

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday June 23, 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 & #72R)

Pinole

1. Call to Order and Self-Introductions. (Janet Abelson - 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.*

San Pablo

3. Proclamation Honoring Isabella Zizi, Bike Commuter of the Year (BCOY). Isabella Zizi, a resident of Richmond, commutes by bike to Albany where she works at Gathering Tribes, a Native American arts, crafts & jewelry store. She was selected by 511 Contra Costa as the Contra Costa County Bike Commuter of the Year. This is the third year in a row that a resident of West County has been chosen to represent the County.

Contra Costa
County

CONSENT CALENDAR

4. Minutes of May 19, 2017 Board Meeting. (Attachment; Recommended Action: Approve)

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

AC Transit

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

BART

7. Payment of Invoices over \$10,000. WCCTAC paid invoices in the amounts of \$31,218.47 and \$64,176.61 to WSP-Parsons Brinckerhoff relating to the High Capacity Transit Study and \$23,614.24 to the WCCUSD relating to the Low-income Student Bus Pass Program. (No Attachment; Information Only).

WestCAT

8. FY 18 Claims for Measure J Program 20b, Additional Transportation for Seniors and People with Disabilities. The annual allocation of Measure J's Program 20b funds *Additional Transportation for Seniors and People with Disabilities* is available to the five paratransit operators as outlined in the Measure J Expenditure Plan.

The operators include the East Bay Paratransit Consortium (EBPC), WestCAT, and the cities of Richmond, San Pablo and El Cerrito. These funds can be used for existing and/or enhanced senior and disabled services. The Paratransit Coordinating Committee (PCC) recently reviewed the claims and had no comments. Staff is requesting that the Board to approve a total of \$309,274 in funds. The City of Richmond is proposing to revamp their program. Their 20b funds (\$239,902 *portion*) are on hold until staff presents the new program to their Council for adoption. To see all the detail on both the CCTA Program 15 claims and the WCCTAC Program 20b claims, [click here](#) (*Attachments; Recommended Action: Approve*).

9. Draft Final Fiscal Year 2018 Work Program, Budget and Dues. At the May 2017 meeting, the WCCTAC Board approved the release to member agencies of the draft work program, budget, and dues for Fiscal Year 2018. Staff received no comments on these documents and is now bringing them back to the Board for final approval. (*Attachments; Recommended Action: Adopt Resolution 17-05*).

10. TDM Program Information for Fiscal Year 2018. Each year, the Board approves TDM program activity and budgets prior to CCTA approval. The information attached includes an overview of the Transportation Demand Management (TDM) program information for the upcoming fiscal year and budget details. (*Attachments, Recommended Action: Approve*).

11. San Pablo Avenue Multimodal Corridor Project: Funding Agreement. At the February 2017 meeting, the WCCTAC Board agreed to provide \$50,000 in Measure J, 28b funds to the Alameda County Transportation Commission for this study. Resolution No. 17-06 formalizes this action via a funding agreement. (*Attachments, Recommended Action: Adopt Resolution No. 17-06*).

12. West County High Capacity Transit Study: Work Program to Advance Alternatives. At the May 2017 meeting, the WCCTAC Board discussed next steps for advancing the study's alternatives and asked staff to return with a list of task. This list is attached. (*Attachments, Recommended Action: Receive*).

REGULAR AGENDA ITEMS

13. STMP Nexus Study Update: Overview of Process and Technical Memo #1. WCCTAC recently initiated its Subregional Transportation Mitigation Program (STMP) Nexus Study Update. The study consultants, Fehr and Peers, will provide an overview of the study process and review Technical Memo #1 (*Leah Greenblat – WCCTAC staff, Julie Morgan - Fehr and Peers staff; Attachments; Recommended Action: Review technical memo, receive presentation, and provide feedback*).

- 14. Re-Affirmation of the WCCTAC Action Plan “Proposal for Adoption” for transmittal to CCTA and incorporation into the Final 2017 CTP Update.** At the November 2014 meeting, the WCCTAC Board approved the West County Action Plan "Proposal for Adoption" and forwarded it to the Contra Costa Transportation Authority (CCTA) for incorporation into the Countywide Transportation Plan (CTP). Adoption of the CTP was postponed, however, for a variety of reasons. CCTA now seeks WCCTAC’s re-affirmation of its November 2014 “Proposal for Adoption West County Action Plan" for incorporation into Contra Costa’s 2017 CTP. In addition, based on feedback from the TAC, staff recommends making some updates to the Action Plan. *(CCTA Staff, John Nemeth-WCCTAC Staff; Attachments; Recommended Action: Re-affirm the West County Action Plan with the updates to the list of actions)*
- 15. Review of Draft 2017 Countywide Transportation Plan (CTP) Update.** CCTA has released a draft 2017 CTP Update for review by all interested parties. The CTP provides the Authority’s vision, goals, and strategies for addressing our existing and future transportation challenges. The centerpiece of the Plan is a Long Range Transportation Investment Program (LRTIP) that specifies how CCTA could invest \$6.4 billion in leveraged, new revenues on streets and highways, BART, ferries, buses, bicycle, and pedestrian facilities through the year 2040. A CCTA staff report to their Technical Coordinating Committee (TCC) is attached as additional background. The full Plan is available at www.2017CTPupdate.net. Comments on the 2017 Draft CTP are due by 5:00 p.m. on Friday, July 28, 2017. *(CCTA Staff; Attachments; Recommended Action: Information Only)*
- 16. Update on the Accessible Transportation Study and Other Senior and Disabled Mobility Efforts in West Contra Costa.** Staff will provide an update on the current Accessible Transportation Study and other recent efforts to improve mobility in West County. The Center for Independent Living (CIL) will also provide an overview of recent travel training in West County, funded by a federal 5310 grant. *(Joanna Pallock - WCCTAC Staff, Jenni Frick - CIL; Attachments; Recommended Action: Information Only)*
- 17. Bike to Work Day.** On May 11, 2017, thousands of Bay Area residents pedaled to work in celebration of the 23rd annual Bay Area Bike to Work Day (BTWD). WCCTAC staff will provide a summary of West County events and BTWD outcomes. *(Danelle Carey - WCCTAC Staff; Recommended Action: Information Only)*

STANDING ITEMS

- 18. 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

19. General Information Items.

- a. Letters to CCTA Executive Director with May 19, 2017 Summary of Board Actions
- b. Acronym List

20. Adjourn. Next meeting is: July 28, 2017 @ 8:00 a.m.

in the El Cerrito City Hall Council Chambers, located
at 10890 San Pablo Avenue, El Cerrito

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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 510.210.5930 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes May 19, 2017**

MEMBERS PRESENT: Janet Abelson, Chair (El Cerrito); Tom Butt, (Richmond); Gayle McLaughlin (Richmond); Roy Swearingen (Pinole); Joe Wallace (AC Transit); Maureen Powers (WestCat); Rich Kinney (San Pablo); Chris Kelly (Hercules).

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:03am

Meeting Adjourned: 9:46am

Public Comment: N/A

Consent Calendar: Motion by *Director Swearingen*, seconded by *Director Wallace*; motion passed.

- 4. Minutes of the April 28, 2017 Board Meeting.**
- 5. Monthly Update on WCCTAC Activities.**
- 6. Financial Reports for April 2017.**
- 7. Payment of Invoices over \$10,000.** WCCTAC paid an invoice in the amount of \$56,623.27 to WSP-Parsons Brinckerhoff. *(No Attachment; Information Only)*
- 8. Comments on Draft 2040 Plan Bay Area.**
- 9. Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2015.**
- 10. Resolution Recommending to the Contra Costa Transportation Authority the Allocation of Measure J Transportation for Livable Communities and One Bay Area Grant Program Safe Routes to School Funds.**
- 11. AC Transit and WestCAT's Fiscal Year Claims for Measure J Program 19b *Additional Bus Service Enhancements*.**

ITEM/DISCUSSION	ACTION
<p>Item #12 Draft Fiscal Year 2018 Work Program, Budget and Dues.</p>	<p>Staff presented a draft of the FY 2018 WCCTAC Work Program, Budget and Dues and sought approval for the distribution of these drafts to member agencies.</p> <p>Motion by <i>Director Kinney</i>; seconded by <i>Director Butt</i>; motion passed unanimously <i>Yes- J. Abelson, T. Butt, G. McLaughlin, R. Swearingen, J. Wallace, M. Powers, C. Kelly and R. Kinney.</i></p>

<p>Item #13 West County High Capacity Transit Study: Final Report and Future Actions.</p>	<p>Presentation given by Leah Greenblat- Staff; regarding the study which has been completed. Motion to accept study by Director Wallace (1) Motion to add amendment to study by Director Swearingen Statement to state that the RITC was already in progress and about 60% designed when the HCTS was complete and this is why this alternative was not fully explored as others. (2) Motion by Director McLaughlin; 2nd by Director Powers for staff to proceed with the advancement of the study’s alternatives and for staff to be proactively looking for strategic opportunities and for staff to bring back feedback from the findings at next WCCTAC Board meeting in June. Motion passed unanimously <i>Yes- J. Abelson, T. Butt, G. McLaughlin, R. Swearingen, J. Wallace, M. Powers, C. Kelly and R. Kinney</i> No- n/a Abstentions- n/a</p>
<p>Item # 14 San Pablo Avenue Bridge Replacement over BNSF Railroad – Complete Street.</p>	<p>Information Only An overview was given by Tamara Miller (Pinole staff) regarding the bridge project over the BNSF Railroad in Pinole and its importance to the community.</p>

TO: WCCTAC Board

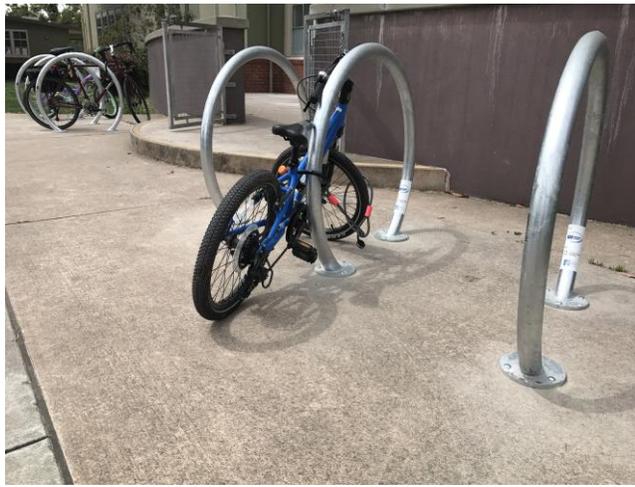
DATE: June 23, 2017

FR: John Nemeth, Executive Director

RE: Update on WCCTAC Activities

TDM Bicycle and Locker Program

The WCCTAC-TDM program has recently installed bicycle racks at local employment sites using Bay Area Air Quality Management District's Transportation for Clean Air (BAAQMD TFCA) grants. This month, WCCTAC wants to recognize both Harding Elementary School in El Cerrito as well as AAK (California Oils Corporation) in Richmond for working with our TDM program to offer new bicycle racks for their employees and visitors. Each rack provides parking for two bicycles.



WestCAT's 40th Anniversary Promotion

Beginning July 3rd, WestCAT will be offering free local and express bus rides on one specially marked anniversary bus every weekday throughout the month of July in celebration of its 40th Anniversary. WestCAT staff will tweet and post hints about the location of the bus throughout the day on its Facebook page and Twitter feed. For more information about this promotion, contact WestCAT at (510) 724-7993.



Update on San Pablo Avenue Multimodal Corridor Project

The Alameda County Transportation Commission (ACTC) selected a consultant team for the San Pablo Avenue Multimodal Corridor Project. WCCTAC and CCTA are both participating in this multi-jurisdiction effort that spans from Downtown Oakland to Hilltop. ACTC is currently working on scope and budget refinements with the consultants and is expecting to kick-off the project soon. The first TAC meeting is expected to be in September and will include representatives from Richmond, San Pablo and El Cerrito. The project will also include a Policy Advisory Committee (PAC) made up of representatives from relevant jurisdictions in Alameda County, West Contra Costa County, Caltrans, AC Transit and potentially others. The first PAC meeting will be held in the winter of 2017/2018. Staff will provide more information to Board members in the future, but it is expected one elected representative from El Cerrito, Richmond and San Pablo will be asked to serve on the PAC.

WestCAT Host Free Travel Coaching for Students

As a part of the Center for Independent Living's (CIL) grant to support Travel Coaching in West County, staff from WestCAT has prepared a Travel Coaching effort designed to teach youth riders on how to use BART and the bus. WestCAT is hosting two Travel Coaching events in August focused mainly on students preparing to use the bus for school trips. Once a transit rider learns how to use transit, access to many parts of the Bay Area become available. For more information on how to sign up for this program, you can contact WestCAT at Customer Service (510) 724-7993.



CCTA hosting Open House June 29 on the Countywide Transportation Plan

The meeting will be held on Thursday, June 29th at 2999 Oak Road Suite 150 (the empty suite on the first floor of the CCTA office building) from 6:30 to 8:30pm.

General Ledger Monthly Budget Report

User: KellyS
Printed: 06/12/17 06:22:38
Period 01 - 11
Fiscal Year 2017



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	375,643.00	375,643.00	247,254.11	128,388.89	128,388.89	34.18
770-7700-41002	Buy Back Compensation	0.00	0.00	0.00	336.29	-336.29	-336.29	0.00
770-7700-41200	PERS Retirement	0.00	0.00	0.00	44,725.41	-44,725.41	-44,725.41	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	47,143.13	-47,143.13	-47,143.13	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,572.15	-1,572.15	-1,572.15	0.00
770-7700-41400	Dental	0.00	0.00	0.00	5,640.77	-5,640.77	-5,640.77	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,293.61	-2,293.61	-2,293.61	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,544.18	-3,544.18	-3,544.18	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	655.14	-655.14	-655.14	0.00
770-7700-41911	Liability Insurance	0.00	3,944.00	3,944.00	7,795.09	-3,851.09	-3,851.09	-97.64
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	1,920.85	-1,920.85	-1,920.85	0.00
	Salary and Benefits	0.00	379,587.00	379,587.00	362,880.73	16,706.27	16,706.27	4.40
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	2,968.76	1,031.24	1,031.24	25.78
770-7700-43501	Postage	0.00	700.00	700.00	1,750.65	-1,050.65	-1,050.65	-150.09
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,700.00	3,700.00	3,922.73	-222.73	-222.73	-6.02
770-7700-43530	Office Furn & Equipmt	0.00	2,500.00	2,500.00	821.79	1,678.21	1,678.21	67.13
	(\$5000)							
770-7700-43600	Professional Services	0.00	56,630.00	56,630.00	51,550.88	5,079.12	5,079.12	8.97
770-7700-43900	Rent/Building	0.00	17,300.00	17,300.00	16,156.31	1,143.69	1,143.69	6.61
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	8,281.65	1,718.35	1,718.35	17.18
770-7700-44320	Travel/Training Staff	0.00	6,000.00	6,000.00	4,923.00	1,077.00	1,077.00	17.95
	Service and Supplies	0.00	100,830.00	100,830.00	90,375.77	10,454.23	10,454.23	10.37
7700	Expense	0.00	480,417.00	480,417.00	453,256.50	27,160.50	27,160.50	5.65
	WCCTAC Operations	0.00	480,417.00	480,417.00	453,256.50	27,160.50	27,160.50	5.65
7720	WCCTAC TDM							
772-7720-41000	Salary	0.00	378,264.00	378,264.00	208,318.32	169,945.68	169,945.68	44.93
772-7720-41002	Buy Back Compensation	0.00	0.00	0.00	969.97	-969.97	-969.97	0.00
772-7720-41200	PERS Retirement	0.00	0.00	0.00	41,682.04	-41,682.04	-41,682.04	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	48,947.42	-48,947.42	-48,947.42	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	4,127.45	-4,127.45	-4,127.45	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,301.34	-1,301.34	-1,301.34	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41900	Medicare	0.00	0.00	0.00	2,970.72	-2,970.72	-2,970.72	0.00
772-7720-41902	FICA	0.00	0.00	0.00	735.64	-735.64	-735.64	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	377.04	-377.04	-377.04	0.00
772-7720-41911	Liability Insurance	0.00	3,944.00	3,944.00	7,660.11	-3,716.11	-3,716.11	-94.22
	Salary and Benefits	0.00	382,208.00	382,208.00	317,090.05	65,117.95	65,117.95	17.04
772-7720-43500	Office Supplies	0.00	500.00	500.00	2,957.44	-2,457.44	-2,457.44	-491.49
772-7720-43501	TDM Postage	0.00	0.00	0.00	3,349.16	-3,349.16	-3,349.16	0.00
772-7720-43502	TDM Postage	0.00	2,000.00	2,000.00	892.61	1,107.39	1,107.39	55.37
772-7720-43520	CopiesPrintingShippingXerox	0.00	4,900.00	4,900.00	3,773.64	1,126.36	1,126.36	22.99
772-7720-43600	Professional Services	0.00	31,630.00	31,630.00	35,949.55	-4,319.55	-4,319.55	-13.66
772-7720-43900	RentBuilding	0.00	20,800.00	20,800.00	21,799.18	-999.18	-999.18	-4.80
772-7720-44000	Special Department Expenses	0.00	179,371.00	179,371.00	103,423.97	75,947.03	75,947.03	42.34
772-7720-44320	TravelTraining Staff	0.00	3,500.00	3,500.00	3,227.42	272.58	272.58	7.79
	Service and Supplies	0.00	242,701.00	242,701.00	175,372.97	67,328.03	67,328.03	27.74
7720	Expense	0.00	624,909.00	624,909.00	492,463.02	132,445.98	132,445.98	21.19
	WCCTAC TDM	0.00	624,909.00	624,909.00	492,463.02	132,445.98	132,445.98	21.19
7730	STMP	0.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	100.00
773-7730-41000	Salary	0.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	100.00
	Salary and Benefits	0.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00	100.00
773-7730-43600	Professional Services	0.00	250,000.00	250,000.00	0.00	250,000.00	250,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,827,000.00	2,827,000.00	2,123,513.75	703,486.25	703,486.25	24.88
	Service and Supplies	0.00	3,077,000.00	3,077,000.00	2,123,513.75	953,486.25	953,486.25	30.99
7730	Expense	0.00	3,117,000.00	3,117,000.00	2,123,513.75	993,486.25	993,486.25	31.87
	STMP	0.00	3,117,000.00	3,117,000.00	2,123,513.75	993,486.25	993,486.25	31.87
7740	WCCTAC Special Projects	0.00	0.00	0.00	5,375.00	-5,375.00	-5,375.00	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	5,375.00	-5,375.00	-5,375.00	0.00
774-7740-44000	Special Department Expense	0.00	483,581.00	483,581.00	283,514.49	200,066.51	200,066.51	41.37
	Service and Supplies	0.00	483,581.00	483,581.00	288,889.49	194,691.51	194,691.51	40.26
7740	Expense	0.00	483,581.00	483,581.00	288,889.49	194,691.51	194,691.51	40.26
	WCCTAC Special Projects	0.00	483,581.00	483,581.00	288,889.49	194,691.51	194,691.51	40.26
Expense Total		0.00	0.00	4,705,907.00	3,358,122.76	1,347,784.24	1,347,784.24	0.2864

TO: WCCTAC Board

DATE: June 23, 2017

FR: Joanna Pallock, Program Manager

RE: FY 18 Claims for Measure J Program 20b, Additional Transportation for Seniors and People with Disabilities

REQUESTED ACTION

Approve Program 20b funds in the amount of \$309,274 to four of the five West County paratransit operators for services to supplement those funds provided under the Measure J Countywide program (Program 15).

BACKGROUND AND DISCUSSION

Measure J Program 20b, *Additional Transportation for Seniors and People with Disabilities*, provides funding to the five West County paratransit operators (East Bay Paratransit Consortium (EBPC), El Cerrito, San Pablo, and WestCAT) for services to supplement those provided under the Countywide Measure J Program 15. The programming and allocations of Program 15 funds is handled by CCTA, while WCCTAC approves Program 20b funds for West County operators.

Today, the Board is being asked to adopt four of the five 20b recipients’ claims for FY 18. The City of Richmond is in the midst of revising their program and will submit a claim once they have produced and approved a new service plan. The City of Richmond staff is preparing an RFQ to seek consultant expertise on how best to proceed. The City Council is expecting to review a proposal by the end of summer.

To see all the detail on both the CCTA Program 15 claims and the WCCTAC Program 20b claims, [click here](#).

OPERATOR	FY 18 20B ALLOCATION	SERVICE	TOTAL PROGRAM BUDGET
East Bay Paratransit Consortium (EBPC)	\$110,704	Discussion about possible fare tickets into Clipper system or paperless option	\$40,208,030
WestCAT	\$83,636	Continue service outside service area; medical appts.	\$1,728,607
San Pablo	\$73,997	Upgrade scheduling system using new software	\$297,833
El Cerrito	\$40,937	Replace 14 passenger van	\$158,850

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TO: WCCTAC Board

DATE: June 23, 2017

FR: John Nemeth, Executive Director

RE: Draft Final Fiscal Year 2018 Work Program, Budget, and Dues

REQUESTED ACTION

Approve Resolution 17-05: FY 2018 Work Program, Budget, and Member Agency Dues.

DISCUSSION

On May 26, 2017, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments and the documents remain largely unchanged from the drafts, with the exception of some adjustments to the TDM budget.

Attachments:

A: Resolution 17-05

B: FY 2018 Work Program

C: FY 2018 Budget

D: FY 2018 Member Agency Dues Schedule

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 17-05

ADOPTION OF FY 2018 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 (“TDM”) Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

WHEREAS, the FY 2018 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 2018 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 23, 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

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DRAFT
WCCTAC FY 2017-2018
WORK PROGRAM

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

Planning and Programming (General Operations)

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

1. Program and administer West County's Measure J project and programs, including but not limited to:
 - a. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Low Income Student Bus Pass Program (Measure J 21b)
 - d. Sub-regional needs (Measure J 28b)

2. Participate in regional, countywide, sub-regional, and local planning and implementation efforts, as included in the West County Action Plan, including:

ROADWAY IMPROVEMENTS

- a. I-80 Smart Corridor (Integrated Corridor Mobility) follow-up, evaluation, and ongoing special TAC meetings.
- b. Managed Lanes Improvement Program (MLIP) on I-80, including express lanes.
- c. I-80 Interchange at San Pablo Dam Road and Central Avenue.

TRANSIT IMPROVEMENTS

- d. San Pablo Avenue Multimodal Corridor Project led by the Alameda County Transportation Commission (ACTC).
- e. Pursue advancement of recommendations contained in the West County High Capacity Transit Study, as directed by the Board.
- f. Hercules Regional Intermodal Transit Center planning and implementation.
- g. Richmond and Hercules ferry planning, implementation and funding identification.
- h. Coordination of local senior and disabled transportation efforts, including management and completion of the West County Measure J Accessible Transportation Study.
- i. Managed Lanes Improvement Program (MLIP) on I-80 as it relates to express bus performance and capacity.

BICYCLE/PEDESTRIAN/COMPLETE STREETS

- j. Complete Streets efforts, such as Rumrill Blvd. and 13th Street in Richmond.
- k. Bay Trail and other bike path/trail planning and development.
- l. Safe Routes to School Program and Contra Costa County's Accountable Healthy Communities (AHC) Initiative and Walk and Bike Leaders (WABL) for Clean Air.

GENERAL ACTIVITY

- m. Continue to participate in BCDC Adapting to Rising Tides (as related to transportation facilities in Contra Costa)
 - n. General Plan Updates and local specific plans
 - o. Complete Actions Plans for inclusion in the Countywide Plan and develop future revisions in consultation with CCTA that that reflect a shift from the use of level-of-service metrics to vehicle miles travelled.
 - p. Support the development of an updated Transportation Expenditure Plan (TEP), if initiated by CCTA in the upcoming fiscal year.
3. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include: Active Transportation Program (ATP) grants, and the State Transportation Improvement Program (STIP).
 4. As part of its routine operations, WCCTAC staff will manage or participate in Board and Committee meetings, including the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), CCTA OBAG Subcommittee, and potentially the Caltrans District 4 Pedestrian Advisory Committee.

Transportation Demand Management (TDM).

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

1. Manage the Commute Incentives Program, which includes:
 - employer outreach and programs,
 - transit incentives,
 - funding for bike racks and lockers,
 - funding for EV charging stations,
 - "Pass 2 Class" student transit ticket program,
 - Buy one, Get one (BOGO) SolTrans ticket program;
 - "Try Transit" clipper card program for employees and students attending qualifying colleges in Contra Costa County.

2. Manage the Countywide Guaranteed Ride Home Program.
3. Coordinate the Countywide “Text-your-Commute” challenge
4. Coordinate and plan the Countywide Bike to Work Day events.
5. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
6. Coordinate and support the Real-time Rideshare Pilot Program.
7. Support Local Agency Climate Action Plans.
8. Participate in the development of a Countywide TDM Strategic Plan.

Sub-regional 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. These funds are to be used for work on eleven pre- identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Manage the development of the STMP Nexus Study and Strategic Plan update.
2. Administer funds, oversee contractual agreements, and disburse funds to projects.
3. Issue periodic calls for projects based on fund balance and Board direction.
4. Respond to inquiries from local agencies.

Other Reimbursable Projects

As a Joint Powers Agency, WCCTAC is able to apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will manage and complete the West County Measure J Mobility Study.

Office Administration.

WCCTAC’s administration is funded through member dues, a portion of TDM funds, as well as other sources. In the upcoming fiscal year, WCCTAC will:

1. Complete the Annual Work Program, Budget and Audit.
2. Develop and implement internal organization planning tools.
3. Consider alternative financial services options.
4. Provide staff development and training opportunities.
5. Maintain and expand content on the WCCTAC website.

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WCCTAC FY 2017-2018 DRAFT Final Budget

Summary of All Accounts

Activity	Actual FY 2014-15	Original FY 2015-16	Estimated FY 2015-16	Proposed FY 2016-17	Note
REVENUES					
33403 Grants	609,445	624,909	624,909	526,564	
34111 Member Contributions	388,684	421,775	421,775	455,932	
343xx STMP Fees	552,657	912,500	1,068,004	2,052,000	
36102 Interest	12,681	7,500	16,899	12,000	
39906 Other Revenue	689,849	483,581	483,581	68,000	(a)
TOTAL REVENUES	2,253,316	2,450,265	2,615,168	3,114,496	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	724,790	793,907	758,537.00	797,576	(b)
41911 Liability Insurance	7,888	7,888	7,888	8,676	
Total Salaries, Benefits & Insurance	732,678	801,795	766,425	806,252	
Professional Services					
43600 Professional Services	136,751	237,094	91,811	338,260	
<i>Financial and IT Services</i>	43,889	39,660	39,022	41,000	
<i>Audit</i>	4,255	11,000	6,700	7,500	
<i>Attorney Services</i>	32,197	20,000	17,647	19,500	
<i>Web Site Overhaul</i>	6,985	-	-	-	
<i>Accounting Services</i>	10,678	15,600	14,645	15,600	
<i>STMP Nexus Study and Strategic Plan</i>	-	250,000	25,000	225,000	
<i>Other</i>	9,128	2,000	1,983	2,000	
Total Professional Services	136,751	237,094	91,811	338,260	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense	820,132	3,564,952	3,308,980	2,795,598	
<i>Commute Incentives / Marketing</i>	116,586	179,371	137,000	117,598	
<i>Misc. STMP Project Funding</i>	-	2,827,000	2,614,725	2,600,000	(c)
<i>Student Bus Pass Program</i>	63,760	65,000	65,600	68,000	
<i>High Capacity Transit Study</i>	635,089	483,581	483,581	-	(d)
<i>Ops Contingency</i>	4,697	10,000	8,074	10,000	
Total Special Expenses	820,132	3,564,952	3,308,980	2,795,598	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	9,840	9,500	8,997	7,200	
Total Travel/Training	9,840	9,500	8,997	7,200	
Office Expenses & Supplies					
43500 Office Supplies	273	500	3,557	500	
43501 Postage	493	700	2,100	2,200	
43502 TDM Postage	1,781	2,000	745	1,500	
43520 Printing, Copier Lease	7,053	4,900	6,527	7,500	
43530 Furniture, Equipment	28	2,500	822	1,250	
43900 Rent/Building	39,403	38,100	40,636	42,200	
Total Office Exp & Supplies	49,031	48,700	54,387	55,150	
TOTAL EXPENSES	1,748,432	4,662,041	4,230,600	4,002,460	
REVENUES - EXPENSES	504,884	(2,211,776)	(1,615,432)	(887,964)	

Beginning Fund Balance 2,483,930

Ending Fund Balance 1,595,966

Notes:

- (a) Revenue in this category is based mainly on contributions to the High Capacity Transit Study by partner agencies
- (b) Salary & benefits includes 3.0% COLA and potential merit increases.
- (c) Estimate of STMP funding available this year for allocation to eligible projects
- (d) The High Capacity Transit Study is now complete

See also the notes in the attached detail sheets by account.

**DETAIL: WCCTAC Operations
FY 2017-18 DRAFT Final Budget**

Activity	Actual FY 2015-2016	Original FY 2016-2017	Estimated 2016-2017	Proposed 2017-2018	Note
REVENUES					
34111 Member Contributions	388,684	421,775	421,775	455,932	(a)
36102 Interest - LAIF	430	-	-	-	
39906 Other - Measure J (20b & 21b)	15,000	31,494	31,464	40,783	(b)
TOTAL REVENUES	404,114	453,269	453,239	496,715	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	373,554	375,643	379,820	409,948	(c)
41911 Liability Insurance	3,944	3,944	3,944	4,388	
Total Salaries, Benefits & Insurance	377,498	379,587	383,764	414,336	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	19,817	19,830	19,258	20,500	
<i>Audit</i>	7,280	11,000	6,700	7,500	
<i>Attorney Services</i>	31,989	18,000	17,647	18,500	
<i>Web Site Overhaul</i>	6,985	-	-	-	
<i>Accounting Sevices</i>	7,308	7,800	7,348	7,800	
Total Professional Services	73,379	56,630	50,953	54,300	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	4,697	10,000	8,074	10,000	(d)
Total Special Department Expenses	4,697	10,000	8,074	10,000	
Travel & Training					
44320 Travel/Training/Mileage	4,954	6,000	5,770	5,200	
Total Travel/Training/Mileage	4,954	6,000	5,770	5,200	
Office Expenses & Supplies					
43500 Office Supplies	5,307	4,000	3,562	4,000	
43501 Postage	493	700	2,100	2,200	
43520 Printing, Copier	3,912	3,700	3,175	3,800	
43530 Furniture & Equipment	28	2,500	822	1,250	
43900 Rent/Building	17,269	17,300	17,471	18,000	
Total Office Expense & Supplies	27,009	28,200	27,130	29,250	
TOTAL EXPENSES	487,537	480,417	475,691	513,086	
REVENUES - EXPENSES	(83,423)	(27,148)	(22,452)	(16,371)	

Beginning Fund Balance \$218,472

Ending Fund Balance \$202,101

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$62,101

Notes:

- (a) FY 18 dues are proposed to be the same as the "normal" (FY08-FY12) dues.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Includes a proposed COLA of 3.0% based on Bay Area CPI, and potential merit increases.
Also includes a small shift in total work hours from TDM to WCCTAC ops
- (d) Contingency per Board Reserve Policy.

**DETAIL: TDM
FY 2017-18 DRAFT Final Budget**

Activity	Actual 2015-2016	Original 2016-2017	Estimated 2016-2017	Proposed 2017-2018	Note
REVENUES					
33403 Grants	609,445	624,909	624,909	508,615	(a)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	609,445	624,909	624,909	508,615	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	341,236	378,264	338,717	345,175	(b)
41911 Liability Insurance	3,944	3,944	3,944	4,338	
Total Salaries, Benefits, and Insurance	345,180	382,208	342,661	349,513	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	24,072	19,830	19,764	20,500	
<i>Attorney Services</i>	-	2,000	-	1,000	
<i>Accounting Services</i>	3,370	7,800	7,297	7,800	
<i>Other</i>	9,128	2,000	1,983	16,084	
Total Professional Services	36,570	31,630	29,044	45,384	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	116,586	179,371	137,000	72,876	
Total TDM Program Work	116,586	179,371	137,000	72,876	
Travel & Training					
44320 Travel/Training/Mileage/Membershp	4,886	3,500	3,227	1,500	
Total Travel/Training	4,886	3,500	3,227	1,500	
Office Expenses & Supplies					
43500 Office Supplies	273	500	3,557	1,000	
43502 TDM Postage	1,781	2,000	745	1,500	
43520 Printing, Copier Lease	7,053	4,900	6,527	12,642	
43900 Rent / Building	22,134	20,800	23,165	24,200	
Total Office Exp & Supplies	31,241	28,200	33,994	39,342	
TOTAL EXPENSES	534,463	624,909	545,926	508,615	
REVENUES - EXPENSES	74,982	-	78,983	-	
		Beginning Fund Balance		0	
		Ending Fund Balance		0	

Notes:

- (a) Lower grant funds due to CCTA reserve for countywide TDM strategic plan
- (b) Includes a proposed COLA increase of 3.0% based on Bay Area CPI, and some potential for merit increases
Budgeted amount reflects small shift in total work hours from TDM to WCCTAC ops

DETAIL: STMP
FY 2017-18 DRAFT Final Budget

Activity	Actual FY 2015-2016	Original FY 2016-2017	Estimated 2016-2017	Proposed FY2017-18	Note
REVENUES					
34310 County STMP Fees	-	150,000	36,198	40,000	
34315 El Cerrito STMP Fees	-	85,000	315,986	1,200,000	
34320 Hercules STMP Fees	144,710	140,000	-	50,000	
34325 Pinole STMP Fees	-	50,000	-	25,000	
34330 Richmond STMP Fees	385,506	400,000	678,703	700,000	
34335 San Pablo STMP Fees	5,190	80,000	20,218	25,000	
36102 Interest - LAIF	17,251	7,500	16,899	12,000	
TOTAL REVENUES	552,657	912,500	1,068,004	2,052,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	10,000	40,000	40,000	50,000	(b)
Total Salaries and Benefits	10,000	40,000	40,000	50,000	
Funding of STMP Projects					
43600 Prof. Services					
<i>Nexus Study and Strategic Plan</i>	-	250,000	25,000	225,000	(c)
<i>Other</i>	-	-	-	-	
Total Prof. Services		250,000	25,000	225,000	
44000 Project Funding	-	-	-	-	
<i>BART - Richmond Intermodal</i>			87,725		
<i>Richmond - BART East Side</i>	-	527,000	527,000	-	
<i>Hercules - Path to Transit</i>	-	1,000,000	1,000,000	-	
<i>El Cerrito - Ohlone Greenway</i>	-	300,000	300,000	-	
<i>I-80 San Pablo Dam Road Interchange</i>			700,000	-	
<i>Other Miscellaneous Projects</i>	-	1,000,000	-	2,600,000	(d)
Total Project Funding	-	2,827,000	2,614,725	2,600,000	
TOTAL EXPENSES	10,000	3,117,000	2,679,725	2,875,000	
REVENUES - EXPENSES	542,657	(2,204,500)	(1,611,721)	(823,000)	
		Beginning Fund Balance		865,000	
		Ending Fund Balance		42,000	

Notes:

- (a) STMP receipts are showing improvement. TAC aided in producing STMP estimates
- (b) Expenses are for costs to administer the program up to 2% of project expenses.
- (c) Expenses are for a new Nexus Study and Strategic Plan.
- (d) Specific projects to be funded in the upcoming Fiscal Year can be determined by the Board

**DETAIL: OTHER REIMBURSABLE
FY 2017-18 DRAFT Final Budget**

Activity	Actual FY 2015-16	Original FY 2016-17	Estimated FY 2016-2017	Proposed FY 2017-18	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Revenue					
<i>Measure J -Student Bus Pass</i>	63,760	65,000	65,600	68,000	(a)
<i>Measure J 28b - Transit Study</i>	212,758	168,242	168,242		(b)
<i>BART - Transit Study</i>	192,998	107,002	107,002		(b)
<i>CCTA - Transit Study</i>	192,998	107,002	107,002		(b)
<i>MTC - Transit Study</i>	36,335	36,335	36,335		(b)
TOTAL REVENUES	698,849	483,581	484,181	68,000	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
<i>Regional Studies/Projects</i>	-	-	-	-	
<i>Other</i>	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Program</i>	63,760	65,000	65,600	68,000	(a)
<i>High Capacity Transit Study</i>	635,089	418,581	418,581	-	(b)
Total Special Project Expenses	698,849	483,581	484,181	68,000	
TOTAL EXPENSES	698,849	483,581	484,181	68,000	
REVENUES - EXPENSES	-	-	-	-	

Beginning Fund Balance

Ending Fund Balance

-

Notes:

- (a) Revenues and expenses are for those anticipated under the Student Bus Pass Program (Measure J 21b).
- (b) Revenues and expenses are for the West County High Capacity Transit Study.

DRAFT
FY 2018 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 18 Dues
City of El Cerrito	9.1%	\$42,772
City of Hercules	9.1%	\$42,772
City of Pinole	9.1%	\$42,772
City of Richmond	27.2%	\$128,316
City of San Pablo	9.1%	\$42,772
Contra Costa County	9.1%	\$42,772
AC Transit	9.1%	\$42,772
BART	9.1%	\$42,772
WestCAT	9.1%	\$42,772
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$28,212
<i>Total</i>	<i>100.0%</i>	<i>\$455,932</i>

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues 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
FY 14-15	\$36,675
FY 15-16	\$36,675
FY 16-17	\$39,975
Proposed FY 17-18	\$42,772

TDM PROJECT INFORMATION

- A. Project Number: 18CC01
- B. Project Title: West Contra Costa County Emissions/Trip Reduction Program
- C. TFCA County Program Manager Funds Allocated: \$321,340
- D. TFCA Regional Funds Awarded (if applicable):n/a
- E. Total TFCA Funds Allocated (sum of C and D): \$321,340
- F. Total Project Cost: \$508,615

G. Project Description:

The 511 Contra Costa (West Contra Costa) Commute Incentive Program is managed by WCCTAC and promotes the use of commute/travel alternatives to individuals who drive alone in the West Contra Costa region. TFCA funds will be used to implement a Countywide Guaranteed Ride Home Program, ridematching, trip reduction and emissions reduction programs through outreach to employers, residents, municipalities and schools in West Contra Costa County and John Swett School Districts.

West Contra Costa County Emissions and Trip Reduction Program:

511 Contra Costa staff will work with employers, employees and the community to encourage clean trips in West Contra Costa County. In coordination with local transit agencies, the program provides information and incentives for transit and transportation services. Outreach will be conducted through community and employer events; targeted mailings, employer/TDM program database e-blasts, and notice of promotions through City and County residential activities, radio, movies, online/digital advertising, Chambers of Commerce, local and community locations and events. Additionally, the 511 Contra Costa and 511.org websites, newsletter and social media platforms will be used to inform West Contra Costa/Contra Costa County commuters of the programs and services available.

The FY 2017/18 Program activities include:

- Circulate commute promotions to decrease SOV and encourage alternative modes of transportation through incentives, commute challenges and on-site employer and community events. Assistance with the development of and/or maintenance of commute programs and compliance with the Bay Area Commuter Benefits Program and local ordinance requirements.
- Incentives for participating worksites in the form of bicycle racks, corrals, lockers, fix it stations equipment, and EV charging stations at locations available to the public.
- Bike to Work Day, encourage employer participation and interest in Bike to Work Day/Month activities. Promote bicycle repair workshops and bicycle safety to increase bicycle ridership.

- Promote Real-time ridesharing with Transportation Network Companies technology. Provide incentives to individuals that use carpooling technology for their commute to/from or through West County. Assist in the marketing and outreach effort to increase the number of carpoolers in West Contra Costa County/ along the I80 corridor.
- Administer a Countywide Guaranteed Ride Home (GRH) Reimbursement Program to encourage the use of carpools, vanpools, transit, walking and biking. Research partnerships with transportation network companies (TNC) to provide GRH reimbursements to their existing rideshare system.
- Continue to improve the new database model that has been developed for the Countywide Guaranteed Ride Home Program. Update the GRH reimbursement model to offer 100% reimbursement of all (6) trips to registrants in the calendar year.
- Administer a Countywide “Try Transit” Program to encourage the use of public transit. Individuals who live/work in Contra Costa County who pledge to try transit to travel to/from work can receive a clipper card pre-loaded with fifteen dollars.
- Partner with SolTrans (Solano Transit) to promote Buy One Get One (BOGO) transit pass incentives to reduce vehicle trips through encouraging commuters to travel to work via express commuter buses from Solano to Contra Costa County.
- Work with municipalities/employer sites to gauge interest in electronic charging infrastructure to promote electric vehicle use.
- Countywide Promotions: Text-your-Commute Challenge

School Trip Reduction:

- Student Travel Program: 511 Contra Costa Staff will work with the West Contra Costa Unified and John Swett School Districts (as well as the local private and charter schools) to encourage congestion relief at schools by providing incentives to encourage parents to form or join carpools and reduce vehicle idle time. Infrastructure to include bicycle racks, lockers, skateboard racks to encourage the use of active transportation. Promotion of youth clipper program to create awareness of clipper as transit agencies transition into clipper.
- Student Transit Pass Program: 511 Contra Costa Staff will offer free public passes on WestCAT transit (2- 12 trip passes) or (1) 31-day pass on AC Transit, to encourage students to use public transit as their primary mode of transportation to/from school instead of being driven by parents. Continue WestCAT summer youth pass subsidy program in coordination with Central/East County program.
- College Transit Program: Promote “Try Transit” to Community Colleges in Contra Costa County to encourage students to use public transit as an alternative to reach the campus. The contribution of 511 Contra Costa will be pre-loaded clipper cards with value equivalent to (3) trips.

Project Schedule Start Date: July 2017

Final Report Due Date: No later than June 2019

WCCTAC 2017-18 TDM Budget

FUNDING	TFCA	MJ	
PROJECT #	18CC01	18MJ17W	Total Project Cost
	\$ 321,340.00	\$187,275.00	\$ 508,615.00

Purchase Order #

Expenditure category

Salaries/Benefits (4100s)	\$ 221,321.91	\$ 110,853.00	\$ 332,174.91
Pers Retirement (unknown)	\$ -	\$ 13,000.00	\$ 13,000.00
Professional Services (43600)	\$ 11,800.00	\$ 33,584.00	\$ 45,384.00
Rent/Utilities (43900)	\$ 6,200.00	\$ 18,000.00	\$ 24,200.00
Incentives/Swag (44000)	\$ 71,876.27	\$ 1,000.00	\$ 72,876.27
Travel & Training (44320)	\$ -	\$ 1,500.00	\$ 1,500.00
Printing/Marketing (43520)	\$ 8,641.82	\$ 4,000.00	\$ 12,641.82
Postage (43501)	\$ 1,000.00	\$ 500.00	\$ 1,500.00
Liability Insurance (41911)		\$ 4,338.00	\$ 4,338.00
Program Supplies (43500)	\$ 500.00	\$ 500.00	\$ 1,000.00
Project Budget	\$ 321,340.00	\$ 187,275.00	\$ 508,615.00
	TFCA	\$ 321,340.00	
	Measure J	\$ 187,275.00	
	Total	\$ 508,615.00	

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TO: WCCTAC Board

DATE: June 23, 2017

FR: Leah Greenblat, Project Manager

RE: San Pablo Avenue Multimodal Study: Funding Agreement

REQUESTED ACTION

Adopt Resolution No. 17-06 establishing a funding agreement for the San Pablo Avenue Multimodal Corridor Project.

BACKGROUND AND DISCUSSION

At WCCTAC's February 24, 2017 meeting, the Board agreed to allocate fifty thousand dollars in Measure J 28b funds towards Phase 1 of the San Pablo Avenue Multimodal Corridor Project. The attached resolution with the funding agreement formalizes this action among the study's funding partners (Alameda County Transportation Commission [ACTC], Contra Costa Transportation Authority [CCTA] and WCCTAC). The funding agreement contains the scope of work from the request for proposals.

ACTC anticipates that the first phase of the study will take 18-24 months and is expected to kick off the effort July 2017. ACTC is in the process of finalizing its negotiations with the consultant. Upon completion, a more detailed schedule and scope of work will be available.

ATTACHMENT:

A. WCCTAC Resolution No. 17-06

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 17-06**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN
AGREEMENT WITH THE ALAMEDA COUNTY TRANSPORTATION
COMMISSION AND THE CONTRA COSTA TRANSPORTATION AUTHORITY
IN CONNECTION WITH FUNDING THE SAN PABLO AVENUE
MULTIMODAL CORRIDOR PROJECT IN A FORM APPROVED BY GENERAL
COUNSEL AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ALLOCATE
AN AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS OF MEASURE J
FUND 28B FUNDS TOWARDS THE SAN PABLO AVENUE MULTIMODAL
CORRIDOR PROJECT**

WHEREAS, the Alameda County Transportation Commission, a joint powers agency, (hereinafter referred to as “Alameda CTC”), the Contra Costa Transportation Authority, a local transportation authority (hereinafter referred to as “CCTA”), and the West Contra Costa Transportation Advisory Committee, a joint powers agency (hereinafter referred to as “WCCTAC”) (collectively, the “Parties” and each separately, a “Party”), desire to jointly fund Phase 1 of the San Pablo Avenue Multimodal Corridor Project (hereinafter referred to as “Project”), which Project will develop an implementable multimodal improvement plan for the San Pablo Avenue corridor including preparation of appropriate California Department of Transportation project initiation documents; and

WHEREAS, Alameda CTC has undertaken a procurement process and to engage a qualified consultant team (“Consultant”) to conduct the Project; and

WHEREAS, the Project will study multimodal improvement options for the San Pablo Avenue travel corridor from the southern terminus of San Pablo Avenue in Downtown Oakland to the northern terminus of Alameda-Contra Costa Transit District service on San Pablo Avenue at Hilltop Mall in Richmond (hereinafter referred to as the “Corridor”), in order to accommodate anticipated growth, address competing demands in a limited right-of-way, improve transit performance and increase ridership, implement complete streets, and improve safety; and

WHEREAS, the Project will be conducted in two phases. Phase 1 will confirm modal priorities throughout the Corridor; develop a performance framework to analyze the effectiveness and feasibility of alternatives; develop, analyze, and refine a set of alternatives for the short-, medium-, and long-term; develop conceptual engineering, traffic control strategies, and cost estimates for feasible alternatives; and develop operations and maintenance approach for identified projects. Phase 2 will initiate project development process(es) and complete project initiation documents; and

WHEREAS, Phase 1 of the Project is expected to cost approximately one million, seven hundred and fifty thousand dollars (\$ 1,750,000), with the first phase completed within 18 to 24 months; and

WHEREAS, Alameda CTC allocated one million five hundred thousand dollars (\$1,500,000) towards the Phase 1 of the Project and CCTA allocated two hundred thousand dollars (\$200,000) in Measure J Planning Funds towards Phase 1 of the Project; and

WHEREAS, at its February 24, 2017 Board meeting, WCCTAC agreed to allocate fifty thousand dollars (\$50,000) in Measure J 28b funds towards Phase 1 of the PROJECT; and

WHEREAS, the Project is fully funded with the committed funds from Alameda CTC, CCTA, and WCCTAC; and

WHEREAS, WCCTAC desires to authorize the allocation of fifty thousand dollars (\$50,000) in Measure J Planning Funds towards Phase 1 of the Project and desires to enter into an Agreement with Alameda CTC and CCTA to provide a procedure and set forth the conditions for funding the Project.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Executive Director (or his designee) is hereby authorized and directed to enter into an Agreement, attached hereto as Exhibit A, and undertake such actions and to execute such amendments as may be necessary, in a form approved by the General Counsel, with Alameda CTC and CCTA to fund and coordinate the Project; and

2. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize and direct the Executive Director (or his designee) to allocate Measure J Fund 28b funds pursuant to the Agreement in an amount not to exceed fifty thousand dollars (\$50,000); and

3. 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 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 June 23, 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

2825409.1

**AGREEMENT
BETWEEN
THE ALAMEDA COUNTY TRANSPORTATION COMMISSION,
THE CONTRA COSTA TRANSPORTATION AUTHORITY,
AND
THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
for the

SAN PABLO AVENUE MULTIMODAL CORRIDOR PROJECT**

This Funding Agreement (hereinafter referred to as this “AGREEMENT”) is entered into this XXX day of June, 2017, by and between the Alameda County Transportation Commission, a joint powers agency, (hereinafter referred to as “Alameda CTC”), the Contra Costa Transportation Authority, a local transportation authority (hereinafter referred to as “CCTA”), and the West Contra Costa Transportation Advisory Committee, a joint powers agency (hereinafter referred to as “WCCTAC”) (collectively, the “PARTIES” and each separately, a “PARTY”), in connection with funding Phase 1 of the San Pablo Avenue Multimodal Corridor Project (hereinafter referred to as “PROJECT”), which PROJECT will develop an implementable multimodal improvement plan for the San Pablo Avenue corridor including preparation of appropriate California Department of Transportation (hereinafter referred to as “Caltrans”) project initiation documents.

RECITALS

The PARTIES enter into this AGREEMENT on the basis of the following:

1. The PARTIES desire to jointly fund and study multimodal improvement options for the San Pablo Avenue travel corridor from the southern terminus of San Pablo Avenue in Downtown Oakland to the northern terminus of Alameda-Contra Costa Transit District (hereinafter referred to as “AC Transit”) service on San Pablo Avenue at Hilltop Mall in Richmond (hereinafter referred to as the “CORRIDOR”), in order to accommodate anticipated growth, address competing demands in a limited right-of-way, improve transit performance and increase ridership, implement complete streets, and improve safety.
2. Alameda CTC has undertaken a procurement process to engage a qualified consultant team (hereinafter referred to as “CONSULTANT”) to conduct the PROJECT.

3. The PROJECT will be conducted in two phases. Phase 1 will confirm modal priorities throughout the CORRIDOR; develop a performance framework to analyze the effectiveness and feasibility of alternatives; develop, analyze, and refine a set of alternatives for the short-, medium-, and long-term; develop conceptual engineering, traffic control strategies, and cost estimates for feasible alternatives; and develop operations and maintenance approach for identified projects. Phase 2 will initiate project development process(es) and complete project initiation documents.
4. Phase 1 of the PROJECT is expected to cost approximately one million, seven hundred and fifty thousand dollars (\$1,750,000), with the first phase completed within 18 to 24 months.
5. At its June 21, 2017 Board meeting, CCTA allocated two hundred thousand dollars (\$200,000) in Measure J Planning Funds towards Phase 1 of the PROJECT.
6. At its February 24, 2017 Board meeting, WCCTAC agreed to allocate fifty thousand dollars (\$50,000) in Measure J 28b funds towards Phase 1 of the PROJECT, and approved a Resolution on June 23, 2017.
7. Alameda CTC acknowledges that, with the committed funds from the PARTIES, Phase 1 of the PROJECT is fully funded, and Alameda CTC has agreed to conduct Phase 1 of the PROJECT and serve as its fiscal agent. Alameda CTC's formal initiation of the Contra Costa County elements of the PROJECT is contingent upon the full execution of this AGREEMENT.
8. CCTA and WCCTAC agree to provide staff support for some aspects of the PROJECT, as described in Section II and Section III of this AGREEMENT.
9. The purpose of this AGREEMENT is to provide a procedure and set forth the conditions under which the PARTIES will contribute funds to Alameda CTC for Phase 1 of the PROJECT, in an amount not to exceed \$200,000 from CCTA and not to exceed \$50,000 from WCCTAC.
10. The PARTIES acknowledge that Phase 2 of the PROJECT is not yet fully defined. If the PARTIES collectively decide to go forward with a multi-county Phase 2, the PARTIES will sign either an amendment to this AGREEMENT or a separate agreement with respect to the funding and implementation of Phase 2.

SECTION I

Alameda CTC AGREEMENTS:

1. Alameda CTC agrees to oversee, manage, and monitor CONSULTANT activities with respect to Phase 1 of the PROJECT, as described in Exhibit A, Scope of Work, which is attached hereto and incorporated herein by reference. The final Scope of Work for the CONSULTANT contract will be sent to CCTA and WCCTAC at the time of final contract execution. CONSULTANT activities are intended to study multimodal improvement options for the CORRIDOR in order to accommodate anticipated growth, address competing demands in a limited right-of-way, improve transit performance and increase ridership, implement complete streets, and improve safety.
2. Alameda CTC agrees to pay CONSULTANT an amount not to exceed \$1,750,000 to complete Phase 1 of the PROJECT.
3. Funding for Phase 1 of the PROJECT shall be as follows:
 - a. Alameda CTC agrees to apply a minimum of \$1,500,000 of Alameda County Measure BB funds to the CONSULTANT contract for Phase 1 of the PROJECT, as approved in the Alameda CTC 2016 and 2018 Comprehensive Investment Plans.
 - b. The other PARTIES agree to reimburse Alameda CTC for costs paid to CONSULTANT in an amount not to exceed \$250,000 for the cost of Phase 1 of the PROJECT as follows: \$200,000 from CCTA, and \$50,000 from WCCTAC.
4. Alameda CTC agrees to: act as fiscal agent for Phase 1 of the PROJECT; and to be responsible for the award and oversight of the CONSULTANT contract consistent with this AGREEMENT and Alameda CTC policies.
5. INVOICING: In accordance with Exhibit B, Alameda CTC agrees to invoice CCTA on a quarterly basis for CCTA's and WCCTAC's pro-rata share of CONSULTANT costs incurred and paid by Alameda CTC to CONSULTANT during the invoice period.
6. If funding for Phase 1 from any PARTY is not forthcoming as anticipated, or falls short of the anticipated commitments, Alameda CTC agrees to immediately notify CCTA and WCCTAC of these events. Alameda CTC further agrees to work with the PARTIES on developing an alternative cost sharing arrangement and possible re-scoping of the PROJECT, with the intent of meeting the desired objectives for Phase 1 of the PROJECT. If it is no longer possible to complete Phase 1 with the funds available and additional funds cannot be secured, Alameda CTC shall work with the PARTIES to re-scope the PROJECT and modify cost-sharing arrangements to the mutual agreement of all PARTIES. Alameda CTC acknowledges that if committed funding for Phase 1 from any PARTY is not forthcoming or falls short, or if the costs of the Phase 1 portion of the PROJECT increase,

the PARTIES are not obligated to provide additional funds in an amount greater than the amounts specified in Section I.3.b of this AGREEMENT to Alameda CTC and are not liable to Alameda CTC in any way for such additional funding. Any and all modifications to the cost sharing arrangements of this AGREEMENT shall be agreed to in writing through an amendment to this AGREEMENT in accordance with Section IV.9 of this AGREEMENT.

7. Alameda CTC acknowledges that the PARTIES shall be given two weeks to review and comment on all technical and planning documents for the PROJECT including the draft and final reports. Alameda CTC shall take all reasonable steps to address the PARTIES' comments and concerns. If CCTA and/or WCCTAC does not provide comments on any specific technical or planning document within such two week period, Alameda CTC may consider the document as deemed approved by such PARTY and proceed accordingly.
8. Alameda CTC shall appoint a Project Manager who shall oversee the PROJECT, prepare progress reports, statements and invoices, and supervise all work performed by CONSULTANT. In addition, said Project Manager shall be responsible for all administrative aspects of the PROJECT, including setting and running meetings of any staff, elected official, technical, or community advisory committees that are established, preparing materials for committee meetings and public outreach, and supervising the development and reproduction of a draft and final report of the PROJECT.
9. Alameda CTC agrees to provide the PARTIES with quarterly progress reports on the PROJECT. The quarterly progress reports shall consist of a brief description of the work completed within the quarter, any outstanding impediments to completing the projects, and anticipated work to be completed in the next quarter. In addition, Alameda CTC agrees to provide CCTA with quarterly invoices in accordance with Exhibit B. Quarterly progress reports and invoices shall be sent to the PROJECT MANAGERS as listed in Section IV.4 of this AGREEMENT.
10. All work that Alameda CTC performs, or causes to be performed, shall be done in accordance with the terms set forth in this AGREEMENT and all applicable laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local governments, including all applicable procurement rules and regulations, which relate to or in any manner affect the performance of this AGREEMENT. These terms shall be included in all Alameda CTC contracts issued for the work described in this AGREEMENT.
11. No actions by Alameda CTC's partner agencies, organizations, contractors, subcontractors, consultants, subconsultants or agents shall relieve Alameda CTC of its obligation to comply fully with this AGREEMENT. If any PARTY is not satisfied that Alameda CTC has complied fully with the provisions of this AGREEMENT, the PARTY shall provide at least 10 days' written notice to Alameda CTC of the exceptions the PARTY takes with Alameda CTC's performance and provide Alameda CTC with at least 30 days to correct or cure Alameda CTC's performance. In the event Alameda CTC fails to correct or cure said noted deficiencies, the PARTY may refuse to reimburse Alameda

CTC for any outstanding reimbursement invoice until such time as Alameda CTC corrects or cures the same..

12. Alameda CTC shall allow the PARTIES' auditors access to all records, books, and documents, related to costs or performance under this AGREEMENT, beginning with execution of this AGREEMENT and extending to three years from the date of completion of the PROJECT conducted pursuant to this AGREEMENT. In addition, Alameda CTC shall provide, upon request, copies of all source documents required to verify compliance with the requirements of this AGREEMENT.. Furthermore, Alameda CTC shall require each of its contractors and subcontractors to allow the PARTIES access to all books, records, and documents relative to all costs and performance under this AGREEMENT for the purpose of auditing, inspecting, and copying such books, records, and documents beginning with the execution of the contract or subcontract and extending for three years after completion of the PROJECT. The contractors and subcontractors shall be required to maintain all records related to contract or subcontract costs and performance for three years following final payment under the contract or subcontract. These terms shall be included in all Alameda CTC contracts issued for conducting Phase 1 of the PROJECT described in this AGREEMENT.

SECTION II

CCTA AGREEMENTS:

1. CCTA shall actively participate in the PROJECT's advisory committees and provide timely review of all materials supplied by consultants and Alameda CTC.
2. CCTA agrees to reimburse Alameda CTC for up to two hundred thousand dollars (\$200,000) for actual costs paid by Alameda CTC to CONSULTANT for the purpose of completing Phase 1 of the PROJECT as described in Exhibit A, Scope of Work.
3. CCTA agrees to make payments to Alameda CTC on WCCTAC's behalf using Measure J 28b funds for up to fifty thousand dollars (\$50,000) pursuant to Section III.2 below.
4. CCTA agrees to pay Alameda CTC promptly, but in no event later than thirty (30) calendar days, upon receipt of a quarterly invoice documenting actual costs paid by Alameda CTC to CONSULTANT, and including supporting documentation and CONSULTANT invoices as indicated in Exhibit B.

SECTION III

WCCTAC AGREEMENTS:

1. WCCTAC shall actively participate in the PROJECT's advisory committees and provide timely review of all materials supplied by consultants and Alameda CTC.
2. WCCTAC agrees to reimburse Alameda CTC, through CCTA, for up to fifty thousand dollars (\$50,000) for the purpose of completing Phase 1 of the PROJECT as described in the Scope of Work, Exhibit A.

SECTION IV

IT IS MUTUALLY AGREED BY THE PARTIES:

1. Term: The term of this AGREEMENT will begin on the date on which it is fully executed, and remain in effect until December 31, 2019, unless terminated earlier pursuant to Section IV.2 of this AGREEMENT.
2. Termination: This AGREEMENT shall be subject to termination as follows:
 - a. This AGREEMENT may be terminated by any PARTY for breach of any obligation, covenant or condition hereof, upon written notice to the breaching PARTY. With respect to any breach that is reasonably capable of being cured, the breaching PARTY shall have thirty (30) days from the date of the notice to initiate steps to cure. If the breaching PARTY diligently pursues a cure, such PARTY shall be allowed a reasonable time to cure, not to exceed sixty (60) days from the initial notice unless a further extension is granted in writing by the non-breaching PARTY.
 - b. In the event this AGREEMENT is terminated pursuant to this Section IV.2, payment shall be made by the CCTA and WCCTAC to Alameda CTC for actual costs incurred by CONSULTANT up to the time of termination and paid by Alameda CTC, subject to the expenditure limits specified in Section I.3.b of this AGREEMENT.
3. Indemnity: It is mutually understood and agreed, relative to mutual indemnification of the PARTIES:
 - a. Subject to the exception set forth in Section IV.3.b of this AGREEMENT, each PARTY to this AGREEMENT (hereinafter "INDEMNIFYING PARTY") shall indemnify, defend and hold harmless the other PARTIES and their directors,

commissioners, officers, agents, or employees against any loss, cost, damage, expense, claim, suit, demand, or liability of any kind or character, including but not limited to reasonable attorneys' fees, arising from or relating to any negligent or wrongful act or omission or violation of law of the INDEMNIFYING PARTY, its officers, agents, or employees, which occurs in connection with this AGREEMENT, but only in proportion to and to the extent of such loss, cost, damage, expense, claim, suit, demand, or liability of any kind or character, including reasonable attorneys' fees, arises from or relates to the negligent or wrongful act or omission or violation of law of the INDEMNIFYING PARTY, its officers, agents or employees.

- b. None of the PARTIES to this AGREEMENT are being compensated for their staff time to be spent in connection with the PROJECT. The PARTIES are willing to contribute such time in good faith, provided that they do not subject themselves to undue risk of liability. No PARTY shall be liable to any other PARTY for its activities in connection with this AGREEMENT, except for liability resulting from payments or non-payments, personal injury, property damage, or violation of laws, in which case the provisions of Section IV.3.a of this AGREEMENT shall apply.
4. Notices: Any notice which may be required under this AGREEMENT shall be in writing, shall be effective when received, and shall be given by personal service, or by certified or registered mail, return receipt requested, or by e-mail, return receipt requested, to the addresses set forth below, or to such addresses which may be specified in writing to the PARTIES hereto. The persons listed below shall serve as the designated PROJECT MANAGER for each PARTY to this AGREEMENT.

Alameda CTC:

Carolyn Clevenger, Director of Planning
Alameda County Transportation Commission
1111 Broadway, Suite 800
Oakland, CA 94607
e-mail: Cclevenger@alamedactc.org

CCTA:

Martin Engelmann, Deputy Executive Director of Planning
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
e-mail: mre@ccta.net

WCCTAC:

John Nemeth, Executive Director
WCCTAC
6333 Potrero Ave, Suite 100
El Cerrito, CA 94530
e-mail: jnemeth@wcctac.org

5. Compensation.

a) Due to a pre-existing funding agreement between the CCTA and WCCTAC (Master Cooperative Agreement No. 28W.02), the CCTA's STP funds and WCCTAC's Measure J 28b funds must be paid on a reimbursement basis.

b) Alameda CTC will transmit to CCTA quarterly invoices as detailed in Exhibit B.

c) The PROJECT MANAGER for each PARTY will review the invoices and approve them for payment or, if additional documentation or information is required or there are questions regarding an invoice, the PARTY's PROJECT MANAGER will contact the Alameda CTC PROJECT MANAGER regarding such additional documentation, information or questions.

6. PARTIES' PROPORTIONATE SHARE.

Alameda CTC shall invoice CCTA and WCCTAC in proportion to their financial contribution towards Phase 1 of the PROJECT as follows:

Agency	Contribution	Proportion of Invoice
CCTA	\$200,000	11.4%
WCCTAC	\$50,000	2.9%
Alameda CTC (Measure BB)	\$1,500,000	85.7%
Total	\$1,750,000	100%

7. PARTIES' Responsibilities

PARTIES will work cooperatively with the CONSULTANT to perform planning related tasks as described in Exhibit A, Scope of work, including, but not limited to, the following work:

a) provide and obtain data on adopted or pending development plans and policy documents including general plans, specific plans, strategic plans, short range transit plans ("SRTPs"), transportation improvement plans, other infrastructure plans and projects, major development plans, property ownership, and other background data that pertain to the PROJECT;

- b) provide technical input and review on potential travel forecasting models and related analysis for use in the PROJECT, including both land use data and roadway data that are input into the forecasting models;
 - c) assist in developing the method of analysis of alternatives;
 - d) provide technical input on potential alternatives to improve transportation conditions on San Pablo Avenue,
 - e) assist in the development and execution of public outreach that will be used in the PROJECT;
 - f) identify potential stakeholders within their jurisdiction for inclusion in the public outreach element of the PROJECT;
 - g) advise PARTIES' elected officials on the foregoing items and related matters;
 - h) meeting attendance; and
 - i) advise the other PARTIES on other technical aspects of the PROJECT as needed.
 - j) meet to discuss funding arrangements for Phase 2 of the PROJECT as needed.
8. Additional Acts and Documents: Each PARTY agrees to do all such things and take all such actions and to make, execute and deliver such other documents and instruments, as shall be reasonably necessary to carry out the provision, intent and purpose of this AGREEMENT.
9. Amendment: This AGREEMENT may not be changed, modified, or rescinded except in writing, signed by all PARTIES, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.
10. Assignment: Except as expressly provided herein, this AGREEMENT and the obligation of each PARTY hereunder, may not be assigned, transferred, hypothecated, or pledged by each PARTY without the express written consent of all PARTIES.
11. Severability: Should any part of this AGREEMENT be declared unconstitutional, illegal, invalid, or beyond the authority of any PARTY to enter into or carry out, such decision shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect. Provided that, the remainder of this AGREEMENT can, absent the excised portion, reasonably be interpreted to give effect to the intentions of the PARTIES.
12. Controlling Law and Venue: This AGREEMENT and all matters relating to it shall be governed by the laws of the State of California. Venue shall be in Alameda County.
13. Execution in Counterparts: The PARTIES recognize and agree that separate counterpart signature pages may be used to execute this AGREEMENT, but that all such pages shall constitute one and the same AGREEMENT.

Signatures appear on following pages.

<p><u>Alameda CTC:</u></p> <p><u>ALAMEDA COUNTY TRANSPORTATION COMMISSION</u></p> <p>By: _____ <u>Name: Arthur L. Dao</u> <u>Title: Executive Director</u> Date: _____</p> <p><u>Approved as to Form</u></p> <p>By: _____ <u>Name:</u> <u>Title:</u> Date: _____</p>	<p><u>WCCTAC:</u></p> <p><u>WEST CONTRA COSTRA TRANSPORTATION ADVISORY COMMITTEE</u></p> <p>By: _____ <u>Name: John Nemeth</u> <u>Title: Executive Director</u> Date: _____</p> <p><u>Approved as to Form</u></p> <p>By: _____ <u>Name: Kristopher J. Kokotaylo</u> <u>Title: WCCTAC Counsel</u> Date: _____</p>
<p><u>CCTA:</u></p> <p><u>CONTRA COSTA TRANSPORTATION AUTHORITY</u></p> <p>By: _____ <u>Name: Randell H. Iwasaki</u> <u>Title: Executive Director</u> Date: _____</p> <p><u>Approved as to Form</u></p> <p>By: <u>Best Best & Krieger LLP</u> <u>Name: Mala Subramanian</u> <u>Title: Authority Counsel</u> Date: _____</p>	

EXHIBIT A

SCOPE OF WORK

Project Description

The San Pablo Avenue Multimodal Corridor Project will develop an implementable multimodal improvement plan for the San Pablo Avenue corridor including preparation of appropriate California Department of Transportation (Caltrans) project initiation documents. This project will build off of existing transportation and land use planning efforts that have been completed in the corridor.

Corridor Overview

The San Pablo Avenue Corridor is a critical interjurisdictional arterial corridor that traverses four cities in Northern Alameda County (Oakland, Emeryville, Berkeley, and Albany) and portions of Western Contra Costa County (including El Cerrito, Richmond, San Pablo, and unincorporated Contra Costa County), providing north-south connections throughout the inner East Bay paralleling Interstate 80 (I-80). It is a multi-purpose corridor in the broadest sense: it traverses diverse neighborhoods, serving thriving commercial districts, major trip generators, and both well-established and transitioning residential neighborhoods; it serves local, regional, and interregional trips; and it plays a critical role in the networks of all modes. The portion of San Pablo Avenue from West MacArthur Boulevard in Emeryville to Cutting Boulevard in Richmond is State Route 123 and thus subject to Caltrans jurisdiction.

San Pablo Avenue carries up to 27,500 average daily vehicles of all types, including autos, buses, shuttles and trucks. Nearly 17,800 daily transit riders traverse the corridor on Alameda-Contra Costa Transit District (AC Transit) bus routes, including the 72, 72M, and 72R, and other local and transbay transit routes. In addition, Western Contra Costa County Transit (WestCAT) provides local and transbay service in northwestern Contra Costa County, although is not currently a primary user of San Pablo Avenue. The corridor includes many high-activity pedestrian areas, and is an important bicycling route, with bike facilities existing or planned on San Pablo Avenue itself or on adjacent bicycle boulevards. The corridor is a designated truck route, serving commercial and industrial uses throughout the corridor. As a portion of a dedicated state route, San Pablo Avenue plays a key role in relieving freeway traffic during incidents and is part of the overall I-80 Integrated Corridor Mobility Project (ICM), also known as the I-80 Smart Corridor.

The corridor is also very important from a land use and economic development perspective. There is currently significant development growth occurring along the corridor which is projected to continue into the future. Several higher-density, mixed use developments have recently been built, and several more proposals are under consideration. Most segments of San Pablo Avenue have been designated as Priority Development Areas (PDAs) by local jurisdictions, and many cities along the corridor have zoned the area along the corridor to allow higher density infill land uses along San Pablo Avenue.

Project Limits

The project area will extend from the southern terminus of San Pablo Avenue in Downtown Oakland to the northern terminus of AC Transit service on San Pablo Avenue at Hilltop Mall in Richmond. The project will consider the “San Pablo Avenue Corridor” to mean not just San Pablo Avenue, but also nearby parallel roadways and sections of perpendicular roadways in order to understand larger circulation patterns, network effects among parallel and perpendicular streets, infrastructure needs and opportunities for prioritizing different travel modes on different streets.

Past Planning

Numerous recent studies have made recommendations for the San Pablo Avenue Corridor, including:

- Alameda CTC’s Countywide Transit Plan and AC Transit Major Corridor Study both identify the corridor as a future bus rapid transit (BRT) route in the long-term (2040 planning horizon), with potential to be upgraded to a more expansive and effective Rapid Bus route in the interim.
- Plan Bay Area 2040 has identified BRT on San Pablo as a high performing project, based on anticipated growth and ridership.
- The Alameda CTC Multimodal Arterial Plan identifies various sections of the corridor as a priority route for transit, trucks, pedestrians, and bicyclists.
- The West Contra Costa High Capacity Transit Study, overseen by the West Contra Costa Transportation Advisory Committee (WCCTAC) and funded collaboratively by the Contra Costa Transportation Authority (CCTA), BART, Metropolitan Transportation Commission (MTC), and WCCTAC, identifies BRT along San Pablo Avenue/Macdonald Avenue as one of the study alternatives.
- Numerous local bicycle/pedestrian plans, specific plans, and other plans identify potential for additional development and improved transportation options in the corridor.
- Alameda CTC and CCTA have each developed a PDA Investment and Growth Strategy that sets forth the planned development of each PDA along the corridor.

Study Purpose

This study seeks to build off of the high-level planning done in the efforts noted above and advance the corridor through alternatives development and to prepare and finalize appropriate Caltrans project initiation documents for this corridor. Alameda CTC is embarking on this corridor study for several reasons:

- *Accommodate anticipated growth:* Improving the person throughput of major arterial roadways like San Pablo is one of the primary remaining opportunities for expanding the capacity of the transportation system. New housing and jobs anticipated to develop along the corridor may result in higher traffic volumes. At the same time, the feasibility of adding new lanes on San Pablo Avenue is limited given the corridor’s built-out nature and right-of-way constraints along much of the corridor. New capacity to accommodate growth must be gained through efficiency improvements within the existing right-of-way, and through

development of more robust and effective non-auto options to enable more expedient reliable travel via all modes.

- *Address competing demands:* Arterials are an essential component of our transportation systems, connecting communities with each other, serving local and long-distance trips, serving major employment and activity centers, and serving as part of local neighborhoods. This wide range of functions means that arterials can suffer from competing demands and multiple “owners”, with competition between modes as well as between uses of space for things such as parking, public space, and landscaping. This multimodal, multijurisdictional project will include participation of all local jurisdictions along the corridor, Caltrans, AC Transit, and BART, and will consult with other appropriate transit operators such as WestCAT and the Emery-Go-Round over the course of the project; all these partners will be essential to defining and advancing substantial improvements to the corridor. The project will also consider the entire San Pablo travel corridor including parallel streets which will help address the competing demands.
- *Improve transit performance and increase ridership:* Despite its strongly transit-supportive land use, transit service in this corridor suffers delays and poor on-time performance due to moderate to severe traffic congestion on several key segments, including near BART stations. In order to increase transit ridership in support of regional and local sustainability goals, local development plans, and growth in PDAs, improving transit performance on San Pablo is critical.
- *Implement Complete Streets:* Over the past decade, the Complete Streets movement has redefined transportation planning by considering how all modes use a city’s roadways collectively. Cities along the corridor have developed local Complete Streets policies, but the individual agency activities have not been brought together in a comprehensive, systematic way for the entire San Pablo travel corridor, including San Pablo and parallel streets.
- *Improve safety:* The corridor shows high rates of collisions, affecting the safety of all users. The corridor includes significant pedestrian activity directly along San Pablo, which is expected to increase given the growth and land uses planned for the corridor. Identification and implementation of safety improvements is necessary to make the corridor an inviting and safe place to walk and bike.
- *Stakeholder buy-in:* In order to transition from high-level planning to an implementable multimodal improvement plan, it is necessary to ensure that alternatives are consistent with how residents, merchants, and other stakeholders use the San Pablo Avenue corridor (or wish to use the corridor) and to assess the acceptability of proposed modifications to the corridor.

There is ample opportunity in the San Pablo Corridor to improve efficiency and safety for all modes, reduce conflicts, enhance the corridor’s ability to carry more people in a more reliable manner, and better serve everyone using the corridor. As such, the purposes of the study are:

- To improve safety for all modes
- To accommodate growth by improving efficiency and reliability and expanding person-throughput within existing right-of-way
- To improve comfort and quality of trip for all users

- To enhance the sense of place throughout the corridor and support local land use and economic development priorities

Required Scope of Work, Deliverables, and Staffing

Scope of Work Overview

This scope of work will build upon existing transportation planning and land use planning efforts along the corridor to develop an implementable multimodal improvement plan for the San Pablo Avenue corridor. The work performed through this project has the following specific intended outcomes:

- Identification of a purpose and need for the multimodal improvement plan that can guide project development
- Confirmation of modal priorities throughout the full length of the corridor for San Pablo Avenue and surrounding streets, including full engagement of all local jurisdictions along the corridor, Caltrans, and transit partners
- Engagement with communities along the corridor at key points in the project to discuss priorities for the corridor
- Development of corridor alternatives for the San Pablo Avenue corridor, and potentially relevant adjacent local streets and intersecting street segments, and refinement of alternatives for further analysis
- Development of a performance evaluation framework aligned with the project need, purpose, and goals that can be used to test feasibility and refine project alternatives
- Analysis of potential environmental, right-of-way, business, and community impacts, including impacts during construction and after project implementation
- Selection of a refined set of project alternatives for the short-, medium-, and long-term that meet performance objectives for mobility in the corridor
- Development of conceptual engineering, traffic control strategies, and cost estimates for feasible alternatives
- Identification of a defined project or set of projects, and approach to advance them to more detailed project development
- Development of operations and maintenance approach for the identified project(s), including identification of required operations and routine/periodic maintenance agreements and ongoing corridor system management needs
- Initiation of project development and delivery according to required Caltrans project initiation process and documents

The scope of work includes two major phases. Phase 1 includes the alternatives analysis, alternatives refinement, and conceptual engineering. In Phase 2, the project will shift from a planning, project identification, and evaluation focus to a project development focus. Phase 1 will conclude with identification of a project or set of projects to advance to more detailed project development and environmental work. Phase 2 will commence by confirming a specific approach to project delivery before advancing with project development activities. The approach to project development in Phase 2 will be dependent on the outcomes of Phase 1, and therefore the refined scope, schedule, and budget

for Phase 2 will be determined at the end of Phase 1 (additional guidance on approaching proposal development in Phase 2 below).

Scope of Work

The scope of work should be developed to achieve the specific outcomes listed above. In the proposal, respondents should discuss opportunities and risks associated with meeting the project objectives listed above, the team's past involvement in similar projects, and how the proposed team can assist the agency in managing the risks and meeting the project objectives. At a minimum, the respondents are asked to use the following as a guide to propose a scope of work to achieve these outcomes.

Respondents are welcome to identify/include additional tasks if deemed appropriate to meet the objectives of this project.

Project Management

Respondent should propose a viable project management strategy for this complex project that keeps the project within scope, on schedule, and on budget and that includes regular check-ins with the Alameda CTC project manager and meetings with project stakeholders. Risk management, quality control/quality assurance, and project communication are considered core components of project management efforts.

Partnering Strategy

Respondent should recommend a partnering strategy that is defined in a written agreement (i.e. a Memorandum of Understanding or equivalent document) amongst local jurisdictions, transit operators, Caltrans, CCTA, Alameda CTC, MTC, and other relevant agencies. The partnering strategy should outline roles during project development, funding, implementation, management, operations and maintenance of the corridor, including eventual ownership of different project components.

Stakeholder and Community Engagement

In consultation with Alameda CTC and project partners, respondent shall develop a plan for engaging jurisdictions, transit operators, business owners, stakeholders, and the public along the corridor to ensure awareness, educate the public and stakeholders about potential alternatives, and gain local input throughout the process. Respondent should propose a general strategy for stakeholder and community engagement that balances the need for appropriate levels of community input with the desire for an implementable project and a streamlined process. Community engagement will need to include innovative and creative ways to engage the public and stakeholders. Respondent should also discuss the need for and approaches to public engagement that consider the range of different communities and types of uses along the corridor, including non-English speakers, businesses, transit riders, and disadvantaged community members.

Strategies for stakeholders can vary and could include a Policy Advisory Committee (comprised of elected officials), an Executive or Steering Committee (comprised of executive staff from involved agencies), a Technical Advisory Committee (comprised of engineers, planners, and administrators from local jurisdictions and public agencies), and/or an NGO Committee (comprised of Non-Governmental Organizations). In addition to staffing these and/or other proposed committees, respondent shall make presentations to the elected councils and/or boards of key project agency stakeholders. The respondent

should provide the rationale for any proposed committee establishment based upon actual successful experience and best practices.

Stakeholder engagement – including both public agencies and community groups – is assumed to happen throughout the process. Respondent should propose a strategy that gets input at key milestones in the project to understand different stakeholders’ preferences for the alternatives, to communicate which alternative(s) has been recommended to move forward to project development, and the rationale for this recommendation.

At the start of the project, respondent will develop a full Stakeholder Engagement Plan in collaboration with Alameda CTC. This Plan will refine the general approach put forth in the proposal and identify more specifically which stakeholders should be engaged at which decision points and via what strategies. Proposal should include a way to assess the effectiveness of public engagement during the course of the project.

Phase 1 – Project Definition and Alternatives

Review of Relevant Recent Planning Efforts

Respondent team should become familiar with all existing planning work that has been done for the corridor as efficiently as possible. Documents to be reviewed include, but are not limited to:

- AC Transit Major Corridors Study
- Core Capacity Transit Study – Transbay service recommendations
- West Contra Costa Transportation Advisory Committee (WCCTAC) High Capacity Transit Study
- Alameda CTC Modal Plans (Countywide Transit Plan, Arterials Plan, Bicycle and Pedestrian Plans, and Goods Movement Plan)
- I-80 Smart Corridor planning and engineering documents
- Caltrans Smart Mobility Framework
- Caltrans Strategic Management Plan 2015-2020
- Local Bicycle and Pedestrian Plans and other relevant local corridor/area mobility plans
- Plan Bay Area 2040 growth projections
- Specific Plans, Area Plans and/or General Plans relevant to the corridor
- Local Complete Streets plans and policies
- Recent major development proposals
- Recent major transportation projects
- Local stormwater/green infrastructure plans
- Oakland Department of Transportation Strategic Plan

Baseline Conditions, Data Collection, and Analysis

Respondent will collect and summarize relevant infrastructure, travel demand, land use, demographic, and other data. Generally, prior Alameda CTC plans provide a strong starting point in terms of roadway geometry data for Alameda County but these plans did not collect any new documentation of existing traffic control technologies or traffic count data. Data can also be collected from relevant jurisdictions, transit operators, and Caltrans and/or recent planning efforts of these agencies. Additional baseline data collection will likely need to be performed for San Pablo Avenue itself as well as select perpendicular

and parallel arterial streets to support analysis of broader circulation impacts and trip generators. Respondent should develop an approach which includes the following activities:

- Establish **study network and limits**, including roadways, roadway geometry, traffic control equipment, transit network transfer links, etc. Study network must include parallel roadways and sections of perpendicular roadways, as needed to understand (1) larger circulation patterns and effects and (2) opportunities for a gridded network that prioritizes different travel modes on different streets and (3) the role San Pablo corridor plays in the larger transportation network.
- Develop and implement a **plan for collecting data**, including assessment of existing data, identification of gaps, and a proposed data collection approach, including cost and schedule. Respondent should discuss the types of data they would consider collecting in their proposal and the rationale for how the data would benefit this project.
- Conduct **origin/destination analysis** to gain as robust an understanding as possible of how the corridor is currently being utilized by users on all modes. This should include, as feasible, trip lengths, trip purposes, trip origins and destinations, peak versus off-peak corridor usage, weekday versus weekend corridor usage, and major concentrations of origins and destinations by mode for travelers on the San Pablo Avenue Corridor. Respondent should discuss how more quantitative data on corridor travel patterns may need to be supplemented by more qualitative assessments of how the public travels in the corridor, issues it faces traveling in the corridor, and how it wishes to use the corridor.
- Review and analyze **collision data** using industry best practices, including collisions for all modes. The analysis should include, at a minimum, identification of high-crash locations, prevalent crash types including those that are correctable using infrastructure countermeasures, and key safety issues for all modes. Data is assumed to be available from the Statewide Integrated Traffic Reporting System and from other city accident statistics as available.
- Assess **existing and planned land uses** along the study network corridors, including key trip generators/attractors near the study network corridors, and regional forecasts for growth along the corridor.
- Conduct **travel time and delay analysis, for both autos and transit**. Travel time analysis should be capable of identifying sources and magnitude of delays where transit or vehicle speed or reliability is especially poor. This task will build on work already completed for the AC Transit Major Corridors Study and Alameda CTC Arterials Plan.
- Analyze **transit ridership** for major bus lines along the study network to identify low- and high-ridership stops as well as segments of high passenger loads/crowding, and based upon future developments within local jurisdictions, where future high ridership could occur.
- Develop inventory of **bus stop locations and design** and identify gaps where safety and efficiency improvements are needed.
- Develop inventory of **transit real-time information systems and other passenger amenities**, including ownership and maintenance agreements.
- Identify current **truck delivery activity** on San Pablo Avenue, including truck volumes and types along the corridor, delivery practices, and conflicts with other modes.
- Inventory **traffic control devices and management practices** along the corridor including type of equipment (cabinet, controller, signal heads, etc.), owner/operator, vehicle detection, communication, presence of Emergency Vehicle Preemption and Transit Signal Priority (TSP),

and presence of bicycle detection, pedestrian countdown signals, pedestrian push buttons, and audible pedestrian alerts. Respondent should also obtain existing **traffic control plans and signal phasing** from local jurisdictions, Caltrans, and other relevant agencies and identify any existing institutional coordination agreements between local, regional and state partner agencies for signal control and general traffic management along the corridor.

- Analyze existing **traffic signal coordination**, including TSP.
- Analyze the availability, safety, and convenience of **bicycle and pedestrian crossings and other facilities** along the study network.
- Develop inventory of **on-street parking, existing parking regulations, and curb-management practices**. Evaluate **parking utilization and commercial loading and unloading activities** using existing data, new data, and/or customer intercept surveys, as appropriate.
- Document **existing improvement plans** for San Pablo Avenue, including review of previous planning efforts and meetings with jurisdictions and transit agencies to identify any spot improvements the jurisdiction/transit agency has identified along the corridor that might not be documented in an existing plan.
- Develop inventory of **innovative transportation technologies** that could be beneficial to multimodal corridor operations.

Project Purpose and Need, Goals, and Performance Evaluation Framework

Respondent will develop the following to provide the foundation for the project analysis and outcomes:

- **Project Purpose and Need:** The refined project purpose and need statement should be consistent with the goals and objectives articulated in adopted Countywide, local, and agency plans for the San Pablo Avenue Corridor and the Caltrans Strategic Management Plan 2015-2020. The purpose and need statement is a critical task, and all future project development work must be directly related to the purpose and need. Proposals should include discussion of how to approach the development of the purpose and need, and how that purpose and need will continue to be referenced throughout the project.
- **Goals:** Goals for the corridor and network should reflect the full range of transportation goals for the corridor that are supportive of larger planning goals such as economic development, environmental preservation, and equitable access.
- **Performance Evaluation Framework:** This should include development of screening criteria and performance measures to support subsequent analysis tasks (i.e. alternatives screening, evaluation, and refinement). Respondent will note data sources and the methodology that will be used to analyze and forecast the measures. The evaluation framework should:
 - Be tied to the goals
 - Build off of the performance measures used for the Alameda County Transportation Plan, the Alameda Countywide Multimodal Arterial Plan, Alameda Countywide Transit Plan, and AC Transit Major Corridors Study
 - Be grounded in industry best practices
 - Be capable of capturing performance for each travel mode in isolation as well as all modes together as a functioning corridor
 - Be able to illustrate tradeoffs between alternatives that prioritize different modes
 - Allow for evaluation of short, medium, and long-term improvements

The purpose and need, goals, and performance evaluation framework will be reviewed in depth with the project partners and stakeholders. Gaining consensus amongst agency partners at this stage of the project is a critical foundation for the rest of the project. Developing some common understanding of existing conditions in the corridor may be an important prerequisite to allow for consensus. The Respondent should include an approach for this process in the partnering strategy and/or in the stakeholder and community engagement portions of the proposal and discuss how this will be coordinated with other tasks. The partnering strategy should also address how to support local jurisdiction buy-in on improvements in the corridor.

Alternatives Development

The Alameda CTC Multimodal Arterial Plan (MAP) ranked modal priorities and proposed improvements for Alameda County's arterial and collector streets which will serve as a starting point for development of cross-section alternatives and thinking about modal priorities. Respondent will develop a range of potential alternatives that are designed to meet study goals and provide high quality, multimodal options for trips in the corridor now and in the future. Multimodal alternatives should be developed for San Pablo Avenue and for select complementary parallel and perpendicular streets that take a number of issues in to account, including, but not limited to: consider both transportation and urban design/placemaking concepts for the street; consider short-, medium-, and long-range implementation timeframes; consider infrastructure and operational strategies; and consider traveler information and corridor user amenities. Alternatives should also seek to maximize person throughput; satisfy the project purpose and need; be cost effective; avoid or minimize environmental and right of way impacts; and provide efficient access to major activity centers (e.g. BART stations, commercial centers, civic areas, etc.).

Alternatives Screening

Respondent should propose a process to screen a larger set of alternatives for the corridor into a smaller set of alternatives for additional more detailed analysis and phasing (using criteria from the performance evaluation framework described above). Analysis at this stage should be a "fatal flaw" type analysis used to screen options and limit the range of alternatives for further analysis; it can also be used as a starting point to begin to classify alternatives as short-, medium-, or long-term. The analysis should consider all modes and how improvements may be implemented across time. This work will likely require:

- Network-level analysis to ascertain impacts on circulation and travel, network relationship of San Pablo Avenue with parallel and perpendicular roadways, including I-80 and the I-80 ICM project, and how changes on one corridor affect the others.
 - Development of a range of cross-section alternatives that are developed to a degree sufficient to determine if proposed facilities can be implemented within available right-of-way.
- Respondent proposal should consider the level of segmentation needed at this stage of analysis.

Given the number and assortment of potential options, the alternatives development and screening process may involve a matrix of primary themes coupled with a variety of options for consideration.

Alternatives Evaluation

Respondent will evaluate the performance of a refined set of alternatives using the project purpose, need and performance evaluation framework as a basis for evaluation. The alternatives evaluation should illustrate tradeoffs to modes/user groups and differences in cost effectiveness and benefits from the different corridor alternatives. Analysis should also examine impacts to parking, local circulation, and safety to a level sufficient to determine the types of management strategies and/or mitigations that would be needed to support an alternative. The alternatives evaluation should also compare, at a high level, the implementation considerations related to each alternative such as the need to operate a separate fleet of vehicles, peak vs off-peak types of services, construction staging, ongoing operations and maintenance needs, and/or need for enforcement to ensure that a facility operates as intended.

Proposal responses should recommend specific methodologies/analytic tools, horizon years, and data sources needed to adequately assess alternatives. In addition, proposal responses should recommend an approach to modeling for the project, including discussion of strategic points in the process to do modeling, what type of modeling is most appropriate, and the level of modeling analysis recommended. The modeling approach should detail the rationale for modeling work including the information that will be provided and how that information helps advance the project.

Alternatives Refinement, Conceptual Engineering and Cost Estimates

Respondent will develop conceptual engineering drawings, traffic system management plans for daily operations, and order-of-magnitude cost estimates for a limited range of feasible alternatives for the San Pablo Avenue Corridor. This stage of analysis should consider corridor design features, and may also include a limited set of parallel facilities and/or a limited number of perpendicular street segments (e.g. if a proposed treatment on San Pablo Avenue will impact turning movements to/from a perpendicular street). This work must address the multi-modal needs of the corridor. Key elements are:

- **Conceptual engineering drawings** that are developed to a level of detail sufficient to determine impacts such as: impacts to on-street parking, impacts to utilities/drainage, ability to accommodate particular types of vehicles and their turning movements, constructability issues, deviations from Caltrans design standards, potential right of way needs, environmental impacts/clearance considerations, and other engineering feasibility and project risk considerations. Conceptual engineering drawings should also be developed to a level of detail sufficient to support cost-estimation, and analysis of operational impacts to autos, transit, emergency vehicles, bicycles and pedestrians, and large vehicles.
- **Conceptual traffic signal and traffic system management strategies** that consider existing and new technologies and tools that improve issues such as: travel times, reliability, efficiency, person-throughput and safety. At a high level, respondent will identify equipment needed and develop conceptual signal phasing and timing at key locations for a limited set of alternatives. Traffic control strategies should be developed to a level sufficient to determine required hardware and backbone infrastructure upgrades for purposes of subsequent cost estimation. Traffic control strategies should also be sufficient to understand delay and operational impacts to different types of street users. Traffic control strategies should consider perpendicular traffic and the impacts of any signal changes on San Pablo Avenue on the rest of the network.

- **Conceptual transit operating plan** that includes layover locations and recommended transfer locations if the San Pablo corridor service were to be provided by more than one agency. The plan should consider definitions of routes, frequencies, spans of service, and stop spacing to maximize efficient operations and ease of use for riders.
- **Conceptual cost estimates** for each feasible alternative that are itemized by project element and developed at a segment level, to support potential phased implementation. Cost estimates should include capital costs for all infrastructure and other improvements, as well as operating and maintenance costs for transit services and ITS components (e.g. signal improvements) and estimated project development, review and management costs by phase going forward through to project completion. Operations and maintenance cost estimates should encompass the full corridor and full project useful life and should be itemized to support discussions regarding which agencies fund ongoing costs associated with different activities.
- **Identification of quantitative and qualitative benefits** of the refined alternative(s) including, but not limited to, relevant criteria from the evaluation framework, reductions in greenhouse gas emissions and VMT, improved access to jobs and education, etc.
- **Operational strategies** for curb-management, including loading/unloading activities and parking management.
- **Roadway operating strategies** detailing integration with the I-80 ICM project, including operating protocols, maintenance and roles and responsibilities for partner agencies.
- **High-level analysis of environmental considerations or constraints** for each alternative.

Alternative(s) Selection

Using the data and analysis developed above, an alternative or limited set of alternatives will be selected by the project team to advance to more detailed project development. The proposal should include discussion of how to structure the alternative(s) selection process, both with partner agencies, including Caltrans, local jurisdictions and transit agencies, and how to effectively engage the public in the decision-making.

Phase 2 – Project Initiation and Other Project Development Processes

NOTE: The approach to project development in Phase 2 will be dependent on the outcomes of Phase 1, and therefore the refined scope, schedule, and budget for Phase 2 will be determined at the end of Phase 1. In drafting its proposal, each respondent shall discuss general options and approaches for completing this phase of work, successful strategies for getting projects delivered, and qualifications/experience with detailed project development and the Caltrans project initiation process and Caltrans document preparation.

Project Delivery and Environmental Strategy that Meets State and Federal Requirements

In consultation with Alameda CTC and project partners, respondent shall recommend a detailed project delivery approach. There are various types of Project Initiation Documents (PIDs) in Caltrans project initiation process for projects-funded-by-others that are available depending on the size and complexity of the project (see Chapter 9 of the Caltrans Project Development Procedure Manual, included in Resources). Respondent's approach to alternatives development, screening, evaluation, and refinement in Phase I should account for the need to define long-term, medium - term and short-term design alternatives that fulfil all appropriate State and federal environmental requirements to move a project

to construction. The approach should consider strategies to advance shorter-term improvements in the most efficient way possible, while continuing to advance longer-term improvements.

The project delivery approach should include recommendation of project development and implementation roles and responsibilities, identification of project delivery risks and schedule and/or cost implications, and an environmental clearance strategy that recommends level of environmental document, lead agency for NEPA, and level of environmental technical studies needed. The approach should also outline a full lifecycle project schedule including intermediate milestones for environmental, design, right-of-way, and construction phases.

Funding Strategy

In consultation with Alameda CTC and project partners, respondent shall develop a funding strategy, including potential sources of funding for leveraging local, regional, State, and federal funds, and discuss issues around timing for pursuit and availability of these funds. The funding strategy should identify the required processes and required information for each major proposed fund source. The funding strategy should cover the full project lifecycle include both project development and construction as well as on-going management, operations, and maintenance phases. The funding strategy should consider the potential for innovative financing schemes for construction and O&M such as value capture tools and shared public-private maintenance arrangements.

EXHIBIT B

PROCEDURE FOR INVOICES PREPARED BY ALAMEDA CTC FOR SUBMITTAL TO CCTA

1. ALAMEDA CTC shall prepare and submit quarterly invoices to CCTA with an electronic copy sent concurrently to WCCTAC;
2. Each invoice or statement shall include a cover letter signed by ALAMEDA CTC's PROJECT MANAGER that includes the following:
 - reference to this AGREEMENT;
 - a sequential billing number (1, 2, 3, ...etc.)
 - the quarterly period for which the invoice applies;
 - the total amount paid by ALAMEDA CTC to CONSULTANT during the invoice period;
 - CCTA's and WCCTAC's proportionate share due for payment to ALAMEDA CTC
3. Each invoice shall include an Expenditure Summary Report stating the following in tabular form by task:
 - 3.1 Total Budget
 - 3.2 Previous Expenditures
 - 3.3 Expenditures This Period
 - 3.4 Reimbursement Requested
 - 3.5 Expenditures to Date (including this Invoice)
 - 3.6 Budget Remaining
4. Each invoice shall include CONSULTANT invoices for the applicable quarterly period.
5. The PARTIES shall review invoices and authorize payment pursuant to this AGREEMENT.

TO: WCCTAC Board

DATE: June 23, 2017

FR: Leah Greenblat, Project Manager

RE: West County High Capacity Transit Study: Follow-up Work Tasks

REQUESTED ACTION

Receive.

BACKGROUND AND DISCUSSION

At the May 19, 2017 meeting, the WCCTAC Board accepted the Final Report of the West County High Capacity Transit Study (HCT) and provided feedback to staff on the study's recommendations for advancing the projects. The Board asked staff to return with a list of specific work tasks. Staff subsequently prepared a list of those work tasks, based on the Board's feedback and the HCT's final report. This list is attached.

As was noted in the study's Final Report, successful implementation of these projects will require that members work together to support these initiatives for the benefit of West County as a whole. The ability to document and articulate the value and impact of the I-80 corridor increases the competitiveness of all member agencies when seeking grant funding.

While WCCTAC staff can work with local and regional partners to encourage improvements, additional involvement by Board members to champion projects of interest will further assist this process. Assistance from member and peer agencies can be beneficial as well. All of WCCTAC's member agencies maintain plans and policies that can include references to the alternatives in the study. Incorporation into plans is often a pre-requisite for many types of transit funding.

ATTACHMENT:

A. List of WCCTAC tasks for advancing the West County High Capacity Transit Study Projects

ATTACHMENT A: List of WCCTAC Tasks for Advancing the West County High Capacity Transit Study Projects

ID #	High Capacity Transit Short-Term Work Tasks	Applicable High Capacity Transit Center Alternatives				
		Express Bus	San Pablo Ave. BRT	23 rd St. BRT	Commuter Rail	BART Extension
A.	Participate in the joint ACTC/CCTA/WCCTAC San Pablo Ave. Multimodal Corridor Study		X			
B.	Engage CCTA's and MTC's staff to include HCT alternatives in Regional Measure 3 (RM3)	X	X	X	X	X
C.	Partner with transit member agencies to improve utilization of HOV lanes for transit via (MLIP) and other policy and planning activities.	X				
D.	Initiate meetings, briefings and conversations on the HCT Study with: transit agencies, transportation authorities, MTC, Caltrans, local jurisdictions, major employers and business groups, relevant state and federal agencies/officials and any other key stakeholders as required.	X	X	X	X	X
E.	Work with local jurisdictions to incorporate HCT study concepts into jurisdictions' and transit agencies' plans, as needed.	X	X	X	X	X
F.	Seek funding and identify a project sponsor to identify locations for implementation of transit-priority improvements, e.g. signalization, queue jumps	X	X	X		
G.	Work with transit agency project sponsors to seek funding for additional Express Buses to increase service frequency to San Francisco	X				
H.	Work with project partners to seek funding for a pilot project to initiate new Express Bus service to Alameda County	X				
I.	Work with transit providers to develop service plans that provides transit connections to the planned ferry service in Richmond	X		X		
J.	Consider hours of operation and the needs of late-night and early-morning riders for all potential transit improvements.	X	X	X	X	X
K.	Support the City of Hercules in the continued buildout of the RITC				X	
L.	Work with BART and member agencies to discuss and consider next steps in potential advancement of a BART Extension					X
M.	Work with member agencies to undertake preliminary studies to expand existing park and ride lots at the Hercules and Richmond transit center as demand warrants	X	X	X		
N.	Work with transit partners to extend 72Rapid Bus service to the Richmond Parkway Transit Center		X			
O.	Work with Richmond, San Pablo and AC Transit to investigate initiation of 23 rd Street Rapid Bus service			X		

ID #	High Capacity Transit Short-Term Work Tasks	Applicable High Capacity Transit Center Alternatives				
		Express Bus	San Pablo Ave. BRT	23 rd St. BRT	Commuter Rail	BART Extension
P.	<p>To improve competitiveness for future grant funding requests from member agencies, develop supporting rationale to document the regional, state and federal significance that transit improvements could have along the I-80 corridor related to:</p> <ul style="list-style-type: none"> • Goods movement, • Job creation, • Economic generators, • Sustainable Communities Strategies, • Necessity for commuting and mobility, • Air quality impacts, • Housing impacts • VMT impacts 	X	X	X	X	X

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TO: WCCTAC Board

DATE: June 23, 2017

FR: Leah Greenblat, Project Manager

RE: STMP Nexus Study Update: Overview of Process and Technical Memo #1

REQUESTED ACTION

Review technical memo, receive presentation, and provide feedback.

BACKGROUND AND DISCUSSION

WCCTAC recently initiated its Subregional Transportation Mitigation Program (STMP) Nexus Study Update, with the aid of lead consultant, Fehr and Peers. The key consultant team staff, Julie Morgan, Francisco Martin and Bob Spencer, have prepared their first technical memo, which is attached. The memo provides:

- An overview of the existing STMP,
- Suggested best practices for the STMP update process,
- Project funding strategies,
- A comparison of fees from peer transportation mitigation fee programs
- A review and summary of the fee program's administration.

The consultant team will make a presentation to the Board on the: upcoming process for updating the STMP, the legal parameters of fee mitigation programs, and the technical memo.

ATTACHMENT:

- A. May 31, 2017 STMP Technical Memo
- B. June 23, 2017 PowerPoint Presentation to the WCCTAC Board

TECHNICAL MEMORANDUM

Date: May 31, 2017

To: Leah Greenblat and John Nemeth, WCCTAC

From: Julie Morgan, Fehr & Peers
Bob Spencer, Urban Economics

Subject: West County STMP Update: Review of Prior Nexus Study, Current Fee Levels, and Fee Program Administration

OK17-0177

The West County Subregional Transportation Mitigation Program (STMP) is a development impact fee program that generates funds for regional and subregional transportation improvement projects. Per the requirements of the state Mitigation Fee Act (MFA), an impact fee program should be established based on the results of a "nexus study" which analyzes the relationships between the transportation demand of new development and the cost of constructing capital improvements to serve that demand. The West County STMP was first adopted in 1997, and an updated nexus study was prepared in 2006. The current effort is to update the program by completing a new nexus study.

An important early task in the current STMP update effort is to review the prior nexus study and compare its methods to current professional best practices. The prior nexus study is titled *2005 Update of the Subregional Transportation Mitigation Program (STMP)*, dated May 5, 2006 and prepared by TJKM Transportation Consultants.

OVERVIEW OF THE STMP

The STMP is an important mechanism for regional collaboration in West County. The program involves all six jurisdictions (the five incorporated cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, along with Contra Costa County) and was established to comply with the Measures C and J Growth Management Program requirements for a mitigation program to fund



improvements needed to meet the transportation demands resulting from growth. Regional, multi-jurisdictional fee programs are more complicated than local mitigation fee programs administered by a single jurisdiction; however, in exchange for that added complication, regional programs offer a forum for cooperation and coordination that allows the agencies involved to make more comprehensive transportation investments than any single jurisdiction could do on its own.

REVIEW OF 2005 UPDATE OF THE STMP

In general, the *2005 Update of the STMP* report takes a reasonable and conservative approach to calculating the maximum justified STMP fee. However, certain components of the approach have some inconsistencies or do not appear to follow current professional best practices. Comments follow on several of the key components of the nexus study.

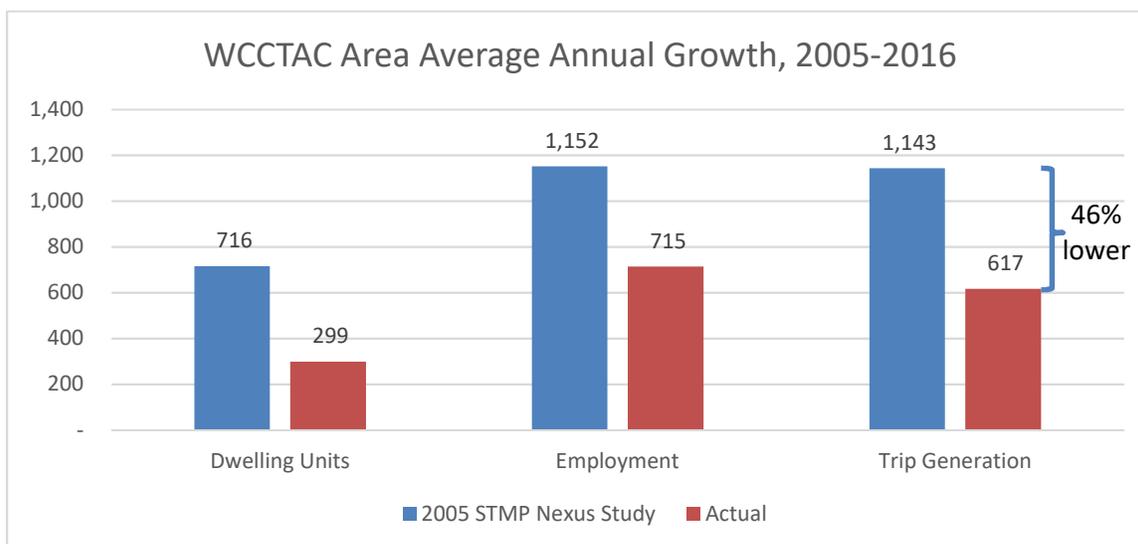
GROWTH AND REVENUE PROJECTIONS

One of the important elements of a nexus study is a projection of the amount of new development likely to occur during the time period studied. This information is important both for calculating the maximum justifiable fee and for estimating the amount of revenue the fee program will generate. The *2005 Update of the STMP* report used regional growth projections prepared by the Association of Bay Area Governments (ABAG) in 2003; using these types of regional growth projections is a common practice in nexus studies.

Current data indicates that the pace of growth in West County has been substantially slower than was projected in the *2005 Update of the STMP* report. Figure 1 below shows the average annual amount of new development assumed in the *2005 Update of the STMP* projections (2005-2030), compared to the actual amounts to date (2005-2016). When converted to trip generation using the factors from the *2005 Update of the STMP*, growth to date has been 46 percent lower than the ABAG projections. One reason for this shortfall is the significant economic recession that occurred during this time period, which was not anticipated in the ABAG projections. For an impact fee program, the effect of having slower-than-predicted growth is that the amount of annual fee revenue will be lower than projected, which will affect the timing of capital improvement projects. As a counter-vailing factor, if growth is slower than projected, then the need for capital improvements may also be reduced.



Figure 1: Average Annual Growth Rates



Source: TJKM Transportation Consultants, 2005 Update of the STMP; California Department of Finance; U.S. Census.

In addition to lower growth rates, the 2005 Update of the STMP used two different sets of trip generation rates, one to calculate the STMP cost per trip and the other to apply the fees to each land use category. The result of this discrepancy is that fee revenue has been generated more slowly than predicted.

Specifically, the report assumed an average rate of 0.60 peak hour trips per employee, and applied that rate to the ABAG employment projections in order to calculate the number of new trips associated with new employment. That was added to the number of new trips associated with new housing to calculate the total number of new trips expected in the WCCTAC area. The cost of the projects was then divided by that total number of new trips to establish the STMP cost per trip.

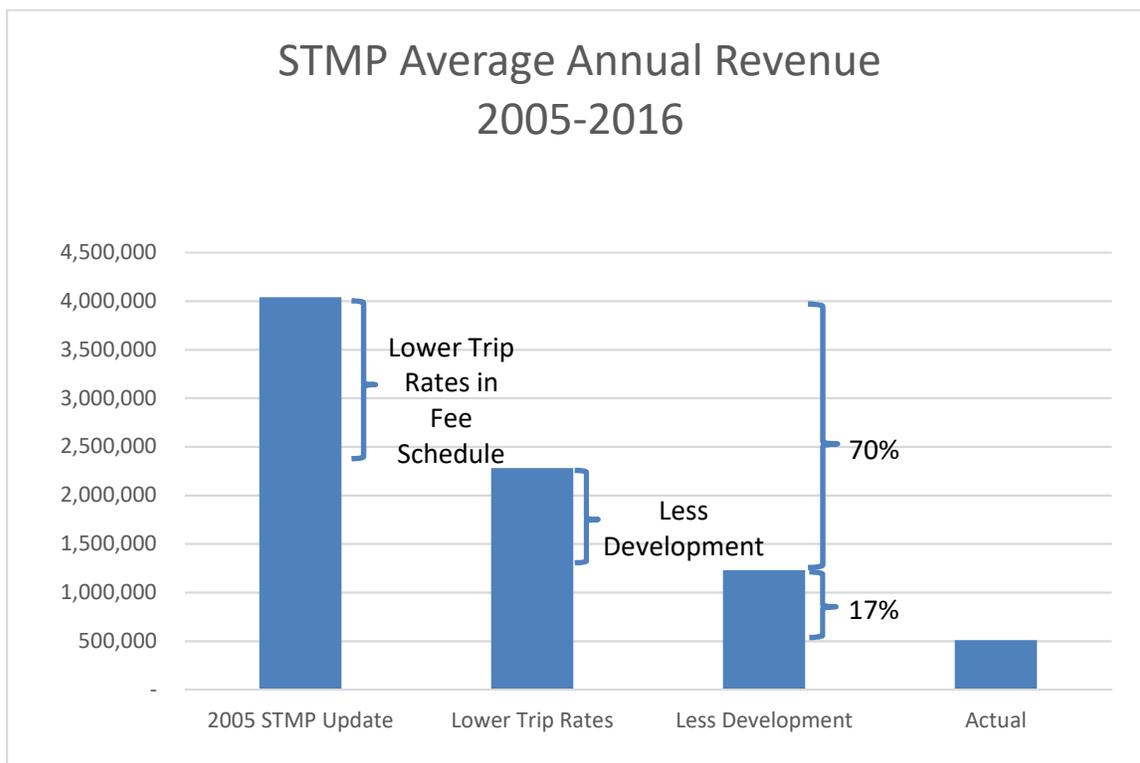
The next step in the process was to establish a fee for each land use category, based on the number of peak hour trips each category would generate. As explained on page 18 of the 2005 Update of the STMP, instead of using standard trip rates consistent with those used in the earlier calculations described above, it was decided to reduce the trip rates for the retail, office, and industrial categories; retail rates were reduced by 50%, office rates by 25%, and industrial rates by 22%. These reductions may have been applied intentionally with the goal of attracting more nonresidential



development, although the report does not provide much description. All other factors being equal, we estimate that the result of using lower trip rates in the fee schedule than were used in the earlier cost calculations is that the STMP will generate about 35 percent less revenue from nonresidential development compared to what was projected in the *2005 Update of the STMP* report.

Actual STMP revenue received since 2005 compared to projections in the *2005 Update of the STMP* report is displayed in Figure 2. The STMP has generated an average of about \$510,000 annually since 2005, or about 87 percent less than the report's estimate of \$4 million annually. About 70 percent of this reduction is due to the two factors explained above (i.e., slower overall growth, and reduced trip rates for retail/office/industrial uses). The remaining 17 percent is not clearly explained, but could at least in part be due to variability in the estimates necessary to calculate the first two factors.

Figure 2: STMP Average Annual Revenue



Source: TJKM Transportation Consultants, *2005 Update of the STMP*; California Department of Finance; U.S. Census; WCCTAC.



Suggested Best Practices for Growth and Revenue Projections

To follow best practices for transportation nexus studies, we would suggest that for the STMP update:

- Growth projections be based on the latest available regional projections, modified if appropriate to reflect input from member jurisdictions.
- A consistent set of trip rates be used throughout the nexus analysis, and any discounts that are applied to particular land use categories be clearly explained and documented.

PROJECT SELECTION

Another important element of a nexus study is to identify the capital improvement projects that will be eligible to receive funds from the fee program. The MFA specifies that impact fees should be used to fund capital projects, and not for ongoing operating or maintenance costs. Further, as a subregional fee program, the intent of the STMP is to collect fees throughout the West County area and use those revenues for the construction of capital projects that address subregional transportation needs.

The *2005 Update of the STMP* identified a list of 11 projects that were the subject of the nexus study. These projects are varied, ranging from interchange improvements along I-80 and SR 4, traffic/pedestrian/transit improvements along arterial corridors such as San Pablo Avenue and San Pablo Dam Road, parking and access improvements at transit stations (including BART and intermodal stations in Richmond and Hercules), and investments in completing the Bay Trail. Several of the projects are located along routes that have been designated as “routes of regional significance” in the West County Action Plan, while other projects are not located along such designated routes. For reference purposes, a map of the 11 project locations and a table showing the amount of STMP revenues disbursed to each project are attached to this memo.

One potential issue is that, while the 11 projects address a range of travel modes, the methods used in the nexus study focus just on vehicular travel, such as by using vehicle trip generation as the metric for calculating fee amounts. Broadening the nexus analysis to address all modes of travel would help to make a stronger connection with the multimodal capital improvement projects eligible for funding through the program. Other questions on specific projects include:

- The report does not clearly articulate a reasonable relationship between the need for the Bay Trail Gap Closure project and increased subregional vehicle trip generation from new



development. Except for the trail gap parallel to the Richmond Parkway, the gaps are not directly related to a route of regional significance, and there is no discussion of how the Bay Trail's primary use as a recreational facility might be connected to congestion reduction for regional travelers. This project may not be appropriate for inclusion in the STMP, or the STMP nexus approach might need to be significantly modified to establish an appropriate nexus relationship.

- The San Pablo Dam Road Improvement in Downtown El Sobrante is described as a "revitalization" project, suggesting more localized as opposed to regional benefits. The report does not clearly articulate the elements of this project or how there is a reasonable relationship between the need for this project and increased subregional travel from new development.
- The North Richmond Road Connection project is described as serving "growth in truck traffic resulting from new development in the North Richmond area" and involves extensions of Seventh Street and Pittsburg Avenue. These streets are not routes of regional significance and the report does not articulate how this project might improve levels of service on Richmond Parkway (which is a route of regional significance) or otherwise contribute to serving subregional needs.

Suggested Best Practices for Project Selection

To follow best practices for transportation nexus studies, we would suggest that the STMP update define a set of criteria to determine the capital improvement projects eligible for funding through the fee program. Below are examples of criteria that would satisfy MFA requirements, support the defensibility of the fee program, and support the purpose of the STMP as a mechanism for subregional collaboration and investment.

- Projects should have a reasonable expectation of implementation during the timeframe of the fee program
- Projects should be included in an adopted regional plan
- Project locations should be generally distributed throughout the West County area
- Projects should contribute to congestion reduction for regional travelers, such as:
 - By addressing congestion impacts on routes of regional significance through direct improvements on those routes or nearby parallel facilities, or
 - By reducing vehicular demand through investments in public transit that serves regional travel, or
 - By making it easier to use regional transit by improving bicycle or pedestrian access to transit stations or major transfer points.



As a note, there is increasing interest in using vehicle miles of travel (VMT) as a metric in transportation planning studies. While VMT can be a useful way to measure overall travel demand and it is directly related to other topics such as air pollutants and greenhouse gas emissions, it is not useful in helping to answer questions about what type of physical improvement is needed at a specific location, and is therefore of limited use in selecting the projects to be funded through a mitigation fee program. VMT could be used at a later stage of the nexus study when calculating the fee amounts to be charged to different land use categories, in which those categories that generate longer trips could be assessed a higher fee.

ALLOCATING COSTS TO NEW DEVELOPMENT

One of the key steps in a nexus study is to allocate the costs of the capital improvement projects to the new development in a way that is reasonably proportional to that new development's impacts. In this way, the amount of the fee to be levied on each new development can be calculated. In the *2005 Update of the STMP*, most of the project costs are allocated to the STMP using a conservative, technically defensible approach. Three projects use a more aggressive approach that allocates greater costs to the STMP, although their overall share of the total STMP cost is small.

- Most projects (8 out of 11) used new development's share of total trips at the planning horizon in 2030 (27.5 percent) to allocate total project costs to the STMP fee. This approach is conservative and is commonly used when no other analysis is available to quantify new development's fair share of costs for a particular facility.
- The allocation of costs to the STMP fee for the remaining three projects ranges from 40 percent for the Richmond Intermodal Station, to 50 percent for the Willow Avenue interchange and the North Richmond Road Connection project. The report does not present a quantitative justification for these allocations, which appear to be based on professional judgement. Best practices suggest the use of a quantitative justification for all cost allocation factors. Lacking such an analysis, it would have been appropriate to apply the 27.5 percent allocation factor described above to all projects. However, the effect of this change would be relatively small: only about nine percent of total costs allocated to the STMP are associated with the share of project cost allocations that are greater than 27.5 percent.

Suggested Best Practices for Allocating Costs to New Development

To follow best practices, the nexus study should explicitly describe the fee program's purpose and intent. The STMP has traditionally been used as a source of funds for completing critical initial



project phases, such as environmental studies or preliminary design, or for leveraging other sources of funds that may require a local match. Thus, while STMP revenue has been relatively limited in magnitude, it can nonetheless be crucial in advancing a project to a state of readiness such that it can attract other funds.

If the updated STMP is to have the same focus, we suggest that the nexus study clearly explain that the intent of the program is not to fully fund particular projects, but rather to contribute partial funding to a range of projects. In this way, the conservative nexus approach used in the *2005 Update of the STMP*, based on the amount of new trips generated by new development, remains an appropriate method for establishing the relationship between the need for the improvement and the role of new development in contributing to that need.

OTHER SOURCES OF FUNDS

The Mitigation Fee Act statute that governs adoption and implementation of development impact fees in California requires a set of findings every five years regarding funds that have been collected but not yet disbursed. In particular, the findings should identify the sources, amounts, and approximate timing of additional funds anticipated in order to construct incomplete projects. The ordinance used to adopt the STMP fee in 2006 also requires preparation of these findings every five years (see Section IV.K). However, it appears that these findings have not been documented, either in the *2005 Update of the STMP* report or in subsequent reports.

Suggested Best Practices for Describing Fund Sources

To follow best practices, the findings specified in the MFA should be adopted every five years, describing any STMP funds not yet spent and the sources, amounts, and approximate timing of other funding anticipated in order to complete the projects.

CURRENT STMP FEE LEVELS

The STMP fees from the fee schedule shown in the *2005 Update of the STMP* are presented in Table 1. The model STMP ordinance specifies an inflation index to be used to adjust the fee levels annually to reflect changes in construction costs. This is a common practice in fee programs, to ensure that the “purchasing power” of the fee revenue keeps up with changes in the cost of building capital



projects. The index is also shown in Table 1, along with a calculation of what the fees would currently be if they had been indexed for inflation.

Table 1: WCCTAC 2005 STMP Fee Schedule Indexed for Inflation

Unit		2005 STMP Fee Schedule	Index (Jun. 2006 - Jun. 2016)	FY 2016-17 Fee Schedule If Indexed
Single family	per dwelling unit	\$2,595	1.37	\$3,555
Multi-family	per dwelling unit	\$1,648	1.37	\$2,258
Senior Housing	per dwelling unit	\$701	1.37	\$960
Hotel	per room	\$1,964	1.37	\$2,691
Retail	per 1,000 sq. ft.	\$1.82	1.37	\$2.49
Office	per 1,000 sq. ft.	\$3.51	1.37	\$4.81
Industrial	per 1,000 sq. ft.	\$2.45	1.37	\$3.36
Storage Facility	per 1,000 sq. ft.	\$0.53	1.37	\$0.73
Church	per 1,000 sq. ft.	\$1.58	1.37	\$2.16
Hospital	per 1,000 sq. ft.	\$4.21	1.37	\$5.77

Note: The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area, as described in WCCTAC's STMP model ordinance.

WCCTAC staff conducted a survey of STMP fees imposed by member jurisdictions as of April 2016, and found that the fees varied by jurisdiction. See Table 2 for an update of that survey based on a review of currently adopted master fee schedules for WCCTAC member jurisdictions. This survey found that the fees charged by Contra Costa County are very similar to the fully-indexed fees calculated in Table 1, suggesting that the County has been increasing its fees for inflation based on the index presented in the model ordinance. Fee amounts levied in the other jurisdictions are lower than the calculated indexed fees, and in some cases remain equal to the original fee schedule from the 2005 STMP nexus study. Thus, the purchasing power of the overall fee program has eroded over time, and is smaller than was anticipated in the *2005 Update of the STMP*.

For comparison purposes, Table 2 also lists transportation mitigation fees adopted by other subregions of Contra Costa County to comply with the Measure J Growth Management Program. The West County STMP fees for residential uses are lower than the fees charged in other subregions of the County. Fees for non-residential uses are more variable, with the West County fees being lower than those charged in the Lamorinda or Tri-Valley areas, and higher than those charged in East County.



Table 2: Subregional Transportation Mitigation Program (STMP) Fees

Jurisdiction	Single Family (per unit)	Multi-Family (per unit)	Retail (per sq. ft.)	Office (per sq. ft.)	Industrial (per sq. ft.)
WCCTAC Area					
WCCTAC (original)	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
WCCTAC (indexed)	\$3,555	\$2,258	\$2.49	\$4.81	\$3.36
County	\$3,500	\$2,204	\$2.46	\$4.74	\$3.32
El Cerrito	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
Hercules	\$2,904	\$1,844	\$2.04	\$3.93	\$2.74
Pinole	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
Richmond	\$3,210	\$2,039	\$2.25	\$4.34	\$3.03
San Pablo	STMP fee not listed in master fee schedule				
Other Subregions in Contra Costa					
East County	\$18,186	\$11,164	\$1.80	\$1.56	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78 (all nonresidential land uses)		
Tri-Valley	\$4,369	\$3,010	\$3.48	\$7.43	\$4.32

Notes:

Jurisdictions in Central Contra Costa County do not have a uniform subregional fee and instead impose mitigations on a project-by-project basis.

Jurisdictions in Southern Contra Costa County have fees in addition to the Tri-Valley fee that vary by subdivision.

Local transportation mitigation fees are also charged by many individual jurisdictions, for the purposes of improving local streets and other non-regional transportation facilities. Such local fee programs are separate from and in addition to any regional or subregional fee programs that may also apply in that area. For informational purposes, local fees in nearby jurisdictions are shown in Appendix A.

Suggested Best Practices for Setting Fee Levels

To follow best practices, all jurisdictions participating in a subregional fee program should impose the same fee amounts, and the fee should be indexed for inflation in order to maintain its purchasing power. Therefore, at a minimum, all jurisdictions in West County should apply the indexed STMP fee amounts shown in Table 1, and the fees should be indexed annually.

Further, as part of this STMP update, consideration should be given to increasing the fees beyond the inflation-indexed amount. As real estate values continue to increase faster than inflation, and as the WCCTAC STMP fees are lower than other subregional fees in other parts of Contra Costa, it



may be feasible to consider a fee increase in order to support greater levels of investment in the region's transportation infrastructure.

FEE PROGRAM ADMINISTRATION

As a regional fee program, the STMP involves every jurisdiction in West County and requires a high level of coordination. The local agencies (cities and County) that issue building permits are responsible for collecting the fees and submitting the funds to WCCTAC. WCCTAC is responsible for administering the program, tracking revenues and expenditures, and disbursing the funds to project sponsors.

As with any program of this nature, administrative issues can arise over time that affect the efficiency and consistency of the program. After the technical nexus study is complete, we will develop a set of administrative guidelines to help streamline the administrative process and ensure consistent application of the fees. In preparation for that, we welcome input from each jurisdiction on the following questions or other topics related to how the program is administered, along with any suggestions for methods to make it more efficient.

1. Application of the fee to particular land use types
 - a. Should there be exemptions or discounts for certain uses?
 - b. Should the fee be based on AM or PM peak hour trip generation?
 - c. How should the fee be applied in cases of redevelopment of an existing vacant or occupied site?
2. Reporting of fees to WCCTAC
 - a. Quarterly reporting form: what is the current experience with the quarterly reporting process, and are there ways to streamline and make it more consistent?
 - b. What steps could be taken to ensure timeliness of submitting quarterly reports and STMP revenues?
 - c. Should the local jurisdictions receive a percentage for processing and submitting the fees to WCCTAC, and if so, how should that be calculated?
3. Administration of program
 - a. Are there suggestions for how to decide which projects receive funds and how those funds should be disbursed?
 - b. How should WCCTAC's administrative percentage be calculated?



KEY QUESTIONS AND NEXT STEPS

This West County STMP update process is an opportunity for the West County area to reinforce its commitment to funding regionally-important capital improvements. This is an important step not just for continued compliance with the Measure J Growth Management Program, but also to support the region's long-term goals for improving its transportation infrastructure and ensuring that the impacts of new development are mitigated.

To guide the STMP update process, this memo has reviewed the prior nexus study and made suggestions for best practices in several important areas. Key areas where stakeholder input is needed include:

1. Project selection: Are the criteria for project selection that are suggested on page 6 of this memo appropriate for the STMP? Should the STMP continue to focus on supporting initial project development costs (such as environmental studies or conceptual design) for a wide range of projects?
2. Setting fee amounts: In light of current economic conditions and the STMP's status compared to other subregional fee programs, would it be feasible to consider increasing the fee amounts? If so, what range of fee levels would be appropriate?
3. Fee program administration: What steps could be taken to make the program operate more efficiently, specifically in the areas of calculating the fees for particular land use types and reporting the fees to WCCTAC?

After getting feedback from the WCCTAC TAC and Board on this memo and the key questions above, the consultant team will recommend a nexus analysis approach that will comply with MFA requirements and support the subregion's goals.



APPENDIX A: INFORMATION ON LOCAL FEE PROGRAMS

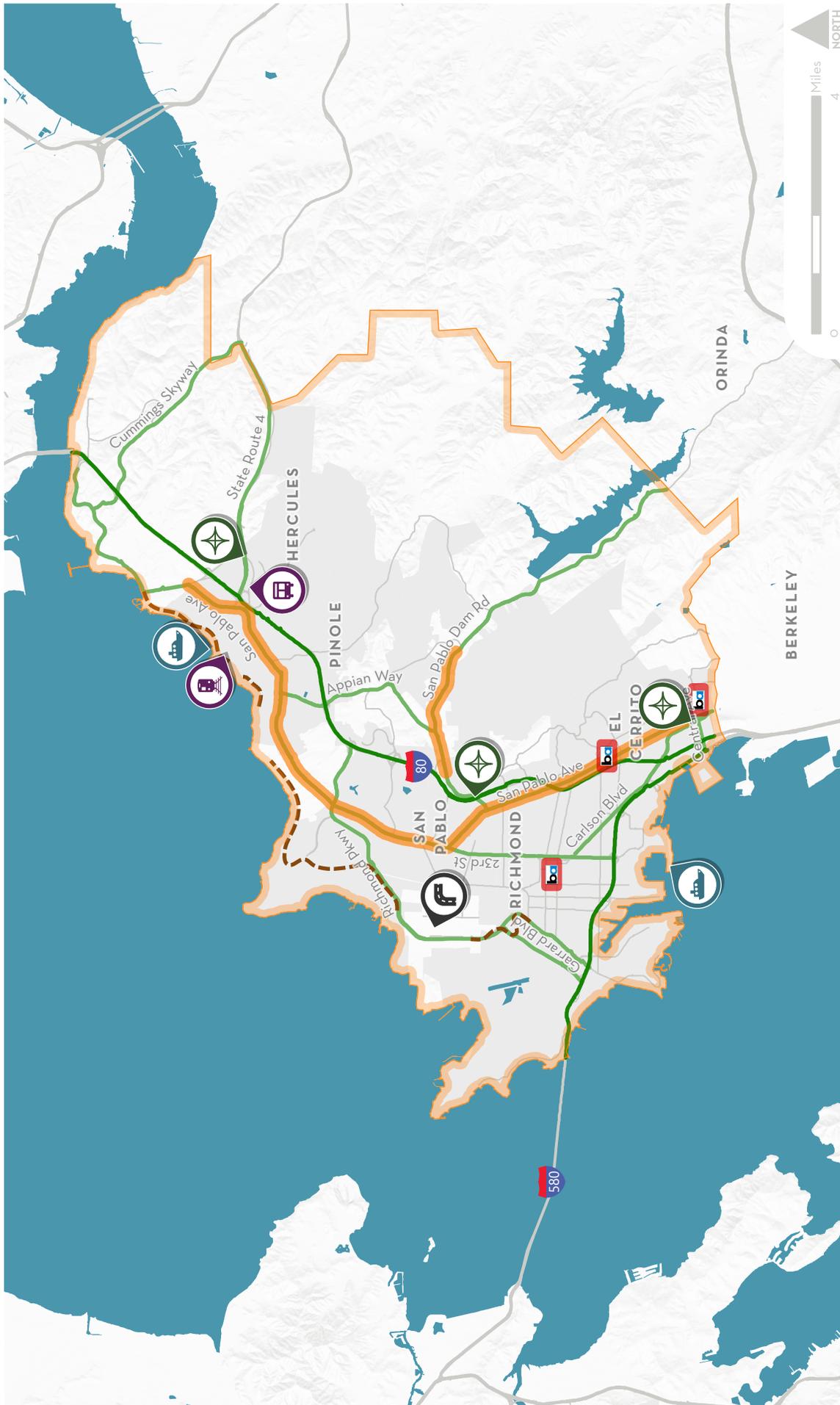
The Measure J Growth Management Program requires local jurisdictions to adopt a local transportation mitigation program. Local programs are different from subregional fee programs, in that they are intended to mitigate impacts on local streets and other non-regional facilities, and are imposed in addition to whatever regional or subregional fee programs exist in that area. For information purposes, current local transportation mitigation fees for jurisdictions in western and central Contra Costa, as well as in northern Alameda County, are shown in Table A-1. Jurisdictions that do not have a local fee program usually determine mitigations for development impacts on a project-by-project basis, typically through use of the California Environmental Quality Act (CEQA).

Table A-1: Local Transportation Mitigation Fees

Jurisdiction	Single Family (per unit)	Multi-Family (per unit)	Retail (per sq ft)	Office (per sq ft)	Industrial (per sq ft)
Northern Alameda County					
Alameda	\$2,096	\$1,627	\$3.92	\$3.86	\$3.25
Albany	No local transportation mitigation fee				
Berkeley	No local transportation mitigation fee				
Emeryville	\$2,661	\$1,650	\$4.97	\$3.97	\$2.58
Oakland	\$1,000	\$750	\$0.75	\$0.85	\$0.95
Western Contra Costa County					
El Cerrito	No local transportation mitigation fee				
Hercules	\$982	\$630	\$2.01	\$1.45	\$4.77
Pinole	No local transportation mitigation fee				
Richmond	\$1,740	\$1,391	\$4.32	\$3.81	\$1.39
San Pablo	No local transportation mitigation fee				
Contra Costa County Area of Benefit Programs					
Hercules/Rodeo/Crockett	\$1,648	\$1,319	\$4.12	\$2.63	\$1.15
North Richmond	\$3,582	\$2,874	\$9.08	NA	\$2.50
Richmond/El Sobrante	\$3,178	\$2,555	\$7.93	\$5.05	NA
West County	\$4,694	\$3,757	\$8.96	NA	NA
Central Contra Costa County					
Clayton	\$1,456	\$1,019	\$0.50	\$0.50	\$0.50
Concord	\$3,251	\$2,624	\$8.81	\$7.04	\$2.98
Martinez	\$2,221	\$1,528	\$2.23	\$1.81	\$0.99
Pleasant Hill	\$3,148	\$2,524	\$8.14	\$6.92	\$2.55
Contra Costa County Area of Benefit Programs					
Briones	\$2,300	\$1,840	\$5.75	\$3.68	\$1.60
Central County	\$5,471	\$4,863	\$10.45	\$8.88	\$3.83
Martinez	\$6,023	\$4,837	\$15.11	\$9.65	\$4.23
Pacheco	\$990	\$990	\$2.05	\$3.35	\$1.35
S. Walnut Creek	\$7,083	\$7,083	\$13.46	\$11.32	NA



Attachments: Map and Table of Current West County STMP Projects



-  West County
-  City Limits
-  Routes of Regional Significance
Freeway
-  Arterial
-  Interchange Improvements
-  Transit Center
-  New Train Station
-  Corridor Improvements
-  New Ferry Service
-  Interchange Improvements
-  Local Street Extensions
-  Station Access, Capacity, and/or Intermodal Improvements
-  Bay Trail Gap Closure Improvements



Current West County STMP Project List and Status

ID	STMP Project List	Cost Estimate (2005 \$)	STMP Funding (2005 \$)	% Allocated to STMP	Status	Total STMP Fund Disbursements as of 12/31/16	Total STMP Funds Received for Administrative Costs	STMP Fund Balance as of 12/31/16	STMP Revenue Generated as of 12/31/16	
1	Richmond Intermodal Station	\$ 36,000,000.00	\$ 15,000,000.00	41.67%	Partially Completed	\$ 223,116.36				
2	I-80/San Pablo Dam Road, I-80/Central Avenue, SR 4/Willow Avenue Interchange Improvements	\$ 39,207,000.00	\$ 14,280,000.00	36.42%	Partially Completed	\$ 2,800,435.39				
3	Capitol Corridor Improvements (Hercules Passenger Rail Station)	\$ 48,200,000.00	\$ 13,255,000.00	27.50%	Not Completed	\$ 896,513.75				
4	Ferry Service to SF from Richmond and/or Hercules/Rodeo	\$ 46,000,000.00	\$ 12,650,000.00	27.50%	Not Completed	\$ -				
5	BART Access and/or Parking Improvements (El Cerrito Plaza, El Cerrito Del Norte, and/or Richmond BART Stations)	\$ 92,100,000.00	\$ 25,330,000.00	27.50%	Partially Completed	\$ 631,970.06				
6	Bay Trail Gap Closure	\$ 5,490,000.00	\$ 1,510,000.00	27.50%	Partially Completed	\$ 487,365.06				
7	San Pablo Dam Road Improvements in Downtown El Sobrante	\$ 6,900,000.00	\$ 1,900,000.00	27.54%	Not Completed	\$ -				
8	San Pablo Avenue Corridor Improvements	\$ 6,000,000.00	\$ 1,650,000.00	27.50%	Not Completed	\$ -				
9	North Richmond Connection Project	\$ 7,950,000.00	\$ 4,000,000.00	50.31%	Not Completed	\$ -				
10	Hercules Transit Center	\$ 6,000,000.00	\$ 1,650,000.00	27.50%	Completed	\$ 304,963.13				
11	Del Norte Area TOD Public Infrastructure Improvements	\$ 25,000,000.00	\$ 6,875,000.00	27.50%	Not Completed	\$ -				
N/A	Alameda Congestion Management Agency					\$ 87,000.00				
Total		\$ 318,847,000.00	\$ 98,100,000.00	30.77%		\$ 5,431,363.75	\$ 50,000.00	\$ 3,117,000.00	\$ 8,598,363.75	
									Revenue 1998-2004	\$ 2,942,031.00
									Revenue 2005-2016	\$ 5,656,332.75

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UPDATE OF THE WEST COUNTY STMP

13B-1

WCCTAC Board Meeting
June 23, 2017

WEST COUNTY STMP UPDATE

13B-2

- Review of impact fee requirements
- Purpose of the STMP
- Current status of the STMP and purpose of this update
- Key questions

MITIGATION FEE ACT REQUIREMENTS

13B-3

A Development Project's...

**(1) Need For
Public Facilities**

Is Reasonably
Related To...

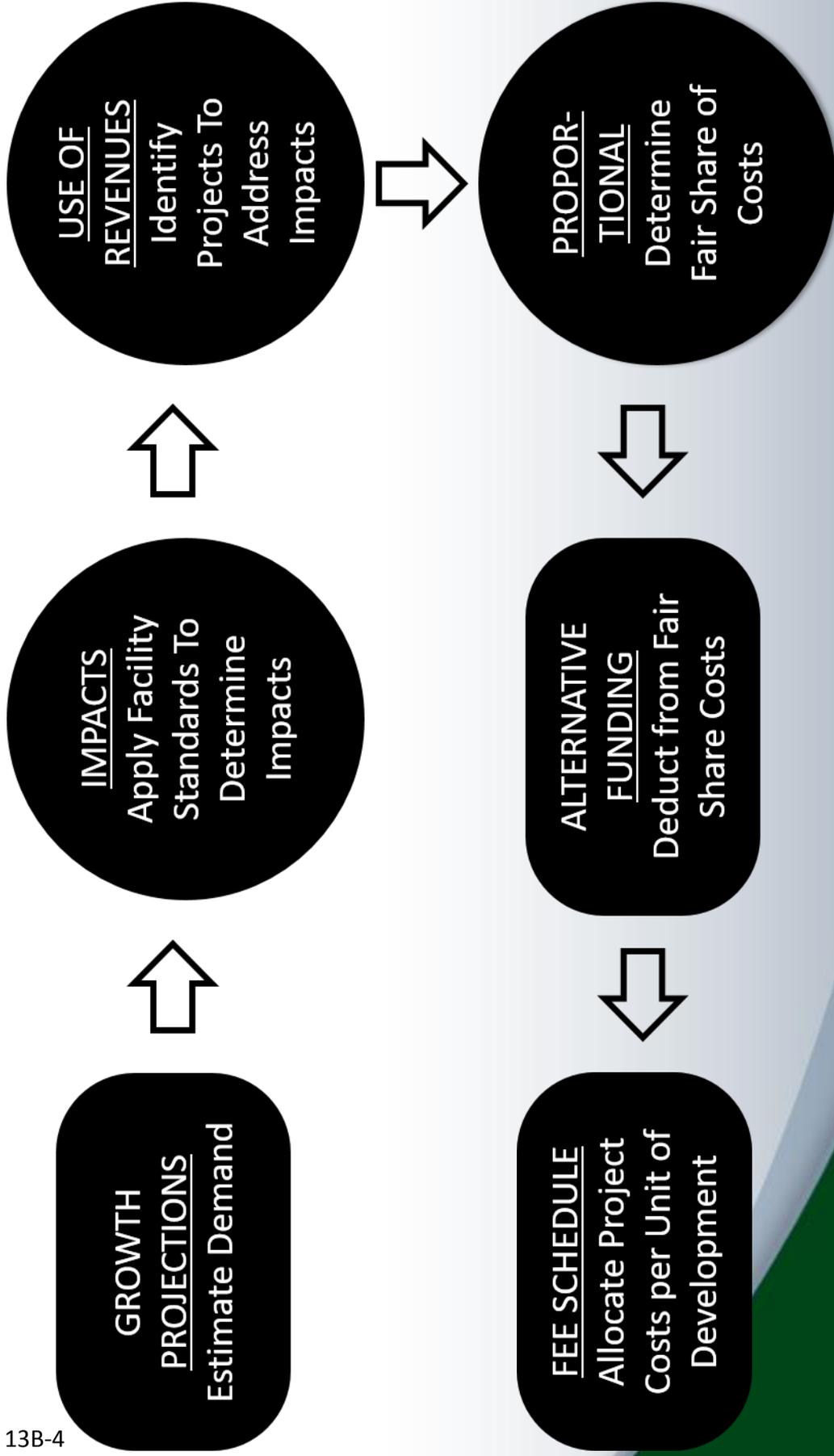
**(2) Use of
Fee Revenue**

Such That
The Fee Is...

(3) Proportional To Impacts

TYPICAL NEXUS APPROACH

13B-4

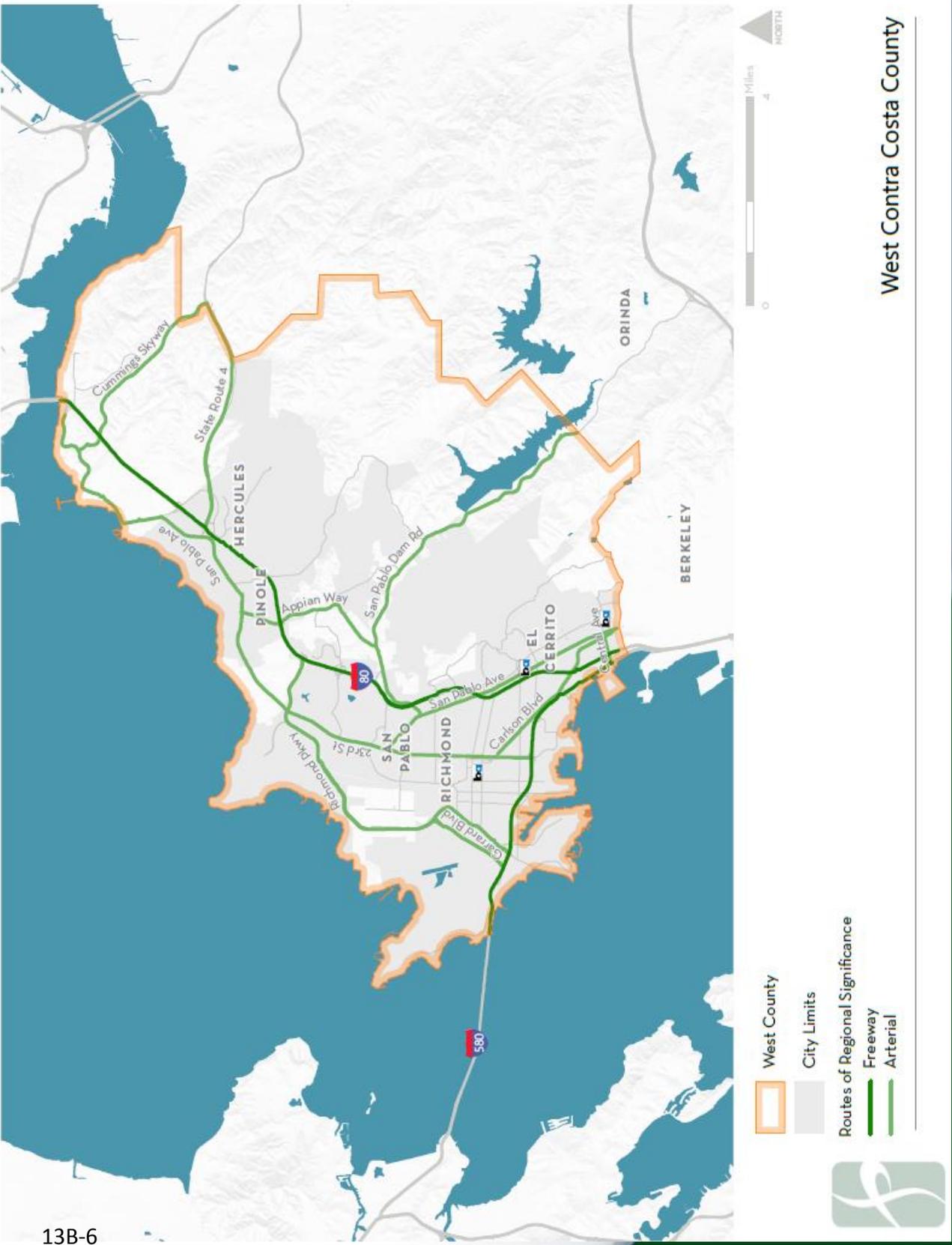


PURPOSE OF WEST COUNTY STMP

13B-5

- Mechanism for regional cooperation
- Ensure that new growth pays fair share for impacts
- Support construction of needed regional transportation improvements
- Comply with Measure J

PURPOSE OF WEST COUNTY STMP

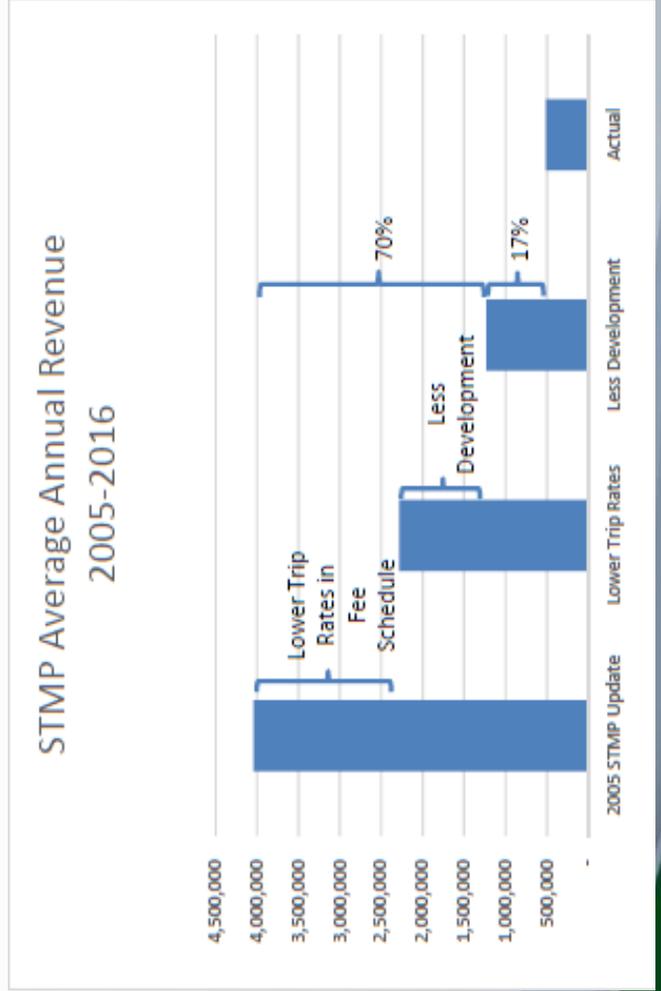
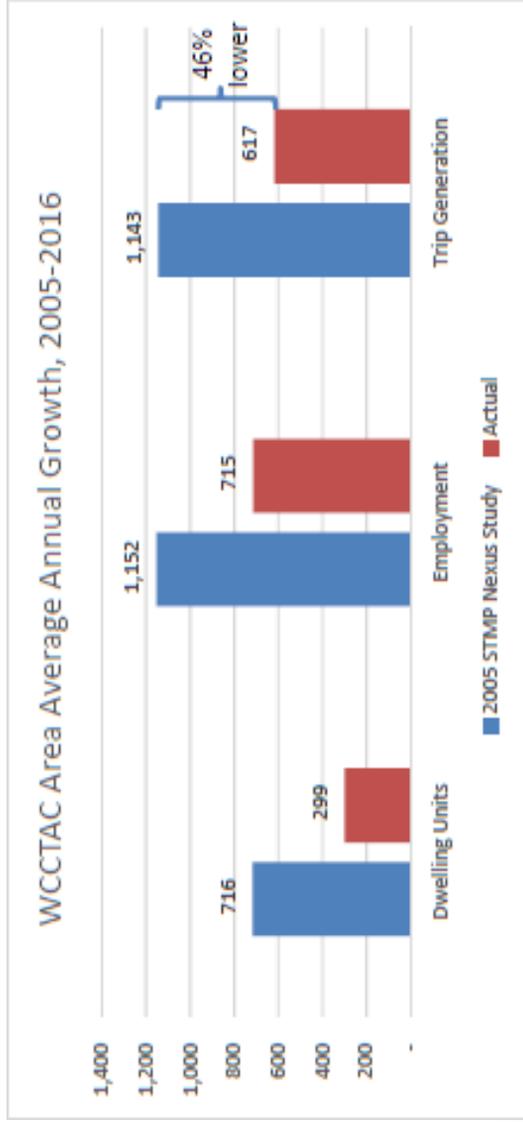


OUTCOMES OF STMP UPDATE

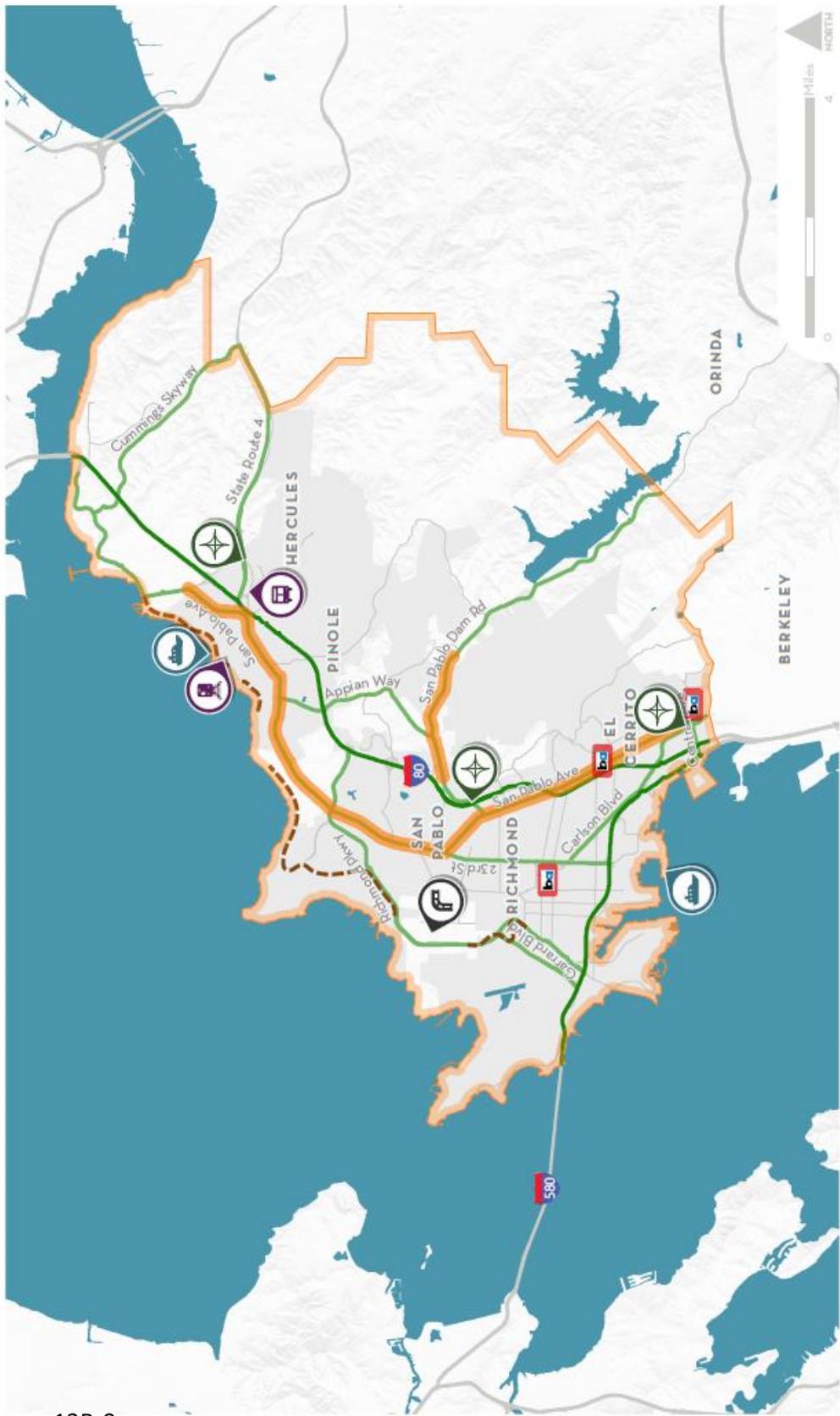
- New nexus study
- Growth projections
- Project list
- Fee schedule
- New administrative guidelines
- Updated ordinances for adoption by local Councils/Board of Supervisors

GROWTH AND REVENUE PROJECTIONS

13B-8



ELIGIBLE PROJECTS



- West County
- City Limits
- Routes of Regional Significance**
 - Freeway
 - Arterial
- Interchange Improvements
- Transit Center
- New Train Station
- Corridor Improvements
- New Ferry Service
- Bay Trail Gap Closure Improvements
- Local Street Extensions
- Station Access, Capacity, and/or Intermodal Improvements

Current West County STMP Projects



FEE AMOUNTS

13B-10

Jurisdiction	Single Family (per unit)	Multi-Family (per unit)	Retail (per sq. ft.)	Office (per sq. ft.)	Industrial (per sq. ft.)
WCCTAC Area					
WCCTAC (original)	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
WCCTAC (Indexed)	\$3,555	\$2,258	\$2.49	\$4.81	\$3.36
County	\$3,500	\$2,204	\$2.46	\$4.74	\$3.32
El Cerrito	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
Hercules	\$2,904	\$1,844	\$2.04	\$3.93	\$2.74
Pinole	\$2,595	\$1,648	\$1.82	\$3.51	\$2.45
Richmond	\$3,210	\$2,039	\$2.25	\$4.34	\$3.03
San Pablo			STMP fee not listed in master fee schedule		
Other Subregions in Contra Costa					
East County	\$18,186	\$11,164	\$1.80	\$1.56	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78 (all nonresidential land uses)		
Tri-Valley	\$4,369	\$3,010	\$3.48	\$7.43	\$4.32

KEY QUESTIONS FOR STMP UPDATE

- Continue focus on generating seed money for many projects?
- Consider fee increase?

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TO: WCCTAC Board

DATE: June 23, 2017

FR: John Nemeth, Executive Director

RE: Re-affirmation of the WCCTAC Action Plan “Proposal for Adoption” for Transmittal to CCTA and Incorporation into 2017 CTP

REQUESTED ACTION

Forward a recommendation to the WCCTAC Board to re-affirm the West County Action Plan with updates to the list of actions contained in Attachment A.

BACKGROUND AND DISCUSSION

Action Plans for Routes of Regional Significance are an element of the CCTA’s Countywide Transportation Plan (CTP). The latest “proposal for adoption” draft West County Action Plan was completed in January 2014 but, for a variety of reasons, the CCTA did not take a final action to adopt the CTP containing the Action Plan. CCTA now requests that the WCCTAC Board re-affirm the “proposal for adoption” as the CCTA is preparing to adopt the CTP. Adoption of the Final CTP, including the Action Plans, is scheduled for September 2017. At that time, the Authority will environmentally clear both the CTP and Action Plans through a CEQA EIR.

CCTA is not requesting any updates to the Action Plan. However, WCCTAC staff has noted that the list of actions is no longer current. For example, the West County High Capacity Transit Study was recently completed (Action #46). Additionally, most of the West County High Capacity Transit Study recommendations are not fully reflected in the existing list of actions. WCCTAC staff discussed the Action Plan with the TAC at its June 8, 2017 meeting. Based on feedback from both the WCCTAC TAC and CCTA, staff recommends the changes to the list of actions as described in Attachment A. One new action recommended by the TAC, the advancement of a BART extension, cannot be included in the Action Plan at this time because it is not supported by the modeling in the CTP’s Environmental Impact Report.

WCCTAC’s Action Plan is included in the Draft 2017 CTP Update by reference, and the full Action Plan is available for review on the CCTA website at <http://www.ccta.net/uploads/5924600a41121.pdf>

ATTACHMENT:

A. WCCTAC TAC’s proposed changes to Actions

ATTACHMENT A: WCCTAC STAFF’S PROPOSED CHANGES TO LIST OF ACTIONS

#	Action	Responsible Agency	Applicable Goals	Affected Routes	Proposal
35	Implement the recommendations of the Complete Streets plans that affect San Pablo Avenue.	Cities of El Cerrito, Richmond and San Pablo	A, C, E	1, 3, 7, 8, 9	Add Pinole to list of Agencies
39	Complete the implementation of the Hercules Intermodal Station	City of Hercules, Transit providers	A	5, 8, 10	Add D under applicable goals
46	Participate in a study of high-occupancy transit options in the I-80 corridor in West County	WCCTAC, Local jurisdictions, CCTA, Transit providers	B	5	Delete, study completed
New	Implement the Express Bus recommendations from the West County High Capacity Transit Study	Transit providers, WCCTAC, CCTA, Local jurisdictions	A, B, H	5	Add action
New	Implement the San Pablo/Macdonald Avenues Bus Rapid Transit recommendations from the West County High Capacity Transit Study	Transit providers, WCCTAC, CCTA, Local jurisdictions	A, B	8	Add action
New	Implement the 23rd Street Bus Rapid Transit recommendations from the West County High Capacity Transit Study	WCCTAC, Local jurisdictions, CCTA, Transit providers	A, B	11	Add action

New	Implement Pinole San Pablo Avenue Bridge Replacement over BNSF Railroad – Complete Street	Pinole, WCCTAC, CCTA	C, E, H, I	8	Add action
New	San Pablo Avenue Multimodal Corridor Project	ACTC, WCCTAC, CCTA, AC Transit, Local jurisdictions	A, B,	8	Add action

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Technical Coordinating Committee **STAFF REPORT**

Meeting Date: June 15, 2017

Subject	Review of Draft 2017 Countywide Transportation Plan (CTP) Update
Summary of Issues	<p>The Contra Costa Transportation Authority (CCTA) has released a draft 2017 CTP Update for review by all interested parties. The CTP provides the Authority’s vision, goals, and strategies for addressing our existing and future transportation challenges. The centerpiece of the CTP is a Long Range Transportation Investment Program (LRTIP) that specifies how CCTA could invest \$6.4 billion in leveraged, new revenues on streets and highways, Bay Area Rapid Transit (BART), ferries, buses, bicycle, and pedestrian facilities through the year 2040. Comments on the draft 2017 CTP Update are due by Monday, August 1, 2017.</p>
Recommendations	<p>Staff seeks TCC’s review and comments.</p>
Financial Implications	<p>Projects must be in the CMP to be eligible for a variety of State and federal funding programs.</p>
Options	<p>Provide comments on the draft 2017 CTP Update.</p>
Attachments	<p>A. Executive Summary of the Draft 2017 CTP</p> <p>B. Draft 2017 CTP Volume 1, available for download at www.2017CTPupdate.net</p> <p>C. Draft 2017 CTP Volume 2, available for download at www.2017CTPupdate.net</p>
Changes from Committee	

Background

Measure J requires the Authority to prepare and periodically update a CTP. The first CTP was adopted in 1995. Subsequent updates were adopted in 2000, 2004, and 2009. The 2017 CTP Update will constitute the fourth update to the Plan.

The CTP is the blueprint for Contra Costa's transportation system over the next 23 years. This long-range vision document for transportation identifies the projects, programs, and policies that the Authority Board hopes to pursue through the year 2040. The CTP identifies goals for bringing together all modes of travel, networks, and operators to meet the diverse needs of Contra Costa.

Work Completed Since the 2009 CTP Update

The Authority generally updates the CTP every four to five years. The 2017 CTP Update is an exception in that the last CTP (the 2009 CTP Update) was adopted in July 2009, eight years ago. While a significant amount of planning work has been completed since 2009, adoption of a CTP Update, previously slated for 2014 was, for a variety of reasons, delayed. Below is a summary of key milestones during the last few years:

- During 2012 and 2013, the Regional Transportation Planning Committees (RTPC) worked to update the Action Plans for Routes of Regional Significance. The Action Plans identify major roadways and corridors within each subarea (West, Central, East, Lamorinda, and the Tri-Valley), and set quantitative performance objectives to be achieved over a specified period. The Action Plans provide the local building block for the comprehensive CTP.
- The Draft Action Plans were adopted by the RTPCs in early 2014. Later in the year, each RTPC forwarded a "Proposal for Adoption" to the Authority for incorporation into the Final CTP.
- The first draft of the 2014 CTP Update was released in August 2014, along with a Draft Environmental Impact Report (DEIR). This first draft followed the structure of previous CTPs in that it included a financially-unconstrained project list. This unconstrained list, called the Comprehensive Transportation Project List, or CTPL, was also evaluated in the DEIR. At the time of the release of the first Draft CTP, the Metropolitan Transportation Commission (MTC) was in the process of updating its Guidelines on county-level CTPs.

- During Fall 2014, the Authority undertook an unprecedented public outreach effort that applied a variety of techniques to reach a broad cross-section of the community. This included public workshops, stakeholder tool kits, an online public engagement survey/comment tool, a telephone Town Hall, distribution of hand-written survey materials, and targeted mail to alert the residents and businesses of Contra Costa about upcoming events. All told, over 5,000 people participated.
- The Authority, having received extensive public input during the Fall of 2014, and in light of changes to MTC's CTP Guidelines, postponed the adoption of the CTP to allow additional time to incorporate comments received.
- During 2015, work began on a possible Transportation Expenditure Plan (TEP), which defined a financially-constrained list of projects for possible consideration by the voters of Contra Costa, to be funded through a half-percent sales tax. In parallel, the Authority adjusted the work plan for the CTP to include the evaluation of one or more financially-constrained transportation investment scenarios.
- A second draft was prepared for release in January 2016. The second draft followed MTC's revised Guidelines (adopted by MTC in November 2014). It included three financially-constrained transportation project lists for analysis. In parallel, the Authority was working with the Expenditure Plan Advisory Committee to develop a draft TEP.
- In December 2015, the Authority directed staff to postpone release of the second draft CTP for two reasons; first, delays were encountered with the development of the draft TEP (Consequently, the CTP did not have a clearly defined TEP for evaluation), second, the Action Plans were impacted by new legislation – Senate Bill (SB) 743, which directs the Governor's Office of Planning and Research to revise the California Environmental Quality Act of 1970 (CEQA) Guidelines to eliminate the use of Level of Service in EIRs. This legislation presented issues for using the Action Plan objectives, many of which were delay based, for the evaluation of new projects in an EIR.
- During 2016, the Authority continued work on the TEP, which went to the ballot in November 2016 as Measure X. There was substantial public input and comment on the TEP. All of these comments received during the TEP development and outreach process are being taken into consideration as we develop the 2017 CTP Update. This ballot measure did not pass. Following the election, the Authority approved a revised work plan for the completion of a CTP Update during calendar year 2017.

- On February 14, 2017, the Authority issued a Notice of Preparation (NOP) of the DEIR for the 2017 CTP Update.
- On May 24, 2017, the Authority published the Draft 2017 CTP Update for public review.

Schedule

The schedule below summarizes key dates and activities for review of both the 2017 CTP Update and the EIR:

May 24	Authority staff published the 2017 CTP Update and launched an online open house website (www.2017CTPupdate.net)
June 16	Authority staff publishes the Draft EIR
June 16-Aug 1	45-day comment period for Draft EIR
July 5	Planning Committee holds public meeting on draft 2017 CTP Update & DEIR
June 19	CCTA Public Meeting
June 29	Public Open House
Aug 1	Close of comment period on draft 2017 CTP Update and DEIR
Sept 6	Planning Committee reviews & recommends adoption of 2017 CTP Update
Sept 20	Authority certifies Final EIR and adopts Final 2017 CTP Update (tentative)

Outline of the Plan

- Volume 1 - The Draft 2017 CTP contains five Chapters and an Executive Summary.
 - Chapter 1: Introduction
 - The Authority's Role
 - Definition of the CTP
 - Partnerships
 - Relationship to Other Plans and Regulations
 - Outreach
 - Process
 - Chapter 2: Challenges and Opportunities
 - Challenges
 - Future Opportunities
 - Chapter 3: Vision, Goals, and Strategies

- Finding the Right Balance
 - Vision, Goals, and Strategies
- Chapter 4: Investment Program
 - Funding
 - Setting Priorities
 - Investment Program
 - What the Investment Program Will Accomplish
 - Refining the Investment Program
- Chapter 5: Implementation Program
 - Roles and Responsibilities
 - The Growth Management Program
 - The Congestion Management Program
 - Implementation Tasks
- Appendices
 - Routes of Regional Significance Listing
 - Glossary of Terms
- Volume 2
 - Summaries of the Action Plans from the five subregions
 - Performance and Equity Evaluation
 - Large Project Performance Assessment
 - Multi-Modal Transportation Service Objectives
 - 10 and 20 year project priorities

Public Engagement; Outreach Activities

The public outreach effort for the 2017 CTP Update will build upon the extensive outreach effort conducted from the Fall of 2014 through July 2016 for the CTP and TEP. The previous effort included both traditional forums, such as workshops, public meetings, and newsletters, and newer technology-driven forms of communication, including social media an online public engagement survey/comment tool, telephone Town Halls, and a website portal called *Funding Our Future*, which enabled residents to express the priorities by showing how they would spend money and prioritize investments across an array of programs.

Following release of the Draft 2017 CTP, the Authority initiated a public engagement process that allows Contra Costa's residents to weigh in on the Draft Plan. This effort includes:

- Online engagement tools to enable residents to post comments and track responses, including one specifically designed for the concurrent Contra Costa Countywide Bicycle and Pedestrian Plan (CBPP) Update;
- A countywide open house workshop;
- Meetings with the Authority's Citizens Advisory Committee;
- Public meetings starting in July to enable the Authority to hear comments from residents and others on the Draft Plan and the DEIR on the Plan;
- Meetings and study sessions with the RTPCs; and
- Presentations to City Councils, boards and commissions, on request.

The public outreach effort is being implemented by the new consultant team providing ongoing planning services to the Authority: Placeworks, Inc., Circlepoint, Fehr & Peers, and EPS.

TO: WCCTAC Board

DATE: June 23, 2017

FR: Joanna Pallock, Project Manager

RE: Update on the Accessible Transportation Study and Other Senior and Disabled Mobility Efforts in West Contra Costa.

REQUESTED ACTION

Information Only

DISCUSSION

Update on the West County Accessible Transportation Study

At the June 2016 meeting, the WCCTAC Board authorized staff to use \$75,000 in Measure J 20b and 28b funds to complete an Accessible Transportation Study in West County. The purpose of the study is to examine how well services funded under Measure J are meeting current and projected needs. It will also make recommendations for services enhancements. Lastly, the conclusions of the study will feed into the development of a Countywide Accessible Transportation Strategic Plan, which will be produced by CCTA.

In the fall of 2016, Nelson Nygaard was selected to be the consultants for the Study. To date, the consultants have completed a document review, conducted stakeholder interviews, and are currently providing limited technical assistance to the City of Richmond on the development of a Request for Proposals (RFP) to revamp the City's program.

The next phase of the Study will include outreach to senior and disabled residents in West County, with a focus on senior centers. Materials for outreach are being developed this month. Following the completion of the outreach, the consultants will present the WCCTAC Board with a summary of conclusions, likely in fall of 2017.

Outcomes from the 5310 Grant for a West County Travel Coaching Program

In 2017, the Center for Independent Living (CIL) received a \$105,000 grant from MTC and Caltrans in federal 5310 Mobility Management funds. This grant is focused on training trainers in West County to offer senior and disabled residents coaching on how to use local bus transit and BART. CIL staff will present the WCCTAC Board with an overview of recent West County travel coaching activities. They will also discuss the next phase of travel coaching, recently funded from a new cycle of 5310 funds.

WCCTAC

West Contra Costa Transportation Advisory Committee

El Cerrito

June 7, 2017

Hercules

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

Pinole

RE: May WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on May 19, 2017 took the following actions that may be of interest to CCTA:

San Pablo

1. Approved distribution of the Draft FY18 WCCTAC Work Program, Budget, and Dues to member agencies.
2. Approved the Final Report for the West Contra Costa High Capacity Transit Study.
3. Received a presentation regarding the San Pablo Avenue Bridge Replacement over the BNSF Railroad-Complete Streets Project in Pinole.

Contra Costa
County

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

AC Transit

Sincerely,



BART

John Nemeth
Executive Director

WestCAT

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



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