

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, April 27, 2018, 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.** *(Cecilia Valdez - Chair)*
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.*

Richmond

CONSENT CALENDAR

San Pablo

3. **Minutes of February 23, 2018 Board Meeting.** *(Attachment; Recommended Action: Approve). No Minutes from March 23 meeting – cancelled due to lack of quorum.*

Contra Costa
County

4. **Minutes of March 8, 2018 TAC Meeting.** The most recent and approved TAC meeting minutes are attached as information *(Attachment; Information Only)*.
5. **Monthly Update on WCCTAC Activities.** *(Attachment; Information Only)*.
6. **Financial Reports.** The reports show the Agency's revenues and expenses for March and April 2018. *(Attachment; Information Only)*.

AC Transit

7. **Payment of Invoices over \$10,000.** None.

BART

8. **West Contra Costa County Express Bus Implementation Plan: RFP Release and Local Matching Fund Request.** Caltrans selected WCCTAC's application to fund an Express Bus Implementation Plan expanding on the concepts in the recently completed West County High Capacity Transit Study. The grant of \$639,456 requires a total local match of 11.47% which may be a combination of cash and in-kind services. WCCTAC has also released the RFP for consulting services and proposals which are due May 1, 2018. *(Attachment; Recommended Action: Approve a one-time appropriation of \$46,827 of Measure J, Program 28b funds to satisfy the required local funding match for the West Contra Costa County Express Bus Implementation Plan).*

WestCAT

9. **Letter of Support for WCCTAC Application for a PASS Grant.** At the request of the WCCTAC TAC, staff will apply for funds from MTC's Program for Arterial System Synchronization (PASS) to help local jurisdictions improve coordination of their traffic signal plans on San Pablo Avenue in West County. The attached letter provides official support from the WCCTAC Board. If selected, each jurisdictions' staff would work with consultants to prepare and implement the plans. *(Attachment; Recommended Action: Authorize staff to send letter)*

REGULAR AGENDA ITEMS

10. **Public Review Draft of the 2018 Countywide Bicycle and Pedestrian Plan.** The CCTA has developed a draft Countywide Bicycle and Pedestrian Plan. Brad Beck, Senior Planner at the CCTA, will present an overview of the plan to the Board. Based on discussion of this item, the WCCTAC TAC recommended that the Board provide a comment letter to the CCTA emphasizing the need to find additional funding sources for pedestrian and bicycle projects and programs. *(Attachments; Recommended Action: Receive presentation, provide feedback, and authorize the Executive Director to send a comment letter on behalf of the WCCTAC Board of Directors).*
11. **Resolution of Support to Continue the Implementation of a Fully Dedicated Bicycle and Pedestrian Path on the Upper Deck of the Richmond-San Rafael Bridge.** The Richmond-San Rafael Bridge project is proposed to include a third vehicular travel lane on the lower deck, as well as a bi-directional bicycle and pedestrian path on the upper deck as pilot projects. Recently, at least one Bay Area Toll Authority (BATA) Commissioner has proposed that the bicycle and pedestrian path be used as a vehicular lane at least some of the time. The Board will have the opportunity to approve a resolution that supports the project as it was originally proposed. *(John Nemeth-WCCTAC Staff; Attachment; Recommended Action: Consider approval of Resolution 18-03).*
12. **Draft Fiscal Year 2019 Work Program, Budget, and Dues.** The proposed Work Program for Fiscal Year 2019 is included along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends approval of these documents for circulation to member agencies with the aim of final Board adoption at the June WCCTAC Board Meeting. *(John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Authorize release for member agency review).*
13. **Proposed Supplement to the Center for Independent Living (CIL's) Grant-Funded Program for Phase II Travel Training in West Contra Costa.** In February, the WCCTAC Board reviewed and accepted the WCCTAC Study that examined West County's Measure J-funded programs for seniors and people with disabilities. One of the short-term strategies recommended by the Study was enhancing outreach and travel training to West County residents. CIL recently received a grant for a three-year program to educate senior and disabled residents about mobility options and train them on how to use those options. Unfortunately, the CIL grant proposal was not fully funded. As recommended by the West County Mobility Management Group, staff recommends using \$100,000 in

Measure J 28b (Sub-regional needs) funds to supplement this effort. *(Joanna Pallock-WCCTAC Staff; Attachment; Recommended Action: Authorize the use of Measure J, 28b funds and direct staff to develop a funding agreement with CIL).*

- 14. Preparation for Bike to Work Day on May 10, 2018.** WCCTAC is planning, coordinating, and providing supplies for Bike to Work Day in Contra Costa County with the other Regional Transportation Planning Committees (RTPCs) and Bike East Bay. This year West County will have 15 energizer stations and a block party happy hour in downtown Richmond. Coire Reilly, WCCTAC's TDM Program Manager, will provide more information to the Board. Additional information is available at <https://511contracosta.org/btwd2018/> *(Coire Reilly – WCCTAC Staff; No Attachments; Recommended Action: Information Only).*

STANDING ITEMS

- 15. 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
- 16. General Information Items.**
- a. Letter to CCTA Executive Director with February 23, 2018 Summary of Board Actions
 - b. Acronym List

CLOSED SESSION

- 17. Public Employee Performance Evaluation**
(Pursuant to Gov. Code § 54957)
Title: Executive Director
- 18. Conference with Labor Negotiators**
(Pursuant to Gov. Code § 54957.6)
Agency representative(s): Chair Valdez, Vice-Chair Kelly, and Director Abelson.
Unrepresented employee: Executive Director, John Nemeth

RETURN TO OPEN SESSION

- 19. Report out from Closed Session**
- 20. Adjourn.** Next meeting is: May 25, 2018 @ 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: February 23, 2018**

MEMBERS PRESENT: Cecilia Valdez-Chair (San Pablo); Tom Butt, (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit); Aleida Chavez (WestCat); Chris Kelley (Hercules); Ada Recinos (Richmond); Eduardo Martinez (Richmond)

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:05am

Public Comment: Dave Campbell (Bike Eastbay) expressed support the planned bicycle lane on the westbound upper deck of the Richmond-San Rafael Bridge and suggested that WCCTAC may want to take a formal position on the matter. He advocated for adding the bicycle connections from Castro Street to the Richmond Greenway, and to the Richmond Ferry, to the STMP project list.

CONSENT CALENDAR

Motion by *Director Swearingen*; seconded by *Director Peeples*; motion passed.

Item #3. Minutes of the January 26, 2018 Board Meeting

Item #4. Monthly Update on WCCTAC Activities

Item #5. Financial Reports for January 2018

Item #6. Payment of Invoices over \$10,000. None

Item #7. Revised the Membership of the I-80 Ad Hoc Subcommittee. Resolution 18-02 to revise the membership to remove Director Powers and add Chair Valdez.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
<p>Item #8 Draft Final West County Needs Assessment Study for Measure-J Funded Services for Senior and People with Disabilities</p>	<p>Naomi Armenta (of the consulting firm - Nelson Nygaard) and Joanna Pallock (WCCTAC staff) presented the Draft Final Study and highlighted key findings and possible short term and longer term improvement strategies.</p> <p>Motion by <i>Director Peeples</i>; seconded by <i>Director Swearingen</i>; to accept the Final Draft of the West County Needs Assessment Study Motion passed unanimously.</p>

	<p>Yes- C. Valdez, C. Kelley, T. Butt, R. Swearingen, A. Recinos, E. Martinez, C. Peeples, A. Chavez No- None Abstention-None</p>
<p>Item #9 Subregional Transportation Mitigation Program (STMP) Nexus Study Update: Draft Project List.</p>	<p>Julie Morgan (Fehr and Peers) and Leah Greenblat (WCCTAC Staff) provided an update on the STMP Nexus Study. The Board discussion focused on reviewing the draft project list that was developed by the TAC.</p> <p>Motion by Director Peeples; seconded by Director Chavez, to accept the TAC recommended STMP project list, and to modify the BART extension project by focusing any funding on a Segment 1 extension to Contra Costa College; as well as adding an access project in the area between the Richmond-San Rafael Bridge and the Richmond Parkway.</p> <p>Motion passed unanimously.</p> <p>Yes- C. Valdez, C. Kelley, T. Butt, R. Swearingen, A. Recinos, E. Martinez, C. Peeples, A. Chavez No- None Abstention-None</p>

Meeting Adjourned: 10:12am

El Cerrito

WCCTAC TAC Meeting Minutes

Hercules

MEETING DATE: April 12, 2018

Pinole

MEMBERS PRESENT: John Cunningham CCC DCD; Aileen Hernandez, BART; Mike Roberts, Hercules; Yvetteh Ortiz, El Cerrito; Denee Evans, Richmond; Rob Thompson, WestCAT; Carol Huang, San Pablo; Tamara Miller, Pinole; Denee Evans, Richmond; Lori Reese-Brown, Richmond

Richmond

GUESTS: Patrick Phelan, Richmond; Matt Kelly, CCTA; Brad Beck, CCTA; Bill Pinkham, CBPAC; Sequoia Erasmus, Richmond; Clayton Johnson, CCHS;

San Pablo

STAFF PRESENT: Leah Greenblat and Coire Reilly

ACTIONS LISTED BY: WCCTAC Staff

Contra Costa
County

AC Transit

BART

WestCAT

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Called to Order	The meeting was called to order at 9:04 a.m.
2.	Public Comment	None.
3.	Consent Calendar: a. Action Minutes and Sign-in Sheet from January 11, 2018	Moved by Miller, seconded by Cunningham and unanimously adopted.
4.	West County's Program for Arterial System Synchronization (PASS) Application	Greenblat presented on WCCTAC's application to MTC's signal timing program (PASS) for the San Pablo Avenue Corridor. TAC provided input. All information needed by April 23, 2018 to meet grant deadline of May 1, 2018
5.	Review of the Draft 2018 Countywide Bicycle and Pedestrian Plan	Beck presented the draft of the CBPP and encouraged member jurisdictions to provide feedback and projects to include by May 25, 2018.

6.	Community-Based Transportation Planning (CBTP) Program Guidelines	Kelly presented on CBTP program guidelines
7.	Draft 2017 Multi-modal Transportation Service Objectives (MTSOs) Monitoring Report	Kelly presented on the highlights of CCTA's MTSO monitoring report, which presents a snapshot of West County transportation conditions
8.	FY 2018-2019 WCCTAC Work Program	Greenblat presented the WCCTAC work program and requested written feedback from the TAC, if any
9.	West Contra Costa Express Bus Implementation Plan: RFP Release	Greenblat presented on the RFP for the Express Bus Implementation Plan. The \$639,000 grant from Caltrans is an implementation action of the West County High Capacity Transit Study
10.	May 10, 2018 Bike to Work Day Preparations	Reilly presented on the preparations for 2018's Bike to Work Day

TO: WCCTAC Board

DATE: April 27, 2018

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Richmond-San Rafael Bridge Ribbon Cutting



On April 20, 2018, dignitaries, agency staff, and members of the press gathered in Marin County for a ribbon cutting to open a third vehicular lane on the eastbound lower deck of the Richmond-San Rafael Bridge. The new lane makes use of the existing shoulder and will be available to motorists daily from 2pm to 7pm.

WCCTAC Board Directors Butt and Alternate Federal Glover were keynote speakers at the event. Supervisor Glover described the project as a successful example of multiple agencies working cooperatively to improve mobility. Director Butt reminded the audience that the overall project includes a bicycle and pedestrian path in Richmond that provides access to both Point Molate and the Bridge. He noted that this component of the project was once deemed “impossible”, but with enough cooperation and momentum, this project shows that the impossible can become possible.

San Pablo Avenue Corridor Focus Group Meetings



WCCTAC continues to work with the Alameda County Transportation Commission (ACTC) and other local agencies to study the San Pablo Avenue corridor between Oakland and the City of San Pablo. As a part of this effort, two focus groups were held in April. The first was in Emeryville and included seniors and the disabled and organizations that represent them. The second focus group consisted of transit riders from West County and shed light on issues specific to our sub-area.

Redefining Mobility Summit 2018

Directors Abelson, Butt, and Peeples, as well as some WCCTAC staff, attended the Redefining Mobility Summit at Bishop Ranch in San Ramon. The event, hosted by CCTA, drew an audience from around the country to learn more about what's new in the rapidly changing world of mobility, with a focus on autonomous vehicles (AV).

Speakers from both the public and private sector talked about the challenges of adapting to the roll out of AVs and how they can integrate into existing infrastructure and systems (such as public transit). Presenters also expressed their excitement for the new technology's potential to reshape not only local transportation systems, but also how we plan and build our cities. Leah Greenblat and Coire Reilly, of WCCTAC staff, got their first ride in an AV -the Bishop Ranch's EasyMile shuttle (<http://www.easymile.com/>).



511 Contra Costa DMV Ads



WCCTAC's TDM program revised the content of and renewed advertisements that will play year-round in the El Cerrito DMV. Only 8 advertisers are allowed at a time in the DMV, which serves hundreds of local residents each day. The ads promote the Guaranteed Ride Home program, which offers reimbursement for people who takes an alternate commute mode but cannot easily use this mode for their return trip. The ads also promote the travel incentives that are provided by the TDM Program/511 Contra Costa.

Center for Independent Living (CIL) Hosts First Annual Momentum Expo



On April 14, 2018, CIL held its very first Transportation & Mobility Expo at the Ed Roberts Campus in Berkeley. Workshops, technology demos, displays and guest speakers' showcased the possibilities of assistive technologies to enhance mobility and independence for people with varying physical needs. WCCTAC staff attended to learn more about the role CIL has played in the community and the ways that CIL assists individuals with mobility and travel training.

Proposal for Enhancing Outreach and Travel Training in West County

The recent WCCTAC Needs Assessment Study for Measure J-funded programs for Senior and People with Disabilities highlighted the need for more outreach and information to the senior and disabled community about their mobility options.



At the same time, the Center for Independent Living (CIL) recently received a grant from Caltrans to provide a three-year program in West County to train and educate senior and people with disabilities on using mobility services, with an emphasis on public transportation. This effort is being coordinated with existing mobility programs in West County.

CIL received \$200,000 for this program but their application was not fully funded. As a result, the effort over a three year period will be limited to a part-time CIL staff person, instead of the intended full-time program staff person outlined in the grant.

WCCTAC staff and members of the West County Mobility Management Group met on March 7th to discuss the conclusions of the Study and the opportunities that exist to move some of the recommendations forward. The Group unanimously agreed to propose boosting the existing CIL grant by requesting that the WCCTAC Board add \$100,000 from Measure J, 28b funds to the activity. These additional funds would ensure that a broader outreach approach to senior and disabled residents could be conducted in West County over the next three years. The Board will consider this proposal at its April 27, 2018 meeting.

WCCTAC Staff Visit Richmond Projects

In early April, staff visited some potential and emerging developments in the general vicinity of the Richmond Greenway, Richmond BART Station, and Richmond Ferry. WCCTAC Staff had the good fortune to have two of Richmond's key planning staff present to provide a detailed overview of these projects. The tour began outside of the nearly completed Phase 1 of the Miraflores Apartments, which includes 80 units of affordable senior housing. Staff also got an update on prospects for development on the east side of the Richmond BART station. Along the waterfront, staff got an update on the large Terminal 3 development site. And finally, Richmond staff discussed potential street configuration concepts for 23rd Street.



Bike to Work Day 2018

Bike to Work Day 2018 is quickly approaching and will be held on Thursday, May 10th. The annual, regional event promotes bicycling as a viable and fun alternative to driving alone. Participants are welcomed and encouraged by energizer stations, usually staffed between the hours of 7am-9am, that are located all over the Bay Area. At these volunteer-run stations, participants receive tote bags, giveaways, snacks, and more. Staff will provide an update on preparations for Bike to Work day at the next WCCTAC Board meeting.

More information can be found here: <https://511contracosta.org/btwd2018/>

Express Bus Implementation Plan

In partnership with AC Transit and WestCAT, WCCTAC received a \$639,000 grant from the Caltrans Sustainable Transportation Planning Grant Program in January, which is funded by SB1. This was the largest grant award in the state. It will be used to develop the Express Bus Implementation Plan which aims to increase service on existing routes in West County and to develop new express routes with destinations in Berkeley, Emeryville and Oakland.

The three agencies jointly developed a scope of work in the late winter. Recently, WCCTAC staff released a Request for Proposals (RFP) for consultant services and held a pre-proposal conference at WCCTAC office. Applications are due by noon on May 1st, and more information can be found at http://www.wcctac.org/app_pages/view/72

General Ledger Monthly Budget Report

User: KellyS
Printed: 03/12/18 15:09:56
Period 01 - 08
Fiscal Year 2018



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
0000	Non Departmental							
772-0000-49999	Transfers Out	0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
	<i>Transfers Out</i>	0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
0000	Expense							
Non Departmental		0.00	0.00	0.00	1,242.91	-1,242.91	-1,242.91	0.00
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	192,721.67	217,226.33	217,226.33	52.99
770-7700-41200	PERS Retirement	0.00	0.00	0.00	38,482.05	-38,482.05	-38,482.05	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	35,695.05	-35,695.05	-35,695.05	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,114.66	-1,114.66	-1,114.66	0.00
770-7700-41400	Dental	0.00	0.00	0.00	2,656.05	-2,656.05	-2,656.05	0.00
770-7700-41500	Vision	0.00	0.00	0.00	2,800.00	-2,800.00	-2,800.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,694.79	-1,694.79	-1,694.79	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	2,859.08	-2,859.08	-2,859.08	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,168.50	-4,168.50	-4,168.50	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	477.43	-477.43	-477.43	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	746.62	746.62	17.02
	<i>Salary and Benefits</i>	0.00	414,336.00	414,336.00	286,310.66	128,025.34	128,025.34	30.90
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	1,878.71	2,121.29	2,121.29	53.03
770-7700-43501	Postage	0.00	2,200.00	2,200.00	1,097.01	1,102.99	1,102.99	50.14
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,800.00	3,800.00	2,125.03	1,674.97	1,674.97	44.08
770-7700-43530	Office Furn & Equipmt	0.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	100.00
	(\$5000)							
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	32,327.33	21,972.67	21,972.67	40.47
770-7700-43900	RentBuilding	0.00	18,000.00	18,000.00	14,688.13	3,311.87	3,311.87	18.40
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-60.15	10,060.15	10,060.15	100.60
770-7700-44320	TravelTraining Staff	0.00	5,200.00	5,200.00	1,731.64	3,468.36	3,468.36	66.70
	<i>Service and Supplies</i>	0.00	98,750.00	98,750.00	53,787.70	44,962.30	44,962.30	45.53
Expense		0.00	513,086.00	513,086.00	340,098.36	172,987.64	172,987.64	33.72
WCCTAC Operations		0.00	513,086.00	513,086.00	340,098.36	172,987.64	172,987.64	33.72

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	345,175.00	345,175.00	121,682.71	223,492.29	0.00	223,492.29	64.75
772-7720-41200	PERS Retirement	0.00	0.00	0.00	35,055.01	-35,055.01	0.00	-35,055.01	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	25,403.93	-25,403.93	0.00	-25,403.93	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,032.55	-2,032.55	0.00	-2,032.55	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	698.65	-698.65	0.00	-698.65	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,814.78	-1,814.78	0.00	-1,814.78	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,168.49	-4,168.49	0.00	-4,168.49	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	195.15	-195.15	0.00	-195.15	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	0.00	696.62	16.06
	Salary and Benefits	0.00	349,513.00	349,513.00	194,692.65	154,820.35	0.00	154,820.35	44.30
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	618.76	381.24	0.00	381.24	38.12
772-7720-43501	TDM Postage	0.00	0.00	0.00	152.61	-152.61	0.00	-152.61	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	4,677.47	7,964.53	0.00	7,964.53	63.00
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	30,877.74	14,506.26	0.00	14,506.26	31.96
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	14,603.17	9,596.83	0.00	9,596.83	39.66
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	77,625.13	-4,749.13	0.00	-4,749.13	-6.52
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,175.87	-675.87	0.00	-675.87	-45.06
	Service and Supplies	0.00	159,102.00	159,102.00	130,730.75	28,371.25	0.00	28,371.25	17.83
7720	Expense	0.00	508,615.00	508,615.00	325,423.40	183,191.60	0.00	183,191.60	36.02
	WCCTAC TDM	0.00	508,615.00	508,615.00	325,423.40	183,191.60	0.00	183,191.60	36.02
7730	STMP								
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	0.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	165,423.17	2,434,576.83	0.00	2,434,576.83	93.64
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	165,423.17	2,659,576.83	0.00	2,659,576.83	94.14
7730	Expense	0.00	2,875,000.00	2,875,000.00	165,423.17	2,709,576.83	0.00	2,709,576.83	94.25
	STMP	0.00	2,875,000.00	2,875,000.00	165,423.17	2,709,576.83	0.00	2,709,576.83	94.25
7740	WCCTAC Special Projects								
774-7740-43500	Office Supplies	0.00	0.00	0.00	99.60	-99.60	0.00	-99.60	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	19,425.00	-19,425.00	0.00	-19,425.00	0.00
774-7740-44000	Special Department Expense	0.00	68,000.00	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00
	Service and Supplies	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
7740	Expense	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	Expense Total	0.00	0.00	3,964,701.00	851,712.44	3,112,988.56	0.00	3,112,988.56	0.7852

General Ledger Monthly Budget Report

User: kellys
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 Period 01 - 09
 Fiscal Year 2018



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
0000	Non Departmental							
772-0000-49999	Transfers Out	0.00	0.00	0.00	1,242.91	0.00	-1,242.91	0.00
	<i>Transfers Out</i>	0.00	0.00	0.00	1,242.91	0.00	-1,242.91	0.00
0000	Expense							
Non Departmental		0.00	0.00	0.00	1,242.91	0.00	-1,242.91	0.00
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	409,948.00	409,948.00	218,505.06	0.00	191,442.94	46.70
770-7700-41200	PERS Retirement	0.00	0.00	0.00	41,521.31	0.00	-41,521.31	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	40,623.91	0.00	-40,623.91	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,283.46	0.00	-1,283.46	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,019.94	0.00	-3,019.94	0.00
770-7700-41500	Vision	0.00	0.00	0.00	2,800.00	0.00	-2,800.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,984.15	0.00	-1,984.15	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,150.75	0.00	-3,150.75	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,168.50	0.00	-4,168.50	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	561.03	0.00	-561.03	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	0.00	746.62	17.02
	<i>Salary and Benefits</i>	0.00	414,336.00	414,336.00	321,259.49	0.00	93,076.51	22.46
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	2,408.66	0.00	1,591.34	39.78
770-7700-43501	Postage	0.00	2,200.00	2,200.00	1,347.88	0.00	852.12	38.73
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,800.00	3,800.00	2,125.03	0.00	1,674.97	44.08
770-7700-43530	Office Furn & Equipmt	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00
	(\$5000)							
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	34,114.99	0.00	20,185.01	37.17
770-7700-43900	RentBuilding	0.00	18,000.00	18,000.00	16,144.67	0.00	1,855.33	10.31
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-60.15	0.00	10,060.15	100.60
770-7700-44320	TravelTraining Staff	0.00	5,200.00	5,200.00	2,664.82	0.00	2,535.18	48.75
	<i>Service and Supplies</i>	0.00	98,750.00	98,750.00	58,745.90	0.00	40,004.10	40.51
7700	Expense	0.00	513,086.00	513,086.00	380,005.39	0.00	133,080.61	25.94
	<i>WCCTAC Operations</i>	0.00	513,086.00	513,086.00	380,005.39	0.00	133,080.61	25.94

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7720	WCCTAC TDM								
772-7720-41000	Salary	0.00	345,175.00	345,175.00	138,898.46	206,276.54	0.00	206,276.54	59.76
772-7720-41200	PERS Retirement	0.00	0.00	0.00	37,606.79	-37,606.79	0.00	-37,606.79	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	31,007.83	-31,007.83	0.00	-31,007.83	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,326.34	-2,326.34	0.00	-2,326.34	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	885.60	-885.60	0.00	-885.60	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,981.05	-1,981.05	0.00	-1,981.05	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,168.49	-4,168.49	0.00	-4,168.49	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	241.55	-241.55	0.00	-241.55	0.00
772-7720-41911	Liability Insurance	0.00	4,338.00	4,338.00	3,641.38	696.62	0.00	696.62	16.06
	Salary and Benefits	0.00	349,513.00	349,513.00	220,757.49	128,755.51	0.00	128,755.51	36.84
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	760.54	239.46	0.00	239.46	23.95
772-7720-43501	TDM Postage	0.00	0.00	0.00	203.48	-203.48	0.00	-203.48	0.00
772-7720-43502	TDM Postage	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	12,642.00	12,642.00	4,677.47	7,964.53	0.00	7,964.53	63.00
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	32,665.44	12,718.56	0.00	12,718.56	28.02
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	16,059.71	8,140.29	0.00	8,140.29	33.64
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	78,135.41	-5,259.41	0.00	-5,259.41	-7.22
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,325.87	-825.87	0.00	-825.87	-55.06
	Service and Supplies	0.00	159,102.00	159,102.00	134,827.92	24,274.08	0.00	24,274.08	15.26
7720	Expense	0.00	508,615.00	508,615.00	355,585.41	153,029.59	0.00	153,029.59	30.09
	WCCTAC TDM	0.00	508,615.00	508,615.00	355,585.41	153,029.59	0.00	153,029.59	30.09
7730	STMP								
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	0.00	50,000.00	100.00
773-7730-43600	Professional Services	0.00	225,000.00	225,000.00	0.00	225,000.00	0.00	225,000.00	100.00
773-7730-44000	Special Department Expense	0.00	2,600,000.00	2,600,000.00	174,831.17	2,425,168.83	0.00	2,425,168.83	93.28
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	174,831.17	2,650,168.83	0.00	2,650,168.83	93.81
7730	Expense	0.00	2,875,000.00	2,875,000.00	174,831.17	2,700,168.83	0.00	2,700,168.83	93.92
	STMP	0.00	2,875,000.00	2,875,000.00	174,831.17	2,700,168.83	0.00	2,700,168.83	93.92
7740	WCCTAC Special Projects								
774-7740-43500	Office Supplies	0.00	0.00	0.00	99.60	-99.60	0.00	-99.60	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	19,425.00	-19,425.00	0.00	-19,425.00	0.00
774-7740-44000	Special Department Expense	0.00	68,000.00	68,000.00	0.00	68,000.00	0.00	68,000.00	100.00
	Service and Supplies	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
7740	Expense	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	19,524.60	48,475.40	0.00	48,475.40	71.29
	Expense Total	0.00	0.00	3,964,701.00	931,189.48	3,033,511.52	0.00	3,033,511.52	0.7651

TO: WCCTAC Board **MEETING DATE:** April 27, 2018
FR: Leah Greenblat, Project Manager
RE: West Contra Costa County Express Bus Implementation Plan: RFP Release and Local Matching Fund Request

REQUESTED ACTION

Approve a one-time appropriation of \$46,827 of Measure J, Program 28b funds to satisfy the required local funding match for the West Contra Costa County Express Bus Implementation Plan.

BACKGROUND AND DISCUSSION

WCCTAC applied for and was selected to receive \$639,456 in Caltrans funds from the Sustainable Communities Grant Program. The funds will be used to develop a West Contra Costa Express Bus Implementation Plan based on the recommendations of the recently completed West County High Capacity Transit Study. The grant requires an 11.47% local match of which a portion can be met with in-kind staffing. At its January 2018 meeting, the Board adopted a resolution authorizing the WCCTAC Executive Director to execute agreements with Caltrans for this grant-funded plan. Staff now seeks the Board's authorization to request \$46,827 from the CCTA Measure J, 28b funds to meet the required cash-match.

As of the end of the FY 2018 in June, there will be approximately \$288,000 available in the Measure J, 28b category. If this request action is approved by the Board, WCCTAC staff will work with CCTA to make the official fund request. A formal agreement with the Authority will then be brought back to the WCCTAC Board for final approval.

Consistent with grant timelines, on April 6, 2018, WCCTAC released the Request for Proposals (RFP) for consultant services to prepare the implementation plan. The RFP is posted on WCCTAC's website at: http://www.wcctac.org/app_pages/view/72. Proposals are due May 1, 2018 and will be reviewed by staff representatives from AC Transit, WestCAT and WCCTAC. WCCTAC staff plans to return at the Board's May meeting to seek authorization to negotiate and execute a consulting agreement with the selected firm.

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April XX, 2018

Robert Rich, PASS Program Manager
Metropolitan Transportation Commission
375 Beale Street, Suite 800
San Francisco CA 94105

RE: West Contra Costa County PASS Application

Dear Mr. Rich,

On behalf of the West Contra Costa Transportation Advisory Committee Board, we cannot indicate strongly enough our support for the selection of WCCTAC's PASS Grant application for the San Pablo Avenue Corridor. San Pablo Avenue is a parallel and alternative route to the I-80 corridor which is repeatedly identified by MTC as one of the top most congested corridors in the Bay Area. West Contra Costa County has a history of successfully working together to address corridor-wide transportation issues. We have implemented the I-80 ICM project and are beginning a West County Express Bus Implementation Plan. It was our common understanding that Transit Signal Priority (TSP) would be implemented as part of the I-80 ICM project; but unfortunately, due to budget constraints it was not fully implemented. Now, not only do we want to have TSP fully-implemented, but due to growing congestion, we recognize the need to develop off-peak signal coordination plans, especially for weekends and school peak periods.

Please let me or my staff know if there is anything further we can do to secure the selection of this corridor for the PASS's signal timing work.

Sincerely,

Cecilia Valdez
Chair, WCCTAC

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MEMORANDUM

Date April 4, 2018

To RTPC Managers

From Brad Beck

RE Public Review Draft of the 2018 Countywide Bicycle and Pedestrian Plan

The Contra Costa Transportation Authority has released the draft 2018 Countywide Bicycle and Pedestrian Plan (CBPP) for public and agency review. The CBPP outlines the Authority's proposed strategies, priorities and actions needed to support and encourage walking and bicycling in Contra Costa. The Authority has long supported alternatives to driving alone as an important goal, and encouraged walking and bicycling as a way to support our communities and our environment. The vision for the Authority's first Countywide Transportation Plan (CTP) included "enhanced pedestrian and bicycle facilities" and the 2000 CTP established a goal to "expand safe, convenient and affordable alternatives to the single-occupant vehicle."

The Draft 2018 CBPP reflects the many changes that have occurred since the last plan in 2009. Over those last nine years, new best practices for supporting walking and bicycling have been developed, local agencies have implemented new active transportation plans, and new funding sources for active transportation have been created. CCTA also recently adopted the 2017 Countywide Transportation Plan, which refined the Authority's overall policies and implementation program. Most importantly, public support for and understanding of the importance of walking and bicycling has continued to grow.

The Draft 2018 CBPP also reflects what we heard from the public and our agency partners in Contra Costa and the region. The Authority engaged the public through online surveys and interactive mapping, an online "town hall", and "pop-up" events throughout

the county. Authority staff also met with local staff to discuss options for updating the plan.

Respondents identified several approaches as most important, including:

- Developing a “low-stress” backbone bicycle network, that is, one that increases bicycling safety and comfort by closing gaps in the bicycle network, eliminating barriers to direct travel, and connecting key destinations;
- Conducting corridor studies that recommend appropriate, low-stress bicycle and pedestrian facilities and incorporate new best practice design guidelines (e.g., protected bikeways, bicycle and pedestrian accommodations at interchanges);
- Improving pedestrian facilities by closing gaps in sidewalks, and addressing crossing and accessibility barriers; and
- Assisting local jurisdictions with new best practice designs, funding strategies, and bicycle and pedestrian planning in the context of new Senate Bill 743 requirements.

The Draft 2018 CBPP reflects these and other approaches. It retools the Countywide Bikeway Network to focus on and support the creation of a connected backbone network of low-stress facilities. The concept of Level of Traffic Stress (LTS), which is being used more often throughout the U.S., was key in that retooling of the network. (This approach, which was developed by the Mineta Transportation Institute at San Jose State University, analyzes roads and trails to determine how stressful they are for bicyclists; each is given a rating from 1 to 4, depending on the facility scores on a number of criteria.) When fully implemented, a low-stress Countywide Bikeway Network would greatly increase comfortable access to jobs, shopping, schools, parks and transit for bicyclists. Completing this network; however, would be expensive. The CBPP, using planning-level costs, estimates that building the future facilities could take around \$1 billion (2018 dollars). Expanding the network beyond the backbone would add to that cost.

The Draft CBPP defines the Pedestrian Priority Areas using more clearly identified criteria, including density of housing or jobs, the proximity of housing and retail uses and existing street patterns.

The Draft CBPP would also add several new implementation actions, including:

- Implementing Vision Zero and systematic safety approaches
- Ensuring equity in bicycle and pedestrian investments
- Establishing project priorities
- Supporting “quick build” projects
- Considering curbside management
- Considering bicycle and pedestrian improvements as CEQA mitigation measures
- Streamlining calls for projects

The appendices reflect the evolution of bicycle and pedestrian “best practices”. They include, for example, new approaches like Class IV separated bike lanes and cycle tracks. The appendices also include more recommendations on which intersection, crosswalk and bicycle facility approaches are appropriate in which contexts.

BICYCLE AND PEDESTRIAN PROJECT COSTS

The Authority’s Comprehensive Transportation Project List (CTPL) contains 328 bicycle-pedestrian or Safe Routes to School projects with a total cost of over \$1.4 billion. These projects were identified by local jurisdictions and other agencies. The 2017 CTP; however, identified only about \$172 million available in the future for bicycle, pedestrian and safe routes to school projects and an additional \$790 million if new sources become available. This leaves a deficit of about \$433 million. We expect that, as new bicycle and pedestrian plans and corridor studies are completed, more projects will be added to the CTPL and consequently this deficit could grow.

KEY QUESTIONS

Authority staff would like to review the Draft 2018 CBPP with the RTPCs to hear their comments and suggestions. While we want to hear comments on any part of the plan, we have identified several key questions we would like your thoughts on.

- **Pedestrian Priority Areas.** The draft CBPP identifies pedestrian priority areas more precisely than the 2009 CBPP. The proposed areas were designated using several factors: forecast growth and mix of uses, local Priority Development Areas (PDAs), and an existing walkable character. Areas around schools and near high-frequency transit are also included within the PPAs (although not mapped). Are

these the areas where the Authority should give priority to funding for pedestrian improvements.

- **Low-stress Backbone Bicycle Network:** The draft CBPP identifies a network of bikeways — the Countywide Bikeway Network, or CBN — that will provide a “backbone” for the broader system of bikeways throughout Contra Costa. This network is built from the network in the 2009 plan with a few changes. The major change, however, is that the 2018 CBPP proposes that the CBN be built as a “low stress” network, that is, that all parts of the CBN are rated as LTS 1 or LTS 2, using the Mineta Institute’s “level-of-traffic-stress” methodology. Are the bikeways proposed as part of the CBN the best routes to create the backbone network? The 2018 CBPP does foresee some realignments as agencies develop the corridor plans encouraged in the plan (see below).
- **Implementing the CBPP:** The draft 2018 CBPP identifies 23 actions for the Authority to take to carry out the plan as well as actions that the Authority hopes that local, regional and State agencies will undertake. Are any actions missing? Which should the Authority carry out first? We would especially like feedback on the following proposed actions:
 - **Establish Project Priorities** – The draft CBPP identifies the completion of a safe, complete pedestrian network with PPAs and a low-stress backbone bikeway network as priorities. Should the Authority work with its partners to set more detailed priorities for use in funding decisions?
 - **Complete Street Corridor Studies** – The draft CBPP supports the development of complete street corridor studies to determine the most effective and cost effective solutions to pedestrian and bicycle access issues. The Authority has funded a similar plans and studies before. Should the Authority set aside funding specifically for complete street corridor studies? Which corridors should be studied first? Should they, consistent with Measure J’s emphasis on multi-jurisdictional planning, address multi-jurisdictional corridors first?
 - **Bicycle and Pedestrian Improvements as CEQA Mitigation Measures** – The draft 2018 CBPP proposes to identify ways that bicycle and pedestrian improvements could be used as mitigation measures, especially with the shift from delay-based CEQA analyses to VMT-based measures. Would developing a defensible method for using such improvements to mitigate impacts of projects through CEQA be useful? What concerns would you have?

- **Best Practices** – The draft 2018 CBPP includes two appendices — the Best Practice Pedestrian Treatment Toolbox and the Best Practice Bicycle Design Guidelines — that update the best practices section of the 2009 CBPP. What is the best way to get this information out to agency staff?

The draft CBPP contains other policies and strategies that we would also like your comments on.

The draft CBPP and appendices can be downloaded from the plan website:

<http://keepcontracostamoving.net/documents/>

We would like formal comments by May 25 so that the Authority can adopt the 2018 CBPP in July. Staff will also collect any comments made during our meetings with the RTPCs.

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El Cerrito



Hercules

April XX, 2018

Supervisor Federal Glover, Authority Chair
 Contra Costa Transportation Authority

Pinole

2999 Oak Road, Suite 100
 Walnut Creek, CA 94597

RE: WCCTAC Comments on Public Review Draft of the 2018 Countywide Bicycle and Pedestrian Plan

Richmond

Dear Supervisor Glover:

San Pablo

WCCTAC fully supports the CCTA's new approach to developing a bicycle and pedestrian network that will attract a diverse range of users as described in the Public Review Draft of the 2018 Countywide Bicycle and Pedestrian Plan. The analysis that accompanies the CCTA's current effort only demonstrates more strongly how underfunded these active transportation modes are. We encourage the CCTA to pro-actively seek and develop new and expanded funding sources to implement pedestrian and bicycle capital improvements and programs. As the CCTA considers a potential sales tax measure beyond Measure J, WCCTAC encourages the CCTA to increase the funding level for active transportation modes above the modest amount proposed in the 2016 Measure X.

Contra Costa County

Sincerely,

AC Transit

Cecilia Valdez
 Chair, WCCTAC

BART

WestCAT

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TO: WCCTAC Board

MEETING DATE: April 27, 2018

FR: John Nemeth, Executive Director

RE: Resolution of Support to Continue the Implementation of a Fully Dedicated Bicycle and Pedestrian Path on the Upper Deck of the Richmond-San Rafael Bridge

REQUESTED ACTION

Staff is requesting that the Board consider approval of Resolution 18-03.

BACKGROUND AND DISCUSSION

The Richmond-San Rafael Bridge project, which is currently under construction, includes the establishment of a new vehicular lane on the lower deck of the bridge (eastbound direction), making use of the existing shoulder. The project also includes the establishment of a bicycle and pedestrian path on the upper deck of the bridge (westbound direction), also using an existing shoulder. This two-way path will accommodate bicyclists and pedestrians traveling in both directions and will be separated from the general purpose travel lanes by a moveable barrier.

The new vehicular lane on the lower deck just opened on April 20, 2017. The bicycle and pedestrian path is expected to open around the end of this year. Both the new vehicle lane and the path are officially pilot projects, and will be reviewed sometime within the next four years.

Recently, the Bay Area Toll Authority (BATA) discussed a possible change to the project. This change would involve replacing the currently planned bicycle and pedestrian lane on the upper deck with a general purpose (vehicle only) lane. One proposed scenario involves making the lane available to vehicles westbound during weekdays, while still allowing bicycles and pedestrians to use the lane on weekends. Another scenario would make the lane available to vehicles westbound during the morning peak period on weekdays, while allowing bicycles and pedestrians to use the lane during other parts of the day and on weekends.

BATA has noted that this change to the project may require additional environmental review under both CEQA and NEPA. It may also require additional capital improvement projects on the approaches to the bridge as well, which would necessitate additional funding, and additional time to complete. Frequent movements of the movable barrier back and forth to convert the bike/pedestrian lane to a vehicular lane could also result in higher ongoing operating expenses. As currently planned, the barrier would be moved only once per month for maintenance.

To better assess the feasibility and impacts of a possible project change, BATA approved a \$100,000 study, utilizing an existing contractor, at its March 7, 2018 meeting. The study's purpose is to review the use of the shoulder on the upper deck as a vehicular lane, either all or some of the time. It will estimate the benefit that this may or may not produce for traffic flow, and will also estimate the impact to the project's capital and operating budgets and delivery schedule.

At the January 26, 2018 WCCTAC Board meeting, Andrew Fremier, MTC's Deputy Executive Director for Operations, provided the Board with an overview of the project. At the time, he noted that while the project was planned to include both a new eastbound vehicular lane and a bicycle and pedestrian path on the upper deck, that there was some discussions beginning to occur about the possibility of the bicycle and pedestrian path be used as a vehicle lane at least part of the time.

At that meeting, Director Gioia expressed concern about a possible project change and suggested that WCCTAC take a position on the issue by bringing a resolution to the WCCTAC Board. Director Butt has echoed these concerns and has also recommended that WCCTAC take a position on the issue to support the implementation of the original project concept. This would mean that the bicycle and pedestrian path would be available at all times of the day on both weekdays and weekends for a trial period. Chair Valdez supported placing a resolution on the WCCTAC Board's agenda for the Board's consideration.

Attachment:

A. Draft Resolution No. 18-03

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 18-03**

**RESOLUTION OF SUPPORT TO CONTINUE THE IMPLEMENTATION OF A
FULLY DEDICATED BICYCLE AND PEDESTRIAN PATH
ON THE UPPER DECK OF THE RICHMOND-SAN RAFAEL BRIDGE**

WHEREAS, the Bay Area Toll Authority (BATA) in cooperation with Caltrans is implementing multi-modal improvements to the Richmond-San Rafael Bridge; and

WHEREAS, the project utilizes a shoulder on the lower deck (eastbound direction) of the bridge to establish a new, third vehicular travel lane during certain prescribed hours; and

WHEREAS, the project creates a bi-directional bicycle and pedestrian path on the upper deck (westbound direction) of the bridge to be separated by a movable barrier; and

WHEREAS, the bicycle and pedestrian path is being established as a pilot project to be evaluated within four years of opening; and

WHEREAS, the Richmond-San Rafael Bridge Project has already been defined in environmental documents pertaining to both CEQA and NEPA; and

WHEREAS, the project is already under construction with the vehicular lane on the lower deck recently opened and the bicycle improvements to be completed within a year; and

WHEREAS, the Bay Area Toll Authority Oversight Committee, at its March 7, 2018 meeting, approved a contract amendment with its contractor to do a study that would develop a scope, schedule and budget for the establishment of a potential vehicular lane on the upper deck (westbound); and

WHEREAS, a change in the project scope could eliminate the opportunity for a pilot project involving a continuously available bicycle and pedestrian path on the upper deck (westbound) of the bridge, and

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

1. Supports the completion of the Richmond-San Rafael Bridge project as originally defined, to include a fully dedicated bi-directional bicycle and pedestrian path on the upper deck of the bridge as a pilot.
2. Supports efforts to encourage the use of the pilot bicycle and pedestrian facility once it is completed and open the public.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on _____, 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Cecilia Valdez, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel
2927920.1

TO: WCCTAC Board

DATE: April 27, 2018

FR: John Nemeth, Executive Director

RE: Draft Fiscal Year 2019 Work Program, Budget, and Dues

REQUESTED ACTION

Staff recommends review and approval of the Draft Fiscal Year 2019 Work Program, Budget and Dues documents for circulation and review by member agencies. Staff will bring the draft final budget to the Board for adoption at the June 15, 2018 meeting.

BACKGROUND AND DISCUSSION

This report provides an overview of WCCCTAC accomplishments in the current fiscal year 2018, and also provides a review of the budget for both the current fiscal year and the upcoming fiscal year 2019. A detailed draft Work Program for the upcoming fiscal year, which has already been reviewed by the WCCTAC TAC, is included as Attachment A. Also attached is some additional information relating to TDM Program activities, included as Attachment B. Detailed draft budget worksheets are included as Attachment C, and a summary of the draft dues structure is included as Attachment D.

Fiscal Year 2018 Accomplishments

WCCTAC had a number of successes in Fiscal Year 2018, with some key highlights as follows:

- Programmed \$1M of STMP revenue to BART for Del Norte Station Modernization and disbursed \$92,200 to Hercules for its RITC project.
- Initiated the STMP Nexus Study Update and reviewed the existing program, analyzed growth projections and developed a new draft project list.
- Advanced the recommendations from the West County High Capacity Transit Study by presenting the findings to CCTA staff and management, and identifying follow-up opportunities.
- Successfully applied for a \$639,000 Caltrans Sustainable Transportation Planning Grant to implement express bus service. WCCTAC received the largest grant award in the state.
- Partnered with ACTC, CCTA, Caltrans, local jurisdictions, and transit operators to launch the San Pablo Avenue Multi-modal Corridor Study.
- Completed the Needs Assessment Study of West County Measure-J Funded Services for Seniors and People with Disabilities; As part of the Study outreach efforts, staff conducted seven workshops throughout the sub region.

- Worked closely with City of Richmond staff to help address issues pertaining to their Measure J-funded R-Transit paratransit services.
- Led the West County Mobility Management Group, which meets regularly to discuss coordination of services for seniors and the disabled in West Contra Costa.
- Established an Ad-Hoc Subcommittee of the Board to make recommendations on the I-80 ICM and HOV lanes.
- Effectively advocated to ensure that Regional Measure 3 (RM3) included \$25M in funding for transit improvements in the I-80 corridor.
- Distributed 750 student transit passes good for either 31 days (AC Transit) or 24 days (WestCAT) of travel.
- Led the Text Your Commute challenge, which involved over 400 County residents and recorded 7,892 clean trips (which equaled 154,281 miles of clean trips).
- Participated in Countywide Bike to Work Day planning and implementation, providing incentive items to 13 Energizer Stations in West County.
- Administered countywide Try Transit program, offering incentives to nearly 200 residents to switch to transit instead of single occupant cars
- Provided outreach and consultation to 8 employers and schools to promote transit and alternative commuting.
- Created Carpool incentive program in partnership with Contra Costa College aimed at increasing carpooling in student population.
- Installed bicycle racks at La Plazuela restaurant in San Pablo, and currently in talks with city of Richmond, Kaiser Permanente, Richmond Wholesale Meats, and Parker Hannifin to install more racks in West County.
- Successfully managed the transition to a new TDM Program Manager.
- Established a Board-approved, WCCTAC document retention policy.
- Completed staff training on Sexual Harassment Prevention and Brown Act Compliance.
- Participated in a variety of planning and coordination activities, often as part of a Technical Advisory Committee, including:
 - I-80 SMART Corridor TAC;
 - Managed Lanes Implementation Plan process (MLIP) at MTC;
 - AC Transit Multimodal Corridor Guidelines;
 - San Pablo Ave. Multimodal Corridor Study
 - CCTA's Technical Coordinating Committee (TCC),
 - Countywide Bike Pedestrian Advisory Committee (CBPAC), and
 - Paratransit Coordinating Committee (PCC);
 - Caltrans District 4 Pedestrian Advisory Committee
 - MTC's Active Transportation Program (ATP)

Budget Background

The budget for WCCTAC is divided into four distinct funds. The proposed draft budgets for each of these funds, as well as an overall summary budget, are included in Attachment B:

- General Operations - funded mainly by member agency dues,
- TDM - funded by CMAQ, TFCA, and Measure J funds,
- STMP - funded by development fees, and
- Other Reimbursable (Special Projects) - funded by grants or other special sources.

Budget Overview

WCCTAC Operations

WCCTAC Operations are supported by member agency dues. In Fiscal Year 2008, WCCTAC nearly doubled its dues in order to strengthen the agency's financial foundation. Those dues proved to be somewhat higher than necessary at the time, and the agency ended up generating a large cash balance of \$462,192 over the next several years.

In Fiscal Year 2013, dues were reduced slightly and in Fiscal Year 2014 they were reduced substantially as a one-time effort to reduce the agency's positive cash balance. Dues were set back up at the Fiscal Year 2014 level in Fiscal Year 2015, and then increased slightly in Fiscal Years 2017 and 2018.

Since Fiscal Year 2014, WCCTAC has been intentionally spending more each year than it generates in revenue in an effort to reduce its cash balance. Staff's intention, however, has been to make the gap between expenditures and revenues smaller each year. Now, finally, the era of an overly large cash balance has come to a close. WCCTAC is now in less of a position to spend more than it takes in, with a projected cash balance of \$26,868 at the end of the current fiscal year. Given the now modest cash balance and given generally rising costs, staff is proposing a dues increase for Fiscal Year 2019.

The Operations budget for the current fiscal year intended WCCTAC to spend \$16,371 more than it generated in revenue. Based on current projections, the year should finish very close to that estimate. In the salaries and benefits category, WCCTAC spent slightly more than anticipated owing mainly to greater than expected expenses for CalPERS retirement unfunded pension liability. On the flip side, WCCTAC did not spend its \$10,000 contingency and underspend on consultant services related to accounting and legal services. As a result, WCCTAC is forecasted to spend about \$10,314 less than expected during this fiscal year. On the revenue side, however, this savings was cancelled out by the fact that WCCTAC was able to obtain about \$11,783 less than expected in Measure J funds to support its staff work..

In the upcoming fiscal year, expenses for salaries and benefits are projected to increase. One key factor is a small shift in the allocation of staff time from the TDM Program toward WCCTAC

Operations, in order to more closely approximate actual staff hours. In the upcoming Fiscal Year, the TDM Program will support 1.99 Full Time Equivalent (FTE) staff, while WCCTAC Operations will support 2.67 FTE.

Another factor in rising salary and benefit expenses are greater required payments to CalPERS for unfunded pension liability, which have grown each year. This is an issue for CalPERS member jurisdictions throughout California. Additionally, staff are proposed to receive a 3% COLA. (This is lower than the 3.6% increase in Bay Area CPI based on the most recent report). And finally, the budget includes some potential for merit-based salary increases.

On the revenue side, staff again proposes to use of some Measure J program funds in the 20b (Senior and Disabled) and 21b (Student Bus Pass Program) categories to cover a small portion of administrative costs as it did in the current year. The budget for next year also includes \$15,000 in revenue from the Caltrans Sustainable Transportation Planning Grant to cover staff time. Staff is aiming for a fiscal year 2019 Operations budget that is very close to “break-even”.

Transportation Demand Management (TDM)

In the current fiscal year, WCCTAC will under spend its TDM budget. This is largely the result of staff turnover, as TDM Program Manager Danelle Carey departed and was replaced by Coire Reilly but with a gap of time between the two. When TDM funds are unspent at the end of the year they do not create a cash balance. However, WCCTAC works with CCTA staff to use any available funds in subsequent years. In Fiscal Year 2018, the under spending on salary and benefits made more money available for TDM Program-related activities than was budgeted. In Fiscal Year 2019, WCCTAC is expecting to receive a 9% larger allocation of funds which will allow for more program related activities.

Subregional Transportation Mitigation Program (STMP)

STMP revenues are difficult to forecast, but in the current fiscal year WCCTAC is expected to generate just under \$1,000,000 which is less than what was originally budgeted. However, the budget for STMP revenues in the upcoming fiscal year is over \$2,500,000 based on developments in the pipeline, as detailed by local jurisdictional staff.

WCCTAC will disburse \$1,000,000 to BART for the Del Norte BART Modernization project, \$300,000 to El Cerrito for the Ohlone Greenway project, and \$11,226 to Hercules for the RITC project, all of which were already programmed by the WCCTAC Board. WCCTAC also plans to spend an additional \$115,458 to complete the Nexus Study and Strategic Plan update. And, as in previous years, staff is proposing the WCCTAC use a small portion of funds (\$50,000) for administration.

Even with these outlays, however, if STMP funds are generated as predicted in the upcoming fiscal year, WCCTAC would be able to program an additional \$3,000,000 to eligible projects. This would still leave a fund balance over \$1,300,000.

Other Reimbursable

Having completed both the High Capacity Transit Study and the Needs Assessment Study for senior and disabled transportation, WCCTAC will have no more expenses for these efforts in the upcoming fiscal year. In Fiscal Year 2019, WCCTAC will pass through an estimated \$130,682 in Measure J funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program. The budget also includes \$50,000 in both revenues and expenses for the San Pablo Avenue Corridor Study, which is being developed by ACTC. WCCTAC is contributing Measure J 28b funds to that activity. Lastly, the budget also includes \$361,827 in revenues and expenses for the Express Bus Implementation Plan. These funds come mainly from the Caltrans Sustainable Transportation Grant, with a small local match from Measure J 28b.

Fiscal Year 2018 Proposed Dues

For Fiscal Year 2019, staff recommends dues of \$47,049 for regular members, which is an increase over last year's dues amount. Staff further recommends that WestCAT continue to receive a discount of \$14,560, as it has for the last several years. The issue of a WestCAT discount has been discussed on a number of occasions and the Board has always opted to maintain it.

Attachments:

- A. Fiscal Year 2019 Draft Work Program
- B. Detailed Fiscal Year 2019 TDM Program Information
- C. Draft Fiscal Year 2019 Budget
- D. Proposed Fiscal Year 2019 Dues Schedule

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**WCCTAC FISCAL YEAR
2019 DRAFT 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. Activities in this program area are mainly funded with annual member agency contributions and, to a lesser extent, Measure J dollars.

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

2. Participate in regional, countywide, sub-regional, and local planning efforts as appropriate. In the upcoming fiscal year, staff will be involved in:
 - a. Coordination of local senior and disabled transportation, including implementation of the West County Measure J Mobility Study.
 - b. The San Pablo Avenue Multimodal Corridor Study, in partnership with the Alameda County Transportation Commission (ACTC), CCTA, Caltrans and local jurisdictions.
 - c. I-80 Smart Corridor (Integrated Corridor Mobility) follow-up, evaluation, and TAC meetings.
 - d. I-80 Ad Hoc Subcommittee work on HOV lane performance and the Smart Corridor Project.
 - e. Safe Routes to School Program and Contra Costa County's Accountable Healthy Communities Coordination.
 - f. Development of AC Transit Multi-modal Corridor Guidelines.
 - g. Hercules Regional Intermodal Transit Center funding identification.
 - h. Richmond and Hercules ferry planning, implementation, promotion, and funding identification.
 - i. I-80 Interchange planning and implementation for San Pablo Dam Rd. and Central Ave.
 - j. City of Richmond's 23rd Street Streetscape Improvement Plan.
 - k. Complete Streets efforts, such as Rumrill Boulevard, San Pablo Avenue, and 13th Street in Richmond.
 - l. Bay Trail and other bike path/trail planning and development.
 - m. General Plan Updates and local specific plans.

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 for pedestrian and bicycle improvements, as well as federal 5310 grants for senior and disabled transportation.
4. Submit an application to MTC's Program for Arterial System Synchronization (PASS) grant for funds to develop corridor-wide signal timing coordination plans for San Pablo Avenue.
5. Monitor Action Plan compliance by reviewing General Plans or Amendments, and work to advance goals, objectives and actions within the Action Plan.
6. Manage or participate in meetings of 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), and 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. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations, the "Pass 2 Class" student transit ticket program.
2. Manage the Countywide Guaranteed Ride Home and Try Transit Programs.
3. Co-lead Bike to Work Day with other regional partners
4. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
5. Support Local Agency Climate Action plans and other plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles, cars, scooters, and autonomous vehicles – particularly those that have regional significance.
6. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
7. 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. Under the current program, these funds are to be used for work on eleven pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Complete the STMP Nexus Study Update.
2. Collect, administer and track funds and reporting forms; oversee contractual agreements; and disburse funds to Board-approved programmed projects.
3. Bring an updated fee schedule to the WCCTAC Board for its consideration.
4. Issue a final call for projects for the current STMP program based on fund balance and Board direction.
5. Transition WCCTAC and its member agencies from the current STMP program to an updated STMP program.
6. 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:

1. Initiate the West Contra Costa County Express Bus Implementation Plan, a Caltrans/SB1 funded endeavor with partners AC Transit and WestCAT.
2. Apply for and manage a Program for System Synchronization (PASS) grant to improve signal timing during weekends and off-peak times on San Pablo Avenue.

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 the priorities in this category include:

1. Completing Annual Work Program, Budget and Audit.
2. Providing staff development and training opportunities to keep employees skills high and to stay aware of industry trends.
3. Maintaining, updating, and expanding content on the WCCTAC website.
4. Developing a Procurement Policy for equipment and services purchased by WCCTAC. And formalizing WCCTAC's Conflict of Interest Code for staff and Directors.

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TDM PROJECT INFORMATION

- A. Project Number: 19CC01
- B. Project Title: West Contra Costa County Emissions/Trip Reduction Program
- C. TFCA County Program Manager Funds Allocated: \$361,898
- D. TFCA Regional Funds Awarded (if applicable):n/a
- E. Total TFCA Funds Allocated (sum of C and D): \$361,898
- F. Total Project Cost: \$555,203

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 2018/19 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.
- 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 2018

Final Report Due Date: No later than June 2020

FY 2018-19 DRAFT Budget : SUMMARY

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-18	Proposed FY 2018-19	Note
REVENUES					
33403 Grants (TDM)	551,186	508,615	513,664	555,203	
34111 Member Contributions	421,775	455,932	455,932	502,981	
343xx STMP Fees	812,188	2,040,000	925,444	2,531,000	(a)
36102 Interest	14,965	12,000	5,000	-	
39906 Other - Misc	625,991	293,783	317,531	586,509	(b)
TOTAL REVENUES	2,426,105	3,310,330	2,217,571	4,175,693	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	763,617	805,123	763,716	815,068	
41911 Liability Insurance	7,888	8,776	7,282	8,088	
Total Salaries, Benefits & Insurance	771,505	813,899	770,998	823,156	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	32,756	31,000	33,792	34,900	
<i>IT / VOIP phone</i>	8,855	8,000	7,609	7,550	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	19,500	15,800	19,000	
<i>Accounting Services</i>	15,086	15,600	7,550	10,500	
<i>STMP Nexus Study and Strategic Plan</i>	4,430	225,000	130,112	115,458	
<i>Misc</i>	6,822	-	2,850	-	
Total Professional Services	136,751	237,094	91,811	338,260	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>TDM - Incentives / Marketing</i>	115,352	72,876	95,000	130,903	
<i>Misc. STMP Project Funding</i>	2,127,749	2,600,000	196,803	4,311,226	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	
<i>Student Bus Pass Program</i>	101,589	128,000	125,000	130,682	
<i>Needs Assessment Study (senior/disabled)</i>		75,000	75,000		
<i>Express Bus Implementation Plan</i>				361,827	
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	
<i>Ops Contingency</i>	4,976	10,000	-	10,000	
Total Special Expenses	2,814,658	2,935,876	593,319	4,994,638	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	8,852	6,700	7,564	8,000	
Total Travel/Training	8,852	6,700	7,564	8,000	
Office Expenses & Supplies					
43500 Office Supplies	4,651	5,000	4,926	5,000	
43501 Postage	1,871	2,200	2,097	2,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	9,887	16,442	10,202	26,300	(d)
43530 Furniture, Equipment	822	1,250	-	-	
43900 Rent/Building	40,696	42,200	41,345	44,250	
Total Office Exp & Supplies	58,820	68,592	58,820	78,650	
TOTAL EXPENSES	3,790,586	4,062,161	1,522,512	6,242,704	
REVENUES - EXPENSES	(1,364,481)	(751,831)	695,059	(2,067,011)	
		Beginning Fund Balance	2,483,930		
		Ending Fund Balance	416,919		

Notes:

- (a) STMP revenues are projected to be strong in FY19 and represent a large share of total revenue
- (b) These revenues for FY19 include a Caltrans SB1-funded grant and Measure J 20b, 21b, and 28b funds.
- (c) Staff anticipates that WCCTAC will be able to disburse a large amount of STMP funds in FY19
- (d) Higher printing costs are related to the TDM program and expectations of program-related printing work

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

**DETAIL: WCCTAC OPERATIONS
FY 2018-19 DRAFT Budget**

Activity	Actual FY 2016-2017	Original FY 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Notes
REVENUES					
34111 Member Contributions	421,775	455,932	455,932	502,981	(a)
36102 Interest - LAIF	207	-	-	-	
39906 Other - Measure J (20b & 21b) SB1 Grant - staff time	31,494	40,783	29,000	29,000 15,000	(b)
TOTAL REVENUES	453,476	496,715	484,932	546,981	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	370,140	409,948	418,085	443,068	(c)
41911 Liability Insurance	3,944	4,388	3,641	4,044	
Total Salaries, Benefits & Insurance	374,084	414,336	421,726	447,112	
Professional Services					
43600 Professional Services					
<i>Financial Services</i>	16,378	16,500	16,896	17,450	
<i>IT / VOIP phone</i>	4,684	4,000	3,950	4,000	
<i>Audit</i>	6,330	7,500	5,800	7,500	
<i>Attorney Services</i>	19,473	18,500	15,200	18,000	
<i>Accounting Sevices</i>	7,477	7,800	3,050	4,500	
<i>Misc</i>	2,889		1,850		
Total Professional Services	57,231	54,300	46,746	51,450	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	4,976	10,000	-	10,000	(d)
Total Special Department Expenses	4,976	10,000	-	10,000	
Travel & Training					
44320 Travel/Training/Mileage	5,387	5,200	5,064	5,800	
Total Travel/Training/Mileage	5,387	5,200	5,064	5,800	
Office Expenses & Supplies					
43500 Office Supplies	3,644	4,000	3,998	4,000	
43501 Postage	1,871	2,200	2,097	2,000	
43520 Printing, Copier	4,537	3,800	3,187	3,800	
43530 Furniture & Equipment	822	1,250	-	-	
43900 Rent/Building	18,664	18,000	19,954	22,250	
Total Office Expense & Supplies	29,538	29,250	29,236	32,050	
TOTAL EXPENSES	471,216	513,086	502,772	546,412	
REVENUES - EXPENSES	(17,740)	(16,371)	(17,840)	569	

Beginning Fund Balance \$166,868

Ending Fund Balance \$167,437

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$27,437

Notes:

- (a) FY 19 dues are proposed to increase.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Includes PERS Unfunded Liability, 3.0% COLA, and potential merit increases
Also includes a shift in total work hours from TDM to WCCTAC ops
- (d) Contingency per Board Reserve Policy.

**DETAIL: TDM
FY 2018-19 DRAFT Budget**

Activity	Actual 2016-2017	Original 2017-2018	Estimated 2017-2018	Proposed 2018-2019	Note
REVENUES					
33403 Grants	551,186	508,615	513,664	555,203	(a)
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	551,186	508,615	513,664	555,203	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	353,477	345,175	295,631	322,000	(b)
41911 Liability Insurance	3,994	4,388	3,641	4,000	
Total Salaries, Benefits, and Insurance	357,471	349,563	299,272	326,000	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	20,549	20,500	20,600	21,000	
<i>Attorney Services</i>	-	1,000	600	1,000	
<i>Accounting Services</i>	7,609	7,800	4,500	6,000	
<i>Program-related services</i>	6,474	-	10,000	21,500	(c)
<i>Other</i>	3,933	-	1,000	-	
Total Professional Services	28,158	29,300	36,700	49,500	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	115,352	72,876	95,000	130,903	(c)
Total TDM Program Work	115,352	72,876	95,000	130,903	
Travel & Training					
44320 Travel/Training/Mileage/Membershp	3,465	1,500	2,500	2,200	
Total Travel/Training	3,465	1,500	2,500	2,200	
Office Expenses & Supplies					
43500 Office Supplies	1,007	1,000	928	1,000	
43502 TDM Postage	893	1,500	250	1,100	
43520 Printing, Copier Lease	5,350	12,642	7,015	22,500	
43900 Rent / Building	22,032	24,200	21,400	22,000	
Total Office Exp & Supplies	29,282	39,342	29,593	46,600	
TOTAL EXPENSES	533,728	492,581	463,065	555,203	
REVENUES - EXPENSES	17,458	16,034	50,599	-	

Beginning Fund Balance 0

Ending Fund Balance 0

Notes:

- (a) More TDM grants funds (TFCA and Measure J) available in the next FY based on CCTA projections
- (b) Lower expenditures in the current FY reflect staff turnover in the TDM Program Manager position
Lower budgtd salary & benefits reflect a small shift in the allocation of staff time from TDM to WCCTAC Ops
- (c) More TDM program funds will be available in the upcoming FY, given larger grant revenues and lower expenses

DETAIL: STMP
FY 2018-19 DRAFT Budget

Activity	Actual FY 2016-2017	Original FY 2017-2018	Estimated 2017-2018	Proposed FY2018-19	Note
REVENUES					
34310 County STMP Fees	34,102	40,000	404,856	43,500	
34315 El Cerrito STMP Fees	320,600	1,200,000	75,462	1,185,000	
34320 Hercules STMP Fees	143,949	50,000	172,074	1,000,000	
34325 Pinole STMP Fees	101,531	25,000	35,748	12,500	
34330 Richmond STMP Fees	184,663	700,000	192,813	250,000	
34335 San Pablo STMP Fees	27,344	25,000	44,490	40,000	
36102 Interest - LAIF	14,758	12,000	5,000	-	
TOTAL REVENUES	826,946	2,052,000	930,444	2,531,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	40,000	50,000	50,000	50,000	(b)
Total Salaries and Benefits	40,000	50,000	50,000	50,000	
Funding of STMP Projects					
43600 Prof. Services					
<i>Nexus Study and Strategic Plan</i>	4,430	225,000	130,112	115,458	(c)
<i>Other</i>	-	-	-	-	
Total Prof. Services		225,000	130,112	115,458	
44000 Project Funding	-	-	-	-	
<i>BART - Richmond Intermodal</i>	4,235	-	57	-	
<i>Richmond - BART East Side</i>	527,000	-	-	-	
<i>Hercules - Path to Transit</i>	896,514	-	196,746	11,226	
<i>Del Norte BART TOD</i>	-	-	-	1,000,000	
<i>El Cerrito - Ohlone Greenway</i>	-	-	-	300,000	
<i>I-80 San Pablo Dam Road Interchange</i>	700,000	-	-	-	
<i>Other Miscellaneous Projects</i>	-	2,600,000	-	3,000,000	(d)
Total Project Funding	2,127,749	2,600,000	196,803	4,311,226	
TOTAL EXPENSES	2,167,749	2,875,000	376,915	4,476,684	
REVENUES - EXPENSES	(1,340,803)	(823,000)	553,529	(1,945,684)	

Beginning Fund Balance **3,253,697**
Ending Fund Balance **1,308,013**

Notes:

- (a) STMP receipts are forecasted to be strong based on local jurisdiction 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 2018-19 DRAFT Budget**

Activity	Actual FY 2016-17	Original FY 2017-18	Estimated FY 2017-2018	Proposed FY 2018-19	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Revenue					
<i>Student Bus Pass Program Admin, WCCUSD</i>	47,719	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assement Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Express Bus Grant</i>	-	-	-	315,000	(b)
<i>SB1 Express Bus Cash Match</i>	-	-	-	46,827	(c)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study (28b)</i>	153,415	-	72,551	-	(f)
<i>High Capacity Transit Study (BART)</i>	180,000	-	-	-	
<i>High Capacity Transit Study (CCTA)</i>	115,022	-	11,985	-	
<i>High Capacity Transit Study (MTC)</i>	38,341	-	3,995	-	
TOTAL REVENUES	594,497	253,000	288,531	542,509	
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 Admin, WCCUSD</i>	41,589	68,000	65,000	70,682	(a)
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	(a)
<i>Needs Assement Study (senior/disabled)</i>	-	75,000	75,000		
<i>SB1 Grant - Express Bus Implemtation Plan</i>	-	-	-	361,827	(d)
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	50,000	(e)
<i>High Capacity Transit Study</i>	464,992	-	101,516	-	(f)
TOTAL EXPENSES	566,581	253,000	301,516	542,509	
REVENUES - EXPENSES	27,916	-	(12,985)	-	

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 are from the SB1 funded Caltrans grant for an Express Bus Implementation Plan.
- (c) Revenues are Measure J 28b funds and are a match for the SB1 grant.
- (d) Expenditures are for the Express Bus Implementation Plan.
- (e) Revenues are from Measure J 28b and expenses are for the San Pablo Ave. Corridor Plan led by ACTC.
- (f) Revenues and expenses are for the now-completed High Capacity Transit Study.

DRAFT
FY2019 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 18 Dues
City of El Cerrito	9.1%	\$47,049
City of Hercules	9.1%	\$47,049
City of Pinole	9.1%	\$47,049
City of Richmond	27.2%	\$141,147
City of San Pablo	9.1%	\$47,049
Contra Costa County	9.1%	\$47,049
AC Transit	9.1%	\$47,049
BART	9.1%	\$47,049
WestCAT	9.1%	\$47,049
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$32,489
Total	100.0%	\$455,932

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
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
FY 17-18	\$42,772
FY 18-19	\$47,049

Consortium), the cities of El Cerrito, Richmond, and San Pablo, the Metropolitan Transportation Commission (MTC), and interested non-profit organizations.

The group discussed its priorities and what it would recommend doing in the near term if there were funds available. The group unanimously agreed that providing mobility related outreach to seniors would be a relatively simple way of advancing the Study's goals of improving mobility for seniors and the disabled. The group was aware of CIL's grant-funded effort and suggested that supplementing their grant could be beneficial and straight-forward.

Staff noted that there was a growing balance of funds available in the Measure J 28b Subregional needs category. These are flexible funds available for any Measure J related activity desired by the WCCTAC Board. As of the end of the current fiscal year, June 30, 2018, there will be \$288,000 available in Measure J, 28b funds. Staff suggested that the Board may be willing to use a portion of these funds to enhance the CIL effort. (It should be noted that the Express Bus Implementation Plan will require \$46,800 in 28b funds for a local match for a Caltrans grant, which the Board will also consider at the April 27, 2018 WCCTAC Board meeting.)

After receiving feedback from the WCCTAC Board on the Study at the February meeting, consulting with the West County Mobility Management Group, and discussing the issue with CIL, staff recommends using \$100,000 to enhance CIL's existing grant-funded effort.

Boosting the CIL grant by 50% will significantly expand the number of hours that its dedicated staff person can devote to this work. This should yield several key benefits:

- It will increase the number of West County residents that can be offered programs including: Travel Training, Travel Orientation, Workshops on Transportation Network Companies (TNC) such as Lyft and Smartphone apps, and applying for the discounted Clipper card.
- A WCCTAC financial contribution to the effort demonstrates multi-agency coordination and collaboration, which appeals to grant funding agencies and may increase future opportunities for WCCTAC and its partners to leverage more funding.
- This action implements a key short-range recommendation from the recently completed Study.

Next Steps

If the Board approves the allocation of Measure J, 28b funds as proposed, WCCTAC would prepare a funding agreement with CIL which would be brought back to the WCCTAC Board for final approval. This agreement would spell out CIL's responsibilities which may include providing WCCTAC with metrics about the number of seniors and disabled people being served in each West County community or other relevant information.

March 6, 2018

El Cerrito

Hercules

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

Pinole

RE: February WCCTAC Board Meeting Summary

Dear Randy:

Richmond

The WCCTAC Board, at its meeting on February 23, 2018, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the Final Draft of the West County Needs Assessment Study for Measure -J Funded Services for Seniors and People with Disabilities.
2. Approved a Draft Project list for the Sub Regional Transportation Mitigation Program's (STMP) Nexus Study Update.

Contra Costa
County

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

Sincerely,

AC Transit



John Nemeth
Executive Director

BART

WestCAT

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

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

ABAG: Association of Bay Area Governments
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