

1.	EXECUTIVE SUMMARY	[01]
2.	INTRODUCTION	[06]

TABLE OF CONTENTS

3.	AUDIT REPORT	[14]
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1.

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

This chapter summarizes key findings and recommendations developed during our Triennial Performance Audit of the Placer County Transportation Planning Agency (PCTPA) for the following period:

- Fiscal Year 2003/2004,
- Fiscal Year 2004/2005, and
- Fiscal Year 2005/2006.

The Triennial Performance Audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General.

Each Triennial Performance Audit has three elements:

1. Assess compliance requirements,
2. Follow-up of prior performance audit report recommendations,
and
3. Identify and review of the Regional Transportation Planning Agency's functions and activities.

OVERVIEW

The Placer County Transportation Planning Agency (PCTPA) is the Regional Transportation Planning Agency (RTPA) for the urbanized portions of western Placer County. In addition, PCTPA also serves as the regional Congestion Management Agency (CMA).

As the designated RTPA and CMA for western Placer County, the PCTPA is responsible for a wide variety of actions supporting a continuous, comprehensive, and coordinated planning process. In this regard, the PCPTA is responsible for the development of a Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan (RTIP).

As the RTPA, the PCTPA is responsible for administering Transportation Development Act (TDA) funds, State Transit Assistance (STA) funds, Local Transportation Funds (LTF), and other transportation-related funds; as well as identifying regionally significant projects and developing funding strategies to address them. The administration of these funds requires the establishment of a Social Service Transportation Advisory Council, the implementation of a public participation process appropriate for western Placer County, annual recommendations for productivity improvements for publicly-funded transit operators, performance of an annual fiscal audit of all LTF claimants, and preparation of an annual “unmet needs” determination.

COMPLIANCE

We believe the PCTPA adheres to Transportation Development Act (TDA) laws and regulations in an efficient and effective manner. Therefore, the RTPA is in compliance with TDA rules and regulations.

Minor exceptions to compliance relate to transit operators’ late filing of State Controller Reports and instances of inaccurate data reporting.

PRIOR TPA RECOMMENDATIONS

The recommendation outlined in the prior TPA has been partially implemented.

- 1. The PCTPA needs to provide an oversight mechanism to ensure recommendations of each Triennial Performance Audit are implemented. This could be accomplished by requiring progress reports for the Transit Operator Working Group, or through supporting documentation that recommendations were implemented at the time of the submittal of the transit operator’s Transportation Development Act claim.*

FUNCTIONAL REVIEW

The Placer County Transportation Planning Agency (PCTPA) was created as a local area planning agency to undertake regional transportation planning for the urbanized portion of western Placer County, exclusive of the Lake Tahoe Basin. As the RTPA, the PCTPA is responsible for outlining and implementing transit plans that align with the *Regional Transportation Plan Guidelines* so as to ensure the region continues to receive federal and state funding for ongoing transit development.

The designation of Congestion Management Agency (CMA) was integrated into the scope of the PCTPA's responsibilities in 1991. The purpose of the CMA is to not only decrease congestion, but also determine the interrelationships between land use, air quality, and transportation; as well as encourage use of alternate transportation modes.

RECOMMENDATIONS

1. Prepare a bilingual consolidated Transit Guide covering western Placer County to enhance information dissemination regarding all transit services available within the region. In the event external funding is not available to produce such a Guide, we recommend the PCTPA allocate a portion of its general funds for this purpose.
2. Require the CTSA of Placer County to implement procedures and controls to provide clear oversight of Placer County TDA funds allocated to it. In order to assist the CTSA with reporting and filing procedures in the most expeditious manner possible, the PCTPA should retain the services of an independent consultant to establish and implement comprehensive procedures for the safeguarding of TDA monies. Further, we recommend the cost of the consultant be deducted from the CTSA's FY 2006/07 TDA allocation, and that the PCTPA hold in abeyance any additional TDA allocations until this recommendation has been fully executed.
3. It is common for the Placer County Transportation Planning Agency to receive requests for extensions for filing Comprehensive Annual Financial

Reports (CAFRs) from the region's Transit Operators. While Operators submit these requests in writing, no formal statement is issued by the RTPA granting or denying said requests. In order to formalize communications, the PCTPA should acknowledge these extension requests, and communicate its decision in writing.

4. The Placer County Transportation Planning Agency currently has an audit policy which only provides claimants with 50 percent of the respective Local Transportation Fund (LTF) allotment until the final TDA audit is submitted. The remaining funding is provided when the claimant submits its audit to the PCTPA. We recommend applying the same rule to the State Controller reports in order to ensure timely submittal, as a number of the transit operators were consistently late.

2

2.

INTRODUCTION

INTRODUCTION

This Triennial Performance Audit of the Placer County Transportation Planning Agency (PCTPA) covers a three-year period ending June 30, 2006. The California Public Utilities Code requires each RTPA to conduct a Triennial Performance Audit to be eligible for Transportation Development Act (TDA) funding.

The TPA is designed to be an independent and objective evaluation of the PCTPA as the regional transportation planning entity. The audit's intent is to: 1) Assess compliance with TDA regulations, 2) review improvements that have been implemented and assess progress toward goals, and 3) provide practical and useful recommendations for improving the efficiency and functionality of the PCTPA as the Regional Transportation Planning Agency (RTPA).

AUDIT SCOPE AND METHODOLOGY

This audit was conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*, as well as *Government Audit Standards* published by the U.S. Comptroller General.

Each TPA is a high-level review of performance evaluating the efficiency, economy, and effectiveness of the regional planning entity. The audit of the PCTPA consisted of three tasks:

1. A review of compliance with the TDA requirements and regulations.
2. An assessment of the implementation of recommendations contained in prior performance audits.
3. An examination of the major functions performed by the RTPA in the following areas:
 - Administration and management,
 - Transportation planning and regional coordination,
 - Claimant relationships and oversight,
 - Marketing and transportation alternatives, and
 - Grant applications and management.

The methodology for this audit included interviews with personnel at the PCTPA, Transit Operator site visits, verification of data sources, examination of financial and statistical reports, and reviews of relevant planning documents and reports.

Our audit report is comprised of three sections:

1. Executive Summary

A brief summary of the key findings and recommendations developed during the Triennial Performance Audit processes.

2. Introduction

Methodology of the audit and pertinent background information.

3. Audit Results

In-depth discussion of findings surrounding each of the subsequent major elements of the audit:

- Compliance with statutory and regulatory requirements.
- Progress in implementing prior audit recommendations.
- Transportation planning and regional coordination.
- Claimant relationships and oversight.
- Functional review.
- Marketing and transportation alternatives.

DESCRIPTION OF PLACER COUNTY TRANSPORTATION PLANNING AGENCY

- General Administration

The Placer County Transportation Planning Agency serves as the Regional Transportation Planning Agency (RTPA) for western Placer County, as well as the Congestion Management Agency (CMA), and is a designated member of the Capitol Corridor Joint Powers Authority (CCJPA). The PCTPA also serves on the airport land-use planning body and hearing board for Lincoln, Auburn, and Blue Canyon Airports.

As the designated RTPA, the PCTPA allocates Local Transportation Fund (LTF) and State Transit Assistance Funds to its respective operators. Other duties involved include the establishment of a Social Service Transportation Advisory Council, actions for a citizen participation process for western Placer County, annual recommendations for productivity improvements for transit operators, ensuring that fiscal audits are completed for all LTF claimants, and conducting the TDA Article 8 “Unmet Needs” annual process.

The PCTPA is also the designated agency to administer future sales tax. The organization completes the FTA Section 5311 POP, along with review of FTA Section 5311 applications.

The PCTPA performs its general administrative duties in an efficient manner according to the terms set forth in the Transportation Development Act.

- Internal Planning and Achievements

The primary planning document for public transportation in western Placer County is the Regional Transportation Plan (RTP). The planning process begins with the PCTPA encouraging and facilitating the public participation process. An RTP advisory committee, including representatives from jurisdictions, communities, public and private operators, tribal governments, air district, bicycle groups, freight/manufacturing interests, environmental groups, chambers of

commerce, and social service agencies meet to also provide input in the planning process.

Once a draft RTP has been developed, community involvement is solicited through the public hearing process. In addition, public comment is encouraged and accepted at several points during Plan development. The draft and environmental documentation are made available at county libraries and jurisdiction offices, on the PCTPA web page, and at the PCTPA's offices. Residents are invited to review the Plan and make comments at a noticed public hearing which occurs prior to Plan adoption by the PCTPA's Board of Directors. In accordance with state law, the public hearings for the RTP are advertised in newspapers of general circulation at least 30 days prior to the hearing date. The environmental documentation is also made available for public review in accordance with California Environmental Quality Act (CEQA). The number of days required for notification depends on the type of environmental documentation required.

- Placer County Transportation Planning Agency Activities

The purpose of the PCTPA is to manage the day-to-day operations of the RTPA and administer all work elements contained within the Overall Work Program. This includes the development of agendas and materials for all PCTPA Board, Technical Advisory Committee, and committee meetings. The RTPA is also responsible for creating long-term Vision Statements through public input. PCTPA staff shares information on RTPA activities and responsibilities as needed through a website, public outreach, and media relations.

On an ongoing basis, PCTPA staff maintain transportation files including planning data, proposed programs and regulations, and the updating of PCTPA bylaws and procedures as needed to reflect changes in state and federal law.

- Committee Structure

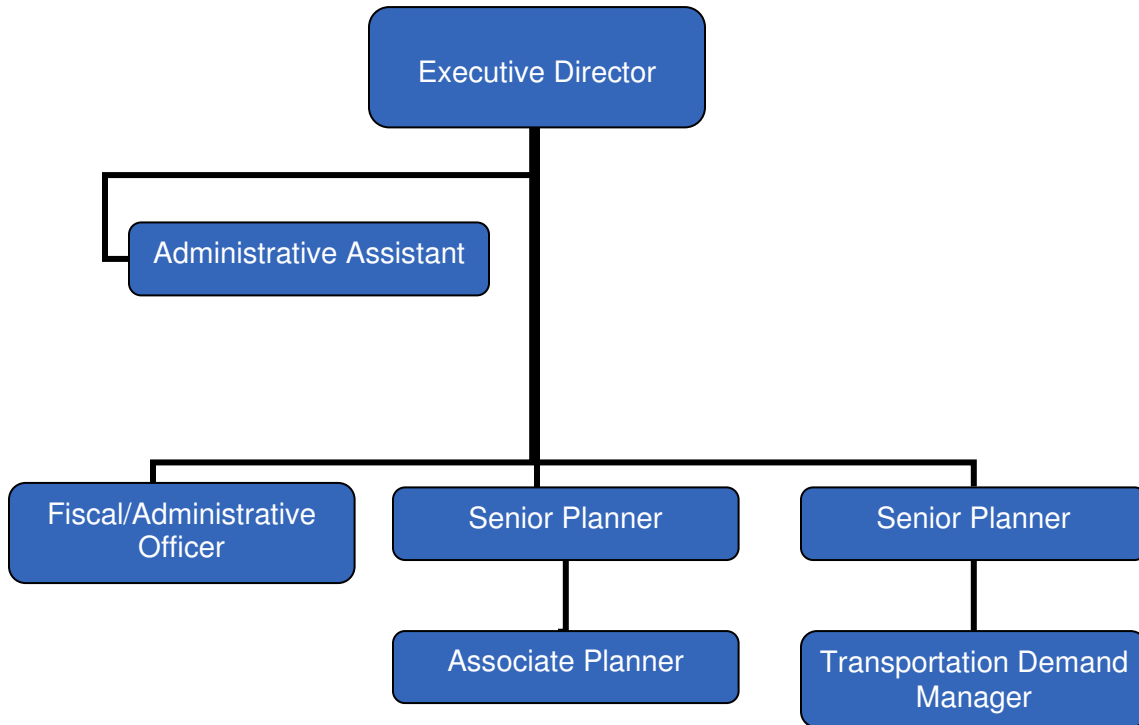
The PCTPA is comprised of six cities/towns within western Placer County (cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville; town of Loomis and the County of Placer). Each jurisdiction has direct input into PCTPA's decision-

making process, both at the staff and board level. The PCTPA's Board of Directors is comprised of nine elected officials: three members from the Placer County Board of Supervisors, and one member each from the incorporated cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, and town of Loomis. The Technical Advisory Council includes public works and planning staff from each jurisdiction. Social Service Transportation Advisory Council members include representatives of transit users age 60 and older, transit users with disabilities, local social service providers serving seniors, persons with disabilities, low-income persons, social service transportation providers, the designated CTSA, the local transit operators, and others as appropriate.

- Staffing

The PCTPA is led by an executive director. Additional staff includes an administrative assistant, fiscal/administrative officer, two senior planners, associate planner (recently promoted from the assistant planner position), and transportation demand manager. All positions report to the executive director.

PCTPA Organizational Chart



3

3. AUDIT REPORT

AUDIT REPORT

This chapter presents detailed findings for each of the major performance audit sectors: Compliance requirements, prior audit recommendations, and review of RTPA functions.

COMPLIANCE REQUIREMENTS

This section examines the PCTPA's compliance with the Transportation Development Act and relevant sections of California's Public Utilities Commission code. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. Although compliance verification is not a TPA function, several specific requirements concern issues relevant to the performance audit. The RTPA considers full use of funds under CCR 6754 (a) to refer to operating funds and not capital funds. The TPA findings and related comments are delineated in Exhibit 1.

Compliance was determined through interviews with PCTPA staff as well as a physical inspection of relevant documents, including the fiscal audits for each year of the triennium. Also reviewed were planning documents, the Overall Work Program (OWP), performance report, and other related documentation.

We believe the PCTPA adheres to Transportation Development Act (TDA) laws and regulations in an efficient and effective manner, and is in compliance.

There were two exceptions noted. First, three of the operators filed their required reports after the deadline. Second, data reported to by the CTSA reflects a commingling of both TDA-funded services and non-TDA-funded services. This results in a lack of accurate data for our report.

Exhibit 1: TDA Compliance Requirements

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
The RTPA has established a Social Service Transportation Advisory Council.	PUC 99238, 99238.5	In compliance	PCTPA has an active Social Service Transportation Advisory Council.
The RTPA must ensure there is a public participation process which includes at least an annual public hearing.	PUC 99238.5	In compliance	PCTPA actively solicits public participation throughout the development of the RTP. Once a draft has been produced, public comment is solicited/included.
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.	PUC 99233.3, 99234	In compliance	Analysis of the financial audits indicated that an adequate percentage of funds was allocated to non-motorized purposes
The RTPA has ensured all claimants to whom it allocates TDA funds submit to the RTPA and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.	PUC 99245	Exception	<p>CTSA data did not provide data for the preparation of performance trend analysis for all fiscal years.</p> <p>Auburn – One minor exception, late State Controller report in 2004.</p> <p>Lincoln – Consistent late filing of claims, and reports some data reported inaccurately.</p>

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<p>The RTPA has annually identified, analyzed, and recommended potential productivity improvements that could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA’s jurisdiction. Recommendations include, but are not being limited to, those made in the performance audit.</p> <ul style="list-style-type: none"> • A committee for the purpose of providing advice on productivity improvements may be formed. • The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation that exceeds its prior year allocation. 	<p>PUC 99244</p>	<p>In compliance</p>	<p>The SSTAC functions as the forum for identifying transit needs and determining if they are reasonable to meet.</p>
<p>All transportation operators and city/county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund monies apportioned to that area.</p>	<p>PUC 99231</p>	<p>In compliance</p>	<p>Properly allocates funds based on LTF apportionments.</p>
<p>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennia). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity which allocates the operator’s TDA monies and to the RTPA within 12 months after the end of the triennium. If an operator’s audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.</p>	<p>PUC 99246, 99248</p>	<p>In compliance</p>	<p>Commissions TPAs for the RTPA and each operator under its jurisdiction on regular three-year cycle.</p>
<p>The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition,</p>	<p>PUC 99246</p>	<p>In compliance</p>	<p>Performance audits were completed</p>

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<p>the RTPA has certified, in writing, that the performance audits of operators located in the area under its jurisdiction have been completed.</p>			<p>and submitted.</p>
<p>The performance audit of the operator providing transportation services shall include, but is not limited to, a verification of the operator’s operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but is not limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2.</p>	<p>PUC 99246</p>	<p>Exception</p>	<p>A review of this year’s operator TPAs revealed all elements of a TPA were covered for all claimants with the exception of the CTSA.</p>
<p>If an operator serves urbanized and non-urbanized areas in the area of jurisdiction of a transportation planning agency, the RTPA shall adopt rules and regulations to determine what portion of the public transportation services of the operator serves urbanized areas and what portion serves non-urbanized areas to determine its required ratios of fare revenues to operating cost.</p>	<p>PUC 99270.1</p>	<p>In compliance</p>	
<p>The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.</p>	<p>PUC 99270.1, 99270.2</p>	<p>In compliance</p>	<p>The RTPA has granted the City of Roseville a 15-percent farebox recovery threshold.</p>

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<p>The RTPA has adopted criteria, rules, and regulations for the evaluation of claims filed under Article 4.5 of the TDA and the determination of the cost effectiveness of the proposed community transit services.</p>	<p>PUC 99275.5</p>	<p>In compliance</p>	<p>Criteria, rules, and regulations have been developed; the application process enforces the criteria, rules, and regulations. The manual was revised in June 2006.</p>
<p>State Transit Assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes.</p>	<p>PUC 99312.5, 99313.3, Prop 116</p>	<p>In compliance</p>	<p>Fiscal audits for each year show STA funds are allocated only for transportation planning and public transit.</p>
<p>The amount received pursuant to Public Utilities Code Section 99314.3 by each RTPA for State Transit Assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller’s office.</p>	<p>PUC 99314.3</p>	<p>In compliance</p>	<p>PCTPA allocates STA funding according to State Controller guidelines.</p>
<p>If TDA funds are allocated to purchases not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the RTPA has annually:</p> <ul style="list-style-type: none"> • Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code Section 99238; • Identified transit needs, including: <ul style="list-style-type: none"> - Groups who are transit-dependent or transit-disadvantaged, - Adequacy of existing transit services to meet the needs of groups identified, and - Analysis of potential alternatives to provide transportation 	<p>PUC 99401.5</p>	<p>In compliance</p>	<p>The Board annually determines if any unmet needs exist that are reasonable to meet. Any unmet need that is reasonable to meet is funded before allocation is made to non-transit programs. Of the six unmet needs deemed reasonable to meet in this audit period, two have been implemented and four are in progress.</p>

REQUIREMENT	REFERENCE	COMPLIANCE	COMMENTS
<p>services;</p> <ul style="list-style-type: none"> • Adopted or re-affirmed definitions of “unmet transit needs” and “reasonable to meet”; • Identified the unmet transit needs and those needs that are reasonable to meet; and • Adopted a finding that there are no unmet transit needs, that there are no unmet needs that are reasonable to meet, or that there are unmet transit needs including needs that are reasonable to meet. <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for non-transit purposes.</p>			
<p>The RTPA has submitted to an audit of its accounts and records by the County Auditor, or a certified public accountant, for each fiscal year. The RTPA must transmit the resulting audit report to the state controller within 12 months of the end of each fiscal year, and the audit must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the Transportation Development Act and accompanying rules and regulations. Financial statements may not commingle the State Transit Assistance fund, local transportation funds, or other revenues or funds of any city, county or other agency. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following fiscal year close.</p>	<p>CCR 6662</p>	<p>In compliance</p>	<p>An audited report of PCTPA’s accounts were completed each year by R.J. Ricciardi CPA, and submitted on the following dates:</p> <p style="padding-left: 40px;">FY 2003/04 11/17,/2004</p> <p style="padding-left: 40px;">FY 2004/05 10/17/2005</p> <p style="padding-left: 40px;">FY 2005/06 1/16,/2007</p>

PRIOR AUDIT RECOMMENDATIONS

This section reviews and evaluates the implementation of the prior Triennial Performance Audit recommendations and determines degree of implementation. This objective assessment is to provide assurance the PCTPA has made quantifiable progress toward improving both the efficiency and effectiveness of its operation.

The prior audit, completed in 2004 by Macias Consulting Group, Inc., for the three years ending June 30, 2003, prescribed one recommendation for the PCTPA. Macias also offered a few Matters for Consideration. In our role as auditor, we believe these issues lie outside the scope of this audit. Findings and issues discussed in this report relate directly to guidelines and procedures described by the TDA. The relevance, progress, effectiveness, and difficulty in implementing the recommendation was determined by reviewing relevant planning documents and reports, and through interviews with RTPA and/or Transit Operator staff.

Prior Recommendation 1:

A review of the five transit operators revealed four of the five transit operators—City of Auburn, Consolidated Transportation Services Agency, City of Lincoln, and County of Placer—have not fully implemented the recommendations provided in the prior TPA. This was also discussed within the prior audit. PCTPA needs to provide an oversight mechanism to ensure recommendations of each Triennial Performance Audit is implemented. This could be accomplished by requiring progress reports for the Transit Operator Working Group, or through supporting documentation ensuring recommendations were implemented at the time of the submittal of the transit operator's Transportation Development Act claim.

Status: Partially implemented.

Discussion: The recommendation to provide oversight was begun during this audit period. In discussions with PCTPA staff, this is considered a high priority.

This will be particularly important as the CTSA does not currently track/report its data in conformance with TDA requirements. All operators are scheduled to be monitored for progress toward those recommendations outlined in the current and/or prior audit period. Several issues that will be addressed are the tracking of service denials, collection of call volume, and the timeliness of contacting residents to confirm ride reservations. After reliability standards are realized, the PCTPA will begin working with the City of Auburn to assist with its achievement of the required farebox recovery standard.

In 2005, PCTPA staff developed a policy, adopted by its Board, which has greatly assisted in improving timely submittal of data and reports by the transit operators. Each operator is only allocated 50 percent of its respective TDA claim until all reports are filed with the State of California and the RTPA.

FUNCTIONAL REVIEW

The functional review of the PCTPA identifies and determines the extent and efficiency of the following activities:

- RTPA administration and management,
- Transportation Planning and Regional Coordination,
- Claimant relationships and oversight,
- Marketing and transportation alternatives, and
- Grant applications and management.

TRANSPORTATION PLANNING AND REGIONAL COORDINATION

- **Regional Transportation Plan Development**

Regional Transportation Planning Agencies are required to prepare a Regional Transportation Plan (RTP) on a triennial basis as amended by the California Transportation Commission in 1999. The most recent RTP prepared by the PCTPA occurred in 2005.

The RTP included 10 goals, 31 objectives, and 137 policies. Goals are broadly stated targets general in nature and not time-specific. Objectives are specific and quantifiable results contributing to the achievement of a goal. Policies are strategies for attaining goals and objectives. A review of the goals, objectives, and policies in the RTP and Overall Work Program show progress towards the goals. The goals, objectives, and policies encompass a variety of transportation issues.

- **Regional Transportation Plan Topics**

The structure reflects State and Federal statutory requirements as well as California Transportation Commission (CTC) Guidelines. The Plan includes five essential components:

1. **Assessment of Needs:** Identifies the current and future conditions on the western Placer County transportation system.
2. **Policy Element:** Identifies the mobility goals, policies, and objectives of the region.

3. Action Element: Identifies programs and project-specific actions to implement the RTP.
4. Financial Element: Identifies expected funding and costs for projects and programs.
5. Public Participation: Identifies the steps taken to solicit public input in the development of the Regional Transportation Plan (RTP) and RTP Environmental Impact Report.

These elements appear to be mutually supportive and achieve an integrated approach to the transportation planning and programming process.

- **Regional Transportation Implementation**

The Action Element of the RTP forms the basis for development and ongoing maintenance of the Regional Transportation Improvement Program (RTIP).

The PCTPA's 2005 RTP Action Element includes the following sections:

- Regional Road Network,
- Public Transit,
- Rail,
- Aviation,
- Goods Movement,
- Non-Motorized and Low-Speed Transportation,
- Transportation Systems Management,
- Intelligent Transportation Systems (ITP),
- Recreational Travel, and
- Integrated Land-Use, Air Quality, and Transportation Planning.

CLAIMANT RELATIONSHIPS AND OVERSIGHT

- **Technical and Managerial Assistance**

Interviews with claimants and other stakeholders indicate PCTPA staff is available and responsive in providing technical and managerial assistance. However, it seems some operators may not be taking full advantage of the PCTPA's professional assistance, as several operators submitted State Controller reports containing errors that could have been easily avoided. Most issues stemmed from incomplete submittals and failure to segregate data between modes, which is necessary to complete the TDA-required indicator calculations.

- **TDA Claim Processing**

The PCTPA processes TDA claims for both the Local Transportation Fund (LTF) and the State Transit Assistance program (STA). The Transportation Development Act Guidelines book was last revised in June 2006.

The PCTPA currently withholds 50 percent of claimed TDA funds until the respective operator completes its Comprehensive Annual Financial Report. Due to the high instance of operator late filing of Transit Operator Reports (TORs) to the State Controller, the PCTPA should also consider extending the withholding policy to include TORs.

- **Unmet Needs Assessment**

Before the PCTPA approves its annual plan for the distribution of TDA funds for purposes other than public transportation, it must hold an annual "Unmet Needs" public hearing. From a review of the Regional Transportation Plan and testimonies received at these hearings, the Social Services Transportation Advisory Council makes recommendations to the Board of Directors who must determine if there are any areas within its jurisdiction with "Unmet Needs" that are reasonable to meet.

The “Unmet Needs” process, analysis, and determination are well documented and were performed consistently at the beginning of each year for each of the three audit years.

The definitions of “unmet need” and “reasonable to meet” adopted by PCTPA include the necessary qualifications for determining the respective recommendations. Our review of PCTPA’s “Unmet Transit Needs” documentation indicated staff is diligent and consistent in applying criteria.

MARKETING AND TRANSPORTATION ALTERNATIVES

Marketing during the current and previous audit period has remained largely consistent. However, while marketing efforts are consistent, there remains an opportunity for improvement. Preparation of a bilingual consolidated Transit Guide for western Placer County residents could enhance information dissemination regarding all transit services available in the region.

Alternatives

The PCTPA is designated as the Congestion Management Agency (CMA) for western Placer County. In conjunction with the Placer County Air Pollution Control District (PCAPCD), local agencies, and employers, the PCTPA works to promote alternatives to drive-alone commuting. The Congestion Management Program (CMP) outlined by the PCTPA offers various sources of information on alternative transportation modes, coordinates public transit marketing campaigns for all transit operators, and also provides cash incentives for those who utilize alternate modes of transit and reduce their transit impact. Current campaigns include *Spare the Air* and *Bucks for Bikes*.

Funding for the Placer County APCD is derived from vehicle registration fees. In addition to funding the CMP, funding is also provided for Freeway Service Patrol to reduce congestion and emissions on interstate highways which traverse through western Placer County.

The overall goal of the CMA and CMP is to maximize the public's use of alternative transportation and to decrease emissions in the counties of Placer and Sacramento, and the area under the jurisdiction of the Tahoe Regional Planning Agency.

Spare the Air

As a new promotion to help improve the Sacramento region's air quality, residents of western Placer County can ride transit free of charge every designated Spare the Air Day throughout the summer. This program begins June 1 and includes all western Placer County transit providers. Spare the Air Days are designed to inform the Sacramento region about the "summer smog season," during which the area can experience unhealthy episodes of ground-level ozone, causing smog.

Residents can ride any of the sponsoring transit provider buses for free, including all fixed-route and commuter transit services, excluding demand response. More information can be found at www.sparetheair.com, where residents can track air conditions and view forecasts for the next five days. The website also allows residents to sign up for free email alerts informing them which days will be Spare the Air days.

A comprehensive marketing program should be undertaken to inform the public about this free introduction to the benefits of public transit. Reference to the program should be included on all operator websites to increase awareness throughout the region.

Bucks for Bikes

The Bucks for Bikes promotion is intended to reduce traffic congestion, encourage the use of public transportation, and improve air quality in western Placer County by reimbursing 60 percent of the quoted price on residents' bicycles (up to \$200). Applications must be approved and bicycles must be purchased no later than April 30 of each year to qualify.