

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, March 24, 2017, 8:00 a.m. – 10:00 a.m.

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

Pinole

1. Call to Order and Self-Introductions. (Janet Abelson – Vice Chair)

Richmond

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

San Pablo

3. Minutes of February 24, 2017 Board Meeting. (Attachment; Recommended Action: Approve)

4. Monthly Update on WCCTAC Activities. (Attachment; Information Only)

Contra Costa
County

5. Financial Reports. The reports show the Agency's revenues and expenses for February 2017. (Attachment; Information Only)

6. Payment of Invoices over \$10,000. WCCTAC paid invoices in the amounts of \$45,632 and \$65,351 to WSB-Parsons Brinkerhoff as part of the High Capacity Transit Study. (No Attachment; Information Only)

AC Transit

7. Resolution Establishing the Process for Allocation of Measure J Program 21B Funds between WCCTAC and John Swett Unified School District and Authorizing the Executive Director to Execute a Memorandum of Understanding. At its December 2016 Board meeting, the WCCTAC Board directed staff to allocate already-programmed Measure J 21b funds to JSUSD to subsidize annual bus fees paid by JSUSD students who qualify for free and reduced lunch. The terms for the allocation of funding are included in Resolution 17-03 and the attached Memorandum of Understanding. (Attachment; Recommended Action: Approve Resolution 17-03 authorizing the expenditure/allocation of Measure J 21b funds pursuant to the terms of the attached MOU and authorizing the Executive Director to execute the MOU.)

BART

WestCAT

- 8. Resolution Authorizing Staff to Award a Contract to Fehr and Peers to update the STMP Nexus Study and Develop a Strategic Plan.** WCCTAC's current work program calls for updating its STMP Nexus Study and developing a strategic plan. WCCTAC authorized staff to issue an RFP and a committee of staff and WCCTAC TAC members interviewed potential consultant teams. The committee recommends the team led by Julie Morgan and Fehr and Peers. Staff seeks authorization to enter into a contract with Fehr and Peers for a not to exceed amount of \$250,000. Funds for this work come from existing STMP fees. (*Attachment; Recommended Action: Approve Resolution 17-04 authorizing the expenditure of \$250,000 and authorizing the Executive Director to execute the consulting service agreement.*)

REGULAR AGENDA ITEMS

- 9. Status Report on Interstate 80**
Caltrans staff will provide an update on Interstate 80 with a focus on recent Smart Corridor (ICM) activity (*David Man - Caltrans Corridor Manager; No Attachment; Recommended Action: Receive Information*)
- 10. Measure J TLC and Safe Routes to School - Grant Funding Recommendations**
WCCTAC is responsible for making funding recommendations for the Measure J TLC and Safe Routes to School grant programs. The WCCTAC TAC recently reviewed applications for these funds, scored the applications, and had a special meeting to develop a consensus recommendation for the WCCTAC Board. Staff will provide a review of this TAC recommendation for the Board's consideration. WCCTAC is being asked to forward a draft recommendation to CCTA staff. (*John Nemeth-WCCTAC Staff; Attachments; Recommended Action: Approve TAC draft recommendation and forward to CCTA staff*)

STANDING ITEMS

- 11. Board and Staff Comments.**
- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives (*Directors Abelson & Butt*)
 - c. Executive Director's Report
- 12. General Information Items.**
- a. Letters to CCTA Executive Director with February 24, 2017 Summary of Board Actions
 - b. Acronym List
- 13. Adjourn.** Next meeting is: April 28, 2017 @ 8:00 a.m.
in the El Cerrito City Hall Council Chambers, located
at 10890 San Pablo Avenue, El Cerrito

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

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**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes February 24, 2017**

MEMBERS PRESENT: Janet Abelson, Chair (El Cerrito); Cecilia Valdez, Vice-Chair (San Pablo); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Aleida Chavez (WestCat); Lateefa Simon (BART); Eduardo Martinez (Richmond); Chris Kelley (Hercules)

STAFF PRESENT: John Nemeth, Valerie Jenkins, Leah Greenblat, Danelle Carey, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:04am

Meeting Adjourned: 10:10am

1. **Public Comment: N/A**
2. **Consent Calendar:** Motion by *Director Butt*, seconded by *Director Kelley*; motion passed.
3. **Minutes of the January 27, 2017 Board Meeting.**
4. **Monthly Update on WCCTAC Activities.**
5. **Financial Reports for January 2017.**
6. **Payment of Invoices over \$10,000. None**
7. **Cooperative Funding Agreement with CCTA providing STMP funding for the I-80/San Pablo Dam Road Interchange Project. (Resolution 17-02)**

REGULAR ITEM/DISCUSSION	ACTION
<p>Item #8 West County High Capacity Transit Study: Ridership, Capital Costs, Assessment of Refined Alternatives, and Upcoming Outreach</p>	<p>Information Update: Rebecca Kohlstrand of WSB Parsons Brinkerhoff, provided an update on the HCTS focused on ridership and capital costs conclusions. She also providing information about upcoming public outreach activities, including presentations to city councils.</p>
<p>Item #9 San Pablo Avenue Multimodal Corridor Project</p>	<p>Motion by <i>Director Butt</i>; seconded by <i>Director McLaughlin</i> to approve use of Measure 28b funds of \$50k to participate in the ACTAC San Pablo Avenue Multimodal Corridor Project. Motion passed unanimously.</p>

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TO: WCCTAC Board

DATE: March 24, 2017

FR: John Nemeth, Executive Director

RE: Update on WCCTAC Activities

Hercules Path to Transit



It was blue skies just long enough to celebrate the completion of the new Hercules John Muir Parkway/Bayfront Bridge on Sunday, March 5th. Local and national officials joined the public to mark this phase of the Hercules Regional Intermodal Transit Center (RITC) project. Hercules Mayor Myrna de Vera, CCTA Representative Federal Glover, and Congressman Mike Thompson marked this major step in connecting the RITC to the rest of Hercules by literally bridging the area between the planned transit center and the rest of Hercules, along John Muir Parkway.

West County High Capacity Transit Study - Outreach to Local City Councils



Since the end of February, WCCTAC staff and its consultant have made presentations to City Councils in West Contra Costa, including to the El Sobrante Municipal Advisory Council. These presentations have provided an opportunity to share with, and get feedback from, member agencies and their constituents on the West County High Capacity Transit Study. The final Council presentation will take place in El Cerrito on March 21st at 7:00 PM, but the online survey will still be available until March 26th at

www.WestCountyTransitStudy.com

If you haven't yet, please help us spread the word about the presentation and encourage folks to take the online survey. At the time of writing, there have been nearly 600 surveys submitted.

Measure J and OBAG 2 grant programs

The WCCTAC TAC held a special meeting on March 7th to review applications for the Measure J TLC and OBAG 2 Safe Routes to School grant programs and to develop a funding recommendation for the WCCTAC Board. Staff will bring the TAC's recommendation to the March 24th WCCTAC Board meeting.

Concurrently, CCTA's Technical Coordinating Committee (TCC) has nearly finished its review of OBAG 2 Competitive grant applications, while the Countywide Bicycle Pedestrian Advisory Committee (CBPAC) plans to visit several project sites before making a final recommendation on Measure J Pedestrian, Bike, and Trail Facility (PBTF) funding.

San Pablo Avenue Multimodal Corridor Project

At its meeting on March 15th the CCTA Board approved "in concept" financial participation in the San Pablo Corridor Multimodal Project being led by the Alameda County Transportation Commission (ACTC). This contribution, combined with the \$50,000 approved by WCCTAC Board at its February Board meeting, will allow West County to be involved in the project area and to actively participate in the effort.

WCCTAC staff were asked to participate on ACTC's consultant selection panel and reviewed consultant proposals with input from San Pablo and Richmond staff. Consultant interviews are scheduled for March 22nd and the project is expected to begin in earnest in May.

May 11, 2017: The 23rd Annual Bike to Work Day



Bike to Work Day (BTWD) is approaching, with all nine Bay Area counties preparing to participate in the celebration. On BTWD there will be energizer stations located along Bay Area commute routes where bicyclists can stop for refreshments, giveaways, and bicycling information. In West County, we currently have (15) energizer stations registered. In April, you can visit our [interactive map](#) to find an energizer station on your route.

To build momentum for BTWD, employers, friends and neighbors can form a Bike Team. By pedaling as a team, you can win prizes, and enjoy companionship on your ride to work or school. You can participate through the website at (www.teambikechallenge.com) or via an app on from your smart phone. The 2017 registration will open in April, and the challenge begins on May 1st.

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General Ledger

Budget Status

User: KellyS
 Printed: 3/13/2017 - 6:26 PM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 770	WCCTAC Operations						
Dept 770-7700	WCCTAC Operations						
E01	<u>Salary and Benefits</u>						
770-7700-41000	Salary	375,643.00	175,478.12	200,164.88	0.00	200,164.88	53.29
770-7700-41001	Part Time Employees	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41002	Buy Back Compensation	0.00	166.79	-166.79	0.00	-166.79	0.00
770-7700-41004	Salary	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41105	Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41200	PERS Retirement	0.00	36,417.42	-36,417.42	0.00	-36,417.42	0.00
770-7700-41210	Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41300	Healthcare	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41310	Medical Insurance	0.00	32,939.97	-32,939.97	0.00	-32,939.97	0.00
770-7700-41311	Retiree Healthcare	0.00	1,254.55	-1,254.55	0.00	-1,254.55	0.00
770-7700-41400	Dental	0.00	2,420.28	-2,420.28	0.00	-2,420.28	0.00
770-7700-41500	Vision	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41800	LTD Insurance	0.00	1,609.09	-1,609.09	0.00	-1,609.09	0.00
770-7700-41900	Medicare	0.00	2,509.81	-2,509.81	0.00	-2,509.81	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41902	FICA	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41903	Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41904	Life Insurance	0.00	465.27	-465.27	0.00	-465.27	0.00
770-7700-41905	Benefits In Lieu	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41906	Bonds	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41911	Liability Insurance	3,944.00	7,660.09	-3,716.09	0.00	-3,716.09	0.00
770-7700-41912	Unemployment Insurance	0.00	350.00	-350.00	0.00	-350.00	0.00
770-7700-41915	Educational Incentive	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-41999	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	379,587.00	261,271.39	118,315.61	0.00	118,315.61	31.17
E03	<u>Service and Supplies</u>						
770-7700-42001	Communications	0.00	0.00	0.00	0.00	0.00	0.00
770-7700-43500	Office Supplies	4,000.00	2,249.84	1,750.16	0.00	1,750.16	43.75
770-7700-43501	Postage	700.00	1,247.76	-547.76	0.00	-547.76	0.00
770-7700-43520	Copies/Printing/Shipping/Xerox	3,700.00	1,944.07	1,755.93	0.00	1,755.93	47.46
770-7700-43530	Office Furn & Equipmt <\$5000	2,500.00	0.00	2,500.00	0.00	2,500.00	100.00
770-7700-43600	Professional Services	56,630.00	35,139.76	21,490.24	0.00	21,490.24	37.95
770-7700-43900	Rent/Building	17,300.00	11,816.87	5,483.13	0.00	5,483.13	31.69
770-7700-44000	Special Department Expenses	10,000.00	4,239.35	5,760.65	0.00	5,760.65	57.61
770-7700-44320	Travel/Training Staff	6,000.00	4,702.74	1,297.26	0.00	1,297.26	21.62
	E03 Sub Totals:	100,830.00	61,340.39	39,489.61	0.00	39,489.61	39.16
	Fund 770 Sub Totals:	480,417.00	322,611.78	157,805.22	0.00	157,805.22	0.00

Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 772	WCCTAC TDM						
Dept 772-7720	WCCTAC TDM						
E01	Salary and Benefits						
772-7720-41000	Salary	378,264.00	151,130.41	227,133.59	0.00	227,133.59	60.05
772-7720-41001	Part Time Employees	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41002	Buy Back Compensation	0.00	574.49	-574.49	0.00	-574.49	0.00
772-7720-41004	Salary	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41105	Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41200	PERS Retirement	0.00	33,228.97	-33,228.97	0.00	-33,228.97	0.00
772-7720-41210	Pension Benefits	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41300	Healthcare	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41310	Medical Insurance	0.00	34,243.09	-34,243.09	0.00	-34,243.09	0.00
772-7720-41400	Dental Insurance	0.00	2,889.22	-2,889.22	0.00	-2,889.22	0.00
772-7720-41500	Vision Care	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41800	LTD Insurance	0.00	902.59	-902.59	0.00	-902.59	0.00
772-7720-41900	Medicare	0.00	2,151.74	-2,151.74	0.00	-2,151.74	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41902	FICA	0.00	735.64	-735.64	0.00	-735.64	0.00
772-7720-41903	Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41904	Life Insurance	0.00	267.63	-267.63	0.00	-267.63	0.00
772-7720-41905	Benefits in Lieu	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41906	Bonds	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-41911	Liability Insurance	3,944.00	7,660.11	-3,716.11	0.00	-3,716.11	0.00
	E01 Sub Totals:	382,208.00	233,783.89	148,424.11	0.00	148,424.11	38.83
E03	Service and Supplies						
772-7720-42001	Communication	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43300	Memberships/Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-43500	Office Supplies	500.00	2,925.38	-2,425.38	0.00	-2,425.38	0.00
772-7720-43501	TDM Postage	0.00	2,714.25	-2,714.25	0.00	-2,714.25	0.00
772-7720-43502	TDM Postage	2,000.00	204.16	1,795.84	0.00	1,795.84	89.79
772-7720-43520	Copies/Printing/Shipping/Xerox	4,900.00	1,794.93	3,105.07	0.00	3,105.07	63.37
772-7720-43600	Professional Services	31,630.00	27,584.99	4,045.01	0.00	4,045.01	12.79
772-7720-43900	Rent/Building	20,800.00	15,937.19	4,862.81	0.00	4,862.81	23.38
772-7720-44000	Special Department Expenses	179,371.00	83,588.06	95,782.94	0.00	95,782.94	53.40
772-7720-44001	Public Information / Workshops	0.00	0.00	0.00	0.00	0.00	0.00
772-7720-44320	Travel/Training Staff	3,500.00	2,227.75	1,272.25	0.00	1,272.25	36.35
	E03 Sub Totals:	242,701.00	136,976.71	105,724.29	0.00	105,724.29	43.56
	Dept 7720 Sub Totals:	624,909.00	370,760.60	254,148.40	0.00		
Fund 773	STMP						
Dept 773-7730	STMP						
E01	Salary and Benefits						
773-7730-41000	Salary	40,000.00	0.00	40,000.00	0.00	40,000.00	100.00
773-7730-41001	Part Time Employees	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41004	Salary	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41200	PERS Retirement	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41310	Medical Insurance	0.00	0.00	0.00	0.00	0.00	0.00
	3/13/2017						2 of 3

Account Number	Description	Budget Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
773-7730-41400	Dental	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41800	LTD Insurance	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41900	Medicare	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41902	FICA	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-41904	Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00
E01 Sub Totals:		40,000.00	0.00	40,000.00	0.00	40,000.00	100.00
<u>Service and Supplies</u>							
773-7730-43500	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-43600	Professional Services	250,000.00	0.00	250,000.00	0.00	250,000.00	100.00
773-7730-43900	Rent/Building	0.00	0.00	0.00	0.00	0.00	0.00
773-7730-44000	Special Department Expense	2,827,000.00	527,000.00	2,300,000.00	0.00	2,300,000.00	81.36
773-7730-44320	Travel/Training Staff	0.00	0.00	0.00	0.00	0.00	0.00
E03 Sub Totals:		3,077,000.00	527,000.00	2,550,000.00	0.00	2,550,000.00	82.87
Fund 773 Sub Totals:		3,117,000.00	527,000.00	2,590,000.00	0.00		
Fund 774	WCCTAC Special Projects						
Dept 774-7740	WCCTAC Special Projects						
<u>Salary and Benefits</u>							
774-7740-41000	Salary	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41004	Salary	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41200	PERS Retirement	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41310	Medical Insurance	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41800	LTD Insurance	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41900	Medicare	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41904	Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-41911	Liability insurance	0.00	0.00	0.00	0.00	0.00	0.00
E01 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00
<u>Service and Supplies</u>							
774-7740-43500	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
774-7740-44000	Special Department Expense	483,581.00	115,907.24	367,673.76	0.00	367,673.76	76.03
774-7740-44320	Travel/Training Staff	0.00	0.00	0.00	0.00	0.00	0.00
E03 Sub Totals:		483,581.00	115,907.24	367,673.76	0.00	367,673.76	76.03
Fund 774 Sub Totals:		483,581.00	115,907.24	367,673.76	0.00		
Report Totals:		4,705,907.00	1,336,279.62	3,369,627.38	0.00		

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-03**

**ESTABLISHING THE PROCESS FOR ALLOCATION OF MEASURE J PROGRAM
21B FUNDS BETWEEN WCCTAC AND JOHN SWETT UNIFIED SCHOOL
DISTRICT AND AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO
EXECUTE A MEMORANDUM OF UNDERSTANDING IN A FORM APPROVED
BY GENERAL COUNSEL**

WHEREAS, with the establishment of the Measure J sales tax in Contra Costa County, the Board of Directors of the West Contra Costa Transportation Advisory Committee (“WCCTAC”) voted to program five (5) percent of the annual available Measure J Program 21b funds to John Swett Unified School District (“JSUSD”); and

WHEREAS, the Board of Directors of WCCTAC is authorized to approve the disbursement of these funds but has not yet done so since the passage of Measure J; and

WHEREAS, JSUSD has presented information and data about its current transportation services, and the population served, to the WCCTAC Board as well as the JSUSD Board; and

WHEREAS, on December 9, 2016, the Board of Directors of WCCTAC determined that the JSUSD program was eligible to receive funds from the Measure J Program 21b; and

WHEREAS, WCCTAC and JSUSD have established the terms and guidelines for an annual allocation of Measure J Program 21b funds in a Memorandum of Understanding; and

WHEREAS, the Board of Directors desires to utilize an accumulated balance in the Measure J Program 21b fund category per the terms of the established Memorandum of Understanding; and

WHEREAS, WCCTAC staff and JSUSD staff have prepared a Memorandum of Understanding for allocation of Measure J Program 21b funds to JSUSD; and

WHEREAS, the Board of Directors of WCCTAC desires to approve the Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Advisory Committee:

1. Does hereby authorize the allocation of Measure Program 21b funds to JSUSD pursuant to the terms of the Memorandum of Understanding attached hereto and incorporated herein by reference as Exhibit A; and

2. The Executive Director is hereby authorized and directed, on behalf of the Board of Directors of the West Contra Costa Transportation Advisory Committee, to execute the

Memorandum of Understanding on behalf of the West Contra Costa Transportation Advisory Committee, in a form approved by the General Counsel; and

3. The Executive Director is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the Memorandum of Understanding and to administer the West Contra Costa Transportation Advisory Committee's obligations, responsibilities and duties to be performed under the Memorandum of Understanding.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on March 24, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Janet Abelson, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

2795226.1

A MEMORANDUM OF UNDERSTANDING BETWEEN THE JOHN SWETT UNIFIED SCHOOL DISTRICT AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR THE ALLOCATION OF FUNDS FROM THE MEASURE J WEST COUNTY SAFE TRANSPORTATION FOR CHILDREN LOW INCOME STUDENT BUS PASS PROGRAM

This Memorandum of Understanding (this "AGREEMENT") is entered into on *March 24, 2017* and effective *March 24, 2017* by and between the West Contra Costa Transportation Advisory Committee ("WCCTAC"), and the John Swett Unified School District ("JSUSD"). WCCTAC and JSUSD are each individually referred to as a "Party" and collectively referred to as the "Parties."

RECITALS

WHEREAS, Measure C, Contra Costa County's transportation sales tax measure, passed in 1988 and provided for a sales tax to pay for transportation projects and programs; and

WHEREAS, the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02, #06-01, and #06-02), hereinafter referred to as "Measure J", and the associated Transportation Expenditure Plan ("TEP") authorizes the Contra Costa Transportation Authority ("CCTA") to expend 0.725% of the Measure J sales tax revenues on the Program 21b West County Low Income Student Bus Pass Program for the establishment and operation of a program to subsidize transportation for low income students ("Program"); and

WHEREAS, CCTA has delegated the responsibility for programming funds allocated to Program 21b to WCCTAC, the Regional Transportation Planning Committee ("RTPC") in West Contra Costa County established under Measure C; and

WHEREAS, WCCTAC has established the following objectives of the Program to increase student attendance, promote equity, and enhance student access to jobs and after school activities through the provision of a bus subsidy; and

WHEREAS, West Contra Costa County is served by two school districts: West Contra Costa Unified School District ("WCCUSD") and JSUSD, and WCCTAC has elected to distribute the Program funds at 95% to WCCUSD and 5% to JSUSD, based in the proportion of low income students in each school district as measured using data related to student enrollment in the State of California's Free and Reduced Lunch Program; and

WHEREAS, WCCTAC has reviewed and met with staff and the School Board of JSUSD to determine that JSUSD operated a JSUSD contracted bus service for all students within the District prior to the implementation of Measure J; and

WHEREAS, JSUSD currently pays a portion of the transportation fare for students participating in the reduced-price meals program and 100% of the transportation fare for students participating in the free meals program; and

WHEREAS, JSUSD's programmed 5% share of the Program funds have not been distributed or expended since the inception of Measure J in 2009; and

WHEREAS, the Program balance of funds programmed to the JSUSD currently totals \$184,489 for years Fiscal Year (“FY”) 2010 through FY 2015-2016; and

WHEREAS, WCCTAC approved the allocation of this balance of funds, as well as the annual allocation from revenues collected under Measure J, to allow JSUSD to receive \$60,000 each fiscal year until 2022; and

WHEREAS, after the balance funds is fully utilized JSUSD will receive annual revenues collected each year under Measure J, currently estimated to be approximately \$40,000 per year; and

WHEREAS, the Program funds allocated to JSUSD are to be expended based upon the following:

1. All students (TK-12th grade) participating in the reduced-price meals program and receiving subsidized transportation fees shall receive priority for Program funds. The funds are intended to eliminate the annual fees paid by these students for District-provided transportation;
2. Additional available funds may be used by the District to recover costs associated with fully subsidizing transportation fees for students who participate in the free meals program;
3. No Program funds are being set aside for administrative costs for JSUSD;
4. JSUSD will annually report to WCCTAC the total number of students participating in the reduced-price meals program receiving a full subsidy from the Program and the total number of students participating in the free meals program who receive a full subsidy from the Program.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the Parties agree as follows:

SECTION I

A. WCCTAC AGREES:

1. To facilitate the process of distributing annual Program funds to JSUSD in the amount of \$60,000 between FY 2016-2017 and FY 2021-2022. Following the 2022 annual funding allocation, the annual amount will be based upon annual Program revenue.
2. To issue Program funds for the FY 2016-2017 upon execution of this Agreement.

B. JSUSD AGREES:

1. To annually determine the number of students participating in the reduced-price meals program and the free meals program that are enrolled in the District’s transportation program. JSUSD will first use Program funds to provide full subsidies for transportation fees for reduced-price meals students. Remaining Program funds may be used by the District to recover subsidies for transportation fees currently being fully provided to students participating in the free meals program. The amount of funds used by the District shall not exceed the cost of the subsidies for

transportation fees for students enrolled in the free and reduced meals program.

2. To administer the transportation services contract with the JSUSD transportation provider and notify WCCTAC upon any substantive revision to JSUSD's agreement with the transportation provider to provide services to JSUSD (i.e. more service is added or taken away, etc.).
3. To provide data and updates to WCCTAC on an annual basis.

SECTION II MICELLANEOUS PROVISIONS

THE PARTIES MUTUALLY AGREE:

1. Recitals: The above recitals are made a part of this Agreement are incorporated herein.
2. Funding: All obligations of WCCTAC under the terms of this Agreement are subject to WCCTAC receiving Program funds from CCTA.
3. Indemnification: Each Party shall solely be liable for any and all damages, including attorney's fees, resulting from the actions or omissions arising from its performance of the terms of this Agreement. Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party (the "Indemnified Parties") from and against any and all claims, demands, actions, losses, damages, assessments, charges, judgments, liabilities, costs and expenses (including reasonable attorneys' fees and disbursements) that may from time to time be asserted by third parties against the Indemnified Parties because of any personal injury, including death, to any person or loss of, physical damage to or loss of use of real or tangible personal property, to the extent caused by the negligence or misconduct of the Indemnifying Party, its agents, employees or contractors in the performance of this Agreement. For purposes of indemnification set forth in this Agreement, "Indemnified Parties" means the applicable party, its affiliates, successors and assigns and its and their employees, directors, officers, agents, and volunteers. The Indemnified Parties: 1) shall notify the Indemnifying Party in writing promptly upon learning of any claim or suit for which indemnification may be sought, provided that failure to do so shall have no effect except to the extent the Indemnifying Party is prejudiced thereby; 2) shall have the right to participate in such defense or settlement with its own counsel and at its own expense, but the Indemnifying Party shall have control of this defense or settlement; and 3) shall reasonably cooperate with the defense.
4. Good Faith Efforts and Partnership: The Parties shall use their best reasonable efforts to successfully implement this Agreement. Furthermore, the Parties shall use their best reasonable efforts to obtain any third-party consent, authorization, approval, and exemptions required in connection with the transactions contemplated herein. The relationship between the Parties shall not be that of partners, agents or joint ventures for one another, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them for any purposes, including, but not limited to federal income tax purposes. The Parties, in performing any of their obligations hereunder, shall be independent contractors or independent parties and shall discharge their contractual obligations at their own risk.

5. Severability: No provision of this Agreement shall be interpreted to require any unlawful action by either Party. If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event such a section or clause is an essential element of the Agreement, the Parties shall promptly negotiate a replacement that will achieve the intent of such unenforceable section or clause to the extent permitted by law.
6. State of Law and Venue: This agreement and all work performed thereunder shall be interpreted under and pursuant to the laws of the State of California. The Parties agree that the jurisdiction and venue of any dispute arising under this Agreement shall be the Superior Court of Contra Costa County.
7. Delegation: Neither party may assign or delegate any of its rights or obligations hereunder without first obtaining the written consent of the other party.
8. Term: This Agreement shall become effective on the Effective Date and shall expire one (1) year from the Effective Date (the "Expiration"). This Agreement shall automatically renew for successive one (1) year terms upon the Expiration and subsequent Expirations for the duration of the Measure J Program 21b unless either Party terminates this Agreement.
9. Termination: Either Party may terminate this Agreement, with or without cause, with 30 days' notice to the other Party.
10. Successors and Assigns: All of the terms, provisions and conditions of this Agreement hereunder, shall be binding upon and inure to the Parties hereto and their respective successors, assigns and legal representatives.
11. Entire Agreement: This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Agreement, and no representations, warranties, inducements or oral agreements have been made by any of the Parties except as expressly set forth herein, or in other contemporaneous written agreements. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

WCCTAC:

JSUSD:

John Nemeth, Executive Director

Robert Stockbridge, JSUSD Superintendent

Approved as to Form and Content:

Approved as to Form and Content:

Kristopher J. Kokotaylo,
General Counsel

JSUSD General Counsel

Date:
March 24, 2017

Date:
March 24, 2017

2795303.1

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TO: WCCTAC Board

DATE: March 24, 2017

FR: Leah Greenblat, Project Manager

RE: Resolution Authorizing Staff to Award a Contract to Fehr and Peers to update the STMP Nexus Study and Develop a Strategic Plan

REQUESTED ACTION

Approve Resolution 17-04 authorizing an expenditure not to exceed \$250,000 and authorizing the Executive Director to execute a consulting service agreement.

BACKGROUND AND DISCUSSION

In November 2016, WCCTAC issued a Request for Proposals (RFP) for consulting services to update its STMP nexus study and develop a STMP strategic plan. A review panel composed of WCCTAC staff and WCCTAC TAC Members Yvetteh Ortiz (El Cerrito) and John Cunningham (County) reviewed the proposals and interviewed the top two teams before presenting their recommendations to the WCCTAC TAC. The review committee identified Fehr and Peers as its top-ranked consulting team.

WCCTAC staff has worked with the Fehr and Peers team to refine further the scope of work and budget. At this time, WCCTAC staff seeks authorization from the Board to allow its Executive Director to enter into an agreement with Fehr and Peers for a not to exceed amount of \$250,000. As permitted and directed by the Board, the funds for this study come from previously collected STMP fees.

ATTACHMENTS:

- A. Resolution 2017-04
- B. Draft Scope of Work

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**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-04**

**AWARDING A CONSULTING SERVICES CONTRACT TO FEHR AND PEERS
AND AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO EXECUTE A
CONTRACT IN A FORM APPROVED BY GENERAL COUNSEL, IN THE
AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY THOUSAND DOLLARS
(\$250,000)**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) requires professional services of a qualified consultant to update its Subregional Transportation Mitigation Program (“STMP”) Nexus Study and prepare the program’s strategic plan (“Project”), which is funded with two hundred fifty thousand dollars (\$250,000) from previously collected STMP fees including nine thousand four hundred and sixty dollars (\$9,460) in contingency funds; and

WHEREAS, WCCTAC staff solicited qualifications for consulting services to update the STMP Nexus Study and evaluated and reviewed responses and proposals from several consulting firms or consultants; and

WHEREAS, in accordance with the California Government Code and other applicable laws, WCCTAC staff carefully reviewed the qualifications and proposal of Fehr and Peers and determined that Fehr and Peers possesses the necessary quality, fitness, capacity, experience and expertise to provide the services sought by WCCTAC; and

WHEREAS, WCCTAC staff negotiated an acceptable and fair price for the consultant’s services; and

WHEREAS, the award of a consulting services agreement is exempt from the California Environmental Quality Act (“CEQA”) in that it is not a discretionary project pursuant to Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15301.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby award a consulting services contract in an amount not to exceed \$250,000, conditioned upon Fehr and Peers timely executing a consulting services agreement, in a form approved by WCCTAC General Counsel, and submitting all required documents, including but not limited to, all required exhibits, executed bonds (if applicable), certificates of insurance, and endorsements, in accordance with the consulting services agreement; and

2. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby direct the Executive Director or his designee to issue a notice of award to Fehr and Peers; and

3. The Executive Director (or his designee) is hereby authorized and directed, on behalf of the Board of Directors of the West Contra Costa Transportation Advisory Committee, to execute a consulting services agreement on behalf of the West Contra Costa Transportation Advisory Committee, in a form approved by the General Counsel, upon timely submission by Fehr and Peers of the signed agreement; and

4. The Executive Director (or his designee) is authorized to make all approvals and take all actions necessary or appropriate to carry out and implement the terms of the consulting services agreement and to administer the West Contra Costa Transportation Advisory Committee's obligations, responsibilities and duties to be performed under the agreement.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on March 24, 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Janet Abelson, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel
2794460.1

WCCTAC Nexus Fee Update & Strategic Expenditure Plan

Scope of Work

Original scope submitted as part of proposal on December 15, 2016; revised February 10, 2017; new revisions as of March 16-17, 2017

Task 1 – Refine Scope of Services

As a first step, the Fehr & Peers team will meet with WCCTAC staff to identify key issues, establish roles, and refine the scope and schedule, as well as formulate a strategy for communicating with and soliciting input from key stakeholders. We will discuss the goals of the STMP and the variety of technical methods available to achieve those goals (see discussion immediately above), and revise the scope accordingly.

Task 1 Deliverables

- Preparation for and attendance at kick-off meeting.
- Final scope, budget, management plan, schedule and list of data needs.

Tasks 2 through 4 – Review Existing Nexus Study, Project List, and Best Practices

We recommend Tasks 2 through 4 be consolidated. The Fehr & Peers team will review and evaluate the *2005 Update of the Subregional Transportation Mitigation Program* (WCCTAC, May 2006) to identify existing program issues and confirm compliance with the Mitigation Fee Act and other applicable laws. In particular, we want to get input from WCCTAC staff and TAC members about issues with the procedures, administration, or technical details of the program they would like to address in this update.

Fehr & Peers will review the current fee program's list of projects and coordinate as necessary with local jurisdiction staff to identify projects that have been completed, are in progress, and/or have more up-to-date cost estimates.

Fehr & Peers and Urban Economics (UE) will review current best practices in the critical areas of the nexus analysis and compare to the most recent STMP nexus analysis. The areas to be covered in this review include:

- Growth projections
- Impact analysis
- Cost allocation
- Land use categories
- Improvements to non-auto modes
- Program administration costs
- Other policies and practices (such as waivers and offsets, credits and reimbursements, appeals, etc.)

The Fehr & Peers team will gather data on existing transportation fees in nearby jurisdictions, including the Regional Transportation Planning Committee (RTPC) fees in other parts of Contra Costa County (this is part of Task 9 in the RFP, but we think it is important to have this information early on to inform the selection of a program methodology). We will also calculate what the current STMP fee level would be if the fee had been indexed for inflation, as allowed by the current program.

We will recommend a nexus methodology for the fee update based on an understanding of the STMP goals and desired program structure; the strengths and weaknesses of the current program; best practices in other jurisdictions; other RTPC fees; input from WCCTAC staff, TAC and Board; and the types of projects likely to be funded by the program.

Tasks 2-4 Deliverables

- Draft memorandum summarizing review of current program, best practices, and recommended nexus study methodology. Respond to two sets of comments on draft, and produce final memorandum.
- Preparation for and attendance at one meeting with WCCTAC staff to discuss outcomes of review and identify recommended methodology.
- Preparation for and attendance at one meeting with WCCTAC TAC to get input on current program and desired structure.
- Preparation for and attendance at one meeting of the WCCTAC Board. This meeting will cover an introduction to impact fees, the requirements of the Mitigation Fee Act, an explanation of the purpose of the STMP, and a brief summary of the STMP review prepared in Tasks 2-4. Desired outcomes of this meeting will be to understand the structure and purpose of the STMP, establish a regional perspective about the STMP, and get preliminary direction from the Board about desired changes to the program structure.

Task 5 – Project Identification and Existing Conditions

Many of the high-priority projects in West County, such as Complete Streets improvements or transit centers, are not easily identified using a traditional modeling and impact analysis procedure, and many projects have already been identified through prior local or regional planning studies. Therefore, the primary method for identifying capital improvements for inclusion in the fee program will be a thorough review of recent plans, studies, and EIRs that can be a good source of information about the need for future capital improvements over a broad range of modes and locations. As an optional task, a comprehensive stand-alone transportation impact analysis could be conducted if desired by WCCTAC staff; a scope for this optional task is outlined below.

Data Assembly and Summary of Existing Conditions

Fehr & Peers will review recent applicable planning and environmental clearance documents addressing West County's future transportation needs. Relevant documents include:

- Specific Plans and EIRs for major development areas
- 2015 West County Action Plan for Routes of Regional Significance
- CCTA's Comprehensive Transportation Project List (CTPL)
- West County Transit Enhancement and Wayfinding Plan

- West County High Capacity Transit Study
- Others as identified by WCCTAC staff

To summarize the existing status of the West County transportation system, Fehr & Peers will refer to the most recent *CMP Monitoring Report*, published by CCTA in 2015, which reports on intersection and roadway conditions on important routes throughout West County, and also to the existing conditions sections of recent EIRs and transportation impact studies. Locations that have been identified as currently deficient will be noted as such. The information contained in those documents will be summarized in narrative form and incorporated into a GIS database for mapping purposes.

Optional Task: Comprehensive Transportation Impact Analysis

If desired, a comprehensive transportation impact analysis could be conducted. The purpose of this would be to identify additional capital improvement projects for inclusion in the fee program, and to provide additional quantitative support for the identified fee program projects. This level of effort may not be necessary, particularly if the amount of the fee continues to be a small fraction of the total project costs. Nevertheless, the following is a scope of work that could be conducted if desired.

Data Collection: In addition to the data available from the *CMP Monitoring Report*, peak period (7 – 9 AM, 4 – 6 PM) turning movement counts (including pedestrian, bicycle and heavy truck counts) will be collected at up to 20 intersections, and 72-hour average daily traffic (ADT) vehicle classification counts will be collected at up to 10 roadway segments during typical weekday conditions. The number of study intersections, roadway segments, and amount of available data will be finalized after completion of Task 1, and the budget will be updated accordingly.

At this point, no traffic collision data collection is anticipated. Such data might be useful in later stages of the nexus study to help prioritize projects.

Fehr & Peers will conduct field reconnaissance to inventory roadway lane configurations, posted speed limits, intersection controls, traffic signal timing and phasing, pedestrian facilities, bicycle facilities, and transit facilities along the 10 roadway segments identified for data collection.

Existing Conditions Analysis: Using available data, Fehr & Peers will develop a West County intersection operations analysis network using Synchro 9.0 software. The *Highway Capacity Manual 2010* (HCM) methodologies for intersection level of service (LOS) will be applied to estimate average AM and PM peak hour delay per vehicle at up to 20 study intersections. Fehr & Peers will assess operational existing deficiencies by applying the CCTA Congestion Management Program (CMP) LOS standards.

Fehr & Peers will coordinate with WCCTAC staff to identify adequate analytical methods of assessing multimodal deficiencies at up to 10 study roadway segments. Fehr & Peers recommends applying the StreetScore+ tool to analyze pedestrian, bicycle, and transit multimodal LOS (MMLOS) along study roadway segments. StreetScore+ is an easy-to-use Microsoft Excel spreadsheet that examines built environment characteristics of roadway segments and how various aspects can cause stress on pedestrians, bicyclists, and transit users and affect what travel mode they are likely to use. Multimodal deficiencies will be assessed by applying roadway MMLOS standards (to be developed in conjunction with WCCTAC staff) to the Existing Conditions assessment.

Future Conditions Analysis: Using the same techniques described above, and year 2040 traffic forecasts described in Task 6, Fehr & Peers will analyze the following year 2040 scenarios:

- Year 2040 Conditions
- Year 2040 Plus Mitigated Improvement Conditions

Fehr & Peers will coordinate with WCCTAC and local jurisdiction staff to identify the list of intersection and roadway improvements assumed in the Year 2040 baseline analysis. Fehr & Peers will assess operational deficiencies, and multimodal deficiencies will be identified using the same techniques described above. Improvements to address intersection and roadway deficiencies will be identified for Year 2040 Conditions.

Task 5 Deliverables (not including optional task)

- Draft memorandum summarizing the data assembly and existing conditions task described above. Respond to two sets of comments on draft, and produce final memorandum.
- All existing conditions results and proposed improvements will be integrated into a GIS database and uploaded online via Fehr & Peers' **GIS Server** site. The Fehr & Peers GIS Server employs GIS database management strategies for maintenance, documentation, and distribution of geospatial information. All stakeholders will be allowed access to the GIS Server web mapping application. Sample web maps developed by Fehr & Peers for various planning projects led by Alameda CTC are provided via the following web link: <http://bit.ly/AlamedaCTCData>

Task 6 – Determination of Development Potential

The latest available CCTA countywide travel demand model will be the primary tool used in this nexus study update. We will coordinate with WCCTAC and local jurisdiction planning staff to ensure model land use inputs are reasonably accurate, with particular attention on the assumed split between new single-family and multi-family units. For the purposes of this scope, we assume a single set of future land use inputs will be used for all nexus analysis.

Fehr & Peers will conduct a set of base year and Year 2040 model runs to estimate daily, AM, and PM peak hour growth rates for vehicle demand along the Routes of Regional Significance in West County. As part of this process, Fehr & Peers will also estimate the net growth in daily, AM, and PM peak hour vehicle trips associated with new development in West County. These estimates can be combined with the current fee levels to calculate the amount of fee revenue that could be generated if the current fees remained unchanged; this will be an important piece of information for the WCCTAC Board as they think about whether to consider a fee increase and of what magnitude.

Task 6 Deliverables

- Draft memorandum summarizing existing and year 2040 land use projections by type and jurisdiction, and the model-projected growth in vehicle trips in West County. Respond to one set of comments on draft, and produce final memorandum.
- Preparation for and attendance at one meeting of the WCCTAC TAC to review the outcomes from tasks 5 and 6.

Task 6A (Optional Task) – Economic Feasibility Analysis

The purpose of this task is to evaluate current local market conditions to provide guidance on increasing the STMP fee without inhibiting real estate investment in the WCCTAC sub-region.

The core effort of this task will be a comprehensive analysis of current development costs and a comparison to current market values for up to four development prototypes in up to three locations. Development prototypes may include, for example: a 10-unit single family subdivision, 40-unit multifamily building, a 10,000-square foot retail store, and a 20,000-square foot office building. We would recommend selecting prototype locations based on where the most development is anticipated within the WWCTAC sub-region over the next 10 years so that the results of this analysis reasonably reflect impacts to future STMP revenue.

We will estimate development costs for each prototype by location based on general cost category assumptions (e.g. land, entitlements, site improvements, construction, financing, profit). We will use data based on city and county staff input, developer interviews, and document research. We will need specific staff support to calculate entitlement and exactions costs (fees, etc.) for each prototype by location.

We will compare development costs against market rents/prices for each prototype/location. We will evaluate these results based on market thresholds for an adequate return on investment to justify an economically feasible development project.

Evaluating economic feasibility will consider real estate market adjustments to higher costs represented by higher fee levels. The real estate market adjusts by spreading the increased burden of higher costs in the short and long term among one or more of three market participants:

- To developers by lowering investment returns
- To land owners by lowering land values
- To building occupants by increasing prices/rents.

The results of this analysis will enable us to test policy proposals to increase the STMP fee by evaluating the impact on economic feasibility by prototype/location. We will also be able to provide guidance on minimizing the impact by phasing in a fee increase over time. This scope includes analysis of one preliminary and one final set of policy proposals for a fee increase/phase in.

The deliverables of this task would be a memorandum summarizing the findings of the analysis, including text and tables suitable for presentation to the stakeholders and inclusion in the final report.

Task 7 – New Project List

Based on the results of Tasks 5 and 6, as well as the improvements in the current STMP that are not yet completed, we will develop a list of projects to be considered for the fee program. It will be assembled in a GIS format for documentation, management, mapping and presentation. Initial attributes may include project title, description of work, plan/document source, and location(s). If requested, Fehr & Peers will be available to assist a local jurisdiction in defining a STMP project; up to 20 staff hours can be available for this type of assistance.

The project list will likely include a variety of project types, such as modifying street widths and lane configurations, improving streetscape elements, adding or enhancing bicycle and pedestrian facilities, installing or upgrading traffic signals, and/or implementing improvements related to high-capacity transit services. Emphasis will be placed on defining a set of projects that achieve the regional goals of the STMP program as defined through earlier discussions with the TAC and the Board; these may involve principles related to modal equity, geographic distribution of funding, significance of projects for supporting regional travel, or other goals. For purposes of developing the budget estimate, it is assumed up to 20 projects will be included in the final project list.

Task 7 Deliverables

- Draft memorandum summarizing the West County Transportation Development Mitigation project list. Respond to two sets of comments on the draft, and produce final memorandum.
- The final project list, including a description, phasing, committed funding, schedule and status will be integrated into a GIS database and uploaded online via Fehr & Peers' GIS Server site.
- Preparation for and attendance at two meetings of the WCCTAC TAC to review the project list and get input.
- Preparation for and attendance at two meetings of the WCCTAC Board to review the project list and get input.

Task 8 – Cost Estimates

NCE and Fehr & Peers will prepare planning-level construction cost estimates for projects that do not currently have estimates, and will apply escalation rates based on recent bid data for those projects where cost estimates might be out of date. For projects that were not previously estimated, unit costs will be established for types of improvements, accounting for elements such as survey, design, construction management, environmental review, and right-of-way.

Task 8 Deliverables

- Draft and final memorandum summarizing cost estimates for the new list of projects. Because the number of projects is unknown at this time, for budgeting purposes we have allocated up to 100 staff hours for developing cost estimates. If the number or magnitude of projects exceeds that level of effort, a scope and budget adjustment will be needed.

Task 9-10 – Nexus Analysis and Cost Allocation

We recommend Tasks 9 and 10 be consolidated. Fehr & Peers, with support from UE, will perform the computations necessary to allocate the capital facility costs to new growth by land use category. This will be accomplished by determining the appropriate nexus logic and associated proportionate allocation of the cost of each improvement item to the fee program (new development's share). Specifically, the Fehr & Peers team will review each capital project on the new list to determine whether the entire cost determined in Task 8 or a portion thereof can be fairly allocated to new growth in West

County. The costs for projects addressing existing deficiencies will be allocated based on the proportion of the improvement necessary to rectify the deficiency.

The CCTA travel demand model is designed to evaluate countywide transportation demand as a function of future land use. By utilizing combinations of select link and select zone functions it will be possible to use the model to determine the proportion of traffic on each of the capital facilities attributable to new development within West County, as well as “through” or external traffic. This information is critical in determining the appropriate portion of transportation project costs that can reasonably be included in the fee program.

The Fehr & Peers team will distribute the total capital facility costs attributable to new growth to the various land use categories. This allocation will be based on the relative contribution of each land use category to the corresponding capital facility needs. We will coordinate with WCCTAC staff, TAC and Board to provide direction on policies and practices for fee reductions, exemptions, waivers, and credits.

The Fehr & Peers team will develop a draft fee schedule with the maximum fee levels by land use allowed under the Mitigation Fee Act. The analysis will also indicate the portion of capital costs that cannot be covered by impact fees. We will summarize the fee calculations by improvement type and land use category.

The Fehr & Peers team will also identify a process to update the fee annually and ensure WCCTAC can recover the costs associated with administering the fee program.

The deliverable will summarize all of the fee calculations described here and will explicitly describe how the analysis addresses all of the findings required by the Mitigation Fee Act.

Tasks 9-10 Deliverables

- Draft memorandum summarizing the impact fee calculations, procedural recommendations, and required Mitigation Fee Act findings. Respond to two sets of comments on the draft, and produce final memorandum.
- Preparation for and attendance at one meeting with WCCTAC staff to review the nexus analysis and get input.
- Preparation for and attendance at one meeting of the WCCTAC TAC to review the nexus analysis and get input.
- Preparation for and attendance at one meeting of the WCCTAC Board to review the nexus analysis and get input.

Task 11 – Fee Application Guidelines

Urban Economics, with assistance from Fehr & Peers, will develop a comprehensive set of guidelines to inform stakeholders on when and how to apply the updated fees. The guidelines will address program implementation related to:

- Fee application to development projects
- Example fee calculation by listed land use category
- Guidance on doing fee calculations for the “other” land use category

- Fee payment
- Credits, exemptions, reductions, waivers and reimbursements
- Appeals
- Collection and accounting (including verification by WCCTAC that appropriate fees were charged by local jurisdictions and transferred to WCCTAC)
- Use of revenues

Task 11 Deliverables

- Draft guidelines for the application of fees. Respond to one set of comments on the draft, and produce final guidelines.

Tasks 12-13 – Project Prioritization Criteria

We recommend consolidating Tasks 12 and 13. Fehr & Peers, with assistance from UE, will recommend criteria and procedures for ranking project priority based on considerations such as geographic proximity to major growth areas, economic development benefits, the project’s readiness for construction, community support, amount of available funding, and potentially other factors.

Tasks 12-13 Deliverables

- Draft memorandum presenting the suggested project prioritization criteria. Respond to two sets of comments on the draft, and produce final memo.

Tasks 12-13A (Optional Task) – Strategic Expenditure Plan and Funding Timeline

There are advantages and disadvantages of setting project priorities at the outset of a fee program, so this task is being defined as optional pending direction from WCCTAC staff and the TAC. Some jurisdictions consider project prioritization as part of their fee studies, and later decide not to set a firm list of priorities in order to have the flexibility to respond to changing circumstances in development patterns and unpredictable fee revenue flows. If desired, Fehr & Peers will utilize the growth projections from Task 6, the nexus amounts from Task 10, and the fee guidelines from Task 11, to develop annualized forecasts of fee revenues over the next ten years. These forecasts, along with the project prioritization criteria developed in Tasks 12-13 in the basic scope, will lead to a project funding timeline and the development of a strategic plan that outlines which projects will receive funding in the next ten years.

The deliverables for this task would be a strategic expenditure plan that includes a 10-year funding timeline.

Task 14 – Transition to Updated Program

Urban Economics, with assistance from Fehr & Peers, will work with WCCTAC, the WCCTAC Board, and local jurisdictions' counsel to identify the steps for transitioning from the existing program to the updated program. Based on our current knowledge of the existing program and our expectations for this update, we expect the program changes can be implemented administratively and therefore do not anticipate significant effort to complete this task. For example, we do not expect a new financial accounting structure will be needed. Resolutions for adoption by each jurisdiction can likely follow the same template used for the current program, with input from WCCTAC counsel as to form.

Task 14 Deliverables

- Brief memorandum summarizing the fee program transition process.

Task 15 – Final Documentation

The final report will be prepared by assembling the key deliverables from the prior tasks, with supporting documentation included in the appendices. The report will document the key assumptions and analysis conducted to date, provide maximum fee recommendations, and describe the implementation plan to transition to the new fee program.

Task 15 Deliverables

- Administrative draft, draft and final nexus study report. Respond to one set of comments on the administrative draft and one set of comments on the draft, and produce draft final report. Draft final report will be presented to WCCTAC Board, and then taken to each member agency for their comment (see list of meetings under Task 16). Comments will be incorporated into a final report, which will be presented to the WCCTAC Board for final adoption.

Task 16 – Presentations and Working Sessions

Our experience is that updating an impact fee program is a largely technical effort, based on a few fundamental policy directions from the policy board. Thus, most of the guidance throughout the project will likely come from the WCCTAC staff and TAC members, supplemented by periodic check-ins with the WCCTAC Board to ensure we understand their direction. Our suggested schedule of meetings reflects this expectation. However, we are always flexible and willing to adjust these plans in response to client needs.

We will develop summary updates at major milestones to distribute to stakeholders via e-mail, which can be used by local staff as they give status updates to their councils.

For the purposes of this scope, we have assumed a total of 21 in-person meetings during the course of the study; some of these will be with WCCTAC staff and/or the TAC to discuss technical details of the program update, some will be to provide an update to and receive direction from the WCCTAC Board, and some will be to present the draft final report to the governing boards of each of the local jurisdictions at the end of

process, when they are considering adoption of the updated fee. While some of the meetings have been specifically identified as part of individual tasks above, all meetings have been consolidated into this Task 16 for budgeting purposes.

Task 16 Deliverables

- Milestone summary updates via e-mail.
- Nine technical meetings with TAC and/or staff. Fehr & Peers will prepare draft and final versions of all presentation materials.
- Five WCCTAC Board meetings. Fehr & Peers will prepare draft and final versions of all presentation materials.
- As part of the adoption process, hold six meetings, one with each of the governing boards of the six local jurisdictions, to present the draft final nexus study report and answer questions, followed by a final meeting with the WCCTAC Board to present the final report.

Task 17 – Project Management

Fehr & Peers will work closely with WCCTAC staff to develop a milestone-based project schedule and keep it updated throughout the project. There will be monthly check-in calls between the key Fehr & Peers team members and the WCCTAC Project Manager. Meetings described in Task 16 will typically be scheduled shortly after delivery of major work products. Fehr & Peers will ensure draft presentation materials (e.g., handouts and PowerPoint presentations) will be submitted to WCCTAC staff two weeks prior to the meetings. In addition, every effort will be made to send draft deliverables to the TAC two weeks prior to the meeting, and the schedule allows up to two weeks after the meeting to receive the TAC's comments.

TO: WCCTAC Board

DATE: March 24, 2017

FR: John Nemeth, Executive Director

RE: Measure J TLC and Safe Routes to School - Grant Funding Recommendations

REQUESTED ACTION

Staff recommends that the Board approve the TAC’s draft funding recommendation for the Measure J TLC and Safe Routes to Schools grant programs and authorize staff to forward these recommendations to the Contra Costa Transportation Authority (CCTA).

BACKGROUND AND DISCUSSION

CCTA released a call for projects for both the One Bay Area Grant program (OBAG 2) and Measure J funding on September 26, 2016, with applications due on December 9, 2016. The call included four main categories of grant funding: OBAG 2 Competitive, OBAG 2’s Safe Routes to School, Measure J’s Transportation for Livable Communities (TLC) and Measure J’s Pedestrian, Bike and Trail Facilities (PBTF) funds. As shown in the table below, WCCTAC is being asked by CCTA to make a recommendation for Measure J TLC funds and Safe Routes to School funds in West Contra Costa.

Funding Category	Application Review and Recommendation to CCTA
OBAG 2 Competitive	CCTA’s Technical Coordinating Committee (TCC)
OBAG 2 Safe Routes to School	RTPCs (WCCTAC for West County)
Measure J TLC	RTPCs (WCCTAC for West County)
Measure J PBTF	CCTA’s Countywide Bicycle and Pedestrian Advisory Committee

Background on TLC Application Review

During this grant cycle, West Contra Costa will receive a total of \$11,192,000 in Measure J TLC funds. There were 18 applications submitted for TLC funds in West County, for a total request of \$28,099,188. All six member jurisdictions submitted applications, along with BART, and the East Bay Regional Park District.

In order to develop a recommendation for the WCCTAC Board, WCCTAC staff asked each TAC member to review and score all applications, except those that their own agencies submitted. The scoring was based on evaluation criteria recommended by the Authority, with weighted score sheets developed by the TAC and approved by the Board at its October 28, 2016 meeting. The TAC and Board established that there would be no limit on the number of applications that each sponsor could submit but that the maximum award would be \$4,500,000.

Given the scores provided by TAC members, staff calculated the average and median scores for each project. The WCCTAC TAC then met for a special meeting on March 7, 2016 to develop a recommendation for the Board. The recommendation was unanimously approved by the TAC at its regular meeting on March 9, 2016. While scores were the primary driver of the funding recommendations, the TAC members had other practical considerations that were intended to maximize the benefit of these funds for West County. This is described more fully in the “TLC Funding Recommendation Explanation” section below.

The table in Attachment A lists the 18 projects, along with the amount of funding that the TAC proposes awarding to each project. The total amount recommended to be awarded corresponds with the total amount of funding available. It should be noted that, in addition to \$11,192,000 in Measure J TLC funds, WCCTAC will receive \$280,000 in “Additional PBTF” funds that it is also responsible for allocating. Since several of the projects recommended for TLC funding also requested PBTF funding, this additional PBTF funding can likely be applied to the TLC list. The two sources combined make \$11,472,000 the total amount of funding available.

Based on the CCTA’s staff direction, the TAC recommended an additional \$2,308,000 in TLC awards, to be provided if more TLC funds become available. This could occur if one or more projects on the TLC list are successful in obtaining countywide PBTF funds or if CCTA re-calculates the TLC funding estimate. There are several projects that are seeking funds from both the TLC and PBTF categories but only need funding from one. At the time of writing, staff does not know the outcome of the PBTF evaluation process. However, the Authority staff encouraged the RTPCs to make a TLC recommendation that exceeded the amount of TLC funds available to deal with this contingency. TAC members suggested that if additional TLC funds become available, they could be split proportionally among the four projects included in this category. The Board, however, could choose its own prioritization.

Subsequent to the TAC recommendation, staff recommended an additional \$800,000 of funding in the (unlikely, but possible) event that more than \$2,308,000 in additional TLC funds becomes available.

TLC Funding Recommendation Explanation

As previously mentioned, the ranking of projects by their average and median scores was central to the TAC’s recommendation but other factors were also considered. Below is a brief explanation of the TAC’s funding recommendations for each project. Please refer to the corresponding project reference numbers on the chart in Attachment A:

- #1 *13th Street Complete Streets project (Richmond)*,**
- #2 *El Cerrito del Norte Station Access Improvement Project (BART)*,**
- #3 *El Cerrito’s del Norte TOD Complete Streets Improvements (El Cerrito)***

These three projects listed above all had strong scores and were recommended for substantial funding. However, given the large dollar amounts requested, the presence of elements that

could be deferred or phased, and the availability of other funding sources for these projects in certain cases, the TAC recommended holding back some of the amounts requested and putting those amounts in the “if more funds are available” category. This allowed for a greater number of projects to receive funding.

- #4 *Contra Costa Transit Village Master Plan (San Pablo)*,**
- #6 *Plaza San Pablo Greenway Trail (San Pablo)*,**
- #7 *Rodeo Downtown Infrastructure Project (County)*,**
- #8 *Fred Jackson Way File Mile/Last Mile Connections (County)***

The four project listed above all had strong or mid-tier scores and modest dollar requests, and were all recommended for full funding.

- #5 *Willow/Palm Pedestrian Walkway (Hercules)***
- #14 *Sycamore/San Pablo Pedestrian Walkway (Hercules)***

The two projects listed above had mid-low scores. However, given the much better median score of the Willow/Palm Pedestrian Walkway, combined with input from Hercules staff that this project was of a higher priority, the TAC recommended fully funding Willow/Palm but not Sycamore/San Pablo.

- #9 *San Pablo Avenue Ped/Bike Improvements over BNSF (Pinole)***
- #10 *High Intensity Activated Crosswalk Beacon (Pinole)***

The two projects listed above had relatively low scores. However, the TAC recommended allocating a small portion of funds to the San Pablo Avenue Ped/Bike Improvements over BNSF to keep the project moving forward. The project is leveraging state funds for bridge improvements. Likewise, the TAC was provided with more information about the public safety function provided by Pinole’s High Intensity Crosswalk Beacon (HAWK). Given that additional information and the small dollar amount requested, the TAC recommended funding.

- #11 *Citywide Safe Routes to School Master Plan (San Pablo)***

The project above received a strong score. However, some TAC members questioned whether TLC funds should be used for more than one plan given that plans may have access to other funding sources. Given that the Contra Costa Transit Village Plan was a higher priority for the City of San Pablo, the TAC recommended funding for that plan but recommended placing the Safe Routes to School Master Plan in the “if more funds are available” category.

#12 Rumrill Blvd Complete Streets - Phase II (San Pablo)

This project had a mid-tier score but a very large funding request. As a result the TAC did not recommend funding. However, WCCTAC staff believes that it is possible that more TLC funding could become available than the \$2,308,000 in the “if more funds are available” column. If so, there would be additional funding for WCCTAC to allocate. Since the Rumrill project was on the cusp of funding and since \$800,000 could fund lighting improvements, staff included this potential allocation in the funding recommendations.

#13 SF Bay Trail - Pinole Shores to Bayfront Park (East Bay Regional Park District)

This project had a mid-tier score but some TAC members believed that this project was well positioned to receive PBTF funds and therefore did not need TLC funds.

#15 Harbour Way and 16th Street Complete Streets (Richmond)

This project had a mid-tier score but was seeking TLC funds as a match for its OBAG 2 Competitive grant application. Since it appears that this project is unlikely to be recommended for OBAG 2 Competitive funds, the TAC did not recommend funding the match.

- #16 The County's Appian Way/Valley View Intersection Improvements (County),**
- #17 SF Bay Trail - to Lone Tree Point – Rodeo to Hercules (East Bay Regional Park District)**
- #18 Shale Hill (Pinole)**

The three projects list above had relatively low scores and were not recommended for funding.

Safe Routes to School Funding Recommendation

As part of the OBAG 2 funding for Contra Costa County, West County will receive \$881,000 in Safe Routes to School (SRTS) funding. There were 3 applications submitted for these funds in West County, for a total request of \$1,399,407.

As with the TLC grant program, the WCCTAC TAC reviewed and scored applications and staff compiled the results, including both average and median scores.

The table in Attachment A lists the 3 projects, along with the amount of funding that the TAC recommends awarding to each project.

The top scoring proposals were Richmond's Lincoln Elementary SRTS Pedestrian Enhancements and the County's West County Walk and Bike Leaders (WABL) for Clean Air program. Since the

size of these two request combined slightly exceeded the available funding, the TAC recommended allocating lesser amounts, proportionate to the size of the funding requests.

Next Steps

Once the WCCTAC Board approves a recommendation for Measure J TLC and Safe Routes to School funding, WCCTAC staff will forward that draft recommendation to CCTA staff. It is WCCTAC staff's understanding that the WCCTAC Board will be allowed one additional review of proposed funding in all of the grant categories, after the recommendations for all categories are available and before the CCTA Board makes final funding decisions. This may allow for some additional refinement by the WCCTAC Board.

ATTACHMENTS:

A. Draft Funding Recommendation Chart

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Draft Funding Recommendation

Measure J - Transportation for Livable Communities

Ref #	Sponsor	Project	Rank by Avg. Score	Rank by Median Score	Amount Requested	Award recommended by TAC	Additional award recommended by TAC if more funds available	Additional award recommended by staff if still more funds available
#1	Richmond	13th Street Complete Streets	2	1 (tie)	\$3,669,000	\$3,069,000	\$600,000	
#2	BART	El Cerrito del Norte Station Access Improvement Project	4	3	\$3,200,000	\$2,200,000	\$1,000,000	
#3	El Cerrito	El Cerrito del Norte TOD Complete Streets Improvements	3	6	\$2,683,000	\$2,175,000	\$508,000	
#4	San Pablo	Plaza San Pablo Greenway Trail	10	7 (tie)	\$1,280,000	\$1,280,000		
#5	Hercules	Willow / Palm Pedestrian Walkway	13	9	\$1,058,237	\$1,058,237		
#6	Contra Costa County	Fred Jackson Way First Mile / Last Mile Connections	5	4	\$700,000	\$700,000		
#7	Contra Costa County	Rodeo Downtown Infrastructure Project	9	12 (tie)	\$470,000	\$470,000		
#8	San Pablo	Contra Costa College Transit Village Master Plan	1	1 (tie)	\$200,000	\$200,000		
#9	Pinole	San Pablo Avenue Ped/Bike Improvements over BNSF	14	14	\$1,736,000	\$200,000		
#10	Pinole	High Intensity Activated Crosswalk Beacon (HAWK)	16	16	\$120,000	\$120,000		
#11	San Pablo	Citywide Safe Routes 2 School Master Plan	6	5	\$200,000		\$200,000	
#12	San Pablo	Rumrill Blvd Complete Streets (Phase II)	7	10	\$5,164,251			\$800,000
#13	EBRPD	SF Bay Trail - Pinole Shores to Bayfront Park	8	11	\$1,000,000			
#14	Hercules	Sycamore / San Pablo Pedestrian Walkway	11	15	\$900,700			
#15	Richmond	Harbour Way and 16th Street Complete Streets	12	7 (tie)	\$510,000			
#16	Contra Costa County	Appian Way/Valley View Road Intersection Improvements	15	12 (tie)	\$3,658,000			
#17	EBRPD	SF Bay Tail - Lone Tree Point (Rodeo to Hercules)	17	17	\$1,000,000			
#18	Pinole	Shale Hill	18	18	\$550,000			
TOTAL					\$28,099,188	\$11,472,237	\$ 2,308,000	\$800,000
Amount of TLC Funding Available						\$11,192,000		
Additional PBTF for West County only						\$280,000		
Total Funding Available						\$11,472,000		

OBAG 2 - Safe Routes to School

#	Sponsor	Project	Rank by Avg. Score	Rank by Median Score	Amount Requested	Award recommended by TAC
1	Richmond	Lincoln Elementary SRTS Pedestrian Enhancements	1	1	\$383,067	\$320,159
2	Contra Costa County	West County Walk and Bike Leaders (WABL) for Clean Air	2	2	\$671,040	\$560,841
3	El Cerrito	Arlington Blvd Pedestrian Safety Improvements, Phase 1	3	3	\$345,300	
TOTAL					\$1,399,407	\$881,000
Amount of Safe Routes to School Funding Available						\$881,000

WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

March 1, 2017

Hercules

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

Pinole

RE: February WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on February 24, 2017 took the following actions that may be of interest to CCTA:

San Pablo

1. Approved a Cooperative Funding Agreement with CCTA providing STMP funding in the amount of \$700,000 for the I-80/San Pablo Dam Road Interchange Project.

Contra Costa
County

2. Received a presentation update for the West County High Capacity Transit Study.

3. Approved a WCCTAC contribution of \$50,000 in Measure J 28b funds for the San Pablo Avenue Multimodal Corridor Project, led by ACTC.

AC Transit

Please let me know if you have any follow-up questions.

Sincerely,

BART



John Nemeth
Executive Director

WestCAT

cc: Tarien Grover, CCTA; John Cunningham, TRANSPAC; Jamar Stamps, TRANSPLAN; Lisa Bobadilla, SWAT

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

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
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 RITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective

NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
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 Officer
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