

AGREEMENT FOR SERVICES #396-S1211

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Kimley-Horn and Associates, Inc., a North Carolina Corporation duly qualified to conduct business in the State of California, whose principal place of business is 3001 Weston Parkway, Cary, North Carolina, and whose local place of business is 11919 Foundation Place, Suite 200, Gold river, California 95670-6600 (hereinafter referred to as "Consultant");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Consultant to prepare a traffic model update as a result of the Targeted General Plan Amendment and Zoning Code Ordinance Update for the Department of Transportation; and

WHEREAS, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provision of these services provided by Consultant is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Consultant mutually agree as follows:

ARTICLE I

Scope of Services: Consultant agrees to furnish the personnel and equipment necessary to prepare a Traffic Model Update as a result of the Targeted General Plan Amendment and Zoning Code Ordinance Update for the Department of Transportation. Services shall include, but not be limited to those identified in Exhibit "A", marked "Scope of Work", incorporated herein and made by reference a part hereof.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire two years from the date thereof.

ARTICLE III

Compensation for Services: For services provided herein, including all deliverables described in Exhibit "A", County agrees to pay Consultant monthly in arrears. Payment shall be made within thirty (30) days following County receipt of itemized invoices and progress reports detailing the services rendered. For the purposes of this Agreement, the billing rates for each task shall be in accordance with Exhibit "B", marked "Cost Estimate", incorporated herein and made by reference a part hereof. Travel expense shall be in accordance with Exhibit "C", marked "Board of Supervisors Policy D-1. The County will approve all submitted invoices to ensure conformity with approved scope of work.

The budget for the items of work identified in Exhibit "A" are described in Exhibit "B". The amounts indicated in Exhibit "B" represent the composition of the total not-to-exceed budget for the various items of work identified therein. In the performance of the scope of services to be provided under this Agreement, Consultant may request to reallocate the amounts listed in Exhibit "B", among the various items of work identified therein, subject to the Contract Administrator's written approval. The total amount of this Agreement shall not exceed \$379,495.00, inclusive of all expenses and costs.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number both on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Consultant's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Chief Administrative Office
330 Fair Lane
Placerville, California 95667
Attn.: Kimberly A. Kerr

Or to such other location as County directs

ARTICLE IV

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE V

Consultant to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof.

ARTICLE VI

Assignment and Delegation: Consultant is engaged by County for its unique qualifications and skills as well as those of its personnel. Consultant shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VII

Independent Consultant/Liability: Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates, and subConsultants, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

//

//

//

//

//

//

//

ARTICLE VIII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE IX

Default, Termination, and Cancellation:

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. **Bankruptcy:** This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.

- C. **Ceasing Performance:** County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE X

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
CHIEF ADMINISTRATIVE OFFICE
330 FAIR LANE
PLACERVILLE, CA 95667
ATTN: KIM KERR, ASSISTANT CHIEF ADMINISTRATIVE OFFICER

Or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

KIMLEY-HORN AND ASSOCIATES, INC.
11919 FOUNDATION PLACE
SUITE 200
GOLD RIVER, CA 95670-6600
ATTN: MICHAEL L. SCHMITT, AICP, PTP, VICE PRESIDENT

Or to such other location as the Consultant directs.

ARTICLE XI

Licenses: Consultant represents that it is duly certified or licensed in good standing by the State of California to perform the services under this Agreement, and that Consultant shall maintain said certificates and licenses in good standing throughout the term of this Agreement.

ARTICLE XII

Ownership of Data: Upon completion or earlier termination of all services under this Agreement, ownership and title to all reports, documents, plans, maps, specifications, estimates, compilations, photographs, videos and any and all other materials or data produced or obtained as part of this Agreement will automatically be vested in County without restriction or limitation on their use, and no further agreement will be necessary to transfer ownership to County. Copies may be made for Consultant's records, but shall not be furnished to others without written authorization from County's Contract Administrator. Such deliverables shall be deemed works made for hire and all rights in copyright therein shall be retained by County. Consultant shall furnish County all necessary copies of data, including data stored in electronic format, needed to complete the review and approval process of the services provided under this Agreement.

ARTICLE XIII

Indemnity: To the fullest extent allowed by law, Consultant shall defend, indemnify, and hold harmless the County and its officers, agents, employees and representatives from and against any and all claims, actions, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred, brought for or on account of, injury to or death of any person, including but not limited to workers, County employees and the public, or damage to property, which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, agents, employees, volunteers, representatives, contractors and subcontractors. This duty of Consultant includes the duty of defense, inclusive of that set forth in California Civil Code Section 2778. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement.

ARTICLE XIV

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000.00 per occurrence.

- E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least five (5) days after said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Consultant agrees that no work or services shall be performed prior to the giving of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for the protection of the County.

ARTICLE XVI

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVII

Interest of Consultant: Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

ARTICLE XVIII

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Consultant attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Consultant relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

ARTICLE XIX

California Residency (Form 590): All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XX

Taxpayer Identification Number (Form W-9): All independent Consultants or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XXI

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

ARTICLE XXII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Kimberly A. Kerr, Assistant Chief Administrative Officer, or successor.

ARTICLE XXIII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXIV

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXV

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXVI

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: Kimberly A Kerr Dated: 2/29/12
Kimberly A Kerr
Assistant Chief Administrative Officer

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: Terri Daly Dated: 2/29/12
Terri Daly, Purchasing Agent
Chief Administrative Office
"County"

-- CONSULTANT --

Kimley-Horn and Associates, Inc.
A North Carolina Corporation

KHACA
03

By: Michael L. Schmitt Dated: February 28, 2012
Michael L. Schmitt, AICP, PTP
Vice President
"Consultant"

By: Matthew D. Weiss Dated: 2/28/2012
Assistant Secretary
Matthew D. Weiss, P.E.
PE No. C70216

BHR

396-S1211

Exhibit A

Scope of Work

COMPONENT 1 - Update Travel Demand Model to 2010 Baseline

Task 1.1: Project Management

CONSULTANT will provide a detailed project schedule for the completion of services for all tasks within each Component within the Scope of Work. Time frames will be stated in terms of the number of weeks required to complete the specified tasks using COUNTY'S Notice to Proceed as the start date. This task also includes time for administrative activities not included within Component 2 and Component 3 of this Scope of Work, including time related to discussing the Scope of Work with the Contract Administrator, invoicing, and other required project and Subconsultant management activities. Upon acceptance by the Contract Administrator, CONSULTANT will create a schedule and provide monthly updates with substantial schedule modifications to the Contract Administrator for review and approval. Schedule changes will be handled via email approval.

Deliverables:

- Project schedule with monthly updates
- Monthly progress reports and invoices

Task 1.2: TDM Meetings

CONSULTANT will attend up to eight (8) meetings with the El Dorado County staff (COUNTY), as directed by the Contract Administrator, in addition to those specifically identified within other tasks of this Scope of Work. Anticipated meeting purposes include:

- Meetings #1, # 2, and #3: establish the schedule, and to discuss meeting protocols and times, lines of communication, Travel Demand Model (TDM) goals and objectives, and the existing COUNTY GIS data/layers and traffic information.
- Meeting #4: discuss data gaps (i.e., TAZ, roadway network, etc.) and TDM update progress.
- Meeting #5: participation in a scheduled public event
- Meeting #6: discuss the evaluation of the 2010 baseline analysis for the TDM update.
- Meeting #7: discuss TDM system expectations for COUNTY, which will include peer agency/COUNTY participation in the Travel Demand Model (TDM) system update process, and to determine the best approach to meet the expectations of the TDM system design.
- Meeting #8: coordinate with the Contract Administrator with respect to the purpose and need for the remaining meeting. If requested, CONSULTANT and Contract Administrator will coordinate the specific dates of each meeting, which will be included within the schedule as developed within Task 1.1.

All decisions from these meetings will be formalized by COUNTY, and CONSULTANT will provide an email summary of all meetings to COUNTY no later than five (5) days following the meeting date.

Deliverables:

- Up to eight (8) email summaries of each meeting's decisions and discussions

Task 1.3: Software Vendor Presentations

CONSULTANT will organize an online presentation of the TransCAD and CUBE modeling software platforms by the vendors. CONSULTANT will be in attendance and facilitate discussions with the vendors.

CONSULTANT will facilitate the purchase of the selected software platform. The COUNTY will be responsible for payment to the vendor and execution of all relevant software agreements and purchase agreements.

Task 1.4: Existing Land Use and Socio-Economic Data Collection

CONSULTANT will coordinate with COUNTY'S Development Services Department and Surveyor's Office to obtain an up-to-date GIS database of parcels, as well as a GIS file depicting the General Plan land use designations. CONSULTANT will generate a combined GIS database containing both spatial data (parcel and land use boundaries) and tabular data (existing parcel characteristics) using existing, readily available El Dorado County electronic databases. CONSULTANT will determine what data already exists and what additional data needs to be derived. The following existing land use information will be required:

- 2010 Baseline - Parcel square footage and acreage
- 2010 Baseline - Number of single-family dwelling units
- 2010 Baseline - Number of multi-family dwelling units
- 2010 Baseline - Building square footage for non-residential uses (retail, office, industrial, medical, or other)
- Acreage planned for other uses, such as schools, parks, golf courses, etc.

CONSULTANT will develop methods to effectively incorporate the above data into the new travel model. To handle data inconsistency issues, CONSULTANT will develop and calibrate conversion factors resolving consistency issues arising from data unit and data definitional differences. CONSULTANT will work with the existing COUNTY data to develop a comprehensive existing land use inventory consistent with the socio-economic inputs required for the TDM. CONSULTANT will coordinate with the Sacramento Area Council of Governments (SACOG) and the El Dorado County Transportation Commission (EDCTC), as necessary, to obtain additional available data required for the TDM.

CONSULTANT will prepare a brief technical memorandum documenting the sources of zonal data and how they will be used to construct the necessary zonal data files for the model. This memorandum will include appropriate graphics and discussion to provide an understanding of differences between existing Baseline assumptions and updated 2010 Baseline assumptions.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- One (1) email summary of meeting decisions and discussions
- GIS parcel land use database for the TDM
- DRAFT Technical Memorandum #1: Existing Land Use and Socio Economic Data
- FINAL Technical Memorandum #1: Existing Land Use and Socio Economic Data

Task 1.5: Model Sensitivity to El Dorado County Policies and Factors

CONSULTANT will develop and implement an approach for increasing model sensitivity to specific COUNTY policies and factors. This approach will be intended to specifically address considerations related to smart growth and mixed use development (commonly referred to as "D's") in El Dorado County. CONSULTANT's method will include details on sensitivity testing, methodology development, and resulting model script development. CONSULTANT budget for this task has been developed based on the implementation of a post processor with a feedback loop and the use of existing CONSULTANT modeling software scripts. In the event that the final approach agreed to by COUNTY exceeds the effort budgeted for this task, those services will be provided as an additional service.

CONSULTANT will attend up to two meetings with COUNTY staff during the course of this task.

CONSULTANT will prepare a brief technical memorandum documenting the final approach and methodology prior to implementation. CONSULTANT will finalize the memorandum based on one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- Up to two (2) email summaries of meeting decisions and discussions
- DRAFT Technical Memorandum #2: Model Sensitivity to El Dorado County Policies and Factors
- FINAL Technical Memorandum #2: Model Sensitivity to El Dorado County Policies and Factors

Task 1.6: Roadway Network

CONSULTANT will draw upon COUNTY'S GIS roadway inventory databases to develop existing and future roadway networks. COUNTY network will be developed in GIS to utilize its database management functions. A database structure with appropriate indices and naming conventions will be developed to identify each specific network scenario as networks for future years or alternative plans are developed, allowing all scenario networks to have the same nodes and links at the same places. The networks will be reviewed for accuracy, consistency, and completeness by COUNTY.

COUNTY will assemble available roadway information on requested model attributes. COUNTY will assemble intersection information including, but not limited to, control type and lane geometries, and provide this information to CONSULTANT. CONSULTANT shall supplement additional roadway information.

CONSULTANT will participate in one (1) meeting with COUNTY staff or other individuals identified by the COUNTY for the purpose of establishing consensus on the roadways which will be included in the updated travel model.

CONSULTANT will prepare a brief technical memorandum documenting considerations related to the revised model network, and differences between the existing model network and the revised model network.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- One (1) email summary of meeting decisions and discussions
- Updated GIS roadway network.
- DRAFT Technical Memorandum #3: Summary of Network Changes
- FINAL Technical Memorandum #3: Summary of Network Changes

Task 1.7: Traffic Analysis Zone (TAZ) Structure

CONSULTANT will prepare a TAZ GIS layer for COUNTY review and approval. The CONSULTANT will utilize COUNTY's 2010 TAZ structure in conjunction with the roadway network, reviewing locations and size of TAZs to make sure they have reasonable access to the roadway network and are consistent with land use, and reviewing the number of TAZs to make sure they are appropriate given the overall model design and are topologically consistent with parcel boundaries, roads, market areas, and other jurisdictional boundaries. The new TAZ structure will take into account information on the western edge of the COUNTY which generates traffic impacts on COUNTY's road network. Upon revision/development of TAZ structure, CONSULTANT will splice it into the TDM roadway network. The CONSULTANT will confirm COUNTY TAZs will conform to census data and SACOG TAZ boundaries.

CONSULTANT will participate in one (1) meeting with COUNTY staff or other individuals identified by the Contract Administrator for the purpose of reviewing Draft TAZs and identifying final changes to TAZs.

CONSULTANT will prepare a brief technical memorandum documenting considerations related to the revised TAZ system, and differences between the existing model TAZs and the revised model TAZs. CONSULTANT will include analysis and recommendation on the advantages and disadvantages of including in the TAZ system areas adjacent to El Dorado County in Sacramento and Placer Counties.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- One (1) email summary of meeting decisions and discussions
- Updated Traffic Analysis Zone (TAZ) GIS layer in shape file format.
- DRAFT Technical Memorandum #4: TAZ Development and Considerations
- FINAL Technical Memorandum #4: TAZ Development and Considerations

Task 1.8: Traffic Counts and Transit Ridership Data

CONSULTANT will coordinate with COUNTY to identify where roadway segment and intersection peak-hour counts are needed, and will assist COUNTY in gathering available state highway counts from California Department of Transportation (Caltrans) or SACOG, factoring available local traffic data to fill the gaps. CONSULTANT will collect available counts through the Performance Measurement System (PeMS) for US Highway 50. Available count data determined by CONSULTANT to be relevant to the model development and calibration/validation processes will be added to the TDM GIS network. CONSULTANT will also work with El Dorado Transit to estimate ridership data. CONSULTANT will include commute travel data from the American Community Survey and worker-flow data to evaluate the extent and mode of commuter travel crossing El Dorado County lines.

CONSULTANT will prepare a brief technical memorandum documenting available sources of traffic count and transit ridership data.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- Traffic count data included in the GIS based model network
- DRAFT Technical Memorandum #5: Traffic Count and Transit Ridership Data
- FINAL Technical Memorandum #5: Traffic Count and Transit Ridership Data

Task 1.9: Trip Generation and Trip Distribution

CONSULTANT will convert the GIS based parcel level land use update into land use information that will be incorporated into the TAZ structure defined in Task 1.7. CONSULTANT will review the current SACOG-SACMET trip generation and distribution functions for their applicability in developing an El Dorado County specific model. In addition, CONSULTANT will determine the most appropriate way to represent the necessary Traffic Impact Mitigation (TIM) Fee land uses categories (i.e., single family, office, retail, warehouse, etc.) and the General Plan land use designations identified for the model. CONSULTANT will review available information from SACOG's most recent household travel survey to determine its applicability in developing an El Dorado County specific trip generation function.

CONSULTANT will participate in one (1) meeting with COUNTY staff or other individuals identified by the Contract Administrator for the purpose of reviewing the recommended trip generation approach and categories.

CONSULTANT will work with COUNTY in selecting a distribution model appropriate to the updated El Dorado County model.

The CONSULTANT will prepare a brief technical memorandum documenting the following:

- COUNTY and SACOG trip generation and distribution comparison
- Assumptions of original travel model compared to the updated trip generation and trip distribution, including treatment of travel between El Dorado County and adjacent counties.
- Trip production-attraction purpose trip matrices
- Summary statistics of trip lengths.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- One (1) email summary of meeting decisions and discussions
- DRAFT Technical Memorandum #6: Trip Generation and Distribution
- FINAL Technical Memorandum #6: Trip Generation and Distribution

Task 1.10: Mode Choice

CONSULTANT will review the current SACOG-SACMET mode choice model for its applicability in developing an El Dorado County specific mode choice model.

CONSULTANT will develop an appropriate model to account for transit trips in El Dorado County in coordination with the COUNTY. CONSULTANT will prepare a brief technical memorandum documenting the mode choice approach.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- DRAFT Technical Memorandum #7: Mode Choice
- FINAL Technical Memorandum #7: Mode Choice

Task 1.11: Trip Assignment and Model Calibration/Validation

CONSULTANT will prepare average daily trip assignments for validation. Additionally, CONSULTANT will develop methodologies for determining AM and PM peak period assignments. CONSULTANT may modify the time periods based upon direction from COUNTY. The model calibration and validation process will be an iterative process that will focus on traffic counts in the County. The process will entail comparing the Daily, AM peak hour, and PM peak hour traffic volumes estimated by the model to actual traffic counts taken at specific locations throughout the County.

Travel model accuracy will be tested using the techniques listed below:

- The volume-to-count ratio is computed by dividing the traffic volume forecast from the model by the actual traffic volume counted on various segments. The deviation is the difference between the model volume and the actual count divided by the actual count.
- The correlation coefficient estimates the correlation between the actual traffic counts and the estimated traffic volumes from the model.
- The percent root mean square error (RMSE) is the square root of the model volume minus the actual count squared, divided by the number of counts. It is a measure similar to standard deviation in that it assesses the accuracy of the entire model.
- Current Caltrans modeling guidelines and the current Travel Model Improvement Program "Validation and Reasonableness Checking Manual."

CONSULTANT will prepare a brief technical memorandum documenting the following:

- Selected assignment algorithm(s)
- Peak Hour Percentages of Daily Travel by Trip Purpose
- Summary statistics of trip lengths
- Initial Trip Assignment Results for chosen Model Time Periods (including summary statistics)
- ADTs and peak hour volumes on key roadways
- Calibration and Validation results and statistics
- Comparison of existing model and new model results

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- DRAFT Technical Memorandum #8: Trip Assignment and Model Calibration/Validation
- FINAL Technical Memorandum #8: Trip Assignment and Model Calibration/Validation

Task 1.12: Special Tools - Software Automation and Administration

CONSULTANT will develop special tools for COUNTY to set-up, run, and utilize model output. These tools will be either linked with the model software, or developed in a spreadsheet. Additional model tools are anticipated to include:

- Simplified process to produce TAZ or district level land use summaries in a table format.
- Simplified process to output Vehicle Miles Traveled (VMT) by roadway classification, VMT by speed, or congested VMT.
- Simplified process to output and visualize peak hour intersection turning volumes.
- Select node/link assignments to visualize the paths of vehicles using a specific facility.
- Summaries of trip lengths based on trip purpose.
- Develop a scenario tool (i.e. scenario manager or catalog) tailored to the needs of the updated El Dorado County model.
- Create up to five standardized GIS based templates, which include thematic mapping options and the ability to include existing GIS layers that display landmarks such as political boundaries and water features, for presenting model output.

CONSULTANT will prepare a brief technical memorandum with recommendations and information related to the following topics:

- How to manage the different levels of user operation desired (i.e. manipulate the entirety of the model, run with a scenario tool only, need output only).
- Methods to establish an electronic file management plan to document scenarios and organize scenario input and output files.
- Methods to make select output files available to El Dorado County and/or public GIS users.
- A draft version of a model user's agreement for the COUNTY use with outside CONSULTANTS.
- Policies regarding the use of forecasts (SACOG, El Dorado County, or Caltrans) on particular roads or roadway types.
- Differences between the updated El Dorado County model and SACOG model; including model assumptions, input data, and traffic forecasts.
- How to tracks applications, tentative and final maps, and permit inventory/status for the purpose of updating the model specific recommendations.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by the COUNTY.

Deliverables:

- Tools to set-up, run, and utilize the model output
- DRAFT Technical Memorandum # 9: Model Automation and Administration
- FINAL Technical Memorandum # 9: Model Automation and Administration

Task 1.13: Model Presentations to COUNTY and Peer Agencies

CONSULTANT will work with COUNTY to develop a TDM Preview presentation for one specific Community Region, the Diamond Springs/El Dorado Community Region, to present for up to two (2) presentations to an audience to be identified by COUNTY. The purpose of this presentation will be to explain the model development process in layman's terms using a case study approach.

CONSULTANT will prepare a single model presentation to be delivered up to four (4) times providing an overview of the model, its functionality, and initial results. Anticipated presentation audiences, to be finalized by COUNTY include: 1) COUNTY; 2) SACOG, Caltrans, EDCTC; 3) El Dorado County Planning Commission; and 4) El Dorado County Board of Supervisors. CONSULTANT will include in this effort a summary of the TDM update process and the 2010 base year results.

As part of this effort, CONSULTANT will prepare a Model Summary Sheet, which will be a one-page (front and back) summary handout with appropriate graphics that can be distributed to those who are not technically skilled to enable them to understand the more detailed technical reports developed during the course of this project.

Deliverables:

- Up to two (2) Model Preview Presentations
- Model Summary Sheet
- Up to four (4) presentations to: 1) COUNTY; 2) SACOG, Caltrans, EDCTC; 3) El Dorado County Planning Commission; and 4) El Dorado County Board of Supervisors.
- Up to four (4) email summaries of meeting discussions and comments

Task 1.14: Final Traffic Demand Model, Users' Manual, and Documentation

CONSULTANT will prepare a Model Users' Manual for COUNTY containing diagrams and step-by-step explanations on how to use the model. The Users' Manual will be designed to help the user learn and understand the components of the travel model, basic information about the models, and how to setup and make edits to the model. The Users' Manual will demonstrate post-processing routines to obtain intersection turn output and air quality modeling inputs. The Users' Manual will include:

- Basics of the Model inputs
- Description of Model Components
- Set up and Running a Base Scenario and use of the Scenario Manager
- Viewing Inputs and Outputs
- Displaying Results and use of Thematic Templates
- Set up and Running Additional Scenarios
- Comparing Results
- Post-Processing Turn Movements
- Discussion on data maintenance for the purpose of keeping the model reasonably current

CONSULTANT will finalize the User's Manual based upon one set of consolidated, non-conflicting comments provided by COUNTY.

CONSULTANT will prepare a report, based on the technical memorandum developed during previous tasks, documenting the development process including a summary of model inputs such as land use assumptions, socio-economic data, and transit routes. The report will also describe the model structure, the coefficients built into the model, and the calibration/validation process. Documentation will include:

- Model development overview
- Summary on hardware/software needs for the model.
- Summary on integration of GIS into the model.

- Zonal Land Use and Socio-Economic Data
- Transit and Highway Networks
- Trip Generation
- Trip Distribution
- Mode Choice
- Person Trip Summaries by Purpose and Model
- Traffic and Transit Assignment
- Performance Statistics

CONSULTANT will finalize the Model Documentation Report based upon one set of consolidated, non-conflicting comments provided by COUNTY

At the conclusion of this Task, CONSULTANT will deliver the final electronic version of the model to COUNTY.

Deliverables:

- DRAFT Model Users' Manual
- DRAFT Model Documentation Report
- FINAL Traffic Demand Model
- FINAL Model User's Manual
- FINAL Model Documentation Report

Task 1.15: Staff Training

CONSULTANT will conduct one (1) one-day training session for COUNTY staff at a location to be determined by COUNTY. Topics covered during the training session will include methods to modify the model inputs, how to use and understand the modeling software's interface, how to run the model, how to display output, and how to use automated features.

Deliverables:

- One (1) one-day training session.

COMPONENT 2 – Environmental Impact Analysis for Targeted General Plan Amendment and Zoning Ordinance Update

CONSULTANT will work with COUNTY to analyze the potential environmental impacts of the Targeted General Plan Amendment (Resolution of Intention 182-2011) and Zoning Ordinance update (Resolutions of Intention 183-2011 and 184-2011). CONSULTANT shall also analyze the potential for deleting the El Dorado Hills Business Park employment cap limits including options identified in TC-1y. CONSULTANT will develop methodologies to define traffic impacts as a result of the Targeted General Plan Amendment (TGPA) and Zoning Code Ordinance Update. CONSULTANT will coordinate the deliverables from this task with the TGPA and Zoning Ordinance update schedule.

Task 2.1: Preparation of Administrative Draft Traffic Section

If available within the time frame required for the DEIR, CONSULTANT shall use the new travel model to complete two (total) model runs to evaluate the two 2035 forecasts created during COMPONENT 3 for the purpose of identifying facility type/lane requirements of existing and planned roadways. Planning level mitigation measures to address roadways deficiencies will be identified and documented during the course of this analysis. Note that if new roadways,

revisions to land use forecasts, or significant improvements beyond those provided for in this scope require analysis using the model, this will be completed as an additional service to this Scope of Work.

CONSULTANT will evaluate up to five (5) scenarios for up to three (3) alternatives as defined and provided to CONSULTANT by COUNTY. Traffic impacts associated, beyond those identified in the single model alternative outlined above, will be analyzed qualitatively for incorporation into the alternatives chapter of the Draft Environmental Impact Report (DEIR). The alternatives are anticipated to include No Project, and two (2) project alternatives to be provided by COUNTY.

In the event the updated model is not available within the time frame required for the DEIR, CONSULTANT will work with COUNTY to identify an alternative methodology to address traffic analysis requirements.

CONSULTANT will prepare a Traffic Impact Analysis Chapter which will be included in the DEIR. The chapter will include impacts and mitigation measures related to the impacts.

In the settings section, CONSULTANT will summarize existing traffic infrastructure and constraints. In the impact section, thresholds of significance will be based on existing COUNTY standards will be discussed and defined. Traffic forecast data prepared by CONSULTANT during the course of this task will be provided to COUNTY in a format usable by others for the purpose of noise analysis.

Where significant traffic impacts are identified, program-level mitigation measures will be identified and discussed. COUNTY expects that potential traffic impacts will be mitigated by the TIM fee program and other policies and regulations under the project. CONSULTANT will identify any additional mitigation measures, within the parameters of this task, if applicable.

CONSULTANT will attend up to three (3) meetings, as requested by COUNTY, to coordinate with others working on the DEIR.

Deliverables:

- Up to three (3) email summaries of meeting decisions and discussions
- Traffic Impact Analysis Chapter for inclusion in the Administrative Draft EIR
- Travel modeling data prepared in a format usable by others for the purpose of noise analysis.

Task 2.2: COUNTY and Peer Review Comments

CONSULTANT will prepare a revised report based on a single set of consolidated, non-conflicting comments provided by COUNTY which includes COUNTY comments and any comments provided by a third party peer review provided by EIR CONSULTANT under separate contract.

Deliverables:

- Response to comments as a result of a Peer Review
- Revised draft based on COUNTY and Peer Review Comments for inclusion in the Draft EIR

Task 2.3: Response to Comments

COUNTY will supply copies of all traffic-related comments to CONSULTANT.

CONSULTANT will prepare responses to the traffic-related comments and provide an administrative draft of the responses to COUNTY. Report revisions and/or public comment responses exceeding the number of hours allotted for this Task will be provided as an additional service to this Scope of Work.

Deliverables:

- Response to comments as a result of the public comment period

COMPONENT 3 – Land Use Forecast for TDM

Task 3.1: Land Use Forecast Assumptions

CONSULTANT will prepare for and attend up to two (2) meetings with the COUNTY to finalize the assumptions that will be the basis for developing the two (2) future land use forecasts. Specific items that will be addressed and approved by COUNTY during the course of this task include control totals for housing and employment, distribution of housing and employment between Community Regions and Rural Regions/Rural Centers, basic approach/methodology for determining the intensity/location of land uses within Community Regions and Rural Regions/Rural Centers, and data collection/input participants and meeting schedules.

CONSULTANT will prepare a brief technical memorandum summarizing land use forecast assumptions for approval by the COUNTY, including treatment of growth in areas outside El Dorado County. CONSULTANT will not undertake other land use forecast activities prior to COUNTY acceptance of this memorandum.

CONSULTANT shall consider mixed use development opportunities and place emphasis on locating development close to existing or planned infrastructure. CONSULTANT shall also consider the form and location of development based on constraints and General Plan and State objectives.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- Up to two (2) email summaries of meeting decisions and discussions
- DRAFT Technical Memorandum #10: Land Use Forecast Assumptions
- FINAL Technical Memorandum #10: Land Use Forecast Assumptions

Task 3.2: Land Use Forecast Activities

The CONSULTANT will prepare two (2) land use forecast scenarios: 2035 based on the existing General Plan and 2035 based on the Targeted General Plan Amendment and the Zoning Ordinance Update. Additionally, CONSULTANT will prepare a 2025 version of the land use forecast based on the existing General Plan. CONSULTANT will update jobs forecast and allocate forecasted dwelling units and jobs to meet the intent of General Plan Objective 2.2.1: Land Use Designations and Planning Concept Areas.

This task includes attending up to five (5) meetings with COUNTY and other participants, designated by COUNTY, to provide data and input prior to preparing the draft land use forecasts. It is intended that one (1) meeting shall be limited focusing on identifying the location and intensity of future land uses in Rural Regions/Rural Centers. CONSULTANT will work with COUNTY to identify meeting participants.

Land use forecasts within Community Regions will be based on a review of development considerations at the parcel level. This methodology will consider materials previously prepared by COUNTY and EDAC maps previously presented to COUNTY. Land Use forecasts within Rural Regions/Rural Centers will be based on CONSULTANT and COUNTY knowledge and expertise related to development patterns in these areas.

CONSULTANT will use GIS both as a primary tool to develop land use forecasts and to capture the data inputs and develop findings during this task. GIS will be used to summarize parcel level data at the Community Region, Rural Region/Rural Center, and County-wide levels for the purpose of ensuring the final products meet the assumption finalized during Task 3.1. Parcel level land use forecast data will be summarized into both the existing TAZs and the updated TAZs developed during Task 1.7 for purposes of comparison and for use during Task 3.3.

CONSULTANT will prepare a brief technical memorandum summarizing the input received during the course of this task, the forecast methodology(s), and findings. A special focus of this memorandum will be to identify and discuss differences between the two (2) land use forecasts developed over the course of this Task and the forecast documented in the 2002 *El Dorado County Land Use Forecasts for Draft General Plan (EPS)*.

CONSULTANT will finalize the memorandum based upon one set of consolidated, non-conflicting comments provided by COUNTY.

Deliverables:

- Up to five (5) email summaries of meeting decisions and discussions
- GIS based DRAFT Land Use Forecast(s)
- Draft Technical Memorandum #11: Land Use Forecast Activities
- Final Technical Memorandum #11: Land Use Forecast Activities

Task 3.3: Land Use Forecast Workshop

CONSULTANT will present preliminary findings and results, review land use maps, and solicit COUNTY comments during a workshop. COUNTY is responsible for providing CONSULTANT with one set of consolidated, non-conflicting specific comments/directions that will be the sole basis for finalizing the two (2) land use forecasts.

CONSULTANT will, based on COUNTY'S comments, finalize the two (2) land use forecasts at the parcel level in GIS. Subsequently, CONSULTANT will convert the parcel level data into TAZ level data for use in the TDM.

Deliverables:

- One (1) email summary of meeting decisions and discussions
- GIS based FINAL land use forecast(s)

Contingency Task

This task provides for unanticipated services or costs necessary to successfully complete the project. Services covered under this task, include but are not limited to:

- Additional meetings
- Public outreach activities
- Additional staff training
- Data collection activities

CONSULTANT will not undertake any additional services under this Task without the express written approval of the Contract Administrator.

EXHIBIT "B"

Estimate of Cost for Traffic Model Update Services and TGPA/Zoning Ordinance Update EIR Support Services

County of El Dorado - Office of the Chief Administrative Officer (CAO)

February 13, 2012

Task	Rates and Hours								Total Cost
	Principal	Project Manager	Senior Engineer / Planner	Engineer / Planner II	Engineer / Planner I	Admin Prof.	Clerical / Admin	Total Hours	
Description	\$225	\$185	\$165	\$140	\$120	\$105	\$75		
Component 1 - Update Traffic Model to 2010 Baseline									
1.1 - Project Management	0	40	0	0	0	20	4	64	\$9,800
1.2 - Traffic Demand Model Meetings	0	32	24	0	8	0	4	68	\$11,140
1.3 - Software Vendor Presentations	0	2	2	0	2	0	0	6	\$940
1.4 - Existing Land Use and Socio-Economic Data Collection	0	16	16	16	80	0	4	132	\$17,740
1.5 - Model Sensitivity to El Dorado County Policies and Factors	0	24	0	40	64	0	4	132	\$18,020
1.6 - Roadway Network	0	16	8	0	64	0	4	92	\$12,260
1.7 - Traffic Analysis Zone (TAZ) Structure	0	16	8	0	64	0	4	92	\$12,260
1.8 - Traffic Counts and Transit Ridership Data	0	8	16	0	24	0	4	52	\$7,300
1.9 - Trip Generation and Trip Distribution	0	16	16	56	40	0	4	132	\$18,540
1.10 - Mode Choice	0	16	8	40	0	0	4	68	\$10,180
1.11 - Trip Assignment and Model Calibration/Validation	0	40	24	80	16	0	4	164	\$24,780
1.12 - Special Tools - Software Automation and Administration	0	24	24	40	24	0	4	116	\$17,180
1.13 - Model Presentations to County and Peer Agencies	0	48	24	0	0	24	4	100	\$15,660
1.14 - Final Traffic Demand Model, User's Manual, and Documentation	0	24	40	0	40	0	4	108	\$16,140
1.15 - Staff Training	0	16	0	0	24	0	4	44	\$6,140
Subtotal	0	338	210	272	450	44	56	1370	\$198,080
Component 2 - Environmental Impact Analysis for TGPA and Zoning Ordinance Update									
Task 2.1 - Preparation of Admin Draft Traffic Section	0	16	120	0	160	0	4	300	\$42,260
Task 2.2 - Peer Review Responses	0	16	16	0	16	0	4	52	\$7,820
Task 2.3 - Response to Comments	0	16	16	0	8	0	4	44	\$6,860
Subtotal	0	48	152	0	184	0	12	396	\$56,940
Component 3 - Integration of Land Use Forecast Update into Traffic Model Update									
Task 3.1 - Land Use Forecast Meetings	0	16	0	0	24	0	4	26	\$6,140
Task 3.2 - Land use Forecast Activities	0	80	0	0	120	0	4	204	\$29,500
Task 3.3 - Land Use Forecast Workshop	0	16	0	0	16	0	4	52	\$5,180
Subtotal	0	112	0	0	160	0	12	282	\$40,820
Expenses & Subconsultants									
Direct Expenses (Mileage, Shipping, Misc.)									\$500
CTA Engineering & Surveying									\$68,505
Project Contingency									
4.0% of total budget									\$14,594
								Grand Total	\$379,439



EXHIBIT "C"

COUNTY OF EL DORADO, CALIFORNIA BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 1 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

BACKGROUND:

This policy applies to County officers and employees as well as members of boards and commissions required to travel in or out of county for the conduct of County business. This policy also provides for expenses of public employees from other jurisdictions when specifically referenced in policy provisions set forth below.

For ease of reference, the Travel Policy is presented in the following sections:

1. General Policy
2. Approvals Required
3. Travel Participants and Number
4. Mode of Transport
5. Reimbursement Rates
 - a. Maximum Rate Policy
 - b. Private Auto
 - c. Meals
 - d. Lodging
 - e. Other
6. Advance Payments
7. Compliance – Responsibility of Claimant
8. Procedures



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page Number:
TRAVEL	D - 1	Page 2 of 13
	Date Adopted:	Revised Date:
	12/22/1987	10/20/2009

POLICY:

1. **General Policy**
 - a. County officers and employees should not suffer any undue loss when required to travel on official County business, nor should said individuals gain any undue benefit from such travel.
 - b. County officers or employees compelled to travel in the performance of their duties and in the service of the County shall be reimbursed for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within maximum rate limits established by the Board of Supervisors for lodging, meals, and private auto use. "Actual and necessary expenses" do not include alcoholic beverages.
 - c. Travel arrangements should be as economical as practical considering the travel purpose, traveler, time frame available to accomplish the travel mission, available transportation and facilities, and time away from other duties.
 - d. Employees must obtain prior authorization for travel, i.e., obtain approvals before incurring costs and before commencing travel.
 - e. Receipts are required for reimbursement of lodging costs, registration fees, public transportation and for other expenses as specified, or as may be required by the County Auditor-Controller.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:	Policy Number	Page Number:
TRAVEL	D - 1	Page 3 of 13
	Date Adopted:	Revised Date:
	12/22/1987	10/20/2009

- f. Requests for travel authorization and reimbursement shall be processed using forms specified by the County Auditor and Chief Administrative Office.
 - g. The Chief Administrative Officer may, at his or her sole discretion, authorize an exception to requirements set forth in this Travel policy, based on extenuating circumstances presented by the appropriate, responsible department head. Any exception granted by the Chief Administrative Office is to be applied on a case-by-case basis and does not set precedent for future policy unless it has been formally adopted by the Board of Supervisors.
2. Approvals Required
- a. Department head approval is required for all travel except by members of the County Board of Supervisors. Department heads may delegate approval authority when such specific delegation is approved by the Chief Administrative Officer. However, it is the expectation of the Chief Administrative Officer that department heads take responsibility for review and approval of travel.
 - b. Chief Administrative Office approval is required when travel involves any of the following:
 - (1) Transportation by common carrier (except BART), e.g., air, train, bus.
 - (2) Car rental.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	Policy Number	Page Number:
TRAVEL	D - 1	Page 4 of 13
	Date Adopted:	Revised Date:
	12/22/1987	10/20/2009

- (3) Out-of-county overnight travel.
 - (4) Members of boards or commissions, or non-county personnel.
 - (5) Any exceptions required for provisions within this policy, e.g., travel requests not processed prior to travel, requests exceeding expense guidelines or maximums.
- c. It remains the discretion of the Chief Administrative Officer as to whether or not costs of travel which were not authorized in advance will be reimbursed, and whether or not exceptional costs will be reimbursed.

3. Travel Participants and Number

- a. Department heads and assistants should not attend the same out-of-county conference; however, where mitigating circumstances exist, travel requests should be simultaneously submitted to the Chief Administrative Office with a justification memorandum.
- b. The number of travel participants for each out-of-county event, in most instances, should be limited to one or two staff members, and those individuals should be responsible for sharing information with other interested parties upon return.
- c. If out-of-county travel involves training or meetings of such technical nature that broader representation would be in the best interest of the County, the department head may submit a memo explaining the situation to the Chief Administrative Office, attached to travel requests, requesting authorization for a group of travelers.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 5 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

d. Non-County personnel travel expenses are not normally provided for since only costs incurred by and for county officers and employees on county business are reimbursable. However, reimbursement is allowable for county officers (elected officials and appointed department heads) and employees who have incurred expenses for non-county staff in the following circumstances.

- (1) Meals for persons participating on a Human Resources interview panel when deemed appropriate by the Director of Human Resources.
- (2) Conferences between County officials and consultants, experts, and public officials other than officers of El Dorado County, which are for the purpose of discussing important issues related to County business and policies.
- (3) Transportation expenses for a group of County officers and employees and their consultants, and experts on a field trip to gain information necessary to the conduct of County business.
- (4) Lodging expenses for non-county personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the Chief Administrative Office. Otherwise, such expenses must be part of a service contract in order to be paid.

4. Mode of Transport

- a. Transportation shall be by the least expensive and/or most reasonable means available.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 6 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

- b. Private auto reimbursement may be authorized by the department head for county business travel within county and out of county. Reimbursement shall not be authorized for commuting to and from the employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the County and a representing labor organization, or one-time, special circumstances approved by a department head.
- c. Out of county travel by county vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four (4) hour driving distance from the County offices. Any exception to this policy must receive prior approval from the Chief Administrative Officer. If air travel would be more economical, but the employee prefers to drive even though travel by car would not be in the County's best interest, the County will reimburse transportation equal to the air travel; transportation costs over and above that amount, as well as any extra days of lodging and meals, etc., will be considered a personal, not reimbursable cost of the traveler.
- d. Common carrier travel must be in "Coach" class unless otherwise specifically authorized in advance by the Chief Administrative Officer. Generally, any costs over and above coach class shall be considered a personal, not reimbursable expense of the traveler.
 - (1) Rental cars may be used as part of a trip using public transportation if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Department Head



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 7 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

and Chief Administrative Officer. Justification for the use of the rental car must accompany that request. Rental car costs will not be reimbursed without prior authorization except in the case of emergencies. Exceptions may be granted at the sole discretion of the Chief Administrative Officer or designated CAO staff.

5. Reimbursement Rates

- a. a. Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the department head and approved by the Chief Administrative Officer. The amount of any reimbursement above the maximum shall be at the sole discretion of the Chief Administrative Officer.

b. Private Auto

Travel by private auto in the performance of "official County business" shall be reimbursed at the Federal rate as determined by the Internal Revenue Service.

Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Cameron Park and drives to a meeting in Sacramento, leaving from the residence will be paid for mileage from the residence to Sacramento and back to the residence.)

The mileage reimbursement rate represents full reimbursement, excluding snow chain installation and removal fee, for expenses incurred by a County



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 8 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

officer or employee (e.g., fuel, normal wear and tear, insurance, etc.) during the use of a personal vehicle in the course of service to El Dorado County.

c. Meals

Actual meal expenses, within maximum allowable rates set forth below, may be reimbursed routinely out-of-county travel, and for in-county overnight travel. Meals will not be provided for in-county travel or meetings which do not involve overnight lodging, unless special circumstances are involved such as the following:

- (1) When meals are approved as part of a program for special training sessions, conferences, and workshops;
- (2) When employees traveling from the western slope of the county to Lake Tahoe and vice-versa are required to spend the entire work day at that location;
- (3) When the Director of Human Resources deems it appropriate to provide meals to a Human Resources interview panel;
- (4) When Senior Managers and/or Executives of El Dorado County or the El Dorado County Water Agency meet with executives of other governmental agencies, community organizations, or private companies in a breakfast, lunch or dinner setting in order to conduct County business. While such meetings are discouraged unless absolutely necessary to the efficient conduct of County or Water Agency business, such expenses for County managers require approval by the Chief Administrative Officer.



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 9 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

Actual costs of meals may be reimbursed up to a total of \$40 per day without regard to how much is spent on individual meals (e.g., breakfast, lunch, dinner, snacks), and without receipts. If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals within the rates shown below.

Breakfasts may be reimbursed only if an employee's travel consists of at least 2 hours in duration before an employee's regular work hours. Dinner may be reimbursed if travel consists of at least 2 hours in duration after an employee's regular work hours.

Maximum Allowable Meal Reimbursement

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00
Total for full day	\$40.00/day

d. Lodging

- (1) Lodging within county may be authorized by a department head if assigned activities require an employee to spend one or more nights in an area of the county which is distant from their place of residence (e.g., western slope employee assigned to 2-day activity in South Lake Tahoe).
- (2) Lodging may be reimbursed up to \$125 per night, plus tax, single occupancy. The Chief Administrative Office may approve extraordinary costs above these limits on a case by case basis when



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 10 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

the responsible department head and Chief Administrative Office determine that higher cost is unavoidable, or is in the best interest of the County.

- (3) Single rates shall prevail except when the room is occupied by more than one County employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations while traveling on County business. In all travel, employees are expected to secure overnight accommodations as economically as possible and practical.
- (4) Lodging arrangements should be made, whenever possible and practicable, at hotels/motels which offer a government discount, will waive charges to counties for Transient Occupancy Tax, or at which the County has established an account. When staying at such a facility, the name of the employee and the department must appear on the receipt of the hotel/motel bill.

e. Other Expenses

All other reasonable and necessary expenses (i.e., parking, shuttle, taxi, etc.) will be reimbursed at cost if a receipt is submitted with the claim.

Receipts are required except for those charges where receipts are not customarily issued, for example, bridge tolls and snow chain installation and removal fees. When specific cost guidelines are not provided by the county, reasonableness of the expense shall be considered by the



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 11 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

department head and Chief Administrative Officer before deciding whether to approve.

Reasonable costs for snow chain installation and removal may be claimed and reimbursed. The purchase cost of snow chains would not be an allowable charge against the county.

6. Advance Payments

The Auditor may provide advance funds for estimated "out of pocket" expenses up to seventy-five percent (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.

7. Compliance - Claimant Responsibility

It is the responsibility of the claimant to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a claim without reimbursement.

8. Procedures:

- a. Authorization to incur expenses must be obtained as set forth in this County policy, and as may be directed by the department.
- b. Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization Request form are obtained by indicating this need on that form prior to processing the request.



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 12 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

- c. Forms which require Chief Administrative Office approval should be submitted to the Chief Administrative Office, after department head approval, at least 7 to 10 days prior to travel to allow time for processing through County Administration and Auditor's Department.
- d. Cancellation of travel, requires that any advanced funds be returned to the Auditor Controller's office within five (5) working days of the scheduled departure date. If the advance is not returned within this time frame, the employee could jeopardize their standing to receive advances in the future.
- e. Travel Claims are due to the Auditor within 30 days after completion of travel. Personal Mileage and Expense Claims are due to the Auditor within 15 days after the end of each calendar month. The due date may be extended if deemed appropriate by the County Auditor. Claims must itemize expenses as indicated on claim forms, and must be processed with receipts attached.
- f. Reimbursements will be provided expeditiously by the County Auditor upon receipt of properly completed claim forms. The Auditor's Office shall promptly review claims to determine completeness, and if found incomplete, will return the request to the claimant noting the areas of deficiency.
- g. Personal Mileage and Expense Claim forms should be completed for each calendar month, one month per claim form. These monthly claims are due to the Auditor within 15 days following the month end; however, the deadline may be extended if deemed appropriate by the County Auditor. If monthly amounts to be claimed are too small to warrant processing at the



**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: TRAVEL	Policy Number D - 1	Page Number: Page 13 of 13
	Date Adopted: 12/22/1987	Revised Date: 10/20/2009

end of a month (i.e., if cost of processing would exceed the amount being claimed), the claims for an individual may be accumulated and processed in a batch when a reasonable claim amount has accrued. In any event, such claims shall be made and submitted to the County Auditor for accounting and payment within the same fiscal year as the expense was incurred.

h. Expense Claim Form

For the purpose of travel and meeting expenses, the claim form is to be used for payments to vendors. The employee must obtain Department Head approval and submit the claim to the Auditor's Office within sixty (60) days of the incurred expense.

