

El Cerrito

MEETING NOTICE AND AGENDA

DATE & TIME: May 26, 2023 • 8:00 AM – 10:00 AM

Hercules

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

Pinole

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>
Meeting ID: 732 105 8840

Richmond

Phone: =
+Dial the following number, enter the participant PIN followed by # to confirm:
+1 669 900 6833
Meeting ID: 732 105 8840
Password: 066620

San Pablo

Public Comment via Teleconference

Participants may use the chat function on Zoom or physically raise their hands to indicate if they wish to speak on a particular item.

Contra Costa
County

The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTAC Board otherwise encounter technical difficulties that make those platforms unavailable, the WCCTAC Board will proceed with business in person unless otherwise prohibited by law.

AC Transit

Written Comment (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board. Comments may be submitted by email to vjenkins@wcctac.org.

BART

Comments may also be submitted via e-mail to vjenkins@wcctac.org at any time prior to closure of the public comment portion of the item(s) under consideration. All written comments will be included in the record.

WestCAT

1. **Call to Order and Board Member Roll Call.** *(Paul Fadelli – Chair)*
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

CONSENT CALENDAR

3. **Minutes of April 28, 2023 Board Meetings.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for April 2023. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None. *(Attachment; Information only).*
7. **Purchase Order for the Pass2Class Program.** Staff is seeking Board authorization to use a purchase order to buy AC Transit bus passes for Pass2Class, which is part of the 511 Contra Costa TDM Program. *(Attachment; Recommended Action: Approve Resolution 23-04).*

REGULAR AGENDA ITEMS

8. **Richmond Parkway Transportation Plan Update.** WCCTAC recently kicked off the Richmond Parkway planning effort, funded by a Caltrans Sustainable Communities Grant, in partnership with the City of Richmond and Contra Costa County. Fehr and Peers is the lead consultant for this work and will provide an overview of objectives, schedule, and work done to date. *(Karina Schneider, Fehr and Peers; No Attachment; Recommended Action: Receive presentation and provide comments as needed).*
9. **Draft Fiscal Year 2024 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2024 is included, along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends authorizing the circulation of these draft documents to member agencies with the aim of final Board adoption at the June 23, 2023 WCCTAC Board Meeting. *(John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Authorize release for member agency review).*

- 10. Bike to Wherever Day.** Staff will provide a brief review of the activities of the recent Bike to Wherever Day, on May 18, 2023, which encourages residents to take bicycle trips for work or recreation. *(Coire Reilly, No Attachments; Recommended Action: Receive information).*

STANDING ITEMS

11. Board and Staff Comments.

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
- b. Report from CCTA Representatives *(Directors Kelley & Butt)*
- c. Executive Director's Report

12. General Information Items.

- a. Letter to CCTA Executive Director with Summary of Board Actions for April 28, 2023
- b. Acronym List

13. Adjourn. Next regular meeting is: June 23, 2023 @ 8:00 a.m. via Zoom

- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes April 28, 2023**

MEMBERS PRESENT: Paul Fadelli, Chair (El Cerrito); Rita Xavier, Vice-Chair (San Pablo); Rebecca Saltzman (BART); Tom Hansen (WestCAT); Chris Peeples (AC Transit); Cesar Zepeda (Richmond); Claudia Jimenez (Richmond)-late arrival.

STAFF PRESENT: John Nemeth, Valerie Jenkins, Joanna Pallock, Leah Greenblat, Coire Reilly, Kris Kokotaylo (counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:12 am Public

Comment: n/a

CONSENT CALENDAR

Motion by **Director Peeples** seconded by **Vice-Chair Xavier**

Yes: P. Fadelli, R. Xavier, R. Saltzman, T. Hansen, D. Bailey, E. Martinez, C. Zepeda

No: none

Abstention: C. Peeples; item #3

Motion passed unanimously.

Item #3. *Approved:* Minutes of March 24, 2023 Board Meeting.

Item #4. *Received:* Monthly Update on WCCTAC Activities.

Item #5. *Received:* Financial Reports for March 2023.

Item #6. *Received:* Payments for invoices over \$10,000. Clipper, \$14,000 for preloaded Clipper cards for 511 Contra Costa's Try Transit program.

Item #7. *Received:* FY 23-24 Annual STMP Fee Adjustment.

Item #8. *Approved:* Resolution 23-03, CalPERS 457 deferred compensation plan for WCCTAC employees.

Item #9. *Appointed:* Robert Armijo (Richmond) and re-appointed Leah Greenblat (WCCTAC) to serve on CCTA's Technical Coordinating Committee (TCC) for a two-year term representing West County.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item # 10 I-80 Design Alternatives Assessment- Recommendations (I-80 DAA)	<i>Information Only</i> Stefanie Hom, MTC staff, delivered a presentation of the draft I-80 Design Alternatives Assessment (DAA). This effort is evaluating the segment of I-80 between the Carquinez Bridge toll plaza and the San Francisco Bay Bridge toll plaza. Ms. Hom walked through a variety of improvement options that were examined in the DAA. WCCTAC Board Members asked several questions and made numerous comments. Staff noted that it would prepare a formal letter to send to MTC that captured Board Member feedback.
Item #11 West County Pilot Program Proposal – Medical Trips.	<i>Information Only</i> Joanna Pallock, WCCTAC staff, provided information about a pilot program concept that would provide senior and disabled residents in the 94806 zip code with rides to medical appointments outside the West County sub-area. The pilot would make use of countywide Measure X funds and could also use some Measure J 28b funds. Staff noted that it would return to the Board in the future with more information.
Item #12 BTWD / Summer Bike Challenge	<i>Information Only</i> Coire Reilly, WCCTAC’s TDM Program Manager, shared information about Bike to Wherever Day which will be held on May 18, 2023. He also provided information about the Summer Bike Challenge that will run from June to August in West County.

Meeting Adjourned: 10:12 am

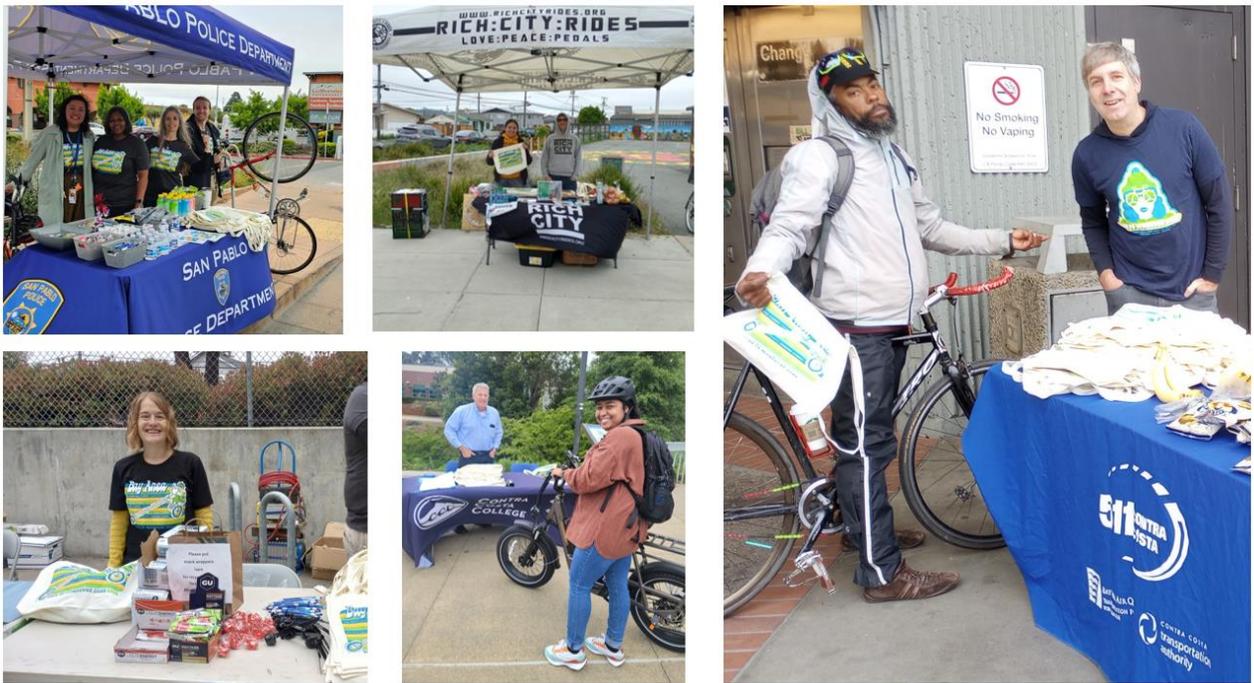
TO: WCCTAC Board

DATE: May 26, 2023

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Bike to Work/Wherever Day 2023



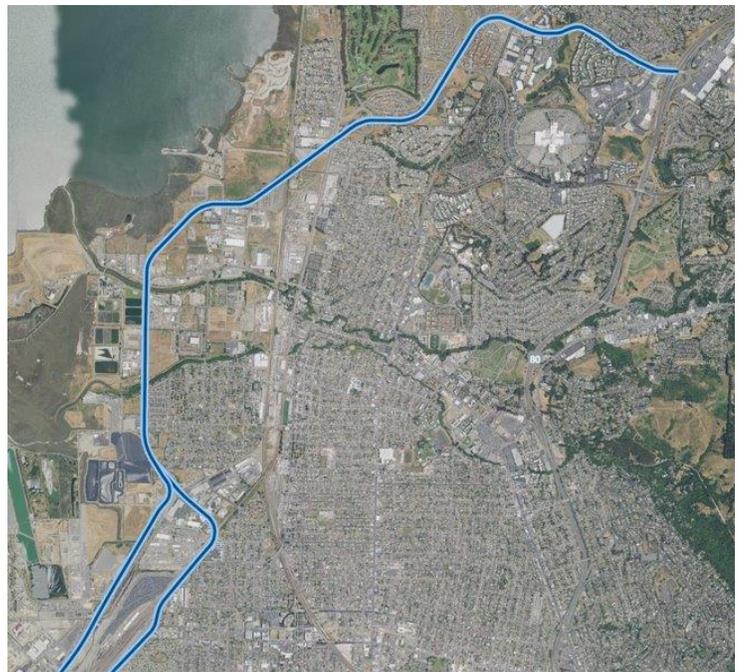
It was another successful Bike to Wherever Day on May 18! This year West County hosted 10 energizer stations in El Cerrito, Richmond, El Sobrante, and San Pablo. Station hosts counted 785 cyclists and gave out nearly 500 totes bags, numbers which are comparable to last year, despite the morning weather being cool, breezy, and overcast. A happy hour party was held at Armistice Brewery in Richmond, which doubled as a fund raiser for local community organization, Rich City Rides.

Travel Training Kick-Off

WCCTAC staff hosted a Travel Training Program kick-off for local senior housing representatives and senior center staff on May 17, 2023. The goal was to re-introduce organizations that serve senior and disabled populations in West County to this year's effort to train more residents on how to use fixed route transit and other local transportation services. Staff also shared information about its aims to expand local services, with a focus on providing medical trips, including to destinations outside of West County. WCCTAC is currently establishing a six-month schedule for travel training workshops and outings. Anyone interested in participating should contact WCCTAC Travel Training Coordinator, Janet Bilbas, at 510-210-5937.

Richmond Parkway Transportation Plan (RPTP)

WCCTAC held the first Technical Advisory Committee meeting for the Richmond Parkway Transportation Plan (RPTP) effort on April 13, 2023. The RPTP TAC, distinct from the WCCTAC TAC, includes local agency staff as well as a range of interested stakeholders. The 18 attendees included representatives from: MTC, Contra Costa County, Richmond, San Pablo, AC Transit, and local non-profit organizations. The consultant for the project, Fehr & Peers, has completed work evaluating existing conditions on the Parkway, including a review of safety data. Staff from Fehr and Peers will provide an overview and update to the WCCTAC Board at its May meeting.



STMP Call for Projects Released

At its March 24, 2023 meeting, the WCCTAC Board authorized staff to release a Cycle 2 Call for Projects for the STMP, making \$5.3M available. The Board concurred with staff's recommendation to discuss certain details with the WCCTAC TAC before officially releasing the Call for Projects. At its April 13, 2023 and May 11, 2023 meetings, the TAC discussed the grant cycle's schedule, parameters, and preliminary evaluation criteria. WCCTAC staff released the Call for Projects on May 12, 2023 to its TAC and Interested Parties distribution lists and included details on the application process. Information about the Call is also posted on the WCCTAC website. Funding applications are due to WCCTAC by August 30, 2023 and projects sponsors can submit up to two applications. Staff will review these applications in early September and discuss with them the TAC at its Sept 14, 2023 meeting with the aim of making a consensus recommendation to the WCCTAC Board. Under the current schedule, the Board will make STMP allocations at its September 22, 2023 meeting.

WCCTAC Website - Now With Videos of Meetings

Using a combination of: the City of El Cerrito’s hybrid meeting set up, Zoom, video editing tools, Youtube, and our website’s capabilities, WCCTAC is now hosting Board meeting videos on our website for viewing at later times. The April 28, 2023 Board meeting is now available as an embedded Youtube video and is playable from the website.

To view recordings from past meetings on the WCCTAC website, click on “Meeting Calendar” and then click on “Past Meetings” and selected the meeting date. You can also view the meeting archive here: <https://www.wcctac.org/events/archive>

Embedded videos will appear on the website as seen below:



Event: WCCTAC Board Meeting

Date: Fri, Apr 28th 2023, 8:00am - 10:00am

Location: City of El Cerrito Council Chambers 10890 San Pablo Ave. San Pablo, CA 94530

Description:

Regularly scheduled meeting of the WCCTAC Board

Video recording of the April 23, 2023 meeting:



 [April 28, 2023 - WCCTAC Board Packet \(updated\).pdf \(4.0 MB\)](#)

 [BTWD and Summer Bike Challenge.pdf \(1.5 MB\)](#)

 [City of San Pablo Projects.pdf \(1.9 MB\)](#)

General Ledger Monthly Budget Report

User: AnnC

Printed: 5/13/2023 8:34:03 PM

Period 10 - 10

Fiscal Year 2023



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	564,484.00	564,484.00	343,163.93	221,320.07	221,320.07	39.21
770-7700-41200	PERS Retirement	0.00	0.00	0.00	92,856.70	-92,856.70	-92,856.70	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	59,714.19	-59,714.19	-59,714.19	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,848.53	-1,848.53	-1,848.53	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,333.00	-3,333.00	-3,333.00	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	-665.55	665.55	665.55	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,449.37	-3,449.37	-3,449.37	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	13,987.09	-13,987.09	-13,987.09	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	-368.10	368.10	368.10	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	1,313.03	-1,313.03	-1,313.03	0.00
770-7700-41911	Liability Insurance	0.00	4,639.00	4,639.00	0.00	4,639.00	4,639.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	679.00	-679.00	-679.00	0.00
	Salary and Benefits	0.00	569,123.00	569,123.00	519,311.19	49,811.81	49,811.81	8.75
770-7700-43500	Office Supplies	0.00	4,500.00	4,500.00	4,365.07	134.93	134.93	3.00
770-7700-43501	Postage	0.00	1,500.00	1,500.00	1,176.25	323.75	323.75	21.58
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,200.00	3,200.00	2,460.99	739.01	739.01	23.09
770-7700-43600	Professional Services	0.00	64,250.00	64,250.00	55,488.66	8,761.34	8,761.34	13.64
770-7700-43900	Rent/Building	0.00	22,750.00	22,750.00	17,918.38	4,831.62	4,831.62	21.24
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	2,762.47	7,237.53	7,237.53	72.38
770-7700-44320	Travel/Training Staff	0.00	4,000.00	4,000.00	1,548.61	2,451.39	2,451.39	61.28
	Service and Supplies	0.00	110,200.00	110,200.00	85,720.43	24,479.57	24,479.57	22.21
	Expense	0.00	679,323.00	679,323.00	605,031.62	74,291.38	74,291.38	10.94
7700	WCCTAC Operations							
7720	WCCTAC TDM							
772-7720-41000	Salary	0.00	332,637.00	332,637.00	163,277.78	169,359.22	169,359.22	50.91
772-7720-41200	PERS Retirement	0.00	0.00	0.00	57,893.17	-57,893.17	-57,893.17	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	32,378.07	-32,378.07	-32,378.07	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	1,741.02	-1,741.02	-1,741.02	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,166.50	-1,166.50	-1,166.50	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	8,951.15	-8,951.15	-8,951.15	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	-368.10	368.10	368.10	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	317.35	-317.35	-317.35	0.00
772-7720-41911	Liability Insurance	0.00	4,639.00	4,639.00	0.00	4,639.00	4,639.00	100.00
	Salary and Benefits	0.00	337,276.00	337,276.00	265,556.94	71,919.06	71,919.06	21.32

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-43300	MembershipsSubscriptions	0.00	1,750.00	1,750.00	0.00	1,750.00	0.00	1,750.00	100.00
772-7720-43500	Office Supplies	0.00	1,400.00	1,400.00	1,194.51	205.49	0.00	205.49	14.68
772-7720-43501	TDM Postage	0.00	0.00	0.00	2,183.78	-2,183.78	0.00	-2,183.78	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	3,000.00	3,000.00	3,037.12	-37.12	0.00	-37.12	-1.24
772-7720-43600	Professional Services	0.00	66,000.00	66,000.00	35,630.55	30,369.45	0.00	30,369.45	46.01
772-7720-43900	RentBuilding	0.00	22,000.00	22,000.00	17,918.48	4,081.52	0.00	4,081.52	18.55
772-7720-44000	Special Department Expenses	0.00	341,730.00	341,730.00	171,319.28	170,410.72	0.00	170,410.72	49.87
772-7720-44320	TravelTraining Staff	0.00	3,000.00	3,000.00	1,740.66	1,259.34	0.00	1,259.34	41.98
	Service and Supplies	0.00	440,380.00	440,380.00	233,024.38	207,355.62	0.00	207,355.62	47.09
	Expense	0.00	777,656.00	777,656.00	498,381.32	279,274.68	0.00	279,274.68	35.91
7720	WCCTAC TDM	0.00	777,656.00	777,656.00	498,381.32	279,274.68	0.00	279,274.68	35.91
7730	STMP								
773-7730-41000	Salary	0.00	75,000.00	75,000.00	0.00	75,000.00	0.00	75,000.00	100.00
	Salary and Benefits	0.00	75,000.00	75,000.00	0.00	75,000.00	0.00	75,000.00	100.00
773-7730-44000	Special Department Expense	0.00	6,825,536.00	6,825,536.00	406,540.35	6,418,995.65	0.00	6,418,995.65	94.04
	Service and Supplies	0.00	6,825,536.00	6,825,536.00	406,540.35	6,418,995.65	0.00	6,418,995.65	94.04
	Expense	0.00	6,900,536.00	6,900,536.00	406,540.35	6,493,995.65	0.00	6,493,995.65	94.11
7730	STMP	0.00	6,900,536.00	6,900,536.00	406,540.35	6,493,995.65	0.00	6,493,995.65	94.11
7740	WCCTAC Special Projects								
774-7740-43500	Office Supplies	0.00	0.00	0.00	112.81	-112.81	0.00	-112.81	0.00
774-7740-44000	Special Department Expense	0.00	249,109.00	249,109.00	131,039.12	118,069.88	0.00	118,069.88	47.40
774-7740-44320	TravelTraining Staff	0.00	0.00	0.00	6.00	-6.00	0.00	-6.00	0.00
	Service and Supplies	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
	Expense	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
7740	WCCTAC Special Projects	0.00	249,109.00	249,109.00	131,157.93	117,951.07	0.00	117,951.07	47.35
Expense Total		0.00	0.00	8,606,624.00	1,641,111.22	6,965,512.78	0.00	6,965,512.78	80.932

General Ledger Monthly Budget Report

User: AnnC
 Printed: 5/13/2023 8:32:25 PM
 Period 10 - 10
 Fiscal Year 2023



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34310	CC County STMP Fees	0.00	0.00	0.00	-2,174,515.87	2,174,515.87	0.00	2,174,515.87	0.00
773-0000-34315	El Cerrito STMP Fees	0.00	0.00	0.00	-238,416.09	238,416.09	0.00	238,416.09	0.00
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-20,066.55	20,066.55	0.00	20,066.55	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-1,281,778.09	1,281,778.09	0.00	1,281,778.09	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-307,823.50	307,823.50	0.00	307,823.50	0.00
	Licenses and Permits	0.00	0.00	0.00	-4,022,600.10	4,022,600.10	0.00	4,022,600.10	0.00
770-0000-36102	Interest	0.00	0.00	0.00	-234.39	234.39	0.00	234.39	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-96,004.71	96,004.71	0.00	96,004.71	0.00
	Use of Property and Money	0.00	0.00	0.00	-96,239.10	96,239.10	0.00	96,239.10	0.00
770-0000-34010	STMP Administration	0.00	0.00	0.00	-101,727.74	101,727.74	0.00	101,727.74	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-504,430.00	504,430.00	0.00	504,430.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-57,437.12	57,437.12	0.00	57,437.12	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-412,578.77	412,578.77	0.00	412,578.77	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	-101,727.74	101,727.74	0.00	-101,727.74	0.00
774-0000-39906	Other Revenue	0.00	0.00	0.00	-131,157.93	131,157.93	0.00	131,157.93	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-1,105,603.82	1,105,603.82	0.00	1,105,603.82	0.00
0000	Revenue	0.00	0.00	0.00	-5,224,443.02	5,224,443.02	0.00	5,224,443.02	0.00
7700	Non Departmental	0.00	0.00	0.00	-5,224,443.02	5,224,443.02	0.00	5,224,443.02	0.00
	WCCTAC Operations								
770-7700-34111	Member Contributions	0.00	556,329.00	-556,329.00	0.00	-556,329.00	0.00	-556,329.00	100.00
	Intergovernmental	0.00	556,329.00	-556,329.00	0.00	-556,329.00	0.00	-556,329.00	100.00
770-7700-39906	Other Revenue	0.00	100,150.00	-100,150.00	0.00	-100,150.00	0.00	-100,150.00	100.00
	Miscellaneous Revenue	0.00	100,150.00	-100,150.00	0.00	-100,150.00	0.00	-100,150.00	100.00
7700	Revenue	0.00	656,479.00	-656,479.00	0.00	-656,479.00	0.00	-656,479.00	100.00
7720	WCCTAC Operations	0.00	656,479.00	-656,479.00	0.00	-656,479.00	0.00	-656,479.00	100.00
	WCCTAC TDM								
772-7720-33403	Grants	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
	Grants	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
7720	Revenue	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
7730	WCCTAC TDM	0.00	777,656.00	-777,656.00	0.00	-777,656.00	0.00	-777,656.00	100.00
	STMP								
773-7730-34310	County STMP Fees	0.00	50,000.00	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	100.00
773-7730-34330	Richmond STMP Fees	0.00	1,600,000.00	-1,600,000.00	0.00	-1,600,000.00	0.00	-1,600,000.00	100.00

Account Number Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
773-7730-34335	0.00	1,300,000.00	-1,300,000.00	0.00	-1,300,000.00	-1,300,000.00	100.00
San Pablo STMP Fees Licenses and Permits	0.00	2,950,000.00	-2,950,000.00	0.00	-2,950,000.00	-2,950,000.00	100.00
773-7730-34315	0.00	800,000.00	-800,000.00	0.00	-800,000.00	-800,000.00	100.00
El Cerrito STMP Fees	0.00	20,000.00	-20,000.00	0.00	-20,000.00	-20,000.00	100.00
773-7730-34325	0.00	820,000.00	-820,000.00	0.00	-820,000.00	-820,000.00	100.00
Pinole STMP Fees Grants	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
773-7730-36102	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Interest - LAIF	0.00	18,000.00	-18,000.00	0.00	-18,000.00	-18,000.00	100.00
Use of Property and Money	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
7730	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
7740	0.00	3,788,000.00	-3,788,000.00	0.00	-3,788,000.00	-3,788,000.00	100.00
WCCTAC Special	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Projects	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Other Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Miscellaneous Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Revenue	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
7740	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
WCCTAC Special	0.00	249,109.00	-249,109.00	0.00	-249,109.00	-249,109.00	100.00
Projects	0.00	0.00	0.00	0.00	0.00	0.00	0
Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 23-04**

**AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO PURCHASE AC
TRANSIT BUS PASSES FOR THE PASS2CLASS PROGRAM , IN THE AMOUNT
NOT TO EXCEED SEVENTY THOUSAND DOLLARS (\$70,000)**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) manages the 511 Contra Costa transportation demand management (“TDM”) program for West Contra Costa County; and

WHEREAS, Pass2Class provides West County students with bus passes at the beginning of the school year and requires the purchase of a large number of physical passes; and

WHEREAS, Pass2Class is one of the TDM program’s largest annual programs; and

WHEREAS, the WCCTAC Board provides general direction to implement TDM program elements; and

WHEREAS, the WCCTAC Board desires to authorize the purchase of bus passes for Pass2Class as part of the TDM program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize the Executive Director or designee to purchase bus passes for Pass2Class as part of the TDM program in an amount not to exceed \$70,000.
2. The Executive Director or designee is authorized to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on May 26, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Paul Fadelli, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

3770143.1

TO: WCCTAC Board

DATE: May 26, 2023

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2024 Work Program, Budget, and Dues

REQUESTED ACTION

Staff requests authorization to circulate the Draft Fiscal Year 2024 Work Program, Budget, and Dues documents to member agencies. Staff will bring the final documents to the Board for adoption at the June 23, 2023 meeting.

BACKGROUND AND DISCUSSION

The budget for WCCTAC is divided into four distinct funds as shown in the bulleted list below. The draft budgets for each of these funds, as well as an overall summary budget, are included as Attachment A.

- WCCTAC Operations
- Transportation Demand Management (TDM)
- Subregional Transportation Mitigation Program (STMP)
- Other Reimbursable (Special Projects)

This staff report provides:

- 1) A Budget Analysis of WCCTAC General Operations
- 2) Proposed Dues for Fiscal Year 2023.
- 3) A Budget Analysis of WCCTAC's other three funds (TDM, STMP, and Special Projects).
- 4) Accomplishment for the Current Year.
- 5) The Proposed Work Program for Fiscal Year 2023.

1) Budget Analysis of WCCTAC General Operations

Current Fiscal Year 2023

In the current fiscal year, WCCTAC's revenues and expenses will come close to matching budgeted figures in most categories.

WCCTAC will underspend its budget in salaries and benefits, due entirely to the Travel Training Program being scaled down between October to April. That lower spending will be

cancelled out, however, by lower reimbursement revenue for the Program from Measure J Program 28b. When the Travel Training Program is factored out, expenses for salaries and benefits will be extremely close to the budget.

In the current fiscal year, spending on professional services will be about \$3.2K greater than budgeted, with higher-than-expected legal costs being the main driver. The added expense of research and work related to the update of the Joint Powers Agreement is a key factor.

WCCTAC will spend about \$2.5K less than anticipated in the Training & Mileage category, which involves conference/training attendance and mileage/transit reimbursements for in-person meetings. Employee interest in conferences and training has grown recently but is still lower than before the pandemic. Additionally, many staff level meetings continue to be virtual, limiting transportation reimbursement costs. WCCTAC will also not spend all its standard \$10K contingency, saving about \$6.2K.

The most notable difference between the budget and estimates for the current fiscal year, however, will be the addition of about \$20K in revenue from the Caltrans Sustainable Community Planning Grant for the Richmond Parkway Transportation Plan (RPTP). WCCTAC can use a portion of grant funds to cover the cost of staff time spent on the project.

Upcoming Fiscal Year 2024

In the upcoming Fiscal Year 2024, WCCTAC is expecting to receive \$35K in Caltrans funds to offset staff time spent on the RPTP. It will also make use of Board-allocated Measure J 28b funds to cover the cost of staff time spent on the Travel Training Program.

Staff is proposing a 3.5% cost-of-living adjustment (COLA) to salaries for the Fiscal Year 2024. This figure is lower than Bay Area CPI (5.3% in Feb) but consistent with CCTA's COLA for the upcoming year, which is indexed to Bay Area CPI but capped at 3.5%. These are the same cost-of-living adjustments, for both CCTA and WCCTAC, as last year.

In Fiscal Year 2024, WCCTAC's annual Unfunded Accrued Liability (UAL) payment to CalPERS will be very similar to the current fiscal year. In previous years, this had been a growing expense. While stability in UAL payments to CalPERS is welcome, WCCTAC's CalPERS health care costs have risen in recent years and will be \$9K, or 8% higher, in FY24 than in the current fiscal year.

Other expenses are expected to be constant or rise by small, pre-determined amounts. These include office lease payments, office supplies, financial services, and other professional services. WCCTAC will increase its Travel Training Program spending in Fiscal Year 2024, but those costs will be reimbursed equally by Measure J 28b funds.

Operating Reserve

WCCTAC has a policy to maintain a minimum operating balance of at least \$140K, but also aims not to have the balance greatly exceed that amount. WCCTAC’s auditor, Maze and Associates, mistakenly booked an extra \$55,943 in revenue in the Fiscal Year 2020 audit. The auditor corrected the error in the Fiscal Year 2022 audit (completed in February 2023). While this error did not have a material impact on WCCTAC’s actual balance (since the two actions cancelled out), it did distort WCCTAC’s understanding of its operating balance for two years. In Fiscal Year 2021 and 2022, WCCTAC intentionally spent more than its revenues to reduce its perceived, large positive balance.

Coming into the current Fiscal Year 2023, staff believed the balance was \$172,599, based on auditor’s financial statement. After the auditor’s correction, however, the balance was only \$116,656. Fortunately, in the current fiscal year, revenues are projected to exceed expenses by about \$5.4K. Additionally, in the upcoming fiscal year, budgeted revenues exceed expenses by about \$18.5K. Given these additions of net revenue, by the end of Fiscal Year 2024 the operating balance should again exceed the minimum reserve amount.

2) The Proposed Dues for Fiscal Year 2024.

Given the proposed 3.5% cost-of-living adjustment and growing expenses in health insurance and some professional services, overall operating expenses are expected to rise. Additionally, as discussed in the section above, WCCTAC needs net revenue in Fiscal Year 2024 so that it can conclude the year with an operating balance that meets the Reserve Policy. Staff is proposing a 5% dues increase, which is lower than the February Bay Area CPI of 5.3%. The table below shows recent annual dues increases relative to inflation.

	FY21	FY22	FY23	FY24
Feb Bay Area CPI	2.9%	1.6%	5.2%	5.3%
Dues for Upcoming FY	0.0%	1.5%	4.5%	5.0%*

**proposed*

It should be noted that the draft budget for the upcoming fiscal year does not currently include stipends for Board Members. If WCCTAC modifies its JPA to allow for stipends, and then implements a stipend policy, operating expenses will be higher. Dues would need to be higher, accordingly. A stipend of \$50 per meeting per Board Member will require a dues increase of 6% for Fiscal Year 2024. A stipend of \$100 per meeting per Board Member would require a dues increase of 7%.

More detailed information about member agency dues is included in Attachment B.

3) Budget Analysis of TDM, STMP, and Special Projects.

Transportation Demand Management (TDM)

Expenses in the current year for the TDM fund will closely match budgeted figures for salaries, office expenses, and supplies. The reallocation of some TFCA funds from previous

years allowed for more TDM commute incentives spending than budgeted and allowed WCCTAC to make a large, one-time grant to the El Cerrito Del Norte TOD Complete Streets Project (the only project that met Air District cost-effectiveness requirements).

In the upcoming Fiscal Year 2024, revenue to the TDM Program from Measure J 17b (Commute Alternatives) will be about \$9.4K (or 4.3%) higher than for this fiscal year. Revenue from Air District TFCA funds will be nearly \$40K higher (or 12.6%). In the upcoming fiscal year, budgeted program expenses are expected to be similar to the current year.

Subregional Transportation Mitigation Program (STMP)

STMP revenues were especially strong this fiscal year. The projected revenue of \$3,925,411 will come very close to matching the budget estimate of around \$3.8M. In the upcoming fiscal year, based on trends and discussions with member agency staff, STMP revenues are expected to be strong but more modest at around \$2.1M. STMP revenues are especially difficult to estimate since they depend on the unpredictable timing of developers obtaining building permits.

In the current fiscal year, WCCTAC disbursed \$250,000 in STMP funds to BART for fare gate and elevator improvements at the El Cerrito Plaza Station. Disbursements are made when project sponsors, with Board-approved allocations, provide invoices to WCCTAC and request reimbursements. In the STMP budget worksheet, for the sake of clarity and prudence, staff assumed that all current project sponsors with STMP funding commitments will request all their funding in the upcoming year. That assumption, while highly unlikely, allows the Board to see existing STMP funding commitments.

WCCTAC can use 4% of its STMP revenues to cover administrative costs. However, staff limits the amount of funds used for administration to the amount specified in the WCCTAC budget. This year WCCTAC used \$75K for staff administrative expenses. The true costs of administration are somewhat higher, however, so in the upcoming fiscal year, staff is proposing to use \$80K for administration.

Other Reimbursable (Special Projects)

This fund is typically used to account for projects that are funded by grants and are not part of regular WCCTAC operations.

WCCTAC has largely completed its spending on Phase 2 of the San Pablo Avenue Multimodal Corridor Study, but a small amount of budget remains. That budget may be spent in the upcoming fiscal year providing overviews of the study's conclusions to peer agencies, like CCTA. It may also be used to help prepare a funding strategy or pursue grants.

WCCTAC has just started to spend funds in the current fiscal year on the grant-funded Richmond Parkway Transportation Plan. The bulk of spending on that effort will occur in the next fiscal year.

Lastly, WCCTAC will pass through its usual allocation of Measure J 21b funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program.

4) Fiscal Year 2023 Accomplishments

WCCTAC had numerous successes in the current year, with some highlights as follows:

- Completed the **San Pablo Avenue Multimodal Corridor Study – Phase 2** in partnership with the Alameda County Transportation Commission (ACTC) to investigate complete street elements between the County boundary and Hilltop.
- In partnership with Richmond and Contra Costa County, launched the **Richmond Parkway Transportation Plan** after successfully competing for a Caltrans grant.
- Joined with other agencies to participate in the **I-80 Design Alternatives Assessment** led by MTC, ACTC and CCTA. WCCTAC's Express Bus Implementation Plan and High-Capacity Transit Study provided some key inputs.
- Worked with the CCTA and WCCTAC member agencies to update the **West County Action Plan** for Routes of Regional Significance. This effort examines goals and actions for improving transportation in West County.
- Released a **Call for Projects** for \$5.3M in STMP funding for projects in West County.
- Revived the **Travel Training Program** which trains West County seniors on how to use local public transit and other transportation services.
- Had the largest year ever for the **Pass2Class Program**, with over 1,500 participants, which slightly exceeded pre-pandemic levels. The program offers free bus passes to students at the beginning of the year.
- Created a new TDM , **Take 10**, which provides 10 free trips on long distance bus routes for AC Transit, WestCAT and SolTrans.

5) Work Program for Fiscal Year 2024

In Fiscal Year 2024, WCCTAC will work with CCTA on the Countywide Transportation Plan (CTP) update. It will also partner with CCTA on training sessions for member agency staff to navigate Growth Management Program (GMP) checklist compliance.

WCCTAC will continue participating in activities related to the countywide Accessible Transportation Strategic Plan (ATSP) and Task Force. As part of the ATSP effort, WCCTAC will aim to implement a Measure X-funded medical trip pilot service for seniors and the disabled. WCCTAC will also continue its Travel Training program, which works directly with seniors to train them on using transit in West County.

The San Pablo Avenue Multimodal Corridor Study, Phase 2 wrapped up during this fiscal year, but a small amount of budget remains for follow-on tasks, including presenting information to peer agencies and pursuing grants to advance the project. In the upcoming fiscal year, WCCTAC will advance the development of the Richmond Parkway Transportation Plan, in partnership with Richmond and Contra Costa County.

WCCTAC will remain engaged in countywide and regional efforts such as: the I-580 ORT/HOV project, the S.R. 4 Corridor Vision Project, AC Transit's Realign effort, the I-80 Design Alternatives Assessment (DAA), CCTA's Integrated Transit Plan, Link21, and local and regional efforts to improve transit coordination and financial stability.

WCCTAC will continue its TDM commute incentive programs under the 511 Contra Costa banner, in coordination with CCTA, other subregions, and member agencies. Lastly, WCCTAC will allocate \$5.3M to eligible projects under the STMP, establish funding agreements with STMP recipients, and consider updating existing STMP agreements that require extensions.

The full Draft Work Program for next year is included as Attachment C.

Attachments:

A: Fiscal Year 2024 Draft Budget

B: Fiscal Year 2024 Draft Member Agency Dues

C: Fiscal Year 2024 Draft Work Program

**DETAIL: WCCTAC Operations
FY 2023-24 DRAFT Budget**

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Notes
REVENUES					
34111 Member Contributions	531,744	556,329	556,329	584,874	(a)
36102 Interest - LAIF	192	-	277	-	
39906 Other - Measure J (20b & 21b)	29,000	29,000	31,000	32,737	(b)
Other - Measure J 28b	44,102	71,150	31,233	53,950	(c)
Caltrans Planning Grant			20,000	35,000	(d)
TOTAL REVENUES	605,038	656,479	638,839	706,561	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	517,874	564,484	524,733	569,435	(e)
41911 Liability Insurance	5,175	4,639	4,639	4,639	
Total Salaries, Benefits & Insurance	523,049	569,123	529,372	574,074	
Professional Services					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	19,395	19,500	20,556	21,000	
<i>IT / VOIP phone</i>	11,738	12,500	12,135	13,160	
<i>Audit</i>	16,106	13,250	12,512	13,250	
<i>Attorney Services</i>	13,222	12,000	16,043	15,000	
<i>Accounting Services</i>	5,518	6,000	5,838	6,100	
<i>Other</i>	1,832	1,000	350	1,000	
Total Professional Services	67,811	64,250	67,434	69,510	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	1,522	10,000	3,762	10,000	(f)
Total Special Department Expenses	1,522	10,000	3,762	10,000	
Training & Mileage					
44320 Training/Mileage	50	4,000	1,599	2,500	
Total Training/Mileage	50	4,000	1,599	2,500	
Office Expenses & Supplies					
43500 Office Supplies	4,216	4,500	4,556	4,600	
43501 Postage	1,355	1,500	1,576	1,600	
43520 Printing, Copier Lease	2,591	3,200	3,260	3,300	
43900 Rent/Building	21,594	22,750	21,897	22,500	
Total Office Expense & Supplies	29,756	31,950	31,289	32,000	
TOTAL EXPENSES	622,188	679,323	633,456	688,084	
REVENUES - EXPENSES	(17,150)	(22,844)	5,383	18,477	

Beginning Fund Balance \$122,039

Ending Fund Balance \$140,516

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$516

Notes:

- (a) FY 23 dues are proposed to be increased by 5.25%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) Revenue for Caltrans grant (Richmond Parkway) that can cover some staff time
- (e) Higher expenses mainly reflect resumption of the travel training program, also 3.5% COLA
- (f) Contingency per Board Reserve Policy.

**DETAIL: TDM
FY 2023-24 DRAFT Budget**

Activity	Actual 2021-2022	Original 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Note
REVENUES					
33403 Grants	624,036	525,095	525,095	596,860	(a)
33403 Grant Reallocation	-	252,561	322,825	-	(b)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	624,036	777,656	847,920	596,860	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	305,251	332,637	332,566	346,511	
41911 Liability Insurance	5,175	4,639	4,639	4,639	
Total Salaries, Benefits, and Insurance	310,426	337,276	337,205	351,150	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	26,371	24,000	27,222	28,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000	-	1,000	
<i>Accounting Services</i>	6,798	6,000	6,741	7,000	
<i>Program-related services</i>	55,560	35,000	9,165	11,000	(c)
<i>Other</i>	350	-	-	-	
Total Professional Services	89,079	66,000	43,128	47,000	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	176,558	89,169	182,701	164,060	(c)
<i>TFCA Special Project(s)</i>	-	252,561	252,561	-	(d)
Total TDM Program Work	176,558	341,730	435,262	164,060	
Travel & Training					
44320 Travel/Training/Mileage	724	3,000	1,942	3,000	
44330 Memberships/Subscriptions	1,725	1,750	600	1,750	
Total Travel/Training	724	4,750	2,542	4,750	
Office Expenses & Supplies					
43500 Office Supplies	596	1,400	1,791	1,800	
43502 TDM Postage	634	1,500	3,275	3,000	
43520 Printing, Copier Lease	2,680	3,000	2,927	3,100	
43900 Rent / Building	21,734	22,000	21,790	22,000	
Total Office Exp & Supplies	25,644	27,900	29,783	29,900	
TOTAL EXPENSES	602,431	777,656	847,920	596,860	
REVENUES - EXPENSES	21,605	-	-	-	

Beginning Fund Balance **0**
Ending Fund Balance **0**

Notes:

- (a) Funds are a combination of Measure J Program 17 and Air District Funds (TFCA)
- (b) Includes a one-time allocation of TFCA funds and a re-allocation of previously unspent TFCA funds
- (c) Some expenses under Professional Services now accounted for under Commute Incentives
- (d) These funds were used for the El Cerrito Del Norte Complete Streets project

**DETAIL: STMP
FY 2023-24 DRAFT Budget**

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed FY2023-24	Note
REVENUES					
34310 County STMP Fees	-	50,000	2,103,357	750,000	
34315 El Cerrito STMP Fees	104,625	800,000	220,769	250,000	
34320 Hercules STMP Fees	-	-	-	40,000	
34325 Pinole STMP Fees	290,133	20,000	20,067	40,000	
34330 Richmond STMP Fees	444,711	1,600,000	1,281,778	750,000	
34335 San Pablo STMP Fees	136,406	1,300,000	279,890	300,000	
36102 Interest - LAIF	13,398	18,000	19,550	15,000	
TOTAL REVENUES	989,273	3,788,000	3,925,411	2,145,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	65,000	75,000	75,000	80,000	
Total Salaries and Benefits	65,000	75,000	75,000	80,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
<i>Hercules Hub - Ph.3 Design</i>		750,000	137,560	612,440	
<i>San Pablo Ave. Bridge (Pinole)</i>	62,852	1,520,000	18,980	1,518,168	
<i>Pinole Bay Trail at Tennent Ave.</i>	38,444	61,556		61,556	
<i>Richmond I-80/Central Ave. Ph.2</i>		700,000		700,000	
Cycle 1 2019 STMP Projects:					
<i>Appian Wy Complete St- PE</i>		100,000		100,000	
<i>Bay Trail: Pinole Pt. to Pt. Wilson</i>		500,000		500,000	
<i>Richmond Ferry to Bridge</i>		241,000		241,000	
<i>Hercules RITC: Utility/Track/Signal</i>		300,000		300,000	
<i>EC Plaza: Fare gates / Elevator</i>		750,000	250,000	500,000	
<i>Del Norte TOD: Complete Sts.</i>		1,189,980		1,189,980	
<i>SPA Bridge (City of San Pablo)</i>		668,000		668,000	
Total Project Funding	101,296	6,780,536	406,540	6,391,144	
TOTAL EXPENSES	166,296	6,855,536	481,540	6,471,144	
REVENUES - EXPENSES	8,645,296	(3,067,536)	12,089,167	(4,326,144)	
		Beginning Fund Balance		12,089,167	
		Ending Fund Balance		7,763,023	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of cumulative STMP revenues can be used for admin, but a max. of \$80K will be used in FY23.

**DETAIL: Other Reimbursable (Special Projects)
FY 2023-24 DRAFT Budget**

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-2023	Proposed FY 2023-24	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
TOTAL REVENUES	432,524	249,109	294,628	519,994	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
Total Special Project Expenses	432,524	249,109	294,628	519,994	
TOTAL EXPENSES	432,524	249,109	294,628	519,994	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance -
Ending Fund Balance -

Notes:

- (a) Phase 2 of the San Pablo Ave. Corridor Study has largeley concluded
- (b) Study is expected to spend the bulk of available funds in the upcoming fiscal year.

**SUMMARY OF ALL ACCOUNTS
FY 2023-2024 DRAFT Budget**

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-23	Proposed FY 2023-24	Note
REVENUES					
33403 Grants (TDM)	624,036	525,095	525,095	596,860	
33403 TDM Grant Reallocation	-	252,561	252,561	-	
34111 Member Contributions	531,744	556,329	556,329	584,874	
343xx STMP Fees	975,875	3,770,000	3,905,861	2,130,000	
36102 Interest (LAIF)	13,590	18,000	19,827	15,000	
39906 Other Grants	312,524	151,109	208,212	444,994	
39906 Measure J for Student Bus Pass Program	120,000	98,000	106,416	110,000	
39906 Measure J 20b, 21b, 28b for Admin	73,102	100,150	62,233	86,687	
TOTAL REVENUES	2,650,871	5,471,244	5,636,534	3,968,415	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	888,125	972,121	932,299	995,946	
41911 Liability Insurance	10,350	9,278	9,278	9,278	
Total Salaries, Benefits & Insurance	898,475	981,399	941,577	1,005,224	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	45,766	43,500	47,778	49,000	
<i>Audit</i>	16,106	13,250	12,512	13,250	
<i>Attorney Services</i>	13,222	12,000	16,043	16,000	
<i>Accounting Services</i>	12,316	12,000	12,579	13,100	
<i>Program Related Services (TDM)</i>	55,560	35,000	9,165	11,000	
<i>Other</i>	2,182	1,000	350	1,000	
Total Professional Services	145,152	116,750	98,427	103,350	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	176,558	89,169	182,701	164,060	
<i>TFCAs Special Project</i>	-	252,561	252,561	-	
<i>Misc. STMP Project Funding</i>	101,296	6,780,536	406,540	6,391,144	
<i>Student Bus Pass Program - WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>San Pablo Ave Corridor Study</i>	312,255	24,000	53,197	9,829	
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	
<i>Contingency (WCCTAC Operations)</i>	1,522	10,000	3,762	10,000	
Total Special Expenses	711,631	7,381,375	1,137,565	7,082,198	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	774	11,750	4,141	7,750	
Total Travel/Training	774	11,750	4,141	7,750	
Office Expenses & Supplies					
43500 Office Supplies	4,812	5,900	6,347	6,400	
43501 Postage	1,355	1,500	1,576	1,600	
43502 TDM Postage	634	1,500	3,275	3,000	
43520 Printing, Copier Lease	5,671	6,400	6,187	6,400	
43900 Rent/Building	43,328	44,750	43,687	44,500	
Total Office Exp & Supplies	55,800	60,050	61,072	61,900	
TOTAL EXPENSES	1,811,832	8,551,324	2,242,782	8,260,422	
REVENUES - EXPENSES	839,039	(3,080,080)	3,393,752	(4,292,007)	

Beginning Fund Balance 5,929,395
Ending Fund Balance 1,637,388

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2024 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 23 Dues
City of El Cerrito	9.1%	\$54,494
City of Hercules	9.1%	\$54,494
City of Pinole	9.1%	\$54,494
City of Richmond	27.2%	\$163,482
City of San Pablo	9.1%	\$54,494
Contra Costa County	9.1%	\$54,494
AC Transit	9.1%	\$54,494
BART	9.1%	\$54,494
WestCAT	9.1%	\$54,494
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$39,934
Total	100.0%	\$584,874

**WCCTAC
FISCAL YEAR 2023-24
DRAFT WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of the Countywide Transportation Plan Update.
3. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
4. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program (GMP) checklist compliance.
5. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
6. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
7. Participate in CCTA's Integrated Transit Plan effort.
8. Monitor the Link21 effort to improve the regional rail network in Northern California and provide input as needed.

9. Monitor local and regional efforts that support transit financial stabilization and keep the WCCTAC Board informed.
10. Monitor the AC Transit Realign effort and keep the WCCTAC Board informed about potential service changes

I-80, I-580 and S.R. 4 CORRIDORS

11. Monitor and participate, if possible, in MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
12. Monitor the progress of recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed.
13. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
14. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
15. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
16. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
17. Continue participating in the I-580 Open Road Tolling and HOV project led by MTC.
18. Participate in CCTA's State Route 4 Corridor Vision effort.

SUB-REGIONAL ACTIVITIES

19. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
20. Continue advancement of recommendations of: the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
21. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

22. Monitor plans for transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.
23. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

GRANTS

24. Monitor grant opportunities, inform member agencies, pursue grants if appropriate, provide letters of support to member agencies, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include State Transportation Improvement Program (STIP) for complete street projects, Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.
25. Consider the potential for an on-call consultant that could assist WCCTAC staff in the development of complex grant applications.
26. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

27. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), the Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Manage the on-going development of the draft Richmond Parkway Transportation Plan, formerly known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.
2. Manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.

3. In partnership with CCTA, the County, and other stakeholders, develop and implement a pilot program aimed at providing medical trips outside of the subregion to senior and disabled residents.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.
3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2024 with other regional partners.
5. Participate in TDM plan for the areas around the El Cerrito and Richmond BART stations.
6. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
8. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
9. Assist in the promotion of the new City of Richmond Moves shuttle service.
10. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.
11. Implement and promote annual community walking and biking programs, Winter Walk Challenge and Summer Bike Challenge.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Manage a call for projects based on Board direction, and allocate funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.
8. Begin the required five-year review and update of the 2019 STMP and its nexus study. Modify spreadsheet system to ease program administration and improve monitoring.

Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website including Zoom videos of board meetings.
2. Continually evaluate work and meeting practices, post Covid.
3. Continue digitizing WCCTAC records including funding agreements, resolutions, and Board and TAC meeting packets.
4. Develop a remote work policy.
5. Explore office options and/or prepare for lease renewal.
6. Update the Joint Powers Agreement



El Cerrito

May 3, 2023

Hercules

Mr. Tim Haile, Executive Director
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

Pinole

RE: April 2023 WCCTAC Board Meeting Summary

Dear Tim:

Richmond

The WCCTAC Board, at its meeting on April 28, 2023, took the following actions that may be of interest to CCTA:

San Pablo

1. *Appointed* Robert Armijo (Richmond) and Leah Greenblat (WCCTAC) to serve two-year terms on the TCC representing West County.
2. *Approved* Resolution 23-03, to offer a CalPERS-sponsored 457 deferred compensation plan for WCCTAC employees.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth
Executive Director

Contra Costa
County

AC Transit

cc: Tarien Grover, CCTA

BART

WestCAT

ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
AV: Autonomous Vehicle
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or RITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective

NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Office
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee
WETA: Water Emergency Transportation Authority