.

5 19. NON-DISCRIMINATION.

6 During the performance of this Agreement, CONSULTANT shall not unlawfully discriminate  
7 against any employee or applicant for employment or employee of ICTC or member of the public  
8 because of race, religion, color, national status, age, or sex. CONSULTANT shall ensure that the  
9 evaluation and treatment of its employees and applicants for employment and employees and members  
10 of the public are free of such discrimination. CONSULTANT shall comply with all provisions of the  
11 Fair Employment and Housing Act (Government Code §12900, *et seq.*). The applicable regulations of  
12 the Fair Employment Housing Commission implementing Government Code §12900 set forth in  
13 Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this  
14 Agreement by reference and made a part hereof as if set forth in full. CONSULTANT shall abide by the  
15 Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and  
16 regulations issued pursuant to said Act. CONSULTANT shall also abide by the American Disabilities  
17 Act and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.  
18 CONSULTANT shall give written notice of its obligations under this clause to labor organizations with  
19 which it has a collective bargain or other agreement. CONSULTANT shall include the non-  
20 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
21 to this Agreement.

22 20. NOTICES AND REPORTS.

23 20.1. All notices and reports pursuant to this Agreement shall be in writing and may be given  
24 by personal delivery or by mailing by certified mail, addressed as follows:

25 **ICTC**

26 Attn: Executive Director  
27 Imperial County Transportation Commission  
28 1503 N. Imperial Ave., Ste 104  
El Centro, CA 92243

**CONSULTANT**

Attn: Project Manager  
Franklin Lee Enterprises, L.L.C.  
dba Conveyor Group  
2419 Imperial Business Park Drive  
Imperial, CA 92251

1  
2 20.2. All notices and reports pursuant to this Agreement may be given by personal delivery or  
3 by mailing by certified mail at such other address as either Party may designate in a notice to the other  
4 Party given in such manner.

5 20.3. Any notice given by mail shall be considered given when deposited in the United States  
6 Mail, postage prepaid, addressed as provided herein.

7 21. ENTIRE AGREEMENT.

8 This Agreement contains the entire agreement between ICTC and CONSULTANT relating to the  
9 transactions contemplated hereby and supersedes all prior or contemporaneous agreements,  
10 understandings, provisions, negotiations, representations, or statements, either written or oral.

11 22. MODIFICATION.

12 No modification, waiver, amendment, discharge, or change of this Agreement shall be valid  
13 unless the same is in writing and signed by both parties.

14 23. PARTIAL INVALIDITY.

15 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,  
16 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being  
17 impaired or invalidated in any way.

18 24. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

19 As used in this Agreement and whenever required by the context thereof, each number, both  
20 singular and plural, shall include all numbers, and each gender shall include a gender. CONSULTANT  
21 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall  
22 likewise include both singular and the plural, a corporation, a partnership, individual, firm or person  
23 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity  
24 or any other entity. All covenants herein contained on the part of CONSULTANT shall be joint and  
25 several if more than one person, firm or entity executes the Agreement.

26 25. WAIVER.

27 No waiver of any breach or of any of the covenants or conditions of this Agreement shall be  
28 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of  
the same or any other covenant or condition.

1 26. CHOICE OF LAW.

2 This Agreement shall be governed by the laws of the State of California. This Agreement is  
3 made and entered into in Imperial County, California. Any action brought by either Party with respect  
4 to this Agreement shall be brought in a court of competent jurisdiction within said County.

5 27. ATTORNEY'S FEES.

6 If either Party herein brings an action to enforce the terms thereof or declare rights hereunder,  
7 each Party in any such action, on trial or appeal, shall bear its own attorney's fees and costs.

8 28. AUTHORITY.

9 Each individual executing this Agreement on behalf of CONSULTANT represents and warrants  
10 that:

11 28.1. He/She is duly authorized to execute and deliver this Agreement on behalf of  
12 CONSULTANT;

13 28.2. Such execution and delivery is in accordance with the terms of the Articles of  
14 Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT and;

15 28.3. This Agreement is binding upon CONSULTANT accordance with its terms.

16 29. COUNTERPARTS.

17 This Agreement may be executed in counterparts.

18 30. REVIEW OF AGREEMENT TERMS.

19 This Agreement has been reviewed and revised by legal counsel for both ICTC and  
20 CONSULTANT, and no presumption or rule that ambiguities shall be construed against the drafting  
21 Party shall apply to the interpretation or enforcement of the same or any subsequent amendments  
22 thereto.

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1           **IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first  
2 above written.

3 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

4  
5 \_\_\_\_\_  
6 Chair

7 **ATTEST:**

8  
9 \_\_\_\_\_  
10 **CRISTI LERMA**  
11 Secretary to the Commission

12 **CONSULTANT:**

13 **FRANKLIN LEE ENTERPRISES, L.L.C.**  
14 dba Conveyor Group

15 By:   
16 \_\_\_\_\_  
17 **AARON F. POPEJOY**  
18 Managing Member

19 **APPROVED AS TO FORM:**

20 **KATHERINE TURNER**  
21 **COUNTY COUNSEL**

22  
23  
24  
25  
26  
27  
28  
By: \_\_\_\_\_  
Eric Havens  
Deputy County Counsel