



El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa  
County

AC Transit

BART

WestCAT

## BOARD OF DIRECTORS MEETING NOTICE AND AGENDA

**DATE & TIME:** Friday, June 27, 2014, 7:45 – 9:45 a.m.

**LOCATION:** City of San Pablo, Council Chambers  
13831 San Pablo Avenue (at Church Lane)  
San Pablo, California (Accessible by AC Transit #72 and #72R)

1. **Call to Order and Self-Introductions – Chair Janet Abelson**
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

### CONSENT CALENDAR

3. **Minutes of May 30, 2014 Board Meeting.** (Attachment – Recommended Action: *APPROVE*)
4. **Monthly Update on WCCTAC Activities.** (Attachment – Recommended Action: *RECEIVE*)
5. **Financial Report for May 2014.** The report shows the Agency’s revenues and expenses for May 2014. There is also a brief staff report included to respond to questions raised at the May Board meeting regarding the new format used for monthly reporting. (Attachment – Recommended Action: *RECEIVE*)
6. **Payment of Invoices over \$10,000.** In accordance with the WCCTAC Joint Powers Agreement, Section 12, Paragraph (C), notice is hereby provided that the Executive Director has authorized a payment to the Bay Area Rapid Transit District (BART) in the amount of \$10,902 for Richmond BART Station intermodal area improvements, out of STMP funds.
7. **Administrative Clerk Reclassification.** The existing position of Administrative Clerk is proposed to be reclassified to “Administrative Assistant” with a new job description and salary range. This change would have no impact on next fiscal year’s budget as proposed. (Attachments – Recommended Action: *APPROVE*)

**8. AC Transit and WestCAT's FY 14-15 Claims for Measure J Additional Bus Service Enhancements (Program 19b).**

Program 19b provides dedicated funding to AC Transit & WestCAT to enhance bus service in West County. As determined by WCCTAC, certain conditions beyond the control of the operators may warrant use of the funds to maintain existing service. AC Transit & WestCAT request to use all of the available amounts in FY 15 to fund existing service. Staff affirms that the conditions have been met by both operators for use of the funds and recommends Board approval of both claims. *(Attachments - Recommended Action: APPROVE the FY 14-15 19b Claims).*

**REGULAR AGENDA ITEMS**

**9. Final FY 2015 Agency Work Program, Budget, and Dues**

The Draft Work Program, Budget and Dues for FY 2015 were brought to the Board at the May meeting and approved for review by each member agency's City/General Manager. We received two clarification questions from County staff that were answered. Information about dues levels in recent years was added to the dues schedule sheet. *(John Nemeth - Attachments - Recommended Action: APPROVE the FY2015 Agency Work Program, Budget, and Dues).*

**10. Proposed Use of CBTP Funds for County Complete Streets Effort.**

Staff recommends combining a \$60,000 grant for Community Based Transportation Planning (CBTP) for an area generally stretching from Hercules to Crockett with a County-led, complete streets planning effort on San Pablo Avenue from Rodeo to Crockett. *(John Nemeth - Attachments - Recommended Action: AUTHORIZE staff to development any necessary funding agreements).*

**11. Measure J Subregional Needs Funds (Program 28b) – Update and Possible Uses.**

At the May meeting, the WCCTAC requested detailed information about West County's Measure J Subregional Needs funds (Program 28b). Staff will provide information about the available balance, anticipated revenue stream, past uses of these funds, and potential uses of these funds under consideration by the Board. *(John Nemeth – Attachments - Recommended Action: RECEIVE with option to prioritize or provide direction to staff on uses of 28b funds)*

**12. Proposed Options for West County Public Outreach**

The WCCTAC Board directed staff at the May meeting to provide options for supplemental public opinion research in West County as part of the Countywide Transportation Plan (CTP) effort currently underway at CCTA. Three different options are included in the attached staff report. Staff from EMC Research will also be present to answer questions. *(John Nemeth - Attachments - Recommended Action: SELECT an option and direct staff to work with EMC Research and CCTA to initiate work).*

**13. WCCTAC Board Meeting Location**

WCCTAC is relocating its office, which has raised a separate question about the desired location for WCCTAC Board meetings. The El Cerrito City Hall is available as a venue and, being a new facility, is highly ADA accessible. This was a key factor in the office relocation decision. WCCTAC has the option to: work out a simple agreement with the City of El Cerrito for use of their Council Chambers, continue Board meetings in the San Pablo City Hall, or pursue other options. Staff is seeking direction from the Board. (*John Nemeth – No Attachments – Recommended Action: PROVIDE DIRECTION to staff*)

**STANDING ITEMS**

**2. Other Information**

- a. Acronym List
- b. Letter to CCTA Executive Director with May 30, 2014 Summary of Board Actions

**3. Board and Staff Comments**

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

**4. Other Business**

**5. Adjourn.** Next meeting is Friday, July 25, 2014 at 7:45 a.m.

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- 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 510.215.3217 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.

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**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes: May 30, 2014**

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**Members Present:** Janet Abelson, Chair (El Cerrito); Tom Butt, Vice-Chair (Richmond); Sherry McCoy (Hercules); Chris Peeples (AC Transit); Cecilia Valdez (San Pablo); Zakhary Mallett (BART); Courtland Boozé (Richmond); Jael Myrick (Richmond); Maureen Powers (WestCAT)

**Staff Present:** John Nemeth; Joanna Pallock; Danelle Carey; Valerie Jenkins; Ben Reyes-Legal Counsel;

**Location:** San Pablo Council Chambers, 13831 San Pablo Avenue, San Pablo, CA 94806

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1. **Call to Order and Self-Introductions – Chair Janet Abelson**
2. **Public Comment.** None

**Consent Calendar**

**ACTION:** *Director Mallett* moved to ADOPT Items 3, 4, 6, 7 and 8 of the Consent Calendar. Items 5 and 9 were pulled for further discussion by the Board. Seconded by *Director Peeples*. Passed unanimously.

**ACTION:** *Director McCoy* asked staff to provide more information on the formatting of the Financial Report. Staff will bring back in June. *Director McCoy* motioned to adopt Item 5, seconded by *Director Peeples*. Passed unanimously.

**ACTION:** *Director Peeples* motioned to adopt the Train Horn Noise Resolution. Seconded by *Director Boozé*. Passed with one “no” vote from *Director Boozé*.

3. **Minutes of April 25, 2014 Board Meeting**
4. **Monthly Update on WCCTAC Activities.**
5. **Financial Report – pulled for further discussion – see below**
6. **Payment of Invoices over \$10,000.**
7. **Voting Results from TAC Members for the Countywide Bicycle Pedestrian Advisory Committee (CBPAC) Appointments.**
8. **Approval of FY 14-15 Claims for Measure J Program 20b, *Additional Transportation for Seniors and People with Disabilities* for the East Bay Paratransit Consortium, Richmond, San Pablo, El Cerrito, and WestCAT.**
9. **Train Horn Noise Resolution – pulled for further discussion – see below.**

**DISCUSSION:** *Director McCoy* asked staff for further clarification on the new report layout. *ED Nemeth* explained the report columns and said he will discuss the format with the City of San Pablo Finance Department and would provide a more detailed explanation next month.

*Director Boozé* recommended that the Board not adopt the City of Richmond Train Noise Resolution on Item 9. He expressed concern that the City of Richmond has never been completely successful in stopping the train noise despite spending a great deal of money. He stated that this item is not a WCCTAC issue. He mentioned that trains move a lot of cargo and reduce air pollution. He also expressed concerns about safety for children if train noise is reduced.

*Vice-Chair Butt* noted that the City of Richmond passed the Resolution under consideration and is a leader in the State in establishing quiet zones. He explained that the issue relates to rules between State and Federal regulatory agencies not being in sync. This resolution is an effort to get them more in sync. He also noted that train horn noise issues are part of WCCTAC's work program.

*Director Valdez* noted the noise is a concern for the City of San Pablo and the City's Rumrill project addresses the quiet zone issue. She stated that she supports the Resolution.

*Director McCoy* asked if this was train *horn* noise resolution or a train noise resolution.

*Director Boozé* restated that this is not an issue for WCCTAC.

#### **10. Request Authorization to Execute Lease Agreement for Office Space.**

**ACTION:** *Director Butt* motioned to authorize staff to continue to negotiate and execute a lease agreement to be signed by Chair Abelson. Seconded by *Director McCoy*. Passed unanimously.

**DISCUSSION:** *Director Mallett* stated that he was in support of the move; however, his preference would be to have a consolidated space where the WCCTAC Board meetings could be held along with space for staff.

*ED John Nemeth* stated that there was not sufficient space at the proposed location for the TAC and Board meetings, but that Chair Abelson has proposed that the El Cerrito City Council Chambers could be used. Other locations for the Board and TAC meetings were also possible.

*Chair Abelson* stated that she would does not want Board meetings to be held in San Pablo because the facilities are not ADA compliant.

*Director Mallett* asked who would host IT services. He also asked why WCCTAC couldn't lease Board meeting space at the proposed office space in El Cerrito? *ED Nemeth* stated that IT services would have to be separated from the current services contract with the City of San Pablo. He also mentioned that he would like to maintain the financial services portion of the City of San Pablo for now, given the greater complexity of that separation.

*Chair Abelson* stated that the cost to have a space large enough to host a Board meeting would be very costly, especially since the meeting space is only needed occasionally.

*Director Boozé* asked why WCCTAC would pay to lease office space, potentially pay to have Board meetings elsewhere, and also pay for financial services.

*ED Nemeth* responded that there is no cost associated with using the El Cerrito City Hall for Board meetings. *Chair Abelson* stated that once a lease agreement was in place, she could have an agreement between the City of El Cerrito and WCCTAC to use the Council Chambers for Board meetings.

*Director Boozé* explained that he had a conversation with the City Manager of Richmond, Bill Lindsey, who offered WCCTAC a price of \$1.10 square feet to lease space at the City of Richmond City Hall, which is a new, ADA accessible building and is near transit. *Chair Abelson* stated that BART is not very close to Richmond City Hall.

*ED Nemeth* again stated that the Board meetings were distinct from the office space location and could be held in El Cerrito, could remain in San Pablo, or could be held elsewhere.

*Director Boozé* stated Richmond's office space price was full service and he did not understand why we would be paying more.

*Chair Abelson* stated that the ad hoc subcommittee could look into other locations for the Board meetings; however, El Cerrito would be free because there is no fee for the room.

*Director McCoy* asked for clarification as to whether or not the ED had any discussions or received a proposal from the City Manager of Richmond, Bill Lindsey. *ED Nemeth* stated he had not spoken directly with Mr. Lindsey

*Director McCoy* continued to state that WCCTAC is currently paying \$1,637 for rent and an additional \$4,459 for support services. She asked how much of this is going to change and also she wanted clarification on the breakdown going forward.

*Chair Abelson* stated that a major reason that WCCTAC is moving is because we are exposed to a potential lawsuit. *Director McCoy* stated she understood that but in the future she would like to discuss changes to the existing contract services agreement.

#### **11. Proposed FY 2015 Agency Work Program, Budget, and Dues**

**ACTION:** *Vice-Chair Butt* motioned to adopt the work program and budget and have staff discuss the dues structure with WestCAT and bring back to the Board a final proposed due structure in June. Seconded by *Director Peeples*. Passed unanimously.

**DISCUSSION:** *Director Boozé* asked if the I-80 ICM project had kept to commitments about local hiring and he asked the ED to find out how many jobs had been made available for local residents. *ED Nemeth* stated that he would look into it and bring that information back to the WCCTAC Board.

*ED Nemeth* proposed hiring a Project Manager instead of a Deputy Director. He explained that this would be better suited to the needs of the organization and would cost less. The Project Manager position would be at the same salary range as the current Project Manager and the TDM Manager. He noted that this would also allow funds for part time accounting on a contractual basis.

*Director McCoy* stated that previously there were discussions to look for other options available for financial services that would be more cost effective. *ED Nemeth* stated he had not looked into what a private vendor would require or for WCCTAC to take it on in-house. *Director McCoy* stated that because we don't know what is out in the market we might be paying more than market rate.

*Director Valdez* stated that she had obtained information from the City of San Pablo's IT department as to what the costs currently are and that this could be useful to WCCTAC in looking at private vendors.

*Director Peeples* stated that AC Transit had recently purchased People Soft Software for \$15 million because their audits were not as detailed and precise as they should have been. He recommended that for financial services, the provider should either be another government entity or someone who has substantial expertise in dealing with government budgeting and grant budgeting.

*Director McCoy* stated that since there has been a recent change in Executive Directors, she wants to make sure that what was previously discussed with Jerry Bradshaw was still being looked into. *ED Nemeth* stated that he would look into the option on contracting out all financial and accounting services, but noted that it was complex.



*Chair Abelson* asked if all FY13/14 dues had been paid. *ED Nemeth* stated he had not received dues from AC Transit. *Director Peebles* stated he would follow up on the dues for AC Transit.

*Director McCoy* asked *ED Nemeth* to explain the WestCAT discount in dues. *ED Nemeth* stated that WCCTAC paid for expenses on behalf of its members for the San Pablo Avenue SMART Corridors Project. WestCAT's contribution was an automatic vehicle locator system which it paid for itself. A dues discount was provided to WestCAT as a result.

*Director Boozé* asked how the Board should precede in reference to the WestCAT dues.

*Director Peebles* stated that a decision should not be made because WestCAT was not present.

*Director McCoy* asked *ED Nemeth* to have a conversation with WestCAT and to bring that information back to the board in the June meeting.

*Chair Abelson* agreed with *Director McCoy* and stated that El Cerrito is hurting financially this year and she recommends WestCAT return to full dues. *Chair Abelson* also stated her excitement and interest in hearing information about the new ideas regarding the TDM program.

*ED Nemeth* agreed and stated that *Danelle Carey*, the new WCCTAC TDM Manager has a fresh perspective and will provide an update on the TDM Program at a future meeting.

## **12. Countywide Transportation Plan – Public Outreach Effort.**

**ACTION:** *Director Boozé* motioned to have the staff prepare a set of specific polling options specific to West County and to bring those back to the Board, as well as identify a possible funding source. Seconded by *Director McCoy*. Passed unanimously.

**DISCUSSION:** The consultant team from EMC Research returned to the Board after presenting countywide polling data at the April Board meeting. *Alex Evans* from EMC prepared a more detailed look at how polling data for specific issues in West County could be used to inform the Board on the public's desires for specific transportation related projects and programs.

*Director McCoy* asked what the negative numbers in the slides meant. *Mr. Evans* stated that the survey sample may be too small to be significant. She asked if polling more people would get better data.

*Director Peebles* asked about the contradiction between Slide 50 and Slide 51. *Mr. Evans* explained that the words “public transit” is not understood by the general public to include BART so you have to spell out BART in the surveying.

*Director Boozé* stated that bike paths are not highly rated on Slide 27, even for affluent areas like San Ramon. *Mr. Evans* stated bike support is increasing over time.

### **13. High Capacity Transit Investment Study.**

**ACTION:** *Director Boozé* motioned to have staff bring back to the Board a more refined scope for a study that specific origin and destination data and also considers services that would run on the weekend. Seconded by *Director Peebles*. Passed unanimously.

**DISCUSSION:** *Director Valdez* stated that Doctors Medical Center is planning on closing in July due to a lack of funding. She expressed concern on how this will affect senior and the disabled residents getting to and from medical services.

*Director Peebles* asked to what extent do we know the origins and destinations of trips to Doctors Medical Center. He also wondered if previous work had been done at a regional level might provide information about where the origins and destinations are in West County.

*ED Nemeth* stated that the first task proposed in the study would be to analyze the travel markets in West County and to take advantage of existing work that has been previously done.

*Director Valdez* stated that Doctors Hospital is a West County service provider and when it closes, the medical options will be very limited.

*Director McCoy* agreed and asked that a study look at origins and destinations. When this was first discussed it was to be as broad a study and she wanted to ensure that this direction would continue to guide the scope.

*Chair Abelson* pointed out that there was a study done on Central Ave in El Cerrito, which stated the worst congestion is on the weekends. This study showed that it may have been wrong to have reduced transit service on the weekends. She also referred to page 81 of the PowerPoint handout and stated that BART manages Capital Corridors and thus BART can represent the Capital Corridor; so including them in a study management group may not make sense. She highlighted that WCCTAC could manage the policy side of the study.

*Director Peebles* agreed and stated that there is no need to create a new policy structure for this proposed study although there could be representation from the Capital Corridor.

*Lori Reese-Brown* from the City of Richmond City Manager's office stated that Richmond has an abundance of projects and programs in studies and that not all of them have been implemented.

*Ms. Reese-Brown* asked the Board to reconsider the use of 28b funds in the expenditure plan and consider funding existing projects and programs that can be implemented.

*Director Peebles* asked for a tentative budget for 28b funds. He asked that the staff find out how much is available in 2015. *Chair Abelson* directed *ED Nemeth* to find out from CCTA if the money can be advanced.

### **STANDING ITEMS**

**14. Other Information**

- a. Summary and Minutes Technical Advisory Committee meetings
- b. Acronym List

**15. Board and Staff Comments - None**

**16. Other Business**

**17. Adjourn.**

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**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE:** **Monthly Update on WCCTAC Activities**

## **Advisory Committee:**

### **Interstate 80 Integrated Corridor Mobility (ICM) Project**

The electronic gantry signs that will be mounted along the freeway have arrived in the Bay Area and are being tested in a warehouse in San Leandro. They will be sent to the project sight in July and installed at the rate of two per week (there are 11 total). Ramp metering construction is mainly completed. The San Pablo Avenue portion of the project is also largely complete.

Following up on the first meeting held in May, a second I-80 ICM Technical Advisory Committee (TAC) meeting will be held on June 26 in the San Pablo City Council chambers. City staff are advised to attend. WCCTAC staff is expecting that in the near future, the WCCTAC Board will receive an overview and update on the project from Circlepoint, Caltrans' public outreach consultant.

### **Ferry Planning – Richmond and Hercules**

At its June meeting, the CCTA Board publically released a white paper entitled, *Ferry Feasibility of Contra Costa County Ferry Service 2015-2024*. The report was produced by CCTA staff and their consultant, EPS, with input from WETA and cities in Contra Costa with prospective ferry services. In early June, the City of Richmond completed its environmental review (CEQA) for a ferry terminal on the Ford Peninsula. Lastly, WCCTAC participated in a meeting on June 18<sup>th</sup>, involving Hercules, Richmond, WETA, and CCTA to discuss a variety of issues surrounding the Measure J funding for ferry service in West County (Program 22b). The issue of ferry funding for West County may come before the WCCTAC Board.



### **High Capacity Transit Investment Study**

At the May meeting, the WCCTAC Board provided feedback on a scope outline and directed staff to work with transit operators in West County to complete a draft scope of work. Staff was also directed to refine the cost estimate for the study. In addition, staff is working to identify possible funding sources for the study.

### **Mobility Management Plan**

Comments from the WCCTAC Board on the Mobility Management Plan (MMP) were forwarded to CCTA at the beginning of May. A special meeting of the Paratransit Coordinating Committee (PCC) was held on June 16, and CCTA staff presented a proposal based on all the RTPC comments.

The proposal recommended a Mobility Management Pilot Project that would move forward with all the RTPCs except West County. Some concerns expressed by West County PCC members included: whether it made sense to break off a part of the County, whether West County could receive a share of funds from the grants secured under MTC if West County were separated from the pilot, and why this new proposal was not discussed with RTPCs before presenting it to the PCC.

A vote to support or reject the pilot project concept resulted in six votes against, four votes in favor, and one abstention. The next steps have not been finalized, but the CCTA staff may bring the concept forward to the Planning Committee and the full CCTA Board in July.

### **Countywide Transportation Plan Update**

CCTA staff and consultants prepared the Draft Countywide Transportation Plan (CTP) Update for the Technical Coordinating Committee review on June 19<sup>th</sup>. This document includes the Action Plans from each RTPC as well as the Comprehensive Transportation Project List (CTPL). The financially unconstrained CTPL includes 1,200 desired projects with an estimate financial need of \$11 billion. The Draft CTP is expected to be released publically at the end of this month.

## Transportation Demand Management (TDM):

### Ohlone Greenway Fest



WCCTAC worked closely with the City of El Cerrito staff to produce the 2014 Ohlone Greenway Fest which took place on Saturday, May 31, 2014. The event was held to celebrate the re-opening of the recently renovated Ohlone Greenway, a 3.7 mile multi-use trail that runs the length of El Cerrito. The event was a success with approximately 150 attendees.

### Electric Vehicle Charging and Commuter Benefits Program

The WCCTAC/511 Contra Costa - Electric Vehicle Charging Program provides funding for electric vehicle charging equipment to encourage green fleets. The funding source for EV charging station equipment is provided by the Bay Area Air Quality Management District (BAAQMD) Transportation for Clean Air Fund (TFCA). With the implementation of the SB 1339 Commuter Benefits Program, employers are looking to develop cost effective programs for their employees. Option 4A of the Commuter Benefits Program allows employers to select EV implementation as a primary measure. Municipalities and employers in West Contra Costa County are encouraged to apply for grant funding for EV station equipment through the WCCTAC program/511 Contra Costa.



Additionally, the BAAQMD has designed a Plug-in Electric Vehicle (PEV) Rebate Program for Public Agencies within the Air District's jurisdiction to improve their fleets by acquiring battery electric vehicles (BEV) and plug-in electric vehicles (PEV) at a reduced cost. For more information regarding this program visit the website at:

<http://www.baaqmd.gov/Divisions/Strategic-Incentives/On-Road-Vehicles/Public-Agency-PEV-Rebate-Program.aspx>

### **WestCAT Summer Youth Pass Program**

WestCAT and Tri Delta Transit agreed to partner to develop a universal summer youth pass to be valid from June 1, 2014 - August 31, 2014. This pass is being sold in the form of a wristband. Support for the program is being provided by 511 Contra Costa, the Contra Costa Transportation Authority (CCTA), and the Bay Area Air Quality Transportation Fund for Clean Air (TFCA). WCCTAC sponsored approximately \$700 worth of promotional materials through the TDM program.

### **Spare the Air, Green Challenges**

Summertime is when smog becomes a major health problem in the Bay Area. WCCTAC/511 Contra Costa is working with employers to educate their employees about air pollution, and to encourage a change in their driving habits to reduce single occupant trips. When employees choose alternative modes of transportation it can assist with parking congestion issues that are occurring at several employer sites. Between June 1 and August 1, 2014, Kaiser Permanente sites in West Contra Costa County are participating in the 'Green Trips Challenge'. Each employee who tracks their trips to/from work on the 511.org website (bike, walk, carpool, and vanpool or take public transit) during the challenge period will be awarded an incentive at the end of the Green Trips Challenge for their contribution to sparing the air.

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DO MORE STUFF  
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**SUMMER YOUTH PASS 2014**

**Now valid on TWO transit systems!**

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### **Sub-regional Transportation Mitigation Development Funds (STMP):**

#### **Richmond BART Intermodal**

In June 2014, WCCTAC contributed \$10,902 in STMP funds to BART for work related to the redesign of the Richmond BART Station intermodal area. STMP payment for this phase of improvements is part of a 2010 cooperative funding agreement with BART (which was extended in 2013). WCCTAC committed up to \$186,200 toward the implementation of this project. The STMP funds are being used as a match for a \$744,800 in State of California Prop 1B grant. Other funding sources include a \$2.9 million OBAG grant, administered by CCTA, which is being matched with \$500,000 in BART funds.

Construction of this project is expected to begin in August, 2014 and wrap-up around March, 2015.



## Other Reimbursable Projects:

### Possible Grant Funding Partnership with County Public Works



Contra Costa County Public Works is preparing to apply to CCTA for a PDA Planning Grant for a Complete Streets planning effort on San Pablo Avenue between Rodeo and Crockett. This section of San Pablo Avenue also represents a gap in the Bay Trail.

WCCTAC staff is seeking Board authorization at the June 27, 2014 meeting to combine a \$60,000 grant from MTC for Community Based Transportation Planning (CBTP) targeted at the same general area as the County's proposed project. The CBTP funds were intended for an area generally stretching from Hercules to Crockett based on MTC's designation of the area as a "Community of Concern". Making these CBTP grant funds available to the County would be contingent on their receipt of the PDA grant.

## Administration:

### Office Lease

At the May 30, 2014 meeting, the WCCTAC Board gave the Chair authorization to sign a lease for an office space at 6333 Potrero. The lease agreement was reviewed by legal counsel and some minor changes were sought from the building owner. At the time of writing, WCCTAC is waiting for the building owner to respond. Staff hopes to have the lease executed by the June Board meeting date. Under the terms of the lease, WCCTAC would have access to the building in July, would take over the lease in August, and would start paying rent in September. WCCTAC's current plan is to move on August 1<sup>st</sup>.

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**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE:** **Financial Report for May 2014**

The monthly financial reports are in a new format, produced by the City of San Pablo's recently purchased "Chameleon" software. They are intended to be more reader-friendly and to provide more clarity than the previous monthly trail balance report produced by the City's "Springbrook" software.

Each of the four pages represents a different fund handled by WCCTAC. Fund 7700 is WCCTAC's operations, also known as the "Advisory Committee". Fund 7720 is the TDM program. Fund 7730 is the STMP program, and fund 7740 is for Special Reimbursable Projects.

At the May 30, 2014 WCCTAC Board meeting, staff was asked why the "Current Budget" column includes only zeros. According to City of San Pablo staff, the City did not have the WCCTAC budget available when it uploaded the City's budget in mid-2013. As a result, the WCCTAC budget was added later and appears in the "Adjustments" column. WCCTAC staff will provide the FY 2015 budget to the City as soon as it's approved by the WCCTAC Board, in order to ensure that future financial reports have the proper formatting.



|  | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget  | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|--|------------------------------|--------------------|------------------------------|----------------|----------------|-------------------------------|----------------------|---------------------|
| <b>Multi Dept. Expense Transfers</b>           |                              |                    |                              |                |                |                               |                      |                     |
| 49001. Building Maintenance                    | 216                          | 0                  | 7,300                        | 7,300          | 873            | 88%                           | 0                    | 6,427               |
| 49004. Commun/Utilities/Network                | 695                          | 0                  | 0                            | 0              | 1,389          | -100%                         | 0                    | (1,389)             |
| <b>Sub Total Multi Dept. Expense Transfers</b> | <b>910</b>                   | <b>0</b>           | <b>7,300</b>                 | <b>7,300</b>   | <b>2,262</b>   | <b>69%</b>                    | <b>0</b>             | <b>5,038</b>        |
| <b>Salary and Benefits</b>                     |                              |                    |                              |                |                |                               |                      |                     |
| 41000. Salary                                  | 13,074                       | 0                  | 140,942                      | 140,942        | 102,670        | 27%                           | 0                    | 38,272              |
| 41105. Workers Compensation                    | 0                            | 0                  | 5,400                        | 5,400          | 7,269          | -35%                          | 0                    | (1,869)             |
| 41200. PERS Retirement                         | 2,533                        | 0                  | 20,800                       | 20,800         | 15,243         | 27%                           | 0                    | 5,558               |
| 41310. Medical Insurance                       | 3,286                        | 0                  | 24,000                       | 24,000         | 29,438         | -23%                          | 0                    | (5,438)             |
| 41311. Health Insurance Retirees               | (209)                        | 0                  | 1,200                        | 1,200          | 1,992          | -66%                          | 0                    | (792)               |
| 41400. Dental Insurance                        | 275                          | 0                  | 2,400                        | 2,400          | 2,306          | 4%                            | 0                    | 94                  |
| 41500. Vision Care                             | 0                            | 0                  | 600                          | 600            | 183            | 69%                           | 0                    | 417                 |
| 41800. LTD Insurance                           | 120                          | 0                  | 70                           | 70             | 541            | -673%                         | 0                    | (471)               |
| 41900. Medicare                                | 826                          | 0                  | 2,050                        | 2,050          | 2,233          | -9%                           | 0                    | (183)               |
| 41903. Employee Assistance Program             | 0                            | 0                  | 800                          | 800            | 101            | 87%                           | 0                    | 699                 |
| 41904. Life Insurance                          | 28                           | 0                  | 250                          | 250            | 207            | 17%                           | 0                    | 43                  |
| 41906. Employee Bonds                          | 0                            | 0                  | 0                            | 0              | 1,209          | -100%                         | 0                    | (1,209)             |
| 41911. Liability Insurance                     | 0                            | 0                  | 12,000                       | 12,000         | 9,268          | 23%                           | 0                    | 2,732               |
| 41912. Unemployment                            | 0                            | 0                  | 0                            | 0              | 8,550          | -100%                         | 0                    | (8,550)             |
| <b>Sub Total Salary and Benefits</b>           | <b>19,933</b>                | <b>0</b>           | <b>210,512</b>               | <b>210,512</b> | <b>181,209</b> | <b>14%</b>                    | <b>0</b>             | <b>29,303</b>       |
| <b>Service and Supplies</b>                    |                              |                    |                              |                |                |                               |                      |                     |
| 42001. Communcations                           | 0                            | 0                  | 500                          | 500            | 0              | 100%                          | 0                    | 500                 |
| 43500. Program Costs & Supplies                | 0                            | 0                  | 2,500                        | 2,500          | 3,855          | -54%                          | 0                    | (1,355)             |
| 43600. Professional Services                   | 10,914                       | 0                  | 148,805                      | 148,805        | 127,632        | 14%                           | 0                    | 21,173              |
| 43900. Rent/Building                           | 655                          | 0                  | 8,600                        | 8,600          | 7,206          | 16%                           | 0                    | 1,394               |



|                                       | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget  | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|---------------------------------------|------------------------------|--------------------|------------------------------|----------------|----------------|-------------------------------|----------------------|---------------------|
| 44000. Special Department Expenses    | 0                            | 0                  | 11,800                       | 11,800         | 24             | 100%                          | 0                    | 11,776              |
| 44320. Training/Travel Staff          | 683                          | 0                  | 8,000                        | 8,000          | 1,928          | 76%                           | 0                    | 6,072               |
| <b>Sub Total Service and Supplies</b> | <b>12,251</b>                | <b>0</b>           | <b>180,205</b>               | <b>180,205</b> | <b>140,644</b> | <b>22%</b>                    | <b>0</b>             | <b>39,561</b>       |
| <b>Report Total :</b>                 | <b>33,094</b>                | <b>0</b>           | <b>398,017</b>               | <b>398,017</b> | <b>324,115</b> | <b>19%</b>                    | <b>0</b>             | <b>73,902</b>       |



|                                       | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget  | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|---------------------------------------|------------------------------|--------------------|------------------------------|----------------|----------------|-------------------------------|----------------------|---------------------|
| <b>Salary and Benefits</b>            |                              |                    |                              |                |                |                               |                      |                     |
| 41000. Salary                         | 15,693                       | 0                  | 145,112                      | 145,112        | 130,334        | 10%                           | 0                    | 14,778              |
| 41001. Part time Employees            | 0                            | 0                  | 0                            | 0              | 18,392         | -100%                         | 0                    | (18,392)            |
| 41105. Workers Compensation           | 0                            | 0                  | 3,400                        | 3,400          | 8              | 100%                          | 0                    | 3,392               |
| 41200. PERS Retirement                | 3,040                        | 0                  | 28,500                       | 28,500         | 18,916         | 34%                           | 0                    | 9,584               |
| 41310. Medical Insurance              | 4,623                        | 0                  | 31,500                       | 31,500         | 31,949         | -1%                           | 0                    | (449)               |
| 41400. Dental Insurance               | 392                          | 0                  | 2,950                        | 2,950          | 2,807          | 5%                            | 0                    | 143                 |
| 41500. Vision Care                    | 0                            | 0                  | 750                          | 750            | 317            | 58%                           | 0                    | 433                 |
| 41800. LTD Insurance                  | 80                           | 0                  | 700                          | 700            | 684            | 2%                            | 0                    | 16                  |
| 41900. Medicare                       | 228                          | 0                  | 1,950                        | 1,950          | 2,394          | -23%                          | 0                    | (444)               |
| 41903. Employee Assistance Program    | 0                            | 0                  | 800                          | 800            | 55             | 93%                           | 0                    | 745                 |
| 41904. Life Insurance                 | 19                           | 0                  | 300                          | 300            | 198            | 34%                           | 0                    | 102                 |
| <b>Sub Total Salary and Benefits</b>  | <b>24,076</b>                | <b>0</b>           | <b>215,962</b>               | <b>215,962</b> | <b>206,053</b> | <b>5%</b>                     | <b>0</b>             | <b>9,909</b>        |
| <b>Service and Supplies</b>           |                              |                    |                              |                |                |                               |                      |                     |
| 42001. Communcations                  | 0                            | 0                  | 1,500                        | 1,500          | 0              | 100%                          | 0                    | 1,500               |
| 43500. Program Costs & Supplies       | 0                            | 0                  | 2,400                        | 2,400          | 2,962          | -23%                          | 0                    | (562)               |
| 43501. No Description                 | 851                          | 0                  | 14,000                       | 14,000         | 14,856         | -6%                           | 0                    | (856)               |
| 43502. No Description                 | 0                            | 0                  | 5,000                        | 5,000          | 28             | 99%                           | 0                    | 4,972               |
| 43600. Professional Services          | 5,140                        | 0                  | 141,295                      | 141,295        | 62,128         | 56%                           | 0                    | 79,167              |
| 43900. Rent/Building                  | 983                          | 0                  | 12,270                       | 12,270         | 10,809         | 12%                           | 0                    | 1,461               |
| 44000. Special Department Expenses    | 12,425                       | 0                  | 84,000                       | 84,000         | 26,828         | 68%                           | 0                    | 57,172              |
| 44001. Relocation Costs               | 0                            | 0                  | 40,000                       | 40,000         | 0              | 100%                          | 0                    | 40,000              |
| 44320. Training/Travel Staff          | 538                          | 0                  | 4,000                        | 4,000          | 1,951          | 51%                           | 0                    | 2,049               |
| <b>Sub Total Service and Supplies</b> | <b>19,936</b>                | <b>0</b>           | <b>304,465</b>               | <b>304,465</b> | <b>119,561</b> | <b>61%</b>                    | <b>0</b>             | <b>184,904</b>      |



|                | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|----------------|------------------------------|--------------------|------------------------------|---------------|----------------|-------------------------------|----------------------|---------------------|
| Report Total : | 44,011                       | 0                  | 520,427                      | 520,427       | 325,614        |                               | 0                    | 194,813             |



|                                       | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget  | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|---------------------------------------|------------------------------|--------------------|------------------------------|----------------|----------------|-------------------------------|----------------------|---------------------|
| <b>Salary and Benefits</b>            |                              |                    |                              |                |                |                               |                      |                     |
| 41000. Salary                         | 0                            | 0                  | 1,500                        | 1,500          | 0              | 100%                          | 0                    | 1,500               |
| <b>Sub Total Salary and Benefits</b>  | <b>0</b>                     | <b>0</b>           | <b>1,500</b>                 | <b>1,500</b>   | <b>0</b>       | <b>-100%</b>                  | <b>0</b>             | <b>1,500</b>        |
| <b>Service and Supplies</b>           |                              |                    |                              |                |                |                               |                      |                     |
| 43600. Professional Services          | 25,687                       | 0                  | 187,200                      | 187,200        | 61,405         | 67%                           | 0                    | 125,795             |
| <b>Sub Total Service and Supplies</b> | <b>25,687</b>                | <b>0</b>           | <b>187,200</b>               | <b>187,200</b> | <b>61,405</b>  | <b>67%</b>                    | <b>0</b>             | <b>125,795</b>      |
| <b>Report Total :</b>                 | <b>25,687</b>                | <b>0</b>           | <b>188,700</b>               | <b>188,700</b> | <b>61,405</b>  | <b>67%</b>                    | <b>0</b>             | <b>127,295</b>      |





|                                       | Current<br>Period<br>Actuals | Original<br>Budget | Net<br>Budget<br>Adjustments | YTD<br>Budget  | YTD<br>Actuals | YTD<br>Percentage<br>Variance | Encumbered<br>Amount | Available<br>Amount |
|---------------------------------------|------------------------------|--------------------|------------------------------|----------------|----------------|-------------------------------|----------------------|---------------------|
| <b>Service and Supplies</b>           |                              |                    |                              |                |                |                               |                      |                     |
| 43600. Professional Services          | 0                            | 0                  | 100,000                      | 100,000        | 20,375         | 80%                           | 0                    | 79,625              |
| 44000. Special Department Expenses    | 0                            | 0                  | 59,000                       | 59,000         | 0              | 100%                          | 0                    | 59,000              |
| <b>Sub Total Service and Supplies</b> | <b>0</b>                     | <b>0</b>           | <b>159,000</b>               | <b>159,000</b> | <b>20,375</b>  | <b>87%</b>                    | <b>0</b>             | <b>138,625</b>      |
| <b>Report Total :</b>                 | <b>0</b>                     | <b>0</b>           | <b>159,000</b>               | <b>159,000</b> | <b>20,375</b>  | <b>87%</b>                    | <b>0</b>             | <b>138,625</b>      |



**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE: Administrative Clerk Reclassification**

**REQUESTED ACTION**

Approve the attached Resolution that reclassifies the Administrative Clerk position to Administrative Assistant and establishes a new salary range and job description.

**BACKGROUND AND DISCUSSION**

WCCTAC created the hourly Administrative Clerk position in 2008 and filled it in March 2009. At the time, the salary range was \$34,164 – \$46,564 per year.

In May 2010, the Office Manager / Administrative Analyst (OMAA) position became vacant. It has not been filled and is proposed to be eliminated. As a result of the vacancy, the Administrative Clerk took on some of the OMAA responsibilities and received a merit increase of 17% in July 2010. This moved the employee from the bottom to near the top of the Administrative Clerk salary range. At the time there was consideration given to a possible agency-wide compensation study that would include an evaluation of the appropriateness of the Administrative Clerk salary.

In July 2013, a regular merit increase of 5%, and a special increase of 7.5%, were both awarded to the Administrative Clerk by the Interim Executive Director. As a result, the Administrative Clerk now earns a salary of \$52,767, which is slightly above the official range. Again, there was some consideration given to a future compensation study that would evaluate the salary range and job description of the Administrative Clerk.

In September 2013, WCCTAC established a formal salary schedule with steps as a requirement of its direct contract with CalPERS. The salary range for the Administrative Clerk was set at \$41,868 to \$50,892.

The Administrative Clerk position has a job description and a salary range that does not correspond to the current needs of WCCTAC. As a result, staff is proposing to re-classify this position. The new title would be "Administrative Assistant". This position would blend some of the responsibilities of the OMAA with the Administrative Clerk duties, and would match the activities being performed by the current employee. A job description is attached. The position is would remain a non-exempt, and hourly.

A new salary range is proposed at \$50,248-\$61,077, which is higher than the Administrative Clerk, but lower than the original OMAA. The salary range is generally in line with the salary ranges for Administrative Assistants in peer organizations. In March 2011, CCTA conducted a compensation study through Koff and Associates Inc., which is known as the “Koff” study. It included a review of Administrative Assistant salaries in public sector transportation organizations. When the salaries for Bay Area organizations are adjusted for the last three years of inflation and sorted by the mid-point, the results are as follows:

| <b>Monthly Salaries in Peer Organizations</b> |  |                |                |                |
|---|--|----------------|----------------|----------------|
| <b>Organization</b>                           | <b>Position</b>                            | <b>Low</b>     | <b>High</b>    | <b>Mid</b>     |
| Metropolitan Transportation Commission        | Administrative Assistant III               | \$4,503        | \$5,764        | \$5,133        |
| Santa Clara Valley Transportation Authority   | Management Secretary                       | \$4,390        | \$5,796        | \$5,093        |
| Contra Costa Transportation Authority         | Administrative Assistant                   | \$4,247        | \$5,745        | \$4,996        |
| City of Walnut Creek                          | Office Specialist                          | \$4,494        | \$5,416        | \$4,955        |
| Alameda County Transportation Commission      | Administrative Assistant III               | \$4,024        | \$5,856        | \$4,940        |
| Bay Area Rapid Transit District (BART)        | Administrative Secretary                   | \$4,234        | \$5,535        | \$4,885        |
| <b>WCCTAC</b>                                 | <b>Administrative Assistant (proposed)</b> | <b>\$4,187</b> | <b>\$5,090</b> | <b>\$4,639</b> |
| San Mateo County Transportation Authority     | Secretary                                  | \$3,502        | \$5,438        | \$4,470        |
| Contra Costa County, Public Works Dept.       | Secretary                                  | \$3,753        | \$4,804        | \$4,279        |
| Solano Transportation Authority               | Administrative Assistant II                | \$3,675        | \$4,467        | \$4,071        |

The proposed salary for the Administrative Assistant position is generally in line with peers. The current employee’s salary would remain the same, but would now be step two of a five-step range. The current employee would now be eligible for the FY 2015 cost-of-living-adjustment and would also be eligible for future merit increases.

Once this reclassification has been approved, all positions at WCCTAC will have a generally good alignment between job descriptions, job duties being performed, and salary ranges. As a result, staff recommends that WCCTAC refrain from pursuing a formal compensation study at this time.

*Attachment:*  
Resolution 14-07

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
RESOLUTION NO. 14-07**

**APPROVING PERSONNEL CHANGE, INCLUDING  
RECLASSIFICATION DESCRIPTION FROM ADMINISTRATIVE  
CLERK TO ADMINISTRATIVE ASSISTANT AND SALARY RANGE**

**WHEREAS**, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is authorized to approve personnel changes, including classification descriptions and adjustments to salary schedules; and

**WHEREAS**, the Executive Director desires approval of a personnel change, including reclassification description from Administrative Clerk to Administrative Assistant and adjustment to the corresponding salary range:

Reclassification:

| <i>From Title</i>    | <i>To Title</i>          | <i>Reason</i>                              | <i>Salary Range</i>   |
|----------------------|--------------------------|--|---|
| Administrative Clerk | Administrative Assistant | Increased work duties and responsibilities | From \$41,868 to \$50,982 per year (Admin. Clerk) to \$50,248 to \$61,077 per year (Admin. Assistant) |

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of WCCTAC hereby approves the personnel change, including reclassification description from Administrative Clerk to Administrative Assistant and adjustment to the corresponding salary range as shown.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 27, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Janet Abelson, Chair

Attest:

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John Nemeth, Executive Director

Approved as to Form:

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Benjamin T. Reyes II, General Counsel



**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE:** **AC Transit and WestCAT's FY 14-15 Claims for Measure J Additional Bus Service Enhancements (Program 19b)**

**REQUESTED ACTION**

Measure J Program 19b provides dedicated funding to AC Transit & WestCAT to enhance bus service in West County. As determined by WCCTAC, certain conditions beyond the control of the operators may warrant use of the funds to maintain existing services. AC Transit & WestCAT request to use all of the available amounts in FY 15 to fund existing routes. Staff affirms that the conditions have been met by both operators for use of the funds to maintain existing services, and recommends Board approval of both claims.

**BACKGROUND AND DISCUSSION**

Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to AC Transit and WestCAT to enhance local bus service in West County. The program supplements Program 14, *Countywide Bus Services Program*, which dedicates five percent of total annual sales tax revenues to bus operators throughout the county. Programming and allocations of funds to specific operators is handled by CCTA for Program 14 and by WCCTAC for Program 19b. The Board has approved a policy to apportion 80 percent of available funding to AC Transit and the remaining 20 percent to WestCAT.

The amount of available Program 19b funds in FY 14-15 are \$1,459,410 for AC Transit and \$331,684 for WestCAT for a total of \$1,791,094. As determined by WCCTAC, certain conditions beyond the control of the operators may warrant the use of Program 19b funds to maintain services that are eligible for funding under Program 14. Such circumstances could include, but are not limited to: declines in sales tax revenues used for transit operations or increases in insurance and fuel costs. Both AC Transit and WestCAT are requesting to use the total available funding to maintain existing services.

*Attachments:*

8a: CCTA Program 19b chart

8b: AC Transit email request

8c: AC Transit chart

8d: WestCAT letter request

|   |        |      |              |
|---|--------|------|--------------|
| PROGRAM: 19b - West County Additional Bus Services  |        |      | FY 2014-15   |
| Sales Tax Revenue Estimate  |        |      | \$78,192,772 |
|   | %      | Year |              |
| Original Program Revenue Estimate   | 2.20%  |      | \$1,720,241  |
| Revised Program Revenue Estimate  | 2.160% |      | \$1,688,964  |
| Previous Year Allocation Adjustment   |        |      | see below    |
| Available for Allocation (Programmed by WCCTAC)   |        |      | \$1,688,964  |
| Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2% |        |      |              |

| FY 2014-15       |          |                    | \$ 1,688,964 | \$ 1,520,067 | Allocation Adjustment from FY 2012-13 | TOTAL ALLOCATION |
|------------------|----------|--------------------|--------------|--------------|---------------------------------------|------------------|
| Agency           | Coop #   | Percent of Program | 100% Amount  | 90% Amount   |                                       |                  |
| AC Transit       | 60.00.02 | calc 1 below       | \$ 1,376,193 | \$ 1,238,574 | \$ 83,217                             | \$ 1,459,410     |
| WestCAT          | 60.00.04 | calc 2 below       | \$ 312,771   | \$ 281,494   | \$ 18,913                             | \$ 331,684       |
| Total Allocation |          |                    | \$ 1,688,964 | \$ 1,520,067 | \$ 102,130                            | \$ 1,791,094     |

Calc 1: AC Transit receives 80% of original program revenue (2.2%)

Calc 2: WestCAT receives remainder based on revised program revenue (2.16%)

**From:** Benjamin Stupka [BStupka@actransit.org]  
**Sent:** Tuesday, June 03, 2014 4:53 PM  
**To:** Joanna Pallock  
**Cc:** Kiran Bawa  
**Subject:** AC Transit - FY 2015 19b Claim

**Attachments:** FY 2015 Program 19b\_AC Transit Claim Analysis.xlsx  
Joanna,

AC Transit is requesting \$1,459,410 in FY 2015 Measure J Program 19b funds to support our existing services in Western Contra Costa County. The attached spreadsheet provides route specific-operating costs and revenues. Although operating revenues are stabilizing we remain concerned that any fiscal challenges could render the lines vulnerable to service cuts. These lines provide service to almost 6.8 million riders annually, 70 percent of whom are low income. Additionally, these routes connect Communities of Concern with essential services including employment centers, retail establishments, schools, health care providers in Western Contra Costa County. If revenues continue to stabilize we may consider some service expansion in Western Contra Costa County.

Let me know if you have any questions.

Thanks,

Ben Stupka, AICP  
Senior Capital Planning Specialist  
Capital Planning & Grants  
AC Transit  
1600 Franklin Street  
Oakland, CA 94612  
Phone: 510-891-5471  
Fax: 510-891-7139  
bstupka@actransit.org



| Bus Lines | Total Platform Hours - Weekday | Hours in Contra Costa - Wkday | Total Platform Hours - Weekend | Hours in Contra Costa - Wkend | Avg Daily Ridership - Weekday | Avg Daily Ridership - Weekend (Sat/Sun) | Hourly Rate | Total Cost      | Measure J Revenue | Lifeline Revenue |
|-----------|--------------------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------------|---|-------------|-----------------|-------------------|------------------|
| 76        | 74.45                          | 57.34                         | 112.37                         | 112.37                        | 2,508                         | 1598/1298                               | \$ 172.24   | \$4,675,883.68  | \$1,613,754       |                  |
| 71        | 74.46                          | 74.46                         | 78.64                          | 78.64                         | 1,718                         | 687/553                                 | \$ 172.24   | \$4,762,477.34  |                   |                  |
| 376       | 29.63                          | 27.66                         | 58.4                           | 58.4                          | 313                           | 298/236                                 | \$ 172.24   | \$2,337,214.12  |                   |                  |
| 70        | 45.7                           | 45.7                          | 44.98                          | 44.98                         | 1,185                         | 572/413                                 | \$ 172.24   | \$2,859,035.87  |                   |                  |
| 72/72M    | 242.51                         | 126.35                        | 495.95                         | 250.95                        | 8,310                         | 9611/7754                               | \$ 172.24   | \$10,368,340.24 |                   |                  |
| 72R       | 176.2                          | 82.64                         | -                              | -                             | 6,542                         | -                                       | \$ 172.24   | \$3,586,850.74  | \$1,296,163       |                  |
| LA        | 37.82                          | 37.82                         | -                              | -                             | 572                           | -                                       | \$ 172.24   | \$1,641,557.43  |                   |                  |
| L/LC      | 42.6                           | 37.45                         | -                              | -                             | 691                           | -                                       | \$ 172.24   | \$1,625,298.12  |                   |                  |

|                        |                       |            |
|------------------------|-----------------------|------------|
| <b>\$31,856,657.54</b> | <b>\$2,909,917.00</b> | <b>\$0</b> |
|------------------------|-----------------------|------------|



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Western Contra Costa  
Transit Authority

June 9, 2014

Ms. Joanna Pallock, Project Manager  
WCCTAC  
13831 San Pablo Avenue  
San Pablo, CA 94806

RE: Measure J Program 19b Funding

Dear <sup>JOANNA</sup> Ms. Pallock,

WestCAT proposes to claim the entire FY14-15 allocation of \$331,684 in Program 19b funding to support ongoing operations of our local fixed route services in West County. This support is critical in offsetting a projected \$418,000 increase in budgeted expenditures for fuel in the upcoming fiscal year, caused by continuing escalation in fuel prices. Additionally, WestCAT will not have access to the \$280,000 in Lifeline/JARC funding for FY14-15 that has supported local services in prior years. Because the impacts of the funding shortfall are distributed across all local routes, we are programming the 19b funding for the support of the entire program of local fixed route services rather than allocating the funding to specific routes.

It should be noted that a portion of the 19b funding will be used to continue support for increased service levels on WestCAT Route 11 between Crockett and the Hercules Transit Center. This change was implemented with introduction of a new schedule on July 1, 2012, and it resulted in the reduction in Route 11 headways from 45 minutes to 30 minutes in the afternoon peak period.

Please let me know if you need additional detail.

Thank you,

Charles Anderson  
General Manager



**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE:** **Final FY 2014-15 Work Program, Budget, and Member Agency Dues, (Resolution 14-08)**

**REQUESTED ACTION**

Approval of Resolution 14-08, FY 14-15 Agency Work Program, Budget, and Dues.

**BACKGROUND AND DISCUSSION**

On May 30, 2014, the WCCTAC Board approved the subject documents for circulation and review by member agencies. On June 5<sup>th</sup>, staff distributed the documents for review and comment, with comments due back on June 18<sup>th</sup>. WCCTAC answered two clarification questions from Contra Costa County staff and added more detail about recent dues history on the dues sheet for context.

At the May meeting, the Board directed staff to discuss the rationale for WestCAT's dues discount with WestCAT staff. Originally, a discount was given to WestCAT based on its contribution to the San Pablo Avenue Smart Corridors project, which was an expense that WCCTAC covered for other jurisdictions. WestCAT continues to pay ongoing annual maintenance expenses related to the automatic vehicle location system, a component of the Smart Corridors effort. Additionally, WestCAT has the smallest annual operating budget of the member agencies. Based upon a request from the WestCAT General Manager, the proposed budget continues this dues discount.

The Joint Powers Agreement (JPA) requires adoption on or about July 1. The proposals for adoption of the work program, budget, and dues have remained unchanged from the drafts that were presented and approved by the Board except as noted above. Staff recommends approval of Resolution 14-08, which adopts the Agency work plan, budget, and member agency dues for FY 2014-15.

*Attachments:*

9a: Resolution 14-08

9b: FY 15 Work Program

9c: FY 15 Budget

9d: FY 15 Dues Schedule

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION 14-08**

**ADOPTION OF FY 2014-15 WORK PROGRAM, BUDGET, AND MEMBER DUES**

**WHEREAS**, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District (“AC Transit”), San Francisco Bay Area Rapid Transit (“BART”), and West Contra Costa Transit Authority (“WestCAT”); and

**WHEREAS**, the WCCTAC Joint Exercise of Powers Agreement (“Agreement”) authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants; develop and administer the Transportation Demand Management Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

**WHEREAS**, the FY 2014-15 proposed work program, budget and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Board of Directors of WCCTAC adopts the FY 2014-15 work program, budget, and member agency dues, and as shown in the attachments, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 27, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Janet Abelson, Chair

Attest:

\_\_\_\_\_  
John Nemeth, Executive Director

Approved as to Form: \_\_\_\_\_  
Benjamin T. Reyes II, General Counsel

**WCCTAC FISCAL YEAR 2015  
PROPOSED WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Advisory Committee, Transportation Demand Management (TDM), Subregional Transportation Mitigation Fee Program (STMP), Other Reimbursable Projects, and Office Administration.

**Subregional Planning and Programming (Advisory Committee).** This program area includes work related to WCCTAC's function as the Regional Transportation Planning Committee for West County under Measure J, as well as local transportation planning efforts resulting from the agency's JPA function. This program is funded with annual member agency contributions.

1. Program, administer, coordinate or participate in West County's Measure J projects and programs, including but not limited to:
  - a. Low-Income Student Bus Pass Program - allocate, oversee and evaluate
  - b. Transportation for Seniors and People with Disabilities – allocate and coordinate
  - c. Pedestrian, Bicycle and Trail Funds (PBTF) - allocate and coordinate
  - d. I-80 Integrated Corridor Mobility (ICM) project – monitor, participate and coordinate
  - e. Transportation for Livable Communities (TLC) funds – coordinate
  - f. Mobility Management Plan and related mobility management efforts - participate
  - g. Hercules Intermodal Transit Center - participate
  - h. Ferry planning and funding efforts (Richmond and Hercules) - participate
  - i. San Pablo Dam Road/I-80 Interchange Modifications - participate
2. Participate in other regional, countywide, subregional, and local planning and program efforts as appropriate. Efforts may include but are not limited to:
  - a. High Occupancy Transit Options Study - coordinate and participate
  - b. West Contra Costa Transportation Investment Study (WCCTIS) - coordinate and participate
  - c. OBAG and PDA funds for West County - support and facilitate
  - d. Real-time Ridesharing Pilot Program - participate
  - e. Richmond Bay Campus Specific Plan - participate
  - f. Active Transportation Program (ATP) - participate
  - g. AC Transit Major Corridor Study - participate
  - h. San Pablo Rumrill Complete Streets - participate
  - i. Goods Movement Collaborative with MTC and ACTC- participate
  - j. CCTA countywide Express Bus Study Update - monitor
  - k. Regional Express Lane Network - monitor
  - l. Richmond Livable Corridors - monitor
  - m. General plan updates and local specific plans - monitor
  - n. Other Subregional Transportation Needs
3. Monitor and participate in CCTA committees – Board, Planning Committee, Administration & Projects Committee, Technical Coordinating Committee, Countywide Bicycle-Pedestrian Advisory Committee, Countywide Safe Routes to School, and Paratransit Coordinating Committee.

4. Participate in CCTA's update of the Countywide Transportation Plan (CTP) and in possible Transportation Expenditure Plan (TEP) development.

**Transportation Demand Management.** This program area includes all work aimed at reducing solo vehicle driving and promoting walking, bicycling, transit, carpooling, and vanpooling, which is coordinated with the larger countywide 511 Contra Costa Program. The program is funded on a reimbursement basis with Measure J and grants from the Air District.

1. Administer and implement countywide Guaranteed Ride Home Program.
2. Administer and implement the Employer Outreach Program.
3. Administer and implement West Contra Costa Commute Incentive Program.
4. As appropriate, participate in or administer and implement other TDM programs, including but not limited to: Residential, School and Workplace Commute Programs, Employer Shuttle Programs, Street Smarts/Safe Routes to School, Bike Commute Programs, Safe Bicycle Training, and the Commuter Benefits Program (SB 1339).
5. Coordinate with 511 Contra Costa for Countywide School Pool Program.
6. Update local TDM Ordinances, possibly in concert with SCS development and SB 1339 regulations.
7. Coordination with the Regional 511 Rideshare and Bike Program

**Subregional Transportation Mitigation Fee Program (STMP).** WCCTAC acts as the trustee for the developer impact fees collected by the West County cities and the unincorporated areas of the County. This program comprises eleven capital projects.

1. Monitor collection of fees. Review need to update ordinances and/or implementation processes.
2. Prepare a strategic plan update.
3. Administer funding of projects. Enter into contracts. Review and approve invoices. Track finances.

**Other Reimbursable Projects.** As a JPA, WCCTAC is able to apply for and receive various grants that facilitate various elements of transportation in West County. Staff will continue to monitor grant opportunities and advance applications as appropriate. One potential study includes a Community Based Transportation Plan for Rodeo/Hercules/Crockett.

**Office Administration.** WCCTAC's administration is funded through member dues, some TDM funds, and other sources.

1. Prepare FY 2015 work plan, budget and mid-year budget review
2. Evaluate needs for vacant position (currently defined as "Deputy Executive Director")
3. Hire new staff person
4. Update website
5. Oversee office relocation



**DETAIL: ADVISORY COMMITTEE**  
**FY 2014-15 DRAFT Budget**

| Activity                                 | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|--|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                          |                      |                        |                                      |                         |                               |      |
| 34111 Member Contributions               | 351,789              | 265,460                | 265,460                              | 302,135                 | 388,464                       | (a)  |
| 36102 Interest - LAIF                    | 759                  | -                      | -                                    | 600                     | -                             |      |
| 39906 Other Revenue                      | 5                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                    | <b>352,553</b>       | <b>265,460</b>         | <b>265,460</b>                       | <b>302,735</b>          | <b>388,464</b>                |      |
| <b>EXPENSES</b>                          |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>             |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits                 | 189,818              | 198,512                | 198,512                              | 199,731                 | 334,192                       | (b)  |
| Total Salaries and Benefits              | <b>189,818</b>       | <b>198,512</b>         | <b>198,512</b>                       | <b>199,731</b>          | <b>334,192</b>                |      |
| <b>Consultants</b>                       |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services              | 58,230               | 148,805                | 148,805                              | 127,650                 | 76,560                        |      |
| Regional Studies/Projects                | -                    | 10,000                 | 10,000                               | -                       | -                             |      |
| Financial and IT Services                | 14,251               | 14,500                 | 14,500                               | 12,894                  | 26,760                        | (c)  |
| Audit                                    | 1,000                | 10,700                 | 10,700                               | 18,191                  | 10,000                        |      |
| Attorney Services                        | 9,256                | 15,300                 | 15,300                               | 10,336                  | 15,000                        |      |
| Web Site                                 | 1,275                | 1,350                  | 1,350                                | 1,811                   | 6,800                         | (d)  |
| IT Set-up (move and server)              | -                    | -                      | -                                    | -                       | 8,500                         | (e)  |
| Moving Services                          | -                    | -                      | -                                    | -                       | 2,000                         |      |
| Accounting Sevices                       | -                    | -                      | -                                    | 31,772                  | 7,500                         |      |
| Recruitment Costs                        | -                    | -                      | -                                    | 15,396                  | -                             |      |
| Other (Interim ED)                       | 32,448               | 96,955                 | 96,955                               | 37,249                  | -                             |      |
| 44000 Special Dept. Expense              | 24                   | 11,800                 | 11,800                               | 7,800                   | 11,800                        |      |
| Contingency                              | -                    | 10,000                 | 10,000                               | 6,000                   | 10,000                        | (f)  |
| Reserve                                  | 24                   | 1,800                  | 1,800                                | 1,800                   | 1,800                         | (g)  |
| Total Consultants                        | <b>58,254</b>        | <b>160,605</b>         | <b>160,605</b>                       | <b>135,450</b>          | <b>88,360</b>                 |      |
| <b>Travel &amp; Training</b>             |                      |                        |                                      |                         |                               |      |
| 44320 Travel/Training/Mileage            | 2,977                | 8,000                  | 8,000                                | 1,800                   | 4,000                         |      |
| Total Travel/Training                    | <b>2,977</b>         | <b>8,000</b>           | <b>8,000</b>                         | <b>1,800</b>            | <b>4,000</b>                  |      |
| <b>Office Expenses &amp; Supplies</b>    |                      |                        |                                      |                         |                               |      |
| 41911 Liability Insurance                | 11,036               | 12,000                 | 12,000                               | 9,268                   | 3,724                         |      |
| 43500 Office Supplies, Postage           | 2,624                | 2,500                  | 2,500                                | 4,200                   | 4,500                         |      |
| 43520 Printing, Copier Lease,            | 2,785                | 7,300                  | 7,300                                | 878                     | 5,000                         |      |
| 43530 Furniture, Equipment, Phones       | -                    | -                      | -                                    | -                       | 15,500                        | (e)  |
| 43900 Rent/Building                      | 10,230               | 8,600                  | 8,600                                | 7,861                   | 12,954                        | (h)  |
| Total Office Exp & Supplies              | <b>26,675</b>        | <b>21,800</b>          | <b>21,800</b>                        | <b>14,346</b>           | <b>41,678</b>                 |      |
| <b>Publications &amp; Communications</b> |                      |                        |                                      |                         |                               |      |
| 42001 Communications                     | 55                   | 500                    | 500                                  | -                       | -                             |      |
| Total Pub & Comm                         | <b>55</b>            | <b>500</b>             | <b>500</b>                           | <b>-</b>                | <b>-</b>                      |      |
| <b>TOTAL EXPENSES</b>                    | <b>277,779</b>       | <b>389,417</b>         | <b>389,417</b>                       | <b>351,326</b>          | <b>468,230</b>                |      |
| <b>REVENUES - EXPENSES</b>               | <b>74,774</b>        | <b>(123,957)</b>       | <b>(123,957)</b>                     | <b>(48,591)</b>         | <b>(79,766)</b>               |      |

|                                |                  |
|--------------------------------|------------------|
| <b>Beginning Fund Balance</b>  | <b>\$413,601</b> |
| <b>Ending Fund Balance</b>     | <b>\$333,834</b> |
| Reserve - Undesignated         | \$120,000        |
| Reserve - Accumulated Vacation | \$20,000         |
| <b>Available Balance</b>       | <b>\$193,834</b> |

Notes:

- (a) FY 15 dues proposed to be the same as FY 13. This is a 14.25% reduction from "normal" dues
- (b) Includes a proposed COLA increase of 2.4% (calculated based on CPI, All Consumers, All Items, San Francisco-Oakland-San Jose, February 2013 to 2014), no merit-based increases, and assumed apportionment of salary & benefits for vacant position.
- (c) Higher costs relate to new service agreement with City of San Pablo
- (d) Includes both a web site update and regular on-going maintenance.
- (e) Reflects a one-time cost related to an office re-location
- (f) Emergency Reserve per Board Reserve Policy
- (g) Reserve is for sinking fund for future computer hardware and software upgrades.
- (h) High costs due to higher rent in new, ADA-accessible location



**DETAIL: TDM  
FY 2014-15 DRAFT Budget**

| Activity                                 | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|--|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                          |                      |                        |                                      |                         |                               |      |
| 33403 Grants                             | 345,171              | 520,427                | 520,427                              | 452,970                 | 494,451                       |      |
| 36102 Interest - LAIF                    | -                    | -                      | -                                    | -                       | -                             |      |
| 39906 Other Revenue                      | -                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                    | <b>345,171</b>       | <b>520,427</b>         | <b>520,427</b>                       | <b>452,970</b>          | <b>494,451</b>                |      |
| <b>EXPENSES</b>                          |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>             |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits                 | 249,060              | 215,962                | 215,962                              | 249,747                 | 310,227                       | (a)  |
| Total Salaries and Benefits              | <b>249,060</b>       | <b>215,962</b>         | <b>215,962</b>                       | <b>249,747</b>          | <b>310,227</b>                |      |
| <b>Consultants</b>                       |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services              | 10,028               | 141,295                | 141,295                              | 65,316                  | 57,560                        |      |
| <i>Studies/Survey Projects</i>           | 1,000                | -                      | -                                    | -                       | 3,000                         |      |
| <i>Financial and IT Services</i>         | -                    | -                      | -                                    | 19,342                  | 26,760                        | (b)  |
| <i>Web Site</i>                          | 2,478                | 4,000                  | 4,000                                | 72                      | 6,800                         | (c)  |
| <i>IT Set-up (move and server)</i>       | -                    | -                      | -                                    | -                       | 8,500                         | (d)  |
| <i>Accounting Services</i>               | -                    | -                      | -                                    | 30,888                  | 7,500                         |      |
| <i>Intern Reimbursement</i>              | -                    | -                      | -                                    | -                       | 5,000                         | (e)  |
| <i>Other (Interim ED)</i>                | 6,550                | 137,295                | 137,295                              | 15,015                  | -                             |      |
| 44000 Special Dept. Expense              | 79,208               | 84,000                 | 84,000                               | 84,000                  | 87,010                        |      |
| <i>Contingency</i>                       | -                    | -                      | -                                    | -                       | -                             |      |
| <i>Reserve</i>                           | -                    | 1,000                  | 1,000                                | 1,000                   | -                             |      |
| <i>TDM Incentives / Marketing</i>        | 79,208               | 83,000                 | 83,000                               | 83,000                  | 87,010                        |      |
| 44001 TDM Marketing                      | -                    | 40,000                 | 40,000                               | -                       | -                             | (f)  |
| Total Consultants                        | <b>89,236</b>        | <b>265,295</b>         | <b>265,295</b>                       | <b>149,316</b>          | <b>144,570</b>                |      |
| <b>Travel &amp; Training</b>             |                      |                        |                                      |                         |                               |      |
| 44320 Travel/Training/Mileage/Membership | 2,247                | 4,000                  | 4,000                                | 1,350                   | 3,000                         |      |
| Total Travel/Training                    | <b>2,247</b>         | <b>4,000</b>           | <b>4,000</b>                         | <b>1,350</b>            | <b>3,000</b>                  |      |
| <b>Office Expenses &amp; Supplies</b>    |                      |                        |                                      |                         |                               |      |
| 41911 Liability Insurance                | -                    | -                      | -                                    | -                       | 3,724                         |      |
| 43500 Office Supplies                    | 2,824                | 2,400                  | 2,400                                | 3,200                   | 3,750                         |      |
| 43501 TDM Printing                       | 6,459                | 14,000                 | 14,000                               | 15,500                  | -                             | (g)  |
| 43502 TDM Postage                        | 2,104                | 5,000                  | 5,000                                | -                       | 7,046                         |      |
| 43520 Printing, Copier Lease             | -                    | -                      | -                                    | -                       | 9,180                         | (g)  |
| 43900 Rent/Building                      | 9,000                | 12,270                 | 12,270                               | 11,790                  | 12,954                        |      |
| Total Office Exp & Supplies              | <b>20,387</b>        | <b>33,670</b>          | <b>33,670</b>                        | <b>30,490</b>           | <b>36,654</b>                 |      |
| <b>Publications &amp; Communications</b> |                      |                        |                                      |                         |                               |      |
| 42001 Communications                     | 177                  | 1,500                  | 1,500                                | -                       | -                             |      |
| Total Pub & Comm                         | <b>177</b>           | <b>1,500</b>           | <b>1,500</b>                         | <b>-</b>                | <b>-</b>                      |      |
| <b>TOTAL EXPENSES</b>                    | <b>361,107</b>       | <b>520,427</b>         | <b>520,427</b>                       | <b>430,903</b>          | <b>494,451</b>                |      |
| <b>REVENUES - EXPENSES</b>               | <b>(15,936)</b>      | <b>-</b>               | <b>-</b>                             | <b>22,067</b>           | <b>(0)</b>                    |      |

Beginning Fund Balance                   0  
Ending Fund Balance                       (0)

Notes:

- (a) Includes a proposed COLA increase of 2.4% (calculated based on CPI, All Consumers, All Items, San Francisco-Oakland-San Jose, February 2013 to 2014), no merit-based increases, and assumed apportionment of salary and benefits for vacant position.
- (b) Higher costs relate to new service agreement with City of San Pablo.
- (c) Includes both a web site update and regular on-going maintenance.
- (d) Reflects a one-time cost related to an office re-location
- (e) Intern reimbursement through MTC program.
- (f) TDM Marketing merged with TDM Incentives.
- (g) Merging TDM Printing with Printing, Copier Lease.

**DETAIL: STMP**  
**FY 2014-15 DRAFT Budget**

| Activity                              | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|---------------------------------------|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                       |                      |                        |                                      |                         |                               |      |
| 34310 County STMP Fees                | 5,509                | 20,000                 | 20,000                               | 76,360                  | 20,000                        |      |
| 34315 El Cerrito STMP Fees            | 2,595                | 5,000                  | 5,000                                | -                       | 7,785                         |      |
| 34320 Hercules STMP Fees              | -                    | 50,000                 | 50,000                               | -                       | 80,100                        |      |
| 34325 Pinole STMP Fees                | -                    | -                      | -                                    | 59,000                  | 15,000                        |      |
| 34330 Richmond STMP Fees              | -                    | 5,000                  | 5,000                                | 5,788                   | 50,000                        |      |
| 34335 San Pablo STMP Fees             | -                    | 112,064                | 112,064                              | -                       | 80,162                        |      |
| 36102 Interest - LAIF                 | 4,522                | -                      | -                                    | 3,600                   | 3,800                         |      |
| 39906 Other Revenue                   | -                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                 | <b>12,626</b>        | <b>192,064</b>         | <b>192,064</b>                       | <b>144,748</b>          | <b>256,847</b>                | (a)  |
| <b>EXPENSES</b>                       |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>          |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits (STMP Admin) | -                    | 1,500                  | 1,500                                | 1,200                   | 2,400                         | (b)  |
| Total Salaries and Benefits           | -                    | <b>1,500</b>           | <b>1,500</b>                         | <b>1,200</b>            | <b>2,400</b>                  |      |
| <b>Consultants</b>                    |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services           | -                    | 187,200                | 187,200                              | 61,405                  | 124,795                       |      |
| <i>Regional Studies/Projects</i>      | -                    | 186,200                | 186,200                              | 61,405                  | 124,795                       | (c)  |
| <i>Attorney Services</i>              | -                    | 1,000                  | 1,000                                | -                       | -                             |      |
| 44000 Special Dept. Expense           | 20,000               | -                      | -                                    | -                       | -                             |      |
| <i>Street Smart</i>                   | -                    | -                      | -                                    | -                       | -                             |      |
| <i>East Bay Smart Corridor</i>        | 20,000               | -                      | -                                    | -                       | -                             |      |
| <i>Student Bus Pass Program Admin</i> | -                    | -                      | -                                    | -                       | -                             |      |
| Total Consultants                     | <b>20,000</b>        | <b>187,200</b>         | <b>187,200</b>                       | <b>61,405</b>           | <b>124,795</b>                |      |
| <b>TOTAL EXPENSES</b>                 | <b>20,000</b>        | <b>188,700</b>         | <b>188,700</b>                       | <b>62,605</b>           | <b>127,195</b>                |      |
| <b>REVENUES - EXPENSES</b>            | <b>(7,374)</b>       | <b>3,364</b>           | <b>3,364</b>                         | <b>82,143</b>           | <b>129,652</b>                |      |

Beginning Fund Balance 1,323,321

Ending Fund Balance 1,452,973

Notes:

- (a) STMP receipts are expected to show improvement.
- (b) Expenses are for costs to administer the program up to 2% of project expenses incurred.
- (c) Expenses are those anticipated under the Richmond BART Station Intermodal project.

**DETAIL: OTHER REIMBURSABLE**  
**FY 2014-15 DRAFT Budget**

| Activity                              | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note     |
|---------------------------------------|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|----------|
| <b>REVENUES</b>                       |                      |                        |                                      |                         |                               |          |
| 33403 Grants                          | 43,383               | 30,000                 | 30,000                               | 39,820                  | 122,318                       | (a), (b) |
| 36102 Interest - LAIF                 | -                    | -                      | -                                    | 68                      | -                             |          |
| 39906 Other Revenue                   | 92                   | 129,000                | 129,000                              | 28,155                  | -                             |          |
| <b>TOTAL REVENUES</b>                 | <b>43,475</b>        | <b>159,000</b>         | <b>159,000</b>                       | <b>68,043</b>           | <b>122,318</b>                |          |
| <b>EXPENSES</b>                       |                      |                        |                                      |                         |                               |          |
| <b>Salary &amp; Benefits</b>          |                      |                        |                                      |                         |                               |          |
| 41000s Salary & Benefits              | -                    | -                      | -                                    | -                       | -                             |          |
| Total Salaries and Benefits           | -                    | -                      | -                                    | -                       | -                             |          |
| <b>Consultants</b>                    |                      |                        |                                      |                         |                               |          |
| 43600 Professional Services           | -                    | 100,000                | 100,000                              | -                       | -                             |          |
| <i>Regional Studies/Projects</i>      | -                    | 100,000                | 100,000                              | -                       | -                             |          |
| 44000 Special Dept. Expense           | 83,203               | 59,000                 | 59,000                               | 20,375                  | 122,318                       |          |
| <i>Comm Based Transportation Plan</i> | -                    | -                      | -                                    | -                       | 60,000                        | (a)      |
| <i>Street Smart</i>                   | 39,820               | 14,000                 | 14,000                               | -                       | -                             |          |
| <i>Student Bus Pass Program Admin</i> | 43,383               | 45,000                 | 45,000                               | 20,375                  | 62,318                        | (b)      |
| Total Consultants                     | 83,203               | 159,000                | 159,000                              | 20,375                  | 122,318                       |          |
| <b>TOTAL EXPENSES</b>                 | <b>83,203</b>        | <b>159,000</b>         | <b>159,000</b>                       | <b>20,375</b>           | <b>122,318</b>                |          |
| <b>REVENUES - EXPENSES</b>            | <b>(39,728)</b>      | -                      | -                                    | <b>47,668</b>           | -                             |          |

Beginning Fund Balance -

Ending Fund Balance -

Notes:

- (a) Revenues and expenses are for a Community Based Transportation Plan for the Rodeo / Crocket Area. The revenue source is an MTC grant.
- (b) Revenues and expenses are for those anticipated under the Student Bus Pass Program. The revenue source is Measure J.

**DETAIL: ADVISORY COMMITTEE**  
**FY 2014-15 DRAFT Budget**

| Activity                                 | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|--|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                          |                      |                        |                                      |                         |                               |      |
| 34111 Member Contributions               | 351,789              | 265,460                | 265,460                              | 302,135                 | 388,464                       | (a)  |
| 36102 Interest - LAIF                    | 759                  | -                      | -                                    | 600                     | -                             |      |
| 39906 Other Revenue                      | 5                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                    | <b>352,553</b>       | <b>265,460</b>         | <b>265,460</b>                       | <b>302,735</b>          | <b>388,464</b>                |      |
| <b>EXPENSES</b>                          |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>             |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits                 | 189,818              | 198,512                | 198,512                              | 199,731                 | 334,192                       | (b)  |
| Total Salaries and Benefits              | <b>189,818</b>       | <b>198,512</b>         | <b>198,512</b>                       | <b>199,731</b>          | <b>334,192</b>                |      |
| <b>Consultants</b>                       |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services              | 58,230               | 148,805                | 148,805                              | 127,650                 | 76,560                        |      |
| Regional Studies/Projects                | -                    | 10,000                 | 10,000                               | -                       | -                             |      |
| Financial and IT Services                | 14,251               | 14,500                 | 14,500                               | 12,894                  | 26,760                        | (c)  |
| Audit                                    | 1,000                | 10,700                 | 10,700                               | 18,191                  | 10,000                        |      |
| Attorney Services                        | 9,256                | 15,300                 | 15,300                               | 10,336                  | 15,000                        |      |
| Web Site                                 | 1,275                | 1,350                  | 1,350                                | 1,811                   | 6,800                         | (d)  |
| IT Set-up (move and server)              | -                    | -                      | -                                    | -                       | 8,500                         | (e)  |
| Moving Services                          | -                    | -                      | -                                    | -                       | 2,000                         |      |
| Accounting Services                      | -                    | -                      | -                                    | 31,772                  | 7,500                         |      |
| Recruitment Costs                        | -                    | -                      | -                                    | 15,396                  | -                             |      |
| Other (Interim ED)                       | 32,448               | 96,955                 | 96,955                               | 37,249                  | -                             |      |
| 44000 Special Dept. Expense              | 24                   | 11,800                 | 11,800                               | 7,800                   | 11,800                        |      |
| Contingency                              | -                    | 10,000                 | 10,000                               | 6,000                   | 10,000                        | (f)  |
| Reserve                                  | 24                   | 1,800                  | 1,800                                | 1,800                   | 1,800                         | (g)  |
| Total Consultants                        | <b>58,254</b>        | <b>160,605</b>         | <b>160,605</b>                       | <b>135,450</b>          | <b>88,360</b>                 |      |
| <b>Travel &amp; Training</b>             |                      |                        |                                      |                         |                               |      |
| 44320 Travel/Training/Mileage            | 2,977                | 8,000                  | 8,000                                | 1,800                   | 4,000                         |      |
| Total Travel/Training                    | <b>2,977</b>         | <b>8,000</b>           | <b>8,000</b>                         | <b>1,800</b>            | <b>4,000</b>                  |      |
| <b>Office Expenses &amp; Supplies</b>    |                      |                        |                                      |                         |                               |      |
| 41911 Liability Insurance                | 11,036               | 12,000                 | 12,000                               | 9,268                   | 3,724                         |      |
| 43500 Office Supplies, Postage           | 2,624                | 2,500                  | 2,500                                | 4,200                   | 4,500                         |      |
| 43520 Printing, Copier Lease,            | 2,785                | 7,300                  | 7,300                                | 878                     | 5,000                         |      |
| 43530 Furniture, Equipment, Phones       | -                    | -                      | -                                    | -                       | 15,500                        | (e)  |
| 43900 Rent/Building                      | 10,230               | 8,600                  | 8,600                                | 7,861                   | 12,954                        | (h)  |
| Total Office Exp & Supplies              | <b>26,675</b>        | <b>21,800</b>          | <b>21,800</b>                        | <b>14,346</b>           | <b>41,678</b>                 |      |
| <b>Publications &amp; Communications</b> |                      |                        |                                      |                         |                               |      |
| 42001 Communications                     | 55                   | 500                    | 500                                  | -                       | -                             |      |
| Total Pub & Comm                         | <b>55</b>            | <b>500</b>             | <b>500</b>                           | <b>-</b>                | <b>-</b>                      |      |
| <b>TOTAL EXPENSES</b>                    | <b>277,779</b>       | <b>389,417</b>         | <b>389,417</b>                       | <b>351,326</b>          | <b>468,230</b>                |      |
| <b>REVENUES - EXPENSES</b>               | <b>74,774</b>        | <b>(123,957)</b>       | <b>(123,957)</b>                     | <b>(48,591)</b>         | <b>(79,766)</b>               |      |

Beginning Fund Balance \$413,601

Ending Fund Balance \$333,834

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

**Available Balance \$193,834**

Notes:

- (a) FY 15 dues are a 14.25% reduction from "normal" dues. Recent dues history is found on the accompanying dues structure sheet
- (b) Includes a proposed COLA increase of 2.4% (calculated based on CPI, All Consumers, All Items, San Francisco-Oakland-San Jose, February 2013 to 2014), no merit-based increases, and assumed apportionment of salary & benefits for vacant position.
- (c) Higher costs relate to new service agreement with City of San Pablo
- (d) Includes both a web site update and regular on-going maintenance.
- (e) Reflects a one-time cost related to an office re-location
- (f) Emergency Reserve per Board Reserve Policy
- (g) Reserve is for sinking fund for future computer hardware and software upgrades.
- (h) High costs due to higher rent in new, ADA-accessible location

**DETAIL: TDM  
FY 2014-15 DRAFT Budget**

| Activity                                 | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|--|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                          |                      |                        |                                      |                         |                               |      |
| 33403 Grants                             | 345,171              | 520,427                | 520,427                              | 452,970                 | 494,451                       |      |
| 36102 Interest - LAIF                    | -                    | -                      | -                                    | -                       | -                             |      |
| 39906 Other Revenue                      | -                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                    | <b>345,171</b>       | <b>520,427</b>         | <b>520,427</b>                       | <b>452,970</b>          | <b>494,451</b>                |      |
| <b>EXPENSES</b>                          |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>             |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits                 | 249,060              | 215,962                | 215,962                              | 249,747                 | 310,227                       | (a)  |
| Total Salaries and Benefits              | <b>249,060</b>       | <b>215,962</b>         | <b>215,962</b>                       | <b>249,747</b>          | <b>310,227</b>                |      |
| <b>Consultants</b>                       |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services              | 10,028               | 141,295                | 141,295                              | 65,316                  | 57,560                        |      |
| <i>Studies/Survey Projects</i>           | 1,000                | -                      | -                                    | -                       | 3,000                         |      |
| <i>Financial and IT Services</i>         | -                    | -                      | -                                    | 19,342                  | 26,760                        | (b)  |
| <i>Web Site</i>                          | 2,478                | 4,000                  | 4,000                                | 72                      | 6,800                         | (c)  |
| <i>IT Set-up (move and server)</i>       | -                    | -                      | -                                    | -                       | 8,500                         | (d)  |
| <i>Accounting Services</i>               | -                    | -                      | -                                    | 30,888                  | 7,500                         |      |
| <i>Intern Reimbursement</i>              | -                    | -                      | -                                    | -                       | 5,000                         | (e)  |
| <i>Other (Interim ED)</i>                | 6,550                | 137,295                | 137,295                              | 15,015                  | -                             |      |
| 44000 Special Dept. Expense              | 79,208               | 84,000                 | 84,000                               | 84,000                  | 87,010                        |      |
| <i>Contingency</i>                       | -                    | -                      | -                                    | -                       | -                             |      |
| <i>Reserve</i>                           | -                    | 1,000                  | 1,000                                | 1,000                   | -                             |      |
| <i>TDM Incentives / Marketing</i>        | 79,208               | 83,000                 | 83,000                               | 83,000                  | 87,010                        |      |
| 44001 TDM Marketing                      | -                    | 40,000                 | 40,000                               | -                       | -                             | (f)  |
| Total Consultants                        | <b>89,236</b>        | <b>265,295</b>         | <b>265,295</b>                       | <b>149,316</b>          | <b>144,570</b>                |      |
| <b>Travel &amp; Training</b>             |                      |                        |                                      |                         |                               |      |
| 44320 Travel/Training/Mileage/Membership | 2,247                | 4,000                  | 4,000                                | 1,350                   | 3,000                         |      |
| Total Travel/Training                    | <b>2,247</b>         | <b>4,000</b>           | <b>4,000</b>                         | <b>1,350</b>            | <b>3,000</b>                  |      |
| <b>Office Expenses &amp; Supplies</b>    |                      |                        |                                      |                         |                               |      |
| 41911 Liability Insurance                | -                    | -                      | -                                    | -                       | 3,724                         |      |
| 43500 Office Supplies                    | 2,824                | 2,400                  | 2,400                                | 3,200                   | 3,750                         |      |
| 43501 TDM Printing                       | 6,459                | 14,000                 | 14,000                               | 15,500                  | -                             | (g)  |
| 43502 TDM Postage                        | 2,104                | 5,000                  | 5,000                                | -                       | 7,046                         |      |
| 43520 Printing, Copier Lease             | -                    | -                      | -                                    | -                       | 9,180                         | (g)  |
| 43900 Rent/Building                      | 9,000                | 12,270                 | 12,270                               | 11,790                  | 12,954                        |      |
| Total Office Exp & Supplies              | <b>20,387</b>        | <b>33,670</b>          | <b>33,670</b>                        | <b>30,490</b>           | <b>36,654</b>                 |      |
| <b>Publications &amp; Communications</b> |                      |                        |                                      |                         |                               |      |
| 42001 Communications                     | 177                  | 1,500                  | 1,500                                | -                       | -                             |      |
| Total Pub & Comm                         | <b>177</b>           | <b>1,500</b>           | <b>1,500</b>                         | <b>-</b>                | <b>-</b>                      |      |
| <b>TOTAL EXPENSES</b>                    | <b>361,107</b>       | <b>520,427</b>         | <b>520,427</b>                       | <b>430,903</b>          | <b>494,451</b>                |      |
| <b>REVENUES - EXPENSES</b>               | <b>(15,936)</b>      | <b>-</b>               | <b>-</b>                             | <b>22,067</b>           | <b>(0)</b>                    |      |

Beginning Fund Balance                   0  
Ending Fund Balance                       (0)

Notes:

- (a) Includes a proposed COLA increase of 2.4% (calculated based on CPI, All Consumers, All Items, San Francisco-Oakland-San Jose, February 2013 to 2014), no merit-based increases, and assumed apportionment of salary and benefits for vacant position.
- (b) Higher costs relate to new service agreement with City of San Pablo.
- (c) Includes both a web site update and regular on-going maintenance.
- (d) Reflects a one-time cost related to an office re-location
- (e) Intern reimbursement through MTC program.
- (f) TDM Marketing merged with TDM Incentives.
- (g) Merging TDM Printing with Printing, Copier Lease.

**DETAIL: STMP**  
**FY 2014-15 DRAFT Budget**

| Activity                              | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note |
|---------------------------------------|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|------|
| <b>REVENUES</b>                       |                      |                        |                                      |                         |                               |      |
| 34310 County STMP Fees                | 5,509                | 20,000                 | 20,000                               | 76,360                  | 20,000                        |      |
| 34315 El Cerrito STMP Fees            | 2,595                | 5,000                  | 5,000                                | -                       | 7,785                         |      |
| 34320 Hercules STMP Fees              | -                    | 50,000                 | 50,000                               | -                       | 80,100                        |      |
| 34325 Pinole STMP Fees                | -                    | -                      | -                                    | 59,000                  | 15,000                        |      |
| 34330 Richmond STMP Fees              | -                    | 5,000                  | 5,000                                | 5,788                   | 50,000                        |      |
| 34335 San Pablo STMP Fees             | -                    | 112,064                | 112,064                              | -                       | 80,162                        |      |
| 36102 Interest - LAIF                 | 4,522                | -                      | -                                    | 3,600                   | 3,800                         |      |
| 39906 Other Revenue                   | -                    | -                      | -                                    | -                       | -                             |      |
| <b>TOTAL REVENUES</b>                 | <b>12,626</b>        | <b>192,064</b>         | <b>192,064</b>                       | <b>144,748</b>          | <b>256,847</b>                | (a)  |
| <b>EXPENSES</b>                       |                      |                        |                                      |                         |                               |      |
| <b>Salary &amp; Benefits</b>          |                      |                        |                                      |                         |                               |      |
| 41000s Salary & Benefits (STMP Admin) | -                    | 1,500                  | 1,500                                | 1,200                   | 2,400                         | (b)  |
| Total Salaries and Benefits           | -                    | <b>1,500</b>           | <b>1,500</b>                         | <b>1,200</b>            | <b>2,400</b>                  |      |
| <b>Consultants</b>                    |                      |                        |                                      |                         |                               |      |
| 43600 Professional Services           | -                    | 187,200                | 187,200                              | 61,405                  | 124,795                       |      |
| <i>Regional Studies/Projects</i>      | -                    | 186,200                | 186,200                              | 61,405                  | 124,795                       | (c)  |
| <i>Attorney Services</i>              | -                    | 1,000                  | 1,000                                | -                       | -                             |      |
| 44000 Special Dept. Expense           | 20,000               | -                      | -                                    | -                       | -                             |      |
| <i>Street Smart</i>                   | -                    | -                      | -                                    | -                       | -                             |      |
| <i>East Bay Smart Corridor</i>        | 20,000               | -                      | -                                    | -                       | -                             |      |
| <i>Student Bus Pass Program Admin</i> | -                    | -                      | -                                    | -                       | -                             |      |
| Total Consultants                     | <b>20,000</b>        | <b>187,200</b>         | <b>187,200</b>                       | <b>61,405</b>           | <b>124,795</b>                |      |
| <b>TOTAL EXPENSES</b>                 | <b>20,000</b>        | <b>188,700</b>         | <b>188,700</b>                       | <b>62,605</b>           | <b>127,195</b>                |      |
| <b>REVENUES - EXPENSES</b>            | <b>(7,374)</b>       | <b>3,364</b>           | <b>3,364</b>                         | <b>82,143</b>           | <b>129,652</b>                |      |

**Beginning Fund Balance** 1,323,321

**Ending Fund Balance** 1,452,973

Notes:

- (a) STMP receipts are expected to show improvement.
- (b) Expenses are for costs to administer the program up to 2% of project expenses incurred.
- (c) Expenses are those anticipated under the Richmond BART Station Intermodal project.

**DETAIL: OTHER REIMBURSABLE**  
**FY 2014-15 DRAFT Budget**

| Activity                              | Actual<br>FY 2012-13 | Original<br>FY 2013-14 | Amended<br>FY 2013-14<br>(no change) | Estimated<br>FY 2013-14 | Proposed<br>FY 2014-15<br>(B) | Note     |
|---------------------------------------|----------------------|------------------------|--------------------------------------|-------------------------|-------------------------------|----------|
| <b>REVENUES</b>                       |                      |                        |                                      |                         |                               |          |
| 33403 Grants                          | 43,383               | 30,000                 | 30,000                               | 39,820                  | 122,318                       | (a), (b) |
| 36102 Interest - LAIF                 | -                    | -                      | -                                    | 68                      | -                             |          |
| 39906 Other Revenue                   | 92                   | 129,000                | 129,000                              | 28,155                  | -                             |          |
| <b>TOTAL REVENUES</b>                 | <b>43,475</b>        | <b>159,000</b>         | <b>159,000</b>                       | <b>68,043</b>           | <b>122,318</b>                |          |
| <b>EXPENSES</b>                       |                      |                        |                                      |                         |                               |          |
| <b>Salary &amp; Benefits</b>          |                      |                        |                                      |                         |                               |          |
| 41000s Salary & Benefits              | -                    | -                      | -                                    | -                       | -                             |          |
| Total Salaries and Benefits           | -                    | -                      | -                                    | -                       | -                             |          |
| <b>Consultants</b>                    |                      |                        |                                      |                         |                               |          |
| 43600 Professional Services           | -                    | 100,000                | 100,000                              | -                       | -                             |          |
| <i>Regional Studies/Projects</i>      | -                    | 100,000                | 100,000                              | -                       | -                             |          |
| 44000 Special Dept. Expense           | 83,203               | 59,000                 | 59,000                               | 20,375                  | 122,318                       |          |
| <i>Comm Based Transportation Plan</i> | -                    | -                      | -                                    | -                       | 60,000                        | (a)      |
| <i>Street Smart</i>                   | 39,820               | 14,000                 | 14,000                               | -                       | -                             |          |
| <i>Student Bus Pass Program Admin</i> | 43,383               | 45,000                 | 45,000                               | 20,375                  | 62,318                        | (b)      |
| Total Consultants                     | 83,203               | 159,000                | 159,000                              | 20,375                  | 122,318                       |          |
| <b>TOTAL EXPENSES</b>                 | <b>83,203</b>        | <b>159,000</b>         | <b>159,000</b>                       | <b>20,375</b>           | <b>122,318</b>                |          |
| <b>REVENUES - EXPENSES</b>            | <b>(39,728)</b>      | -                      | -                                    | <b>47,668</b>           | -                             |          |

Beginning Fund Balance -

Ending Fund Balance -

Notes:

- (a) Revenues and expenses are for a Community Based Transportation Plan for the Rodeo / Crocket Area. The revenue source is an MTC grant.
- (b) Revenues and expenses are for those anticipated under the Student Bus Pass Program. The revenue source is Measure J.

WCCTAC FY 2014-15 DUES STRUCTURE

| WCCTAC Member Agency | Percent Share | Approved<br>FY 15 Dues |
|----------------------|---------------|------------------------|
| City of El Cerrito   | 9.1%          | \$36,675               |
| City of Hercules     | 9.1%          | \$36,675               |
| City of Pinole       | 9.1%          | \$36,675               |
| City of Richmond     | 27.2%         | \$109,844              |
| City of San Pablo    | 9.1%          | \$36,675               |
| Contra Costa County  | 9.1%          | \$36,675               |
| AC Transit           | 9.1%          | \$36,675               |
| BART                 | 9.1%          | \$36,675               |
| WestCAT              | 9.1%          | \$36,675               |
| <u>- discount</u>    |               | <u>(\$14,560)</u>      |
| WestCAT Subtotal     |               | \$22,115               |
| <i>Total</i>         | <i>100.0%</i> | <i>\$388,464</i>       |

Recent Dues History

For a Regular 9.1% Share Member:

| Year     | Amount   |
|----------|----------|
| FY 08-09 | \$42,772 |
| FY 09-10 | \$42,772 |
| FY 10-11 | \$42,772 |
| FY 11-12 | \$42,722 |
| FY 12-13 | \$36,675 |
| FY 13-14 | \$25,482 |



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**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE: Proposed Use of Community Based Transportation Plan (CBTP) Funds for County Complete Streets Effort**

#### **REQUESTED ACTION**

Staff is seeking Board authorization to combine a \$60,000 MTC Community Based Transportation Planning (CBTP) grant with a County-lead effort to obtain Priority Development Area (PDA) funds to enhance San Pablo Avenue between Rodeo and Crockett as part of a Complete Streets planning project.

#### **BACKGROUND AND DISCUSSION**

In 2002, MTC established a pilot program to fund Community Based Transportation Planning (CBTP) grants focused on four Communities of Concern geographically spread throughout the Bay Area. Richmond was one of the pilot project CBTP grant recipients. The Richmond Area Community Based Transportation Plan was completed in 2004. Several programs resulted from this plan, including the creation of the low income student bus pass subsidy, funds for all night bus service, and the opening a transportation office.

In 2004, funds for additional Communities of Concern throughout the Bay Area were identified. In Contra Costa County this included an area stretching from Crockett, though Rodeo, to Hercules. The funds are being housed at CCTA as the Congestion Management Agency (CMA). Since 2008, WCCTAC has been looking for a way to make use of these funds by either identifying a project lead or tying these funds to a similar effort.

The County Public Works staff recently asked WCCTAC staff for a letter of support as part of a PDA grant application to CCTA due in July, 2014. The project would be a Complete Streets planning effort for San Pablo Avenue in unincorporated Rodeo and Crockett. Staff met with the County Public Works staff in June to review the project concept. At the same time, staff contacted MTC to ask if the current Crockett-Rodeo-Hercules CBTP funds could be combined with the County effort and still meet the intent of both grants' guidelines since there is a direct geographic and concept overlay. MTC confirmed that this was a proper use of CBTP funds.

In addition to improving bike/pedestrian access and safety in this area, a sidewalk/bike path would also serve as a gap closure on the Bay Trail. The County is also seeking funds from ABAG, creating the prospect of a multi-agency funding partnership.

The CBTP funds are already allocated by MTC to CCTA and are ready to be programmed to WCCTAC. The PDA Planning Grant process should be completed by September 2014, with contracts being signed in Fall. Should the WCCTAC Board authorize the recommended use of these funds, WCCTAC staff would work closely with the County and CCTA staff to secure agreements so that these funds are properly tracked and allocated.

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**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE: Measure J Subregional Needs Funds (Program 28b) – Update and Possible Uses**

**REQUESTED ACTION**

This item is for information and no action is required. The Board, however, can establish priorities and provide direction to staff as needed.

**BACKGROUND AND DISCUSSION**

Measure J includes a funding category known as Subregional Transportation Needs (Program 28b). This is a flexible sources of funds that's can be programmed by the WCCTAC Board. According to the Measure J Expenditure Plan:

“WCCTAC will propose programming these funds to any project or program eligible under the provisions of the Act. Such projects may include:

- 1) planning work or environmental studies for a project;
- 2) implementation of recommended transportation projects in a regional study or plan (including, but not limited to, the El Sobrante Transportation and Land Use Plan, the Richmond Area Community-Based Transportation Plan; the El Portal Gateway Plan, the Montalvin Manor Community Plan, the Safe Communities Program, etc.
- 3) bus and/or BART improvements;
- 4) neighborhood traffic calming improvements;
- 5) transportation / transit information in languages other than English;
- 6) other eligible transportation investments.”

This category receives .3% (6/2000) of the Measure J proceeds. By the end of this fiscal year (FY14), the program will have generated \$1,079,000. Since 2009, WCCTAC has spent approximately \$187,000 on the San Pablo Avenue SMART Corridor program and \$14,000 on the Street Smarts program (traffic safety education). Consequently, there is a current balance of approximately \$878,000.

In the near future, the revenue projected to accrue to this funding category, based on CCTA revenue projections, is as follows:

| Year | Revenue   |
|------|-----------|
| 2015 | \$239,892 |
| 2016 | \$258,153 |
| 2017 | \$268,005 |
| 2018 | \$278,238 |

Funds will continue to accrue in subsequent years until 2034 with a total revenue generation of \$7.6M over the life of the Measure J.

The RTPCs, including WCCTAC, have generally used these funds for common subregional priorities or as matching funds to leverage other grants. Sometimes these funds have been used in critical situations to keep projects on track. Some RTPC’s distribute these funds to local jurisdictions, allowing them to function as a kind of return to source. This is a common practice for SWAT, and is being done this year for the first time by TransPAC.

The following have all been contemplated as possible uses of WCCTAC’s Subregional Needs funds. While each can be considered on its own merits, it’s useful to take a step back and consider these as a whole. At the May 30, Board meeting, one Director suggested that a “tentative budget” for Program 28b funds might be useful.

WCCTIS

In 2010 WCCTAC set aside \$140,000 for a study of projects for future investment, known as the West Contra Costa Transportation Investment Study (WCCTIS). This study has been on hold, but is still listed in the 2015 Work Program. The \$140,000 was intended to cover only the first two tasks of the study. The total cost of the study is unknown, and there are no known funding partners. The study was intended to be broad, but does not have an existing written scope. If this study is pursued as previously envisioned, it will likely require more scope development and additional funds. If the Board decides that the WCCTIS is not an ideal study vehicle, it could release these funds back to the Program 28b fund.

Public Outreach

WCCTAC has considered using 28b Subregional Needs funds for supplemental West County-focused public opinion polling as part of the Countywide Transportation Plan update (see Item 12 on the agenda). Based on a proposal from EMC Research, costs could be as low as \$30,000 or as high as \$72,000 for this work.

High Capacity Transit Investment

The WCCTAC Board passed a Resolution endorsing a multi-modal, high capacity transit study in West County. The Board has discussed using 28b Subregional Needs funds as a potential contributing source of funds. While the cost of the study is still unknown until a scope is fully developed, there would likely need to be a contribution of at least \$300,000 in 28b funds to secure a shared funding partnership with other agencies.

### Return to Source

A suggestion was made during the May Board comment period that some funds could be distributed to cities to advance projects or programs that have already been defined. This activity has some precedent with other RTPCS as mentioned earlier. If pursued, it could be done on a regular basis, on an as-desired basis. This use of Program 28b funds would require answering a number of additional considerations, including: how much money to allocate, whether all dues paying members would be eligible, and what the criteria there might be for use of funds.



**TO:** WCCTAC Board

**DATE:** June 27, 2014

**FR:** John Nemeth, Executive Director

**RE: Proposed Options for Additional West County Public Outreach**

**REQUESTED ACTION**

Staff is seeking Board direction on supplemental polling for West County as part of public outreach efforts for the Countywide Transportation Plan (CTP) update.

**BACKGROUND AND DISCUSSION**

At the last two Board meetings EMC Research presented countywide polling data, which was gathered as part of a public outreach effort for the CTP. The data may also help to inform a potential Transportation Expenditure Plan (TEP) for a countywide sales tax measure.

Board members directed staff to work with EMC Research to develop options for supplemental polling work in West County. The Board also expressed an interest in gathering information about the preferences of non-voting residents.

Using a general range of \$20,000-\$50,000, the following three options were developed:

| Options |  | Est. Cost   |
|---------|--|---|
| # 1     | West Contra Costa likely voter telephone survey, 500 interviews, 18 minutes, English & Spanish   | <b>\$30,000</b>   |
| # 2     | West Contra Costa likely voter telephone survey, 800 interviews, 18 minutes, English & Spanish   | <b>\$44,000</b>   |
| # 3     | West Contra Costa adult population survey, multi-modal design, 1,000 interviews (500 with likely voters), 18 minutes, English, Spanish, and one additional language (non-voters) | <b>\$72,000</b><br><i>Voters - \$30,000</i><br><i>Non-voters - \$42,000</i> |

With both Options 1 & 2, the survey respondents would be representative of likely voters in West County, including the distribution of demographics, geography, and other variables. The larger sample size in Option 2 would mean a lower margin of error. For comparison, in the two surveys conducted by CCTA in February and March 2014, there were between 100-200 voters interviewed in West County and interviews were only conducted in English.

The challenge of finding and interviewing 500 *non-voting* residents adds considerably more cost than simply expanding the number of interviews of registered voters.



An alternative to interviewing non-voters is a deeper, qualitative research with targeted populations – like a focus group with transit riders, commuters, etc. This wouldn't get the quantitative data from non-voters like Option 3, but it would allow a more in-depth look at specific populations and issues.

For any survey option, WCCTAC staff and EMC Research can work collaboratively with the Board to develop questions. EMC is prepared to begin the work as soon as directed. Staff raised the question of whether there is a downside to polling during summer months and was assured that is not a factor.

The West County polling efforts would be conducted under the CCTA contract with Gray-Bowen/Zell and Associates consultant team. Based upon an action by the WCCTAC Board, funds could be deducted from the Measure J Program 28b fund directly without a separate agreement or contract.

For more detail, EMC's proposal is attached.

*Attachment:*

12a: EMC Research Proposal



MARKET  
& OPINION  
RESEARCH  
SERVICES

720 Third Ave.  
Suite 1110  
Seattle, WA 98104  
206.652.2454

436 14th Street  
Suite 820  
Oakland, CA 94612  
510.844.0680

4041 North High Street  
Suite 300M  
Columbus, OH 43214  
614.268.1660

2415 SE 38th Ave.  
Portland, OR 97214  
206.204.8040

[EMCresearch.com](http://EMCresearch.com)

**TO:** John Nemeth, WCCTAC  
**FROM:** EMC Research  
**DATE:** June 19, 2014  
**RE:** Options for Opinion Research for WCCTAC - **DRAFT**

---

We appreciate the opportunity to propose research for WCCTAC to support West County communications around the Contra Costa Countywide Transportation Plan and the development of a Transportation Expenditure Plan. This document outlines several options for this research; these are broad ideas and pricing only, and we would work with you to define the final scope of work and cost.

Each option presented below assumes an average survey length of approximately 18 minutes. A questionnaire of this length would allow enough time to ask questions about funding mechanisms and tax tolerance, project and program priorities, attitudes about transportation planning in West County, travel habits and choices, as well as demographics and other questions needed for analytic purposes.

### **OPTIONS 1 & 2: VOTER SURVEYS - 500 OR 800 INTERVIEWS**

The first two options are voter telephone surveys of 500 or 800 likely November 2016 voters in West Contra Costa County, in English and Spanish, with an average interview length of 18 minutes. A sample size of 500 interviews results in a regionwide margin of error of plus or minus 4.4 percentage points at the 95% confidence interval; this is adequate to look at attitudes and opinions in the region as a whole, but subgroup analysis may be limited. A sample of 800 interviews results in a regionwide margin of error of plus or minus 3.5 percentage points, as well as larger subgroups for analysis.

For either sample size, the survey respondents would be representative of likely voters in the West County region of Contra Costa County, including the distribution of demographics, geography, and other analytic variables.

The following table shows estimated interviews for select subgroups based on 500 and 800 total interviews with likely voters. *It is important to remember that the distribution of voters will differ from the distribution of the overall population, with the voter population older and less diverse than overall adult residents. Note that city subgroups are based on city area, rather than incorporated city limits.*

| Subgroup                         | Percent of Likely November 2016 voters | 500 voter interviews           |                          | 800 voter interviews           |                          |
|----------------------------------|--|--------------------------------|--------------------------|--------------------------------|--------------------------|
|                                  |  | Estimated subgroup sample size | Subgroup margin of error | Estimated subgroup sample size | Subgroup margin of error |
| Richmond                         | 40%                                    | 199                            | + 6.9 points             | 319                            | + 5.5 points             |
| Pinole/Hercules                  | 20%                                    | 101                            | + 9.8 points             | 162                            | + 7.7 points             |
| San Pablo                        | 17%                                    | 86                             | + 10.6 points            | 137                            | + 8.4 points             |
| El Cerrito/Kensington            | 17%                                    | 86                             | + 10.6 points            | 137                            | + 8.4 points             |
| Rodeo/Crockett/Port Costa        | 6%                                     | 28                             | + 18.5 points            | 45                             | + 14.6 points            |
|                                  |  |                                |                          |                                |                          |
| 18-49                            | 42%                                    | 210                            | + 6.8 points             | 336                            | + 5.3 points             |
| 50-64                            | 33%                                    | 165                            | + 7.6 points             | 264                            | + 6.0 points             |
| 65+                              | 25%                                    | 125                            | + 8.8 points             | 200                            | + 6.9 points             |
|                                  |  |                                |                          |                                |                          |
| Democrat                         | 65%                                    | 325                            | + 5.4 points             | 520                            | + 4.3 points             |
| Republican                       | 11%                                    | 55                             | + 13.2 points            | 88                             | + 10.4 points            |
| Other/Decline to State           | 24%                                    | 120                            | + 8.9 points             | 192                            | + 7.1 points             |
|                                  |  |                                |                          |                                |                          |
| Sample flagged African-Americans | 21%                                    | 105                            | + 9.6 points             | 168                            | + 7.6 points             |
| Sample flagged Hispanics         | 13%                                    | 65                             | + 12.2 points            | 104                            | + 9.6 points             |

### **OPTION 3: VOTER SURVEY WITH NON-VOTER SUPPLEMENT**

The third option is to supplement the option 1 survey design (500 telephone interviews with likely voters) with an additional 500 interviews with non-voters in the region, for a total of 1,000 interviews. The additional 500 interviews is based on our estimate that just over half of the adult population in the region is registered to vote, so adding 500 non-voter interviews would be roughly proportional to the actual population distribution. The total sample size would be 1,000 adult residents of West County, which results in a regionwide margin of error of plus or minus 3.1 percentage points; the margin of error for voters and non-voters, when we look at each group separately, would be plus or minus 4.4 percentage points.

The voter survey would be conducted in English and Spanish; an additional language can be added in the non-voter interviewing if needed.

The methodology of the voter survey portion of this option would be the same as Option 1 – a telephone survey of likely voters. The non-voter methodology would be a hybrid online/telephone approach, using address based sampling to target interviewing efforts. This approach of address-based sampling with online and telephone response allows for cost-effective geotargeting of interviews, while ensuring the sample frame is as inclusive as possible for non-voter households, which tend to be more difficult to reach with a telephone-only survey.

Under this hybrid approach, we will select a sample of West County households via address lists managed by the United States Postal Service, which has coverage rates of nearly 98 percent of households. This address-based

sampling approach enables us to target geography very reliably and ensure all households in the area are included in the sample frame, regardless of whether they have a land line telephone.

We would then match the address sample against the voter list (which has addresses attached) and remove voters from the address-based sample study population (as they will be reached instead by telephone).

Once voters are removed, each of the randomly-chosen non-voter households would be mailed a postcard inviting heads of household to participate in the survey online. If they do not have internet access, they will have the option of calling a 1-800 number and requesting a time to be called back by a live telephone interviewer. The postcard will encourage participation by offering all who complete the survey an entry into an incentive drawing for a prize (like a gift card to a local merchant or similar).

For those households that we've identified as having a valid phone number, we will use an interactive voice response (IVR) system to call at least once to follow up on their survey progress or remind them to take the survey either by calling the 1-800 number or going to the web link.

Those that take the survey via the web will have their responses automatically recorded by our software at EMC. Those that call the 1-800 number on the postcard will be called back by a live telephone interviewer. At the conclusion of interviewing, web and phone surveys data will be combined into one database and analyzed together.

The following table shows estimated interviews for select subgroups based on a representative sample of 1,000 interviews with adults in West Contra Costa County. *It is important to remember that the distribution of voters will differ from the distribution of the overall population, with the voter population older and less diverse than overall adult residents. Note that city subgroups are based on census designations, not necessarily incorporated city limits.*

| Subgroup                  | Percent of adult population | 1,000 total population interviews |                          |
|---------------------------|-----------------------------|-----------------------------------|--------------------------|
|                           |                             | Estimated subgroup sample size    | Subgroup margin of error |
| Richmond/El Sobrante      | 47%                         | 470                               | + 4.5 points             |
| Pinole/Hercules           | 18%                         | 180                               | + 7.3 points             |
| San Pablo area            | 17%                         | 170                               | + 7.5 points             |
| El Cerrito/Kensington     | 13%                         | 130                               | + 8.6 points             |
| Rodeo/Crockett/Port Costa | 5%                          | 50                                | + 13.9 points            |
|                           |                             |                                   |                          |
| 18-49                     | 59%                         | 590                               | + 4.0 points             |
| 50-64                     | 26%                         | 260                               | + 6.1 points             |
| 65+                       | 16%                         | 160                               | + 7.7 points             |
|                           |                             |                                   |                          |
| White                     | 42%                         | 420                               | + 4.8 points             |
| Black                     | 21%                         | 210                               | + 6.8 points             |
| Hispanic                  | 33%                         | 330                               | + 5.4 points             |
| Asian                     | 21%                         | 210                               | + 6.8 points             |

## **PROJECT COSTS**

The following costs are rough estimates based on the specifications and methodologies outlined above. The costs are based on the methodologies, screening criteria, number of interviews, length of survey, and languages used. Should any of these factors change, project costs should be revisited. Costs are all-inclusive of all parts of the research, including project design, data collection, data processing and analysis, summary and presentation of results and analysis, and ongoing consultation on application of findings.

|                 |  |   |
|-----------------|--|---|
| <b>Option 1</b> | West Contra Costa likely voter telephone survey, 500 interviews, 18 minutes, English & Spanish   | <b>\$30,000</b>   |
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| <b>Option 3</b> | West Contra Costa adult population survey, multi-modal design, 1,000 interviews (500 with likely voters), 18 minutes, English, Spanish, and one additional language (non-voters) | <b>\$72,000</b><br><i>Voters - \$30,000</i><br><i>Non-voters - \$42,000</i> |



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

**ABAG:** Association of Bay Area Governments  
**ACCMA:** Alameda County Congestion Management Agency (now the ACTC)  
**ACTC:** Alameda County Transportation Commission (formerly ACCMA)  
**ADA:** Americans with Disabilities Act  
**APC:** Administration and Projects Committee (CCTA)  
**ATP:** Active Transportation Program  
**BAAQMD:** Bay Area Air Quality Management District  
**BATA:** Bay Area Toll Authority  
**BCDC:** Bay Conservation and Development Commission  
**Caltrans:** California Department of Transportation  
**CCTA:** Contra Costa Transportation Authority  
**CEQA:** California Environmental Quality Act  
**CMAs:** Congestion Management Agencies  
**CMAQ:** Congestion Management and Air Quality  
**CMIA:** Corridor Mobility Improvement Account (Prop 1B bond fund)  
**CMP:** Congestion Management Program  
**CTP:** Contra Costa Countywide Comprehensive Transportation Plan  
**CSMP:** Corridor System Management Plan  
**CTC:** California Transportation Commission  
**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 HITC:** 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  
**PBTF:** Pedestrian, Bicycle and Trail Facilities  
**PC:** Planning 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  
**STARS:** Sustainable Transportation Analysis & Rating System  
**STIP:** State Transportation Improvement Program  
**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

# WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

June 2, 2014

Hercules

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

Pinole

RE: WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board at its May 30th meeting took the following actions that may be of interest to CCTA:

San Pablo

1. Approve Measure J claims for Program 20b Additional Transportation for Seniors and People with Disabilities for the five paratransit operators including, East Bay Paratransit Consortium, WestCat, City of Richmond, City of San Pablo and City of El Cerrito.

2. Approve a Train Horn Noise resolution similar to the one adopted by the City of Richmond.

3. Gave authorization to WCCTAC Chair, Janet Abelson, to execute a lease agreement for WCCTAC office space, when finalized.

Contra Costa County

4. Approved the lease of the WCCTAC Work plan, Budget and Dues Schedule for review by member agencies in June with final adoption at the WCTAC Board meeting on June 27.

AC Transit

5. Heard a presentation from Alex Evens of EMC Research and discussed the possibility of WCCTAC using Measure J Program 28B funds to supplement polling in West County, making use of CCTA's existing contract with EMC. Directed staff to present possible options to the Board at the June meeting.

BART

6. Discussed the scope for a possible High Capacity Transit Investment Study in West County. Directed staff to work with West County operators to complete scope of work, identify possible funding sources, and bring back options to the Board.

Sincerely,

WestCAT



John Nemeth  
Executive Director

Cc: Danice Rosenbohm, CCTA; Barbara Neustadter, TRANSPAC; Jamar Stamps, Robert Sarimento, TRANSPLAN; Andy Dillard, SWAT