

El Cerrito

MEETING NOTICE AND AGENDA

Hercules

DATE & TIME: Friday, August 3, 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 June 15, 2018 Board Meeting.** (Attachment; Recommended Action: Approve).
4. **Monthly Update on WCCTAC Activities.** (Attachment; Information Only).
5. **Financial Reports.** The reports show the Agency's revenues and expenses for June 2018. (Attachment; Information Only).

Contra Costa
County

6. **Memo to the Board Regarding the FY 2017-18 Budget and STMP Funds.** (Attachment; Information Only).

AC Transit

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

BART

8. **FY 2019 Measure J 19b Claims for WestCAT and AC Transit.** Measure J Program 19b funds are referred to as *Additional Bus Service Enhancements*. Each year, WCCTAC approves an 80-20 split between AC Transit and WestCAT per WCCTAC Board policy. For the upcoming FY 2019, AC Transit's share will be \$1,604,240 and will be applied to bus service in West County. WestCAT's share of \$368,872 will continue to be applied to new service that began in 2017. (Attachment; Recommended Action: APPROVE the 2019b Claims for FY 19 for WestCAT and AC Transit).

WestCAT

9. **FY 2019 Measure J 21b, Safe Transportation for Children Funds, to John Swett Unified School District (JSUSD).** In 2017, WCCTAC and the JSUSD established an MOU related to Measure J 21b - the Safe Transportation for Children fund. The agreement stipulates that WCCTAC will allocate \$60,000 annually to the JSUSD. The funds are applied only to the cost of transporting “free and reduced lunch” qualified recipients. Each year, JSUSD must provide WCCTAC with data that provides information about the number and income qualifications of students benefitting from the Measure J allocation. *(Attachment; Recommendation: Approve FY 2019 21b funds to the JSUSD).*

10. **Joint Marketing and Funding Agreement for Soltrans BOGO.** Since 2015, WCCTAC’s TDM program has offered a Buy One Get One free (BOGO) deal for monthly passes on Soltrans routes 78 & 80, which run along the I-80 corridor. This new contract with Soltrans continues the terms of offering the BOGO and sets the limit of reimbursements to not more than \$20,000 in a given fiscal year. *(Attachment; Recommendation: Authorize Executive Director or his designee to execute a contract with Soltrans).*

11. **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2017.** The accounting firm of Maze and Associates prepared the fiscal audit for WCCTAC for fiscal year 2017. *(Attachments provided separately to the Board: 1) Basic Financial Statement for the Year Ended June 30, 2017, 2) Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2017; Recommended Action: Approve).*

12. **Program for Arterial System Synchronization (PASS) Grant Match: Funding the Local Cash Match.** WCCTAC staff applied for MTC’s PASS grant funds at the request of the TAC which sought updated signal timing plans and improved signal synchronization along the San Pablo Avenue corridor. WCCTAC staff recently received notification from MTC that the proposal was selected for an award of \$325,000 with a \$91,000 local match requirement. WCCTAC staff recommends the use of Measure J 28b funds to fulfill the local match. At present, there are \$315,000 available in Measure J 28b funds, even when accounting for recent allocations for travel training and a grant match for the West Contra Costa County Express Bus Implementation Plan. *(Attachment; Recommended Action: Approve use of \$91,000 in Measure J 28b funds for a match to the MTC PASS grant).*

REGULAR AGENDA ITEMS

13. **STMP Nexus Study Update: Maximum Potential Allowable Fee.** Based on the amount of projected future housing and employment development within West County, the study’s consultant team has calculated the maximum allowable fee that WCCTAC could collect on new development projects. Consultants Julie Morgan and Francisco Martin, from Fehr and Peers, will review this analysis and the next steps for setting the fee. *(Julie Morgan – Fehr and Peers; Attachment; Recommendation: Review memo, receive presentation and provide direction).*

14. **City of Richmond's First Mile/Last Mile Study.** The City of Richmond is studying ways to enhance mobility, with an emphasis on the First Mile / Last Mile portion of trips which are often the key to making transit modes effective. Richmond staff will provide the WCCTAC Board with an overview of the Study, feedback from public outreach events, and an explanation of how the study may guide future transportation investments. *(Lori Reese-Brown – City of Richmond; No Attachment; Recommendation: Information only).*

15. **Pass to Class Update.** Pass 2 Class is a TDM program that provides students in West County with either one 31-Day AC Transit pass or two 12-Day WestCAT passes at the beginning of the school year to encourage transit use. Staff's presentation will cover last year's program evaluation and plans for this year's roll out. *(Coire Reilly – WCCTAC Staff; No attachment; Recommendation: Information only).*

STANDING ITEMS

16. **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

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

18. **Adjourn.** Next meeting is: September 28, 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.

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**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: June 15, 2018**

MEMBERS PRESENT: Cecilia Valdez, Chair (San Pablo); Chris Kelley Vice-Chair (Hercules); Janet Abelson, (El Cerrito); Ben Choi, (Richmond); Eduardo Martinez (Richmond); Roy Swearingen (Pinole); Chris Peeples (AC Transit)

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:04am

Public Comment: Bill Pinkham shared concerns regarding bike access from BART to the Richmond Ferry. He stated that there should be electronic bike lockers at the ferry parking lot, as well as adequate parking for bicycles onboard the ferry itself. Deneé Evans (City of Richmond), noted that there will be a farewell celebration for retiring Richmond City Manager, Bill Lindsay on July 27, 2018.

Consent Calendar: Motion by *Director Abelson* to approve items 3-8 & 10, seconded by *Director Martinez*; motion passed unanimously. Agenda item #9 was pulled off of consent.

- Item #3. Minutes of the May 25, 2018 Board Meeting
- Item #4. Monthly Update on WCCTAC Activities (Information Only)
- Item #5. Financial Reports for May 2018
- Item #6. Payment of Invoices over \$10,000
- Item #7. SDRMA Workers' Compensation Insurance; Adopted Resolution 18-05
- Item #8. Draft Final Fiscal Year 2019 Work Program, Budget and Dues; Approved Resolution 18-06
- Item # 10. Request for Proposals (RFP) for Audit Services

ITEM/DISCUSSION	ACTION
<p><i>Item #9</i> West Contra Costa County Express Bus Implementation Plan: Contract Authorization</p>	<p>Motion by <i>Director Peeples</i>; seconded by <i>Director Martinez</i> to adopt Resolution 18-07 authorizing Executive Director or his designee to execute a contract with Kimley-Horn. Motion passed unanimously. Yes- C. Valdez, C. Kelley, R. Swearingen, E. Martinez, B. Choi, J. Abelson, C. Peeples No- n/a Abstention- n/a</p>

<p>Item #11 Richmond Ferry - Service Details</p>	<p>Motion by <i>Vice-Chair Kelley, seconded by Director Swearingen</i>, to authorize WCCTAC staff to compose a letter to CCTA regarding WCCTAC's comments on service detail for the Richmond Ferry.</p> <p><i>Amended Motion by Director Peeples; seconded by Director Swearingen</i> <i>Vice-Chair Kelley, accepted proposed amendment to the original motion:</i> to include in the letter, WCCTAC's preference to use RM3 funds, instead of exclusively Measure J dollars, to fund the service.</p> <p>Motion passed unanimously Yes- C. Valdez, C. Kelley, R. Swearingen, E. Martinez, B. Choi, C. Peeples, J. Abelson No- n/a Abstention- n/a</p>
<p>Item #12 Proposed Central Avenue Underpass Pedestrian and Bicycle Improvements</p>	<p>Motion by <i>Director Martinez</i>; seconded by <i>Director Swearingen</i>; authorized staff to compose a Letter of Support for the proposed Central Avenue Underpass Pedestrian and Bicycle Improvements Project that will accompany the Caltrans' ATP grant application.</p> <p>Motion passed Yes- C. Valdez, C. Kelley, R. Swearingen, E. Martinez, B. Choi, C. Peeples No- n/a Abstention- J. Abelson</p>
<p>Item #13 San Pablo Ave Complete Street Plan</p>	<p>Motion by <i>Director Abelson</i>; seconded by <i>Director Choi</i> for WCCTAC staff to compose a Letter of Support for the San Pablo Avenue Complete Street Plan from Rodeo to Crockett, which will be seeking funding for implementation. The Board requested that the letter encourage the examination of further transit options in that corridor, including BART and commuter rail services like eBART.</p> <p>Motion passed unanimously Yes- C. Valdez, C. Kelley, R. Swearingen, E. Martinez, B. Choi, C. Peeples, J. Abelson No- n/a Abstention- n/a</p>

Meeting Adjourned: 10:00am

TO: WCCTAC Board

DATE: August 3, 2018

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Point Molate Community Site Tour

In advance of one of its community visioning sessions, the City of Richmond offered members of the public the unique opportunity to visit the otherwise limited-access Point Molate development site. The tour began at the Winehaven Building, an early 20th century warehouse designed to look like a Rhineland Castle. During World War II through the 1960s, the Navy operated Point Molate as a fuel depot and maintained an air raid shelter in the basement of the former winery.



The last tour stop of the tour was at the high elevation point of the property, which overlooks a flat area that could be a potential housing site and offers incredible views of the Bay, Richmond-San Rafael Bridge, Angel Island and San Francisco. The City of Richmond is currently seeking input from the public on how best to use the Point Molate site, which could include some development, reuse of existing buildings, and protected park land. The regional Bay Trail plan calls for a recreational bicycle and pedestrian trail along the Point Molate waterfront.



American Planning Associate Award

Just in: photos from the Northern California APA Awards Gala where WCCTAC won an Award of Excellence in Transportation Planning for its West County High Capacity Transit Study. Shown below with the WCCTAC Executive Director are WCCTAC's Chair, Cecilia Valdez, and WSP Project Manager Rebecca Kohlstrand with her consulting team.



West County Travel Training Program Vision

In April of this year, the WCCTAC Board approved an allocation of \$100,000 in Measure J Program 28b funds (*Subregional Transportation Needs*) to the Center for Independent Living (CIL) to enhance travel training for senior and disabled residents in West County. This allocation was in direct response to the study of West County's Measure J-funded Programs for Seniors and People with Disabilities which identified the need for more outreach and travel training to meet mobility needs. Since the allocation, WCCTAC staff and its local partners have met with CIL staff to create a scope of work, refine the details of how the \$100,000 will be used in West County, and develop an MOU. Staff is expecting to bring this MOU and a work plan to the WCCTAC Board for adoption in the fall, prior to disbursing funds to CIL.

Try Transit Has Most Successful Year Yet

WCCTAC's "Try Transit" TDM Program, which offers \$15 preloaded Clipper cards to commuters who agree to try transit, had its biggest year in fiscal year 17/18. The Program disbursed nearly 400 cards, a 45% increase over fiscal year 16/17. A large portion of the increase can be attributed to personal outreach to groups of employees, usually at employee fairs. More information on the program can be found here:

<https://511contracosta.org/public-transit/transit-offer/>



Ohlone Greenway BART Station Area Access, Safety and Placemaking Improvements



The City of El Cerrito continues to improve the Ohlone Greenway around and between the Del Norte and EC Plaza BART Stations. This project is being funded through a combination of sources, including City Park In-Lieu funds, OBAG, and WCCTAC-directed STMP and Measure J 28 Subregional Needs funds. The project has added enhanced landscaping and new flashing lights, upgraded curb ramps, and widened the path in sections, among other improvements. It is expected to be completed by this Fall.

Pass 2 Class Starting in August

WCCTAC's TDM Program is excited to once again be able to offer the Pass 2 Class program. Pass 2 Class provides any student, grades 1 through 12, in the West Contra Costa Unified School District and John Swett School District with a free one month pass on either AC Transit or WestCAT to encourage students to take the bus to school rather than driving or being driven. Last year, after receiving a pass at the beginning of the school year, over 80% of students continued to take the bus and over 60% of them report that they would have driven or been dropped off otherwise. Applications for Pass 2 Class will be accepted starting on August 1st. You can visit <https://511contracosta.org/schools/pass2class-program/pass2class.org> for more information.

New Information Technology Company Serving WCCTAC

When WCCTAC moved its office out of San Pablo City Hall to its current location, it could no longer use the City's in-house IT services and instead contracted with a private firm. Forte Systems, Inc., originally based in Richmond and later Walnut Creek, provided service to WCCTAC over the last four years on an as-needed basis, producing a savings in IT expenditures compared with the previous arrangement. Recently, however, Forte notified WCCTAC that it was moving to a new service model with a flat fee based on a client's number of employees. Since this service plan would have been more expensive than the status quo, WCCTAC interviewed three other firms to explore its service options. Ultimately, staff selected Nerd Crossing, based in El Sobrante, to be its service provider, starting on August 1st. Nerd Crossing also provides IT service to WCCIMA and Supervisor John Gioia's office.



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General Ledger Monthly Budget Report

User: kellys
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 Period 01 - 12
 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	304,467.96	0.00	105,480.04	25.73
770-7700-41200	PERS Retirement	0.00	0.00	0.00	52,160.08	0.00	-52,160.08	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	60,339.32	0.00	-60,339.32	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,774.41	0.00	-1,774.41	0.00
770-7700-41400	Dental	0.00	0.00	0.00	4,475.47	0.00	-4,475.47	0.00
770-7700-41500	Vision	0.00	0.00	0.00	4,165.00	0.00	-4,165.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	3,039.31	0.00	-3,039.31	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,451.48	0.00	-4,451.48	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	865.42	0.00	-865.42	0.00
770-7700-41911	Liability Insurance	0.00	4,388.00	4,388.00	3,641.38	0.00	746.62	17.02
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	1,190.00	0.00	-1,190.00	0.00
	<i>Salary and Benefits</i>	0.00	414,336.00	414,336.00	444,738.33	0.00	-30,402.33	-7.33
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	3,847.59	0.00	152.41	3.81
770-7700-43501	Postage	0.00	2,200.00	2,200.00	1,347.88	0.00	852.12	38.73
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	3,454.64	0.00	345.36	9.09
770-7700-43530	Office Furn & Equipmt (\$5000)	0.00	1,250.00	1,250.00	0.00	0.00	1,250.00	100.00
770-7700-43600	Professional Services	0.00	54,300.00	54,300.00	56,731.00	0.00	-2,431.00	-4.48
770-7700-43900	Rent/Building	0.00	18,000.00	18,000.00	21,311.49	0.00	-3,311.49	-18.40
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	-132.26	0.00	10,132.26	101.32
770-7700-44320	Travel/Training Staff	0.00	5,200.00	5,200.00	3,840.39	0.00	1,359.61	26.15
	<i>Service and Supplies</i>	0.00	98,750.00	98,750.00	90,400.73	0.00	8,349.27	8.45
7700	Expense	0.00	513,086.00	513,086.00	535,139.06	0.00	-22,053.06	-4.30
WCCTAC Operations		0.00	513,086.00	513,086.00	535,139.06	0.00	-22,053.06	-4.30

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	199,153.56	146,021.44	0.00	146,021.44	42.30
772-7720-41200	PERS Retirement	0.00	0.00	0.00	46,539.16	-46,539.16	0.00	-46,539.16	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	47,184.58	-47,184.58	0.00	-47,184.58	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	3,501.53	-3,501.53	0.00	-3,501.53	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,434.28	-1,434.28	0.00	-1,434.28	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,843.11	-2,843.11	0.00	-2,843.11	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	393.48	-393.48	0.00	-393.48	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	308,859.57	40,653.43	0.00	40,653.43	11.63
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	840.66	159.34	0.00	159.34	15.93
772-7720-43501	TDM Postage	0.00	0.00	0.00	219.93	-219.93	0.00	-219.93	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	5,963.14	6,678.86	0.00	6,678.86	52.83
772-7720-43600	Professional Services	0.00	45,384.00	45,384.00	40,120.58	5,263.42	0.00	5,263.42	11.60
772-7720-43900	RentBuilding	0.00	24,200.00	24,200.00	21,052.52	3,147.48	0.00	3,147.48	13.01
772-7720-44000	Special Department Expenses	0.00	72,876.00	72,876.00	98,840.66	-25,964.66	0.00	-25,964.66	-35.63
772-7720-44320	TravelTraining Staff	0.00	1,500.00	1,500.00	2,430.49	-930.49	0.00	-930.49	-62.03
	Service and Supplies	0.00	159,102.00	159,102.00	169,467.98	-10,365.98	0.00	-10,365.98	-6.52
7720	Expense	0.00	508,615.00	508,615.00	478,327.55	30,287.45	0.00	30,287.45	5.95
	WCCTAC TDM	0.00	508,615.00	508,615.00	478,327.55	30,287.45	0.00	30,287.45	5.95
7730	STMP								
773-7730-41000	Salary	0.00	50,000.00	50,000.00	4,279.00	45,721.00	0.00	45,721.00	85.58
	Salary and Benefits	0.00	50,000.00	50,000.00	4,279.00	45,721.00	0.00	45,721.00	85.58
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	213,970.19	2,386,029.81	0.00	2,386,029.81	91.77
	Service and Supplies	0.00	2,825,000.00	2,825,000.00	213,970.19	2,611,029.81	0.00	2,611,029.81	92.43
7730	Expense	0.00	2,875,000.00	2,875,000.00	218,249.19	2,706,750.81	0.00	2,706,750.81	94.14
	STMP	0.00	2,875,000.00	2,875,000.00	218,249.19	2,706,750.81	0.00	2,706,750.81	94.14
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	40,845.88	-40,845.88	0.00	-40,845.88	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	40,945.48	27,054.52	0.00	27,054.52	39.79
7740	Expense	0.00	68,000.00	68,000.00	40,945.48	27,054.52	0.00	27,054.52	39.79
	WCCTAC Special Projects	0.00	68,000.00	68,000.00	40,945.48	27,054.52	0.00	27,054.52	39.79
Expense Total		0.00	0.00	3,964,701.00	1,273,904.19	2,690,796.81	0.00	2,690,796.81	0.6787

TO: WCCTAC Board

MEETING DATE: August 3, 2018

FR: John Nemeth, Executive Director

RE: **Memo to the Board Regarding the FY 2017-18 Budget and STMP Funds**

REQUESTED ACTION

None. Information Only.

BACKGROUND

WCCTAC Staff is responsible for administering the STMP Program. This work includes a variety of tasks that broadly include: interacting with local jurisdictions regarding fee application and collection, accounting for STMP receipts and disbursements, working through STMP allocation options with the TAC and Board, developing cooperative agreements with funding recipients, reviewing invoices provided by fund recipients, and disbursing funds.

The annual cost of STMP administration in staff time can vary from year to year depending on the level of activity, but is roughly in the \$30-\$60K range. In FY 2017-18, the cost in staff time was on the high side since it included both the regular STMP activities as well as the management of the STMP Nexus Study update. For the FY 2017-18 budget, WCCTAC staff planned to use \$50,000 in STMP funds to cover WCCTAC's administrative costs. The actual expenses in staff time were somewhat higher than that.

According to the current STMP Ordinance, WCCTAC may only recover its administrative expenses up to 2% of *disbursements* in a given period, regardless of actual costs. Disbursement amounts can vary widely each year. WCCTAC Board allocation of STMP funds occur only occasionally. Once funds are allocated, they are disbursed only after project sponsors make expenditures and seek reimbursement, which may take weeks, months, or years.

In FY 2017-2018, WCCTAC disbursed only \$213,970 in STMP funds, allowing for the use of just \$4,279 (2%) to cover administrative expenses. There are a number of reasons for the modest allocation in FY 2017-18. WCCTAC happened to have disbursed a large sum at the end of FY 2016-17. The Board allocated a total of \$1,300,000 in during FY 2017-18, but that did not translate to disbursements as the two project sponsors did not seek reimbursement in FY 2017-2018. Lastly, staff held off on an issuing a large call for projects in the latter half of the fiscal year given that there will likely be one final Board allocation for the current STMP program before the next Ordinance is established.

The implication of the constraint in recovering last fiscal year's administrative expenses for the STMP program is that the WCCTAC Operations fund will need to absorb the costs. According to the City of San Pablo's accounting for FY 2017-18, WCCTAC operating expenses would have been \$23,668 under budget if STMP funds could have been used as expected. With the inability to use sufficient STMP funds to cover actual STMP costs, the operating expenses in the previous fiscal year will instead be \$22,052 over budget. The overall balance in the Operations fund is still above the \$140,000 required reserve, but only a slight amount.

The provision that restricts the use of STMP funds to a maximum of 2% of disbursements creates a chronic mismatch between the amount of funds that can be used and actual expenditures. As a part of the STMP Nexus Study Update, staff has identified the current reimbursement method as problematic and has included a work task that would explore a new method. Any proposed changes will be brought to the Board for its future consideration.

TO: WCCTAC Board

MEETING DATE: August 3, 2018

FR: Joanna Pallock, Program Manager

RE: **FY 2019 Measure J 19b Claims for WestCAT and AC Transit**

REQUESTED ACTION

APPROVE FY 2018-19 Measure J Program 19b Funds for Additional Bus Service Enhancements.

BACKGROUND AND DISCUSSION

Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. The WCCTAC Board has a policy to apportion 80% of available funding to AC Transit and 20% to WestCAT. The operators submit claim forms annually to clarify how the funds available will be used in the upcoming year.

Based on the split, the amount of Program 19b funds available in FY 2018-19 for AC Transit is \$1,604,240. The attached spreadsheet provides information about the specific AC Transit routes that will benefit from this funding.

WestCAT would receive \$368,872 in Program 19b for FY 2018-19. WestCAT proposes to use these funds to support and expand new local service that began in 2017. The Measure J funds will be combined with California's Cap and Trade program funds to reduce headway times on local feeder bus routes.

Staff affirms that the conditions have been met by both operators for use of the funds to maintain existing services or expand services. Staff recommends Board approval of both claims.

Attachments:

- a. CCTA Program 19b chart for FY 2018-19
- b. AC Transit letter request with chart
- c. WestCAT letter request

CCTA Program 19b Chart for FY 2018-19

PROGRAM: 19b - West County Additional Bus Services		FY 2018-19
Measure J Sales Tax Revenue Estimate		\$91,150,000
Original Program Revenue Estimate	2.20%	\$2,005,300
Revised Program Revenue Estimate	2.160%	\$1,968,840
Available for Allocation (Programmed by WCCTAC)		
Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2%		

FY 2018-19			\$	1,968,840	\$	1,771,956	Allocation Adjustment from FY 2016-17	TOTAL ALLOCATION
Agency	Coop #	Percent of Program	100% Amount	90% Amount				
AC Transit	60.00.02	calc 1	\$ 1,604,240	\$ 1,443,816	\$	18,795	\$	1,623,035
WestCAT	60.00.04	calc 2	\$ 364,600	\$ 328,140	\$	4,272	\$	368,872
Total Allocation			\$ 1,968,840	\$ 1,771,956	\$	23,066	\$	1,991,906



Alameda-Contra Costa Transit District

May 10, 2017

Joanna Pallock
Project Manager
WCCTAC
6333 Potrero Avenue
El Cerrito, CA 94530

Re: Measure J 19b FY 2017-18 Funds Request

Dear Joanna,

AC Transit is requesting \$1,541,195 in FY 2017-18 Measure J Program 19b funds to support our existing services in Western Contra Costa County. The attached spreadsheet provides route specific-operating costs and revenues. Although operating revenues have stabilized we remain concerned that any fiscal challenges could render the lines vulnerable to service cuts. These lines provide service nearly 6 million riders annually, 70 percent of whom are low income. Additionally, these routes connect Communities of Concern with essential services including employment centers, retail establishments, schools, health care providers in Western Contra Costa County.

If you need additional information concerning this matter please contact me at 510-891-5405 or eng@actransit.org.

Sincerely,

A handwritten signature in blue ink that reads 'Evelyn Ng'.

Evelyn Ng
Senior Capital Planning Specialist



Western Contra Costa
Transit Authority

April 28, 2017

Ms. Joanna Pallock, Project Manager
WCCTAC
6333 Potrero Avenue
El Cerrito, CA 94530

RE: Measure J Program 19b Funding

Dear Ms. Pallock,

WestCAT proposes to claim the entire FY17-18 allocation of \$350,272 in Program 19b funding to support the new and expanded schedule of local services which will have the effect of improving timed transfer connections between WestCAT local and express routes at the Hercules Transit Center, and elsewhere along the San Pablo Avenue corridor. Program 19b funding will be combined with other newly appropriated funds from California's Cap and Trade program, to increase the frequency of service and to reduce headways on the local feeder bus routes throughout the WestCAT service area.

Please let me know if you need any additional detail about this funding proposal, or about the services.

Regards,

Charles Anderson
General Manager

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TO: WCCTAC Board

MEETING DATE: August 3, 2018

FR: Joanna Pallock

RE: FY 2019 Measure J 21b, Safe Transportation for Children Funds, to John Swett Unified School District (JSUSD)

REQUESTED ACTION

Staff recommends that the WCCTAC Board approve the annual allocation of \$60,000 as defined in the attached Memo of Understanding (Attachment A), signed by WCCTAC and JSUSD in April 2017.

BACKGROUND

Unlike the West Contra Cost Unified School District's (WCCUSD) free and reduced low income Student Bus Pass Program (SBPP), which makes use of transit passes, the JSUSD has a contract with a private bus company to transport all students. This model does not lend itself to the purchase of transit passes for low-income students by WCCTAC. In the past, this was a barrier to the JSUSD receiving Measure J 21b funds, given the program's intent to focus resources only on low-income students.

Ultimately, however, WCCTAC and JSUSD established an MOU in April 2017 to allocate funds and to ensure that they are focused on low income (free and reduced lunch eligible) students. The details of the JSUSD arrangement are spelled out in Attachment A.

Based on the MOU, WCCTAC is to provide \$60,000 to the JSUSD this year. The JSUSD is to provide WCCTAC with data to track the number that are benefitting from the Measure J allocation. This information is attached.

The cost of JSUSD's transit contract exceeds the \$60,000, but the Measure J funds are applied only to the share of the cost of transporting "free and reduced lunch" qualified recipients. They also allow "reduced" lunch students to receive a 100% fare subsidy.

NEXT STEPS

Upon Board approval, WCCTAC staff will disburse the Measure J Program 21b funds in the amount of \$60,000 to JSUSD.

Attachments

A: Memo of Understanding (MOU) between WCCTAC and JSUSD

B: FY 17-18 Data on School Bus Service

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

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION I

A. WCCTAC AGREES:

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

B. JSUSD AGREES:

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

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

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

SECTION II MISCELLANEOUS PROVISIONS

THE PARTIES MUTUALLY AGREE:

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

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

WCCTAC:



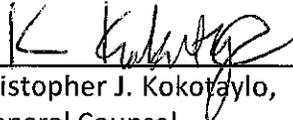
John Nemeth, Executive Director

JSUSD:



Rob Stockberger, JSUSD Superintendent

Approved as to Form and Content:



Kristopher J. Kokotaylo,
General Counsel

Date:
April 10, 2017

2795303.1

Approved as to Form and Content:



ASUSD General Counsel

Date:
April 10, 2017
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JOHN SWETT UNIFIED SCHOOL DISTRICT

400 Parker Avenue, Rodeo, CA 94572
Phone (510) 245-4300 ~ Fax (510) 245-4312

Charles Miller, Ed. D.
Superintendent

July 2, 2018

West Contra Costa Transportation Advisory committee
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

Attn: Joanna Pallock

Dear Joanna,

Enclosed please find a Transportation Expense Summary report delineating regular education and special education expenses for the fiscal year (FY) 17/18 with a total for each category. Also included is a Bus Pass Count sheet/report for free and reduced students; Bus Pass Count report by school site; Bus Schedule report for morning and afternoon by school site, as well as a Bell Schedule summary.

In the 2012/13 FY the state funding known as Home to School Transportation was folded into the Local Control Funding Formula (LCFF) which replaced school district revenue limit funding and categorical funding of many programs and became one big bucket. The funding for transportation was \$213,448.

I hope the documents enclosed and letter cover WCCTAC's requirement for information in order to receive the subsidized funding for transportation.

If you have any questions please don't hesitate to contact the business manager at (510) 245-4300 ext. 2113. My time with the district is coming to a close, however, the newly hired business manager or Marilyn Goike (510) 245-4300 ext. 2101 can assist you.

It's been a pleasure working with you.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Erwin". The signature is fluid and cursive.

Lisa Erwin
Interim Chief Business Official

JOHN SWETT UNIFIED SCHOOL DISTRICT
 2017-18 Transportation Expense Summary
 Home To School Transportation - Regular & Sp. Ed.

Contract Service		First Student		
Billing Period				
September	08/20 - 09/23	Regular Ed		\$28,113.36
		Sp. Ed		\$9,676.37
October	09/24 - 10/21	Regular Ed		\$22,001.76
		Sp. Ed		\$7,691.98
November	10/22 - 11/18	Regular Ed		\$23,224.08
		Sp. Ed		\$8,149.65
December	11/19 - 12/23	Regular Ed		\$23,224.08
		Sp. Ed		\$8,149.65
January	12/24 - 01/20	Regular Ed		\$10,797.16
	<i>Winter Break 12/24 - 01/05</i>	Sp. Ed		\$3,873.19
February	01/22 - 02/17	Regular Ed		\$22,816.64
		Sp. Ed		\$8,149.65
March	02/18 - 03/31	Regular Ed		\$34,224.96
		Sp. Ed		\$12,022.84
April	04/01 - 04/28	Regular Ed		\$18,131.08
	<i>Spring Break 04/02 - 04/06</i>	Sp. Ed		\$6,414.70
May	04/29 - 05/26	Regular Ed		\$24,446.40
		Sp. Ed		\$8,552.93
June	05/27 - 06/29	Regular Ed		\$9,778.56
		Sp. Ed		\$3,361.13
Total				\$292,800.17

**JOHN SWETT UNIFIED SCHOOL DISTRICT
 BUS PASS COUNT - BY ELIGIBILITY
 SCHOOL YEAR 2017-18
 (as of 06/22/18)**

Rodeo Hills Elementary
545 Garretson Avenue, Rodeo

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
TK	4			1		5
K	20	1				21
1	25					25
2	37			1		38
3	33	1				34
4	30			2		32
5	35			2		37
	184	2		6		192

Carquinez MS
1099 Pomona Street, Crockett

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
6	48	4		5	3	60
7	39	8		6		53
8	40	3		6	1	<u>50</u>
	127	15		17	4	163

John Swett HS
1098 Pomona Street, Crockett

Grade Level	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
9	53	3		6	1	63
10	44	4		9	2	59
11	37	4		5	3	49
12	25	1	1	9	1	<u>37</u>
	159	12	1	29	7	208

Willow HS (Continuation)
1650 Crockett Blvd, Crockett

***** 11 students total...count included with JSHS*****

Combined Totals	Free Year	Reduced Year	Reduced Semester	Full Year	Full Semester	#of Bus Passes Issued
	470	29	1	52	11	563

**JOHN SWETT UNIFIED SCHOOL DISTRICT
2017-18 BUS PASS COUNT BY SITES ANDSTOPS**

BUS CODES	BUS STOPS	JSHS	CMS	RHES
FB2	Canterbury & Gloucester	24	17	14
VP1	Viewpoint & Coral	13	8	1
VP2	Ketch Drive & Coral Ridge Circle	7	2	4
CD1	Coral Drive & Sandy Cove Drive	19	14	10
VP3	Viewpoint Blvd & Sandpoint	5	7	4
VP4	Viewpoint & Seascape Circle	8	4	7
H/C	Hawthorne & California	15	9	10
7/V	7th & Vaqueros	37	24	10
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)	34	20	11
BV	Bayo Vista (YMCA)	31	50	98
M/V	Mariposa & Vaqueros	15	8	10
T/S	Tormey & Selby (at NuStar Energy)	0	0	0
CMS	Rolph Avenue (across from Park)	0	0	13
	TOTALS	208	163	192

JOHN SWETT UNIFIED SCHOOL DISTRICT

(AM Bus Schedule - 2017-18) updated 08/17/17

Times Listed Are "PULL AWAY" Times

BUS CODES	BUS STOPS	Bus 1 (Route 27)		Bus 2 (Route 28)		Bus 3 (Route 29)	
		Regular	Wednesday	Regular	Wednesday	Regular	Wednesday
	Schedule for John Swett HS						
FB2	Canterbury & Gloucester	6:20	6:20	6:40	6:40		
VP1	Viewpoint & Coral	6:22	6:22	6:43	6:43		
VP2	Ketch Drive & Coral Ridge Circle	6:24	6:24	6:46	6:46		
CD1	Coral Drive & Sandy Cove Drive	6:26	6:26	6:49	6:49		
VP3	Viewpoint Blvd & Sandpoint	6:28	6:28	6:51	6:51		
VP4	Viewpoint & Seascape Circle	6:30	6:30	6:53	6:53		
H/C	Hawthorne & California	6:32	6:32	6:56	6:56		
7/V	7th & Vaqueros	6:35	6:35	7:03	7:03	6:40	6:40
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)	6:40	6:40	7:10	7:10		
BV	Bayo Vista (YMCA)	6:43	6:43			6:50	6:50
M/V	Mariposa & Vaqueros	6:45	6:45			6:55	6:55
T/S	Tormey & Selby (at NuStar Energy)					7:00	7:00
Arrive At	John Swett High School	6:55	6:55	7:20	7:20	7:10	7:10
	Schedule for Carquinez MS						
FB2	Canterbury & Gloucester	7:05	7:05				
VP1	Viewpoint & Coral	7:07	7:07				
VP2	Ketch Drive & Coral Ridge Circle	7:09	7:09				
CD1	Coral Drive & Sandy Cove Drive	7:11	7:11				
VP3	Viewpoint Blvd & Sandpoint	7:13	7:13				
VP4	Viewpoint & Seascape Circle	7:15	7:15				
H/C	Hawthorne & California	7:17	7:17				
7/V	7th & Vaqueros			7:30	7:30	7:20	7:20
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			7:35	7:35		
BV	Bayo Vista (YMCA)					7:25	7:25
M/V	Mariposa & Vaqueros					7:30	7:30
T/S	Tormey & Selby (at NuStar Energy)						
Arrive At	Carquinez Middle School	7:25	7:25	7:45	7:45	7:40	7:40
	Schedule for Rodeo Hills ES						
FB2	Canterbury & Gloucester	7:35	7:35				
VP1	Viewpoint & Coral	7:37	7:37				
VP2	Ketch Drive & Coral Ridge Circle	7:39	7:39				
CD1	Coral Drive & Sandy Cove Drive	7:41	7:41				
VP3	Viewpoint Blvd & Sandpoint	7:43	7:43				
VP4	Viewpoint & Seascape Circle	7:45	7:45				
H/C	Hawthorne & California	7:47	7:47				
7/V	7th & Vaqueros	7:50	7:50				
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			7:55	7:55		
BV	Bayo Vista (YMCA)			7:57	7:57	7:50	7:50
M/V	Mariposa & Vaqueros			8:00	8:00	7:55	7:55
T/S	Tormey & Selby (at NuStar Energy)						
Arrive At	Rodeo Hills Elem. School	7:55	7:55	8:05	8:05	8:00	8:00

JOHN SWETT UNIFIED SCHOOL DISTRICT

(PM Bus Schedule - 2017-18) updated 08/21/2017

Times Listed Are "DROP OFF" Times

BUS CODES	BUS STOPS	Bus 1 (Route 27)		Bus 2 (Route 28)		Bus 3 (Route 29)	
		Regular	Wednesday	Regular	Wednesday	Regular	Wednesday
Depart	Carquinez Middle School	2:40	1:25	2:40	1:25	2:40	1:25
FB2	Canterbury & Gloucester	2:50	1:35				
VP1	Viewpoint & Coral	2:51	1:36				
VP2	Ketch Drive & Coral Ridge Circle	2:53	1:38				
CD1	Coral Drive & Sandy Cove Drive	2:55	1:41				
VP3	Viewpoint Blvd & Sandpoint	2:57	1:43				
VP4	Viewpoint & Seascape Circle	2:58	1:45				
H/C	Hawthorne & California	2:59	1:46				
7/V	7th & Vaqueros			2:55	1:40		
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			2:50	1:35		
BV	Bayo Vista (YMCA)					2:50	1:35
M/V	Mariposa & Vaqueros					2:55	1:40
T/S	Tormey & Selby (at NuStar Energy)						
Depart	Rodeo Hills Elem. School	3:05	12:40	3:00	12:45	3:00	12:45
FB2	Canterbury & Gloucester	3:20	12:55				
VP1	Viewpoint & Coral	3:22	12:57				
VP2	Ketch Drive & Coral Ridge Circle	3:24	12:59				
CD1	Coral Drive & Sandy Cove Drive	3:26	1:01				
VP3	Viewpoint Blvd & Sandpoint	3:28	1:04				
VP4	Viewpoint & Seascape Circle	3:30	1:06				
H/C	Hawthorne & California	3:32	1:09				
7/V	7th & Vaqueros	3:37	1:14				
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)			3:05	12:50		
BV	Bayo Vista (YMCA)			3:10	12:55	3:10	12:55
M/V	Mariposa & Vaqueros			3:15	1:00	3:15	1:00
T/S	Tormey & Selby (at NuStar Energy)						
CMS	Rolph Avenue (across from Park)	3:47	1:24				
Depart	John Swett High School	3:50	2:25	3:25	2:25	3:25	2:25
FB2	Canterbury & Gloucester			3:35	2:35		
VP1	Viewpoint & Coral			3:36	2:36		
VP2	Ketch Drive & Coral Ridge Circle			3:38	2:38		
CD1	Coral Drive & Sandy Cove Drive			3:40	2:40		
VP3	Viewpoint Blvd & Sandpoint			3:42	2:42		
VP4	Viewpoint & Seascape Circle			3:43	2:43		
H/C	Hawthorne & California			3:45	2:45		
7/V	7th & Vaqueros	4:05	2:40			3:50	2:50
RBS	Rodeo Avenue & 2nd (Sheriff's Substation)	4:00	2:35			3:35	2:35
BV	Bayo Vista (YMCA)					3:40	2:40
M/V	Mariposa & Vaqueros					3:45	2:45
T/S	Tormey & Selby (at NuStar Energy)						
	End of Afternoon Routes						

July 3, 2018
Solano County Transit (SolTrans)
311 Sacramento Street
Vallejo, CA 94590

Re: Joint Marketing and Funding Agreement

Dear Mandi Renshaw:

This letter of agreement (this “Agreement”) is between the West Contra Costa Transportation Advisory Committee (“WCCTAC”) and the Solano County Transit (“SolTrans”) and is for the purpose of jointly marketing and funding a monthly commuter bus pass program from August 1, 2018 through June 30, 2019 (the “Term”). Through this Agreement, WCCTAC agrees to fund a promotion by SolTrans to market a “buy-one-month and get-one-month free” monthly commuter bus pass program in an amount not to exceed \$20,000 for the Term. The \$20,000 not to exceed amount shall renew and apply to each year the Agreement is extended. Transit customers of SolTrans will purchase one monthly multi-zone bus pass at the existing fare schedule and will receive another monthly multi-zone bus pass at no cost to the customer. WCCTAC will fund the cost of the second bus pass. WCCTAC and SolTrans further agree as follows:

- 1. Funding of Commuter Bus Pass.** WCCTAC agrees to fund, and SolTrans agrees to sell, monthly commuter passes at the sales prices set solely by SolTrans, with no additional mark-ups. SolTrans agrees to secure all fares and funds at all times to minimize loss, theft or damage of, money and property of WCCTAC in the care of or under the supervision of SolTrans.
- 2. Applications and Manner of Payment.** For every pass sold by SolTrans, WCCTAC will pay 100% of the face value of one additional monthly commuter pass media. WCCTAC shall remit the proceeds to SolTrans on proof of issuance and within 30 days of SolTrans submitting an invoice to WCCTAC. Invoices shall be submitted no less than quarterly. SolTrans shall be solely responsible for calculating when it has reached the \$20,000 reimbursement amount authorized under this Agreement. In no event shall WCCTAC be required to reimburse SolTrans more than \$20,000 pursuant to this Agreement.

SolTrans shall initially review applications and, if necessary, verify transit customer employment. SolTrans shall track applications to ensure that only one pass per household is granted pursuant to the “buy-one-month and get-one-month free” program.

- 3. Responsibility; Indemnification.** SolTrans agrees to indemnify, defend, and hold harmless WCCTAC, its directors, officers, and employees from any and all suits, claims, actions, liability, losses or damages arising directly or indirectly from the use of SolTrans’ facilities and premises for the sale of bus passes or from the performance of this Agreement by SolTrans, its officers, employees, and agents except where such liability is caused by the sole negligence or willful misconduct of WCCTAC, its directors, officers or employees. This indemnification survives termination of this Agreement.

4. **Term; Termination.** The term of this Agreement shall start on August 1, 2018 and shall end on June 30, 2019, unless terminated, with or without cause, by either party upon at least thirty (30) days' prior written notice from either party to the other.

5. **Relationship Between WCCTAC and SolTrans.** At all times during the Term, SolTrans shall be an independent contractor and shall not be an agent of WCCTAC. SolTrans shall limit its activities for WCCTAC to the obligations and duties specified in this Agreement. SolTrans shall have no authority, express or implied, to act on behalf of WCCTAC in any capacity whatsoever as an agent. SolTrans shall have no authority, express or implied, pursuant to this Agreement, to bind WCCTAC to any obligation whatsoever except as specified in this Agreement. WCCTAC has no responsibility whatsoever over the employment, discharge, compensation of or service rendered by an employee, subordinate, or associate of SolTrans.

6. **Books and Records.** SolTrans shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to WCCTAC under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the SolTrans to this Agreement. Any records or documents that this Agreement requires SolTrans to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of WCCTAC.

7. **This Agreement is the Entire Agreement.** This Agreement is the entire Agreement between WCCTAC and SolTrans and overrides all prior oral and written communications. Any change to this Agreement shall be in writing and signed by both WCCTAC and SolTrans.

8. **No Assignment.** SolTrans shall not assign this Agreement to another person or entity without first securing written consent from WCCTAC. All of the terms of this Agreement shall be binding upon and benefit the parties hereto and their respective successors, assigns, and legal representatives.

9. **No Waiver.** WCCTAC's waiver of any breach or default by SolTrans shall not be a waiver of any other breach or default. If WCCTAC consents to an act by SolTrans that requires WCCTAC's approval, this does not relieve SolTrans from obtaining WCCTAC's consent for any other similar act.

10. **All Notices Shall be in Writing.** All notices required by this Agreement shall be in writing and may be given to the other party by personal delivery or by mailing the notice in a prepaid envelope to the addresses listed below. Notice to SolTrans shall be sent to the attention of the Executive Director's office. Notice to WCCTAC shall be sent to the attention of the Executive Director. The addresses listed below may be changed from time to time by notice mailed in the manner described in this paragraph.

Any written notice to SolTrans shall be sent to:

311 Sacramento Street
Vallejo, CA 94590
Attn: Executive Director

Any written notice to WCCTAC shall be sent to:

WCCTAC
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530
Attn: Executive Director

11. **SolTrans Shall Comply with Federal, State, and Local Laws.** SolTrans shall comply with all applicable federal, state and local laws and regulations in undertaking the obligations set forth under this Agreement. This Agreement, its interpretation, and all work performed under it, shall be governed by the laws of the State of California.

12. **Conflict of Interest.** No officer or employee of SolTrans shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any State statute or regulation.

14. **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

15. **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

16. **Authority.** The persons executing this Agreement on behalf of the parties warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

Sincerely,

John Nemeth,
Executive Director

Dated: _____

Agreed to by: _____

Beth Kranda,
SolTrans Executive Director

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TO: WCCTAC Board

DATE: August 3, 2018

FR: John Nemeth, Executive Director

RE: **Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2017**

REQUESTED ACTION

Approve the audited Financial Statements and Memorandum of Internal Control for Fiscal Year 2017.

DISCUSSION

WCCTAC staff recently completed the draft fiscal audit for Fiscal Year 2017 which is now being presented to the Board for approval. The previous audit, for Fiscal Year 2016, was approved by the Board eight months ago in December, 2017. In the 4.5 years since January 2014, staff has completed seven audits for Fiscal Years 2011-2017 in an effort to catch-up the agency's audit cycle to the present. The next audit, for Fiscal Year 2018, is expected to be completed by March, 2019.

ATTACHMENTS:

- A. Basic Financial Statement for the Year Ended June 30, 2017 *(provided under separate cover)*
- B. Memorandum on Internal Controls and Required Communications for Year Ended June 30, 2017 *(provided under separate cover)*

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TO: WCCTAC Board **MEETING DATE:** August 3, 2018
FR: Leah Greenblat, Project Manager
RE: **Program for Arterial System Synchronization (PASS) Grant Match: Funding the Local Cash Match**

REQUESTED ACTION

Approve a one-time appropriation of \$91,000 of Measure J, Program 28b funds to satisfy the required local funding match for the West County PASS Grant project.

BACKGROUND AND DISCUSSION

At the request of the WCCTAC TAC, WCCTAC staff applied for MTC's Program for Arterial System Synchronization (PASS) FY 2018-19 Cycle of Projects. This program funds the re-timing of traffic signals in order to improve their performance.

WCCTAC's proposal was selected to receive \$325,000 in consulting services and \$11,200 in hardware upgrades to improve the timing of 103 traffic signals in West County, concentrating on the San Pablo Ave. Corridor (from El Cerrito to Hercules) and key cross-streets; see attached award letter for the list of streets. The project allows local staff from the six WCCTAC member jurisdictions to work with and oversee the consultants to develop traffic signal plans.

The I-80 ICM project re-timed the signals along the San Pablo Ave. corridor for weekday AM and PM peak periods. The TAC is proposing to re-time the signals for the weekend peak and weekday school peak periods. WCCTAC staff worked closely with staff from local jurisdictions to coordinate the application submittal.

The grant requires a local match based on whether a roadway meets some or all of the following factors:

- Its arterial designation,
- Its function as a reliever route to nearby freeway,
- Whether it serves transit lines with high transit ridership,
- Its vehicle volume count, and
- The type of hardware that is needed.

WCCTAC's project is the largest that the PASS program has funded to date. While the submitted proposal was lauded for its extensive coverage, MTC's program was oversubscribed and unable to accommodate the Transit Signal Priority (TSP) component of

the proposal. The project ultimately recommended for funding by MTC requires a local match of \$91,000.

In WCCTAC staff's prior updates to the Board and TAC on this proposal, staff recommended that the local match come from the CCTA's Measure J, 28b fund. As of the end of the FY 2018 in June, there was approximately \$362,000 available in the Measure J, 28b category. Of this, \$46,827 has been committed by the Board to the West Contra Costa Express Bus Implementation Plan and \$100,000 for travel training by the Center for Independent Living. Should the Board authorize using \$91,000 for the local match for the PASS project, approximately \$123,000 in Measure J, 28b funds will remain.

If this requested action is approved by the Board, WCCTAC staff will work with CCTA to make the official fund request. A formal agreement between the Authority and WCCTAC will then be brought back to the WCCTAC Board for its final approval.

Attachment:

- A. July 17, 2018 MTC Award letter for PASS FY 18/19 Cycle



July 17, 2018

Jake Mackenzie, Chair
Sonoma County and Cities

Scott Haggerty, Vice Chair
Alameda County

Alicia C. Aguirre
Cities of San Mateo County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Jeannie Bruins
Cities of Santa Clara County

Damon Connolly
Marin County and Cities

Dave Cortese
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Nick Josefowitz
San Francisco Mayor's Appointee

Jane Kim
City and County of San Francisco

Sam Liccardo
San Jose Mayor's Appointee

Alfredo Pedroza
Napa County and Cities

Julie Pierce
Association of Bay Area Governments

Bijan Sartipi
California State
Transportation Agency

Libby Schaaf
Oakland Mayor's Appointee

Warren Slocum
San Mateo County

James P. Spering
Solano County and Cities

Amy R. Worth
Cities of Contra Costa County

Steve Heminger
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services

Leah Greenblat
Project Manager
West Contra Costa Transportation Advisory Committee (WCCTAC)
Email: LGREENBLAT@wcctac.org
Phone: 510.210.5935

Re: Application for Program for Arterial System Synchronization (PASS) FY18/19 Cycle

Dear Ms. Greenblat:

Thank you for submitting a project application for Program for Arterial System Synchronization (PASS) FY18/19 Cycle. After a thorough evaluation of all the applications received, I am pleased to inform you that your project was approved for a grant award by the MTC Operations Committee.

Your PASS project is summarized below:

Lead Agency	Project Corridor(s) and Number of Intersections	Approved Grant Amount	Required Local Match Amount
WCCTAC	San Pablo Ave. (56), Sycamore Ave (4), Appian Way (5), Fitzgerald Dr. (2), Pinole Valley Rd. (10), Richmond Pkwy (6), Hilltop Dr. (3), Road 20 (2), El Portal Dr. (5), San Pablo Dam Rd. (2), Barrett St. (1), Cutting Blvd. (2), Potrero Ave. (1), Central Ave. (4)	\$325,000	\$91,000

The core goals of the PASS are to improve travel time and travel time reliability along arterials (including autos and transit vehicles) and improve the safety of motorists, transit riders, pedestrians, and bicyclists. Improvements to air quality, by decreasing motor vehicle emissions and fuel consumption, are also possible. We believe your project has the potential to achieve one or more of these goals.

We look forward to working with you on this project. Please contact me as soon as possible at r-rich@bayareametro.gov to provide general information on your availability on the dates between August 8th and August 17 for a project kick-off meeting. You may also call me at 415-778-6621 if you have any questions.

Sincerely,

Robert Rich
Project Manager

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TO: WCCTAC Board

MEETING DATE: August 3, 2018

FR: Leah Greenblat, Project Manager

RE: STMP Nexus Study Update: Maximum Potential Allowable Fee

REQUESTED ACTION

Receive presentation and provide recommendations on new STMP fee levels.

OVERVIEW

To date, WCCTAC has gone through two iterations of its transportation mitigation fee program. The first program began in the late 1990s and collected development fees to fund three projects. Between 2005-2006, WCCTAC conducted a nexus study and implemented a new program that was intended to partially fund eleven projects and generate an estimated \$95 million in revenue over 25 years. Nexus study updates are typically undertaken every few years so local priorities can be reconfirmed, completed projects removed, new projects added, and the nexus between development impacts and projects corroborated.

Since the spring of 2017, WCCTAC has undertaken updating the STMP program by conducting a new nexus study. By law, the study is required to document that the development fees collected are justified and proportional to the impacts from new development. For this fee update process, WCCTAC engaged the services of Fehr and Peers as the lead of the consultant team. To date, Fehr and Peers staff have worked with the Board and TAC to review the existing program, set appropriate growth projections, evaluate existing conditions and develop a new project list.

At this point in the process, the consultants have prepared a new memo explaining how they have used land use and employment growth projections to evaluate the listed projects' share of the cost that could be attributable to new development. The result of this latest round of analysis is a calculation of the maximum potential transportation mitigation fee that WCCTAC could charge new development.

BACKGROUND

With the passage of Measure C, the original ½ percent sales tax that funded transportation in Contra Costa County, there was a requirement that new development pay its fair-share by establishing transportation mitigation fee programs. Within the county, subregions developed their own fee programs. Given that the fee program was new, in 1997, the WCCTAC Board set the original fees relatively low compared to what the maximum potential

fee could have been and it was anticipated that at that level the fee would raise \$5.1 million over the life of that program.

For the 2005 STMP Update, the consultants calculated the maximum potential fee and then applied discounts for particular land uses. The January 2005 STMP Nexus Study included a 50% discount to the trip rates for retail uses, as well as a 25% discount for office and a 22% discount for industrial. Even with these discounts applied, the fees were significantly higher than the original 1997 fee rates. The 2005 Nexus Study presented to the Board the “maximum” fees which included these embedded discounts. According to the minutes at that time, the WCCTAC Board noted their desire for new development to pay its fair-share and the Board members expressed more comfort setting a higher STMP fee than when the original program was adopted. Ultimately the Board approved the “maximum” fee rate presented in the 2005 Nexus Study.

The adoption of the 2005/2006 STMP fee program set new fee rates and also permitted annual fee adjustments indexed to inflation. At the time, WCCTAC did not provide sufficient information to ensure that jurisdictions were being consistent in their fee adjustments. Over the years, some jurisdictions adjusted the STMP fees on their own and applied their own adjustment factors. When WCCTAC began this latest nexus update, we reported to the Board, that there was variation in the fee amounts charged by the member jurisdictions. At that time, WCCTAC staff recommended using this nexus update process as an opportunity to get all of the jurisdictions on the same fee schedule and then better institutionalize the process of adjusting the STMP fee annually.

DISCUSSION

The latest technical memo prepared by Fehr and Peers, attached, calculates the maximum potential transportation mitigation fee that the STMP program could now charge. For this nexus study, the consultants also calculated what the 2005 STMP fees would have been if the original fee had been consistently indexed annually per the program’s rules. (The STMP program identified the Engineering News-Record Construction Cost Index for the San Francisco Bay Area as the benchmark for adjusting fees annually for inflation.) In the consultant’s latest memo, these fees are called the Indexed Fee.

The consultants presented the latest memo to the WCCTAC TAC and sought its feedback. The TAC unanimously agreed to forward the technical memo to the Board but did not make a fee level recommendation. They also noted that Board guidance was needed on whether or not to incorporate any reductions or exemptions for special situations such as public buildings or certain types of housing. The existing program specifies, in the ordinances adopted by each jurisdiction, that no development shall be exempt from the fee. WCCTAC staff and the consultants recommend continuing the practice of not exempting any type of new development from STMP fees.

Determining the appropriate fee for each land use category is challenging. There is clearly a need for more transportation funding. Another factor to consider is a recent shift in project

costs away from federal funding sources and toward local sources. Even though the STMP does not typically fully fund transportation projects, it does often serve as a critical piece of a larger funding picture.

Given unmet transportation needs in West County and limited sources of available funding, there is a strong case for setting the new STMP fees at the maximum allowable fee amounts. However, staff also understands that there may be competing economic development objectives which could be a reason for setting fees at lower than the maximum.

Both the consultants and WCCTAC staff recommend that the existing STMP's Indexed Fee amounts be used as the minimum baseline for setting a future STMP fee. Furthermore, we recommend that the Board consider setting the STMP fees higher than this baseline so that new development does indeed pay closer to its fair share of the transportation impacts. This would help to ensure that sufficient revenue is available to mitigate development impacts and address West County's unmet transportation needs.

NEXT STEPS

At the August 3 meeting, the consultant and WCCTAC staff will work with the Board on developing its recommended new STMP fee levels. Subsequent work will include an updated model ordinance that each jurisdiction will need to adopt and the development of implementation guidelines for WCCTAC staff and staff from local jurisdictions. Additionally, before transitioning to an updated STMP program, there will need to be one last call for projects under the existing program. At this time, WCCTAC staff estimates that that call for projects could allocate approximately \$1,800,000 to \$2,000,000 in funds to eligible projects listed in the current STMP. For each of these next work items, staff will return to the Board.

Attachments:

- A. June 19, 2018 Memo from Fehr and Peers regarding STMP's Draft Nexus Analysis and Cost Allocation

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DRAFT TECHNICAL MEMORANDUM

Date: June 19, 2018
To: Leah Greenblat and John Nemeth, WCCTAC
From: Francisco Martin and Julie Morgan, Fehr & Peers
Subject: **West County STMP Update: DRAFT Nexus Analysis and Cost Allocation**

OK17-0177

The West Contra Costa Subregional Transportation Mitigation Program (STMP) is a development impact fee program that generates funds for regional and subregional transportation improvement projects. The STMP was first adopted in 1997, and an updated nexus study was prepared in 2005. The current effort is to update the program by completing a new nexus study; the following tasks have been reviewed by the West Contra Costa Transportation Advisory Committee (WCCTAC) Technical Advisory Committee (TAC) and completed to date:

- Conducted a review of the 2005 nexus study, current fee levels, and fee program administration and compared its methods to current professional best practices.¹
- Reviewed historical and projected housing and job growth in West County.² During the September 14, 2017 meeting, the WCCTAC TAC recommended a 0.9 percent annual housing growth rate and 1.2 percent annual job growth rate assumption for use in the nexus study update. The Board reviewed and accepted this suggestion during the December 8, 2017 meeting.
- Developed a set of filtering criteria that can be applied to proposed transportation projects in West County to define STMP-eligible projects.³ The criteria were accepted by the TAC

¹ The information is summarized in the technical memorandum titled *West County STMP Update: Review of Prior Nexus Study, Current Fee Levels, and Fee Program Administration* (Fehr & Peers, July 25, 2017).

² The information is summarized in the technical memorandum titled *West County STMP Update: Review of Growth Projections* (Fehr & Peers, August 21, 2017).

³ The information is summarized in the technical memorandum titled *West County STMP Update: Potential New Project List Criteria* (Fehr & Peers, September 5, 2017).



during the September 14, 2017 meeting and were reviewed and accepted by the Board during the December 8, 2017 meeting.

- Prepared an Existing Conditions summary of current transportation operations along Routes of Regional Significance, existing transit services, and existing pedestrian and bicycle infrastructure to identify existing deficiencies.⁴
- Developed project list that will be eligible to receive funds from the fee program.⁵

Impact fees are established under a state law known as AB 1600, the Mitigation Fee Act. Fees charged pursuant to this legislation are used to build capital facilities needed to serve the demands generated by new development. Fees are not used to correct existing deficiencies, but rather are intended to address future needs. There must be a demonstrated relationship, or “nexus,” between the amount of the fee, the cost of the facilities, and the types of development on which the fee is imposed. This memorandum is intended to present the information needed to demonstrate those relationships.

CAPITAL IMPROVEMENT PROJECTS

The WCCTAC TAC recommended and Board approved a list of capital improvement projects for inclusion in the updated STMP. This list contains a combination of projects currently in the STMP, as well as projects that have been identified through the review of recent planning documents, the application of project eligibility criteria, and feedback from the TAC and Board. Overall, the purpose of the projects remains the same as when the STMP was first adopted. These projects are intended to provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit services. **Table 1** displays the updated STMP list, and the project locations are shown on **Figure 1**. All projects on the list are grouped into the following categories:

⁴ The information is summarized in the technical memorandum titled *West County STMP Update: Review of Existing Conditions* (Fehr & Peers, September 6, 2017).

⁵ The information is summarized in the technical memorandum titled *West County STMP Update: Draft Projects for Consideration* (Fehr & Peers, February 15, 2018).



- Complete streets projects
- Other bicycle and pedestrian-focused improvements
- Transit and station-related improvements
- Local street and intersection improvements
- Freeway and interchange improvements

A detailed version of the project list is also provided in **Attachment A**.

TABLE 1
PROPOSED STMP PROJECTS AND ESTIMATED COST

ID	Project	Description	Estimated Cost (2018\$)
Complete Streets Projects			
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett. b.) Construct bicycle, pedestrian, and transit improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive. c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond. d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track and other bicycle, pedestrian and transit improvements in El Cerrito. e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue. f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$ 8,610,000 \$ 3,150,000 \$ 13,755,000 \$ 8,190,000 \$ 398,000 \$ 16,800,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way in unincorporated El Sobrante between Allview Avenue and San Pablo Dam Road.	\$ 23,310,000



TABLE 1
PROPOSED STMP PROJECTS AND ESTIMATED COST

ID	Project	Description	Estimated Cost (2018\$)
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$ 10,422,000
Other Bicycle and Pedestrian-Focused Improvements			
4	Bay Trail Gap Closure	Close key Bay Trail gaps in West Contra Costa County, which can improve access to transit facilities near the Bay Trail.	\$ 12,276,000
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety and security, and landscaping improvements along Ohlone Greenway.	\$ 3,045,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$ 519,000
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps.	\$ 1,095,000
8	Richmond "Ferry to Bridge" Bicycle Network Improvements (connecting Ferry Terminal with Richmond-San Rafael Bridge Bay Trail)	a.) Bicycle Boulevard in Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave.	\$ 1,150,000
		b.) Class 1 trail in Point Richmond to Richmond Greenway, including S. Garrard Blvd and W. Ohio Ave.	\$ 2,950,000
		c.) Two-way cycle-track and road diet on W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd.	\$ 3,550,000
		d.) Two-way cycle-track on Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$ 1,100,000



TABLE 1
PROPOSED STMP PROJECTS AND ESTIMATED COST

ID	Project	Description	Estimated Cost (2018\$)
<i>Transit and Station-Related Improvements</i>			
9	I-80 Express Bus Service	Express Bus Service on I-80 from Hercules Transit Center south to Berkeley, Emeryville, Oakland, and expanded service to San Francisco, with intermediate stops at the Richmond Parkway Transit Center, a potential I-80/Macdonald Avenue Express Bus/BRT transit center, and other intermediate stops.	\$ 109,203,000
10	Hercules Regional Intermodal Transportation Center	Complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc.	\$ 53,550,000
11	BART Extension from Richmond Station	BART extension from the Richmond BART Station to Contra Costa College. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$ 14,700,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$ 192,150,000
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$ 121,800,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements.	\$ 49,442,000
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements.	\$ 1,260,000
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements.	\$ 3,465,000



**TABLE 1
 PROPOSED STMP PROJECTS AND ESTIMATED COST**

ID	Project	Description	Estimated Cost (2018\$)
		d.) Richmond Crossover Project.	\$ 34,759,000
15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements at the El Cerrito Del Norte BART station's Transit Oriented Development project.	\$ 37,761,000
Local Street and Intersection Improvements			
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$ 15,120,000
Freeway and Interchange Improvements			
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$ 84,788,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations and multimodal access at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$ 15,225,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$ 10,959,000
Total Estimated Cost			\$ 854,502,000

Notes: See Attachment A for detailed project descriptions.



COST ESTIMATES

For the purposes of the STMP, it is necessary to have an estimate of the cost to implement each of the capital improvement projects on the project list. Cost estimates were developed for the STMP based on information provided in recent planning documents and input from the TAC. The year that cost estimates were developed varied for each project. To account for this, all cost estimates have now been escalated to 2018 dollars. The estimated cost of each project is shown on Table 1. Additional documentation of the cost estimates described above is provided in **Attachment B**.

GROWTH PROJECTIONS

An important step in quantifying the nexus relationship is to determine the amount of new development anticipated in the planning horizon (year 2040) of the study. As described previously, Fehr & Peers reviewed historical and projected housing and job growth in West County. Based on this information, the TAC recommended and the Board approved a 0.9 percent annual housing growth rate and 1.2 percent annual job growth rate for use in the nexus study update. These projections were incorporated into the year 2040 land use file of the Contra Costa Transportation Authority (CCTA) travel demand model in the appropriate Transportation Analysis Zones (TAZs) for the West County region. **Table 2** shows the amount of new development anticipated based on applying those growth rates; the number of dwelling units in West County would increase by 18,725 units (a 20 percent increase over current conditions), and the number of jobs would increase by 18,794 jobs (a 26 percent increase). Total “service population” in West County, which is the sum of population plus jobs, is expected to increase 24 percent over current conditions.



TABLE 2
FORECASTED GROWTH IN WEST COUNTY

Year	Residential (Dwelling Units)			Non-Residential (Jobs)				Service Population (Population + Jobs)
	Single-Family	Multi-Family	Total	Office	Retail	Industrial	Total	
2018	65,727	28,657	94,384	45,920	16,172	9,525	71,617	338,922
2040	70,412	42,697	113,109	60,528	19,485	10,398	90,411	420,959
Net Increase	4,685	14,040	18,725	14,608	3,313	873	18,794	82,037
Net Increase as % of Total 2040 Amount	7%	33%	17%	24%	17%	8%	21%	19%

Source: Fehr & Peers, 2018.

As noted above, the CCTA travel demand model land use forecasts for West County, which are based on data from the Association of Bay Area Governments (ABAG), represent residential uses in terms of dwelling units and non-residential uses in terms of numbers of employees. However, because fees are typically assessed on the basis of building area, for the purpose of establishing fee rates the forecasts of total employees have been converted to square feet of non-residential development by applying the following typical factors:

- Office: 3 employees per 1,000 square feet
- Retail: 2 employees per 1,000 square feet
- Industrial: 1 employee per 1,000 square feet

All uses were then converted to dwelling unit equivalents (DUEs), to account for the fact that different development types generate traffic with different characteristics, and to use a common unit of measurement. This conversion was accomplished by applying use-specific AM peak hour vehicle trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation, 10th Edition*. **Table 3** contains the conversion factors used to calculate DUEs in this study. The results of the DUE conversion are presented in **Table 4**.



Following the same approach used in the 2005 STMP nexus study, the DUE conversion factors have been based on AM peak hour trip generation rates. The 2005 nexus study explained that the purpose of using AM peak hour rates was so as to “not overburden the application of the traffic fees on retail development.” Using the AM peak hour rates will allow the resulting fee calculations to be more directly compared to the current STMP fees. It would be possible to use PM peak hour trip rates instead; most transportation facilities are designed to accommodate usage during peak periods, and the PM peak is typically the time period of highest overall travel activity. Changing to the PM peak trip rate would likely result in higher fees for retail uses and lower fees for the other categories.

For the purposes of the STMP, which focuses on the impacts of new development, the most important piece of information is the estimated growth in DUEs between existing and future conditions. The total number of DUEs shown in Table 4 will be used to calculate the maximum fee levels for each land use type.

**TABLE 3
DUE CONVERSION FACTORS**

Land Use Category	Unit ¹	AM Peak Hour Vehicle Trip Rate ²	DUE per Unit ³
Single-Family	DU	0.74	1.00
Multi-Family	DU	0.36	0.49
Office	1,000 SF	1.16	1.57
Retail	1,000 SF	0.94	1.27
Industrial	1,000 SF	0.7	0.95

Notes:

1. DU = dwelling unit; SF = square feet.
2. AM peak hour trip rates are based on the following ITE codes: single-family= land use code 210, multi-family = land use code 221, office = land use code 710, retail = land use code 820, industrial = and use code 110.
3. DUE per Unit was calculated by normalizing the AM Peak Hour Trip Rate for each category such that the single-family residential category was assigned a DUE of 1.00. This is accomplished by dividing the AM Peak Hour Trip Rate for each category by 0.74, which is the AM Peak Hour Trip Rate of the single-family residential category. Example calculation: DUE per Multi-Family Unit = 0.46 / 0.74 = 0.49.
4. Land uses that have unique characteristics that do not fall under any of the five general categories listed in the table will be evaluated separately and assessed a fee per AM peak hour vehicle trip, as described further under Table 6.

Source: Fehr & Peers, 2018.



TABLE 4
FORECASTED GROWTH IN WEST COUNTY, CONVERTED TO DUE

Year	Residential (DUEs) ¹			Non-Residential (DUEs)			
	Single-Family	Multi-Family	Total	Office ²	Retail ³	Industrial ⁴	Total
2018	65,727	14,042	79,769	24,031	10,269	9,049	43,349
2040	70,412	20,922	91,334	31,676	12,373	9,878	53,927
Net Increase	4,685 (+7%)	6,880 (+49%)	11,565 (+14%)	7,645 (+32%)	2,104 (+20%)	829 (+9%)	10,578 (+24%)
Proportion of Total DUE Growth ⁵	21%	31%	52%	35%	9%	4%	48%

Notes:

1. Residential DUE conversion = Number of Dwelling Units * DUE per Unit.
2. Office DUE conversion = (Jobs/3) * DUE per Unit.
3. Retail DUE conversion = (Jobs/2) * DUE per Unit.
4. Industrial DUE conversion = (Jobs/1) * DUE per Unit.
5. Total DUE Growth = 11,565 Net Increase in Residential DUEs + 10,578 Net Increase in Non-Residential DUEs = 22,143.
 Example calculation: Single-Family DUE Proportion of Total DUE Growth = 4,685/22,143 = 21%.

Source: Fehr & Peers, 2018.

NEXUS ANALYSIS

EXISTING DEFICIENCIES

An important part of a nexus analysis is to establish whether the transportation facilities that will be addressed by projects in the fee program are currently operationally deficient. Existing deficiencies should be accounted for in the fee calculations to ensure new development pays its fair share and is not being charged to correct an existing problem.

Fehr & Peers conducted an evaluation of existing transportation conditions based on a review of recent studies that contain information pertaining to the current operations along Routes of Regional Significance, existing transit services, and existing pedestrian and bicycle infrastructure. The existing conditions evaluation is summarized in the memorandum titled *West County STMP Update: Review of Existing Conditions* (Fehr & Peers, September 6, 2017).



Based on the documents reviewed for this study and the performance standards applied in those documents, existing deficiencies were identified at the following locations, which are all intersections located along Routes of Regional Significance within the City of Richmond:

- Castro Street/Hensley Street
- Richmond Parkway/Pittsburg Avenue
- Richmond Parkway/Parr Boulevard
- Central Avenue/Jacuzzi Street/San Joaquin Street/Westbound I-80 Ramps

The only capital improvement project included in the project list described in Table 1 that addresses an intersection listed above is the I-80/Central Avenue Interchange Improvement Project (ID #18).

While the intersections listed above were the only locations specifically identified in the documents reviewed as failing to meet defined performance standards, it is well understood that many of the major transportation facilities in West County routinely operate at over-capacity conditions. For example, substantial congestion commonly occurs on I-80 and on the major routes that feed into or are parallel to the freeway. Parking lots at the three West County BART stations routinely fill around 7:30 AM, indicating that there is more demand for access to those stations than can currently be accommodated. In light of these conditions, the STMP calculations presented here have been conducted by calculating the growth in West County development as a percentage of the total future population and jobs. This method essentially treats all projects as though they address an existing operational deficiency. This is a conservative approach since only a relatively modest portion of each project's cost is included in the STMP, reflecting the projected traffic and service population growth in West County. It would be possible to apply a less conservative approach which could support including a larger percentage of each project's cost in the STMP; this would result in higher fee amounts for each land use category. The STMP project cost responsibility calculations are described below.

STMP PROJECT COST RESPONSIBILITY

The estimation of the percentage of project responsibility that can be attributed to West County (and therefore the percentage of project cost to be included in the STMP) is shown in **Table 5**, and the following describes how those percentages were calculated.



TABLE 5
PRELIMINARY ESTIMATE OF MAXIMUM STMP AMOUNT FOR EACH PROJECT

ID	Project	Description	Estimated Cost (2018\$)	% from West County	STMP Amount
Complete Streets Projects					
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett. b.) Construct bicycle, pedestrian, and transit improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive. c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond. d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track and other bicycle, pedestrian and transit improvements in El Cerrito. e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue. f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$ 50,903,000	19%	\$ 9,672,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way in unincorporated El Sobrante between Allview Avenue and San Pablo Dam Road.	\$ 23,310,000	19%	\$ 4,429,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$ 10,422,000	19%	\$ 1,980,000
Other Bicycle and Pedestrian-Focused Improvements					
4	Bay Trail Gap Closure	Close key Bay Trail gaps in West Contra Costa County, which can improve access to transit facilities near the Bay Trail.	\$ 12,276,000	19%	\$ 2,333,000
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety and security, and landscaping improvements along Ohlone Greenway.	\$ 3,045,000	19%	\$ 579,000



TABLE 5
PRELIMINARY ESTIMATE OF MAXIMUM STMP AMOUNT FOR EACH PROJECT

ID	Project	Description	Estimated Cost (2018\$)	% from West County	STMP Amount
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$ 519,000	19%	\$ 156,000
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps.	\$ 1,095,000	19%	\$ 197,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	a.) Bicycle Boulevard in Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave. b.) Class 1 trail in Point Richmond to Richmond Greenway; including S. Garrard Blvd and W. Ohio Ave. c.) Two-way cycle-track and road diet on W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd. d.) Two-way cycle-track on Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$ 8,750,000	19%	\$ 2,450,000
Transit and Station-Related Improvements					
9	I-80 Express Bus Service	Express Bus Service on I-80 from Hercules Transit Center south to Berkeley, Emeryville, Oakland, and expanded service to San Francisco, with intermediate stops at the Richmond Parkway Transit Center, a potential I-80/Macdonald Avenue Express Bus/BRT transit center, and other intermediate stops.	\$ 109,203,000	19%	\$ 20,749,000



TABLE 5
PRELIMINARY ESTIMATE OF MAXIMUM STMP AMOUNT FOR EACH PROJECT

ID	Project	Description	Estimated Cost (2018\$)	% from West County	STMP Amount
10	Hercules Regional Intermodal Transportation Center	Complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc.	\$ 53,550,000	19%	\$ 10,175,000
11	BART Extension from Richmond Station	BART extension from the Richmond BART Station to Contra Costa College. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$ 14,700,000	19%	\$ 2,793,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$ 192,150,000	19%	\$ 36,509,000
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$ 121,800,000	19%	\$ 23,142,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements. b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements. c.) Richmond BART Pedestrian & Bike Safety and Access Improvements. d.) Richmond Crossover Project.	\$ 88,926,000	19%	\$ 16,896,000
15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements at the El Cerrito Del Norte BART station's Transit Oriented Development project.	\$ 37,761,000	19%	\$ 7,175,000



TABLE 5
PRELIMINARY ESTIMATE OF MAXIMUM STMP AMOUNT FOR EACH PROJECT

ID	Project	Description	Estimated Cost (2018\$)	% from West County	STMP Amount
Local Street and Intersection Improvements					
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$ 15,120,000	12%	\$ 1,814,000
Freeway and Interchange Improvements					
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$ 84,788,000	19%	\$ 16,110,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations and multimodal access at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$ 15,225,000	17%	\$ 2,588,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$ 10,959,000	14%	\$ 1,534,000
Totals			\$ 854,502,000		\$ 161,281,000

Notes: See Attachment A for detailed project descriptions.
 Source: Fehr & Peers, 2018.

As described in detail earlier in this document, the STMP is being updated to include a range of capital improvement projects that are intended to relieve congestion, improve transit services for subregional and regional travel, and allow West County residents to more efficiently access regional routes and transit services. The concept of this nexus study is to determine the proportion of the cost of each project that is reasonably attributable to new development within West County, and therefore could be included in the STMP fee. The primary analytical tool available to estimate the



proportion of usage on each facility coming from new growth in West County is the CCTA regional travel demand model. The model is commonly used to evaluate projects that involve major changes to roadway facilities, such as adding lanes to a street or reconfiguring an interchange. The model is not designed or calibrated to capture smaller-scale changes, such as adding a bicycle lane, building sidewalks or crosswalks, or reconfiguring access to a transit station. Therefore, for the purposes of this STMP analysis, the model was used to estimate West County usage percentages for projects that involve freeway, interchange, or local street improvements, and an alternate method was used for projects that involve complete streets, bicycle/pedestrian, and transit-related improvements.

TRANSIT, BICYCLE, AND PEDESTRIAN IMPROVEMENT PROJECTS

For projects involving complete streets, transit, bicycle, and pedestrian improvements (project numbers 1 through 15), the percentage of project costs to be included in the STMP is set at the proportion of the total future service population (defined as population plus employment) in the year 2040 that is expected to be added by new development between 2018 and 2040. The service population calculations are provided below based on the service population summary shown in Table 2:

- 2018 service population in West County = 338,922
- 2040 service population in West County = 420,959
- Net increase in service population in West County = $420,959 - 338,922 = 82,037$
- Proportion of West County growth in 2040 service population = $82,037 / 420,959 = \mathbf{19\%}$

According to this calculation, the total future service population in West County is expected to be made up of 81 percent existing development and 19 percent new development. Therefore, the percentage of transit, bicycle, and pedestrian improvements costs that are included in the STMP have been set at 19 percent.

INTERCHANGE AND LOCAL STREET PROJECTS

For projects involving changes to local streets and interchanges (project numbers 16 through 19), the land use projections for the year 2040 were incorporated in the CCTA travel demand model and the model was applied to generate estimates of travel patterns and volumes in the future. A common modeling technique called a select zone analysis was applied within the model to identify the amount of total future traffic volume on each roadway link that is generated by land uses in the West County region. The model produces peak hour results for the PM time period; on each model



link that represents the location of a STMP project, the PM peak hour growth in traffic volume attributable to new development in the West County region was compared to the overall future PM peak hour traffic volume, thereby calculating the share of the total future usage of that link attributed to growth in West County. This proportion ranges between 12 and 19 percent for the interchange and local street projects analyzed in this manner.

It should be noted that the usage percentage for the I-80/San Pablo Dam Road Interchange Improvements Project (project number 17) was adjusted because the CCTA model results did not reflect growth in traffic volumes at that interchange. Instead, the usage percentage was set to 19 percent to reflect the proportion of new service population in the West County region.

The percentages described above were applied to the cost of each STMP project, and the resulting amount represents the portion of the cost of each project that will be included when calculating the STMP fee. As shown in Table 5, using these calculations the STMP program could capture about \$161 million, which is approximately 19 percent of the overall total project cost of \$854 million; other funding sources would be needed to cover the remainder.

PRELIMINARY FEE CALCULATION

A fee calculation was completed based on the figures described above. Starting from the approximately \$161 million of project costs eligible to be included in the STMP, the costs were then proportioned to each land use category based on the number of DUEs estimated for that category. The total project capital costs associated with each land use category were then divided by the number of DUEs to establish the maximum fee level. **Table 6** shows the results of these calculations.

It is important to note that the fee calculation shown in Table 6 is intended to represent the maximum fee that could be charged to each land use type to support the list of STMP projects. The WCCTAC Board will make a policy decision about the fee levels, and may choose to set fees that are the same or lower than shown here. If an action were taken to set fees lower than shown here, the STMP program would generate less revenue than estimated here and would take longer to generate the estimated funding for projects on the list.

STMP fees are charged to new development of all types located in the geographic area covered by the STMP. Further details about the application of the STMP to specific types of land uses will be contained in the fee application guidelines that will be developed as a later task in this STMP update.



TABLE 6
PRELIMINARY STMP MAXIMUM FEE CALCULATION BY LAND USE CATEGORY⁷

Land Use Category	Proportion of Total DUE Growth ¹	Capital Cost Allocated to Each Category ²	Total Units ³	Maximum STMP Fees ⁴	Current STMP Fees ⁵	Indexed STMP Fees ⁶
Single-Family Residential	21%	\$33,869,010	4,685 DU	\$7,230 per DU	\$2,595 per DU	\$3,697 per DU
Multi-Family Residential	31%	\$49,997,110	14,040 DU	\$3,562 per DU	\$1,648 per DU	\$2,348 per DU
Office	35%	\$56,448,350	4,869,300 SF	\$11.59 per SF	\$3.51 per SF	\$5.00 per SF
Retail	9%	\$14,515,290	1,656,500 SF	\$8.76 per SF	\$1.82 per SF	\$2.59 per SF
Industrial	4%	\$6,451,240	873,000 SF	\$7.39 per SF	\$2.45 per SF	\$3.49 per SF

Notes:

1. Proportion based on total DUE growth from 2018 – 2040, as summarized in Table 4.
2. Capital Cost Allocated to Each Category = \$161,281,000 * (Proportion of Total DUE Growth).
3. DU = dwelling unit; SF = square foot. Total units based on growth from 2018 – 2040, as summarized in Table 2.
4. Maximum fee calculation for each land use category. Maximum Fee = (Proportion of Total Capital Cost) / (Total Units).
5. Reflects the 2005 STMP Fee Schedule.
6. Reflects the 2005 STMP Fee Schedule if it had been consistently indexed to year 2018. The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area.
7. For any land use that has unique characteristics that are not captured under any of the five general categories described above, the fee will be calculated based on the number of AM peak hour trips for that specific land use. The maximum fee calculation is \$9,770 per AM peak hour trip.

Source: Fehr & Peers, 2018.

FEE COMPARISON

The estimated maximum STMP fee (presented in Table 6) was compared to other current sub-regional fee programs in Contra Costa County, as summarized in **Table 7**. As shown in Table 7, the new maximum fees calculated for the STMP are higher than the current STMP fees in all land use categories. For residential uses, the new maximum STMP fee would be somewhat higher than the residential fee charged in the Tri-Valley area, and lower than the residential fees in East County and Lamorinda. For non-residential uses, the new maximum STMP fee would be higher than the comparable fees in East County and Tri-Valley, and roughly similar to the non-residential fees in Lamorinda.



TABLE 7
COMPARISON TO OTHER RTPC FEES

Jurisdiction	Single-Family (per unit)	Multi-Family (per unit)	Office (per SF)	Retail (per SF)	Industrial (per SF)
West County Area					
WCCTAC Updated Maximum Fee Estimate	\$7,230	\$3,562	\$11.59	\$8.76	\$7.39
WCCTAC (current) ¹	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
WCCTAC (indexed) ²	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
Other Sub-Regions in Contra Costa County					
East County	\$18,186	\$11,164	\$1.56	\$1.80	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78	\$7.78	\$7.78
Tri-Valley	\$4,369	\$3,010	\$7.43	\$3.48	\$4.32

Notes:

1. Reflects the 2005 STMP Fee Schedule.
2. Reflects the 2005 STMP Fee Schedule if it had been consistently indexed to year 2018. The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area.

Source: Fehr & Peers, 2018.

NEXT STEPS

The fee calculations summarized in this memorandum will be discussed with WCCTAC staff and revised through June. This information is slated to be presented to the TAC and Board during their July meetings. We would appreciate TAC input on the following topics:

- Any questions or feedback on the methodology used to estimate STMP project cost responsibility and calculate the maximum fee
- Feedback on the preliminary maximum fee estimates
- Suggestions for presentation of this information to the Board

Please contact Francisco Martin or Julie Morgan if you have any questions or comments.



Attachments

Figure 1 – Proposed West County STMP Projects

Attachment A – STMP Project List

Attachment B – Cost Estimate Summary

DRAFT

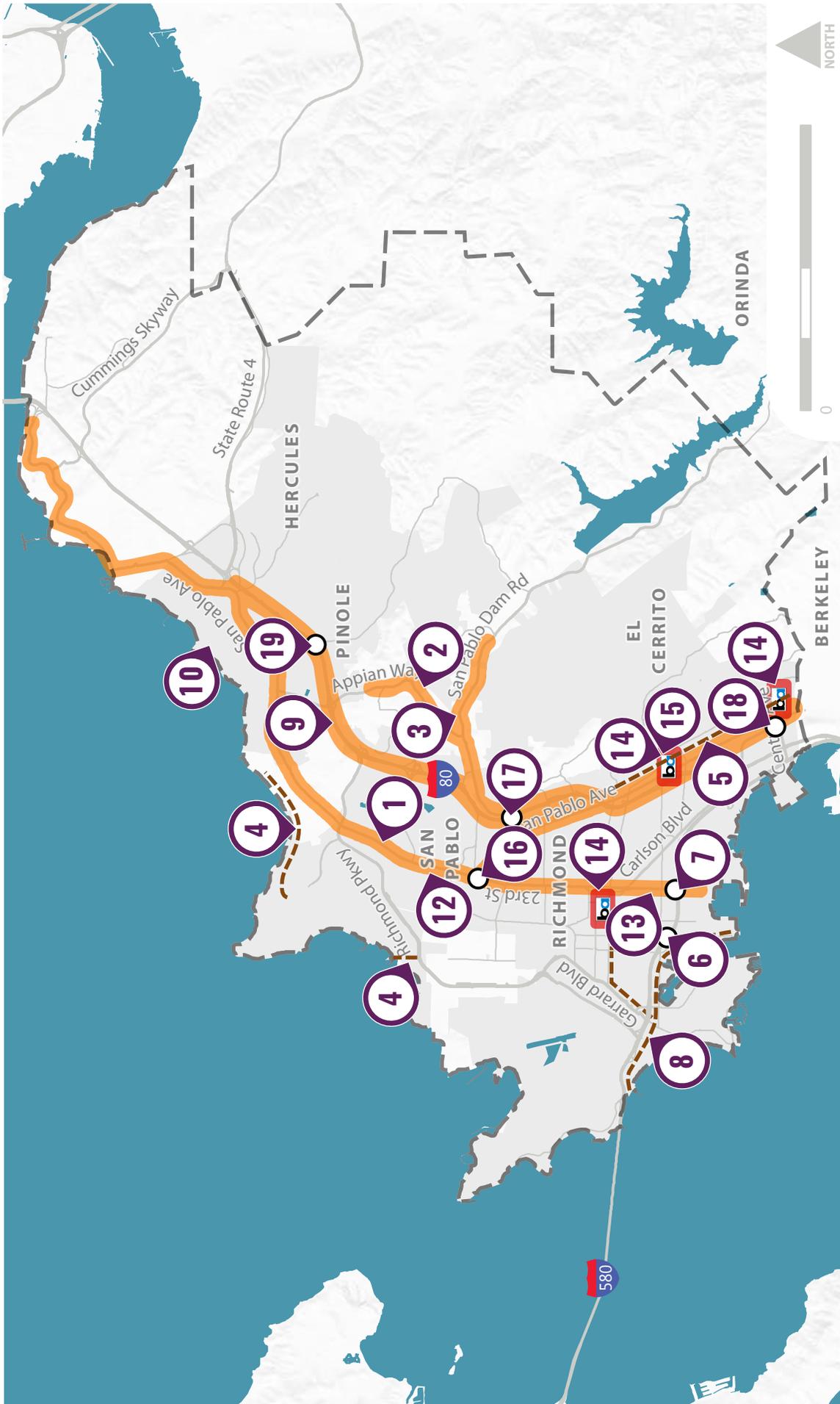


Figure 1
Proposed West County STMP Projects

- STMP Project Types**
- Interchange/Intersection
 - 🚇 BART Stations
 - Trails/Bicycle Facilities
 - 🛣️ Roadway/Freeway
- West County**
 City Limits
- Legend:**
- 1. San Pablo Ave Complete Streets (various segments)
 - 2. Appian Way Complete Streets
 - 3. San Pablo Dam Rd Complete Streets
 - 4. Bay Trail Gap Closures
 - 5. Ohlone Greenway
 - 6. I-580/Harbour Way
 - 7. I-580/Marina Bay Parkway
 - 8. Ferry to Bridge Bike Connections
 - 9. I-80 Express Bus
 - 10. Hercules RITC
 - 11. BART Extension
 - 12. San Pablo Ave BRT
 - 13. 23rd Street BRT
 - 14. BART Station
 - 15. Access Improvements
 - 16. Del Norte TOD
 - 17. San Pablo Ave/23rd St Realignment
 - 18. I-80/San Pablo Dam Rd
 - 19. I-80/Central Ave
 - 20. I-80/Pinole Valley Rd

Attachment A

STMP Project List

TAC RECOMMENDED WEST COUNTY STMP PROJECTS

ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
Complete Streets Projects							
1	San Pablo Avenue Complete Streets Projects ²	<p>a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett by reducing roadway from 4 lanes to 3 lanes plus Class I path.</p> <p>b.) Construct bicycle and pedestrian improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive. Including new sidewalk installation on San Pablo Avenue between Lancaster Drive and Robert Miller Drive on the east side, and on Robert Miller between San Pablo Avenue and Hilltop Drive, to improve pedestrian access to the Contra Costa College Transit Hub and the Hilltop Mall Area.</p> <p>c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.</p> <p>d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track and other bicycle, pedestrian and transit improvements in El Cerrito.</p> <p>e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue. Project is necessary to provide pedestrian and transit access to a recently approved shopping center on San Pablo Avenue, across the street from the planned boardwalk.</p> <p>f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks by upgrading the existing bridge or constructing new dedicated bicycle/pedestrian bridge.</p>	<p>Countywide Transportation Plan (2017), West County Transit Enhancement and Wayfinding Plan (2011)</p> <p>West County Transit Enhancement and Wayfinding Plan</p> <p>Countywide Transportation Plan, San Pablo Bicycle and Pedestrian Master Plan (2017)</p> <p>Countywide Transportation Plan, El Cerrito San Pablo Avenue Specific Plan (2014)</p> <p>West County Transit Enhancement and Wayfinding Plan</p> <p>Countywide Transportation Plan</p>	<p>\$8,610,000</p> <p>\$3,150,000</p> <p>\$13,755,000</p> <p>\$8,190,000</p> <p>\$398,000</p> <p>\$16,800,000</p>		<p>\$1,636,000</p> <p>\$599,000</p> <p>\$2,613,000</p> <p>\$1,556,000</p> <p>\$76,000</p> <p>\$3,192,000</p>	<p>County</p> <p>Richmond</p> <p>San Pablo</p> <p>El Cerrito</p> <p>Hercules</p> <p>Pinole</p>
2	Appian Way Complete Streets Project ²	Provide continuous sidewalks and bike lanes throughout the corridor. The project will also consider future/existing bus stop locations, on-street parking and sidewalk treatments, such as bulb outs and median refuge islands, while also improving access consistent with ADA. Project limits are along Appian Way in unincorporated El Sobrante between Allview Avenue and San Pablo Dam Road. Improvements in the City of Pinole will also be considered.	Countywide Transportation Plan	\$23,310,000		\$4,429,000	County, Pinole
3	San Pablo Dam Road Improvements in Downtown El Sobrante ²	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road. Improvements may include multimodal infrastructure on San Pablo Dam Road as well as completion of Pitt Way which will provide a circulation loop in the center of town that will provide enhanced access to community space and commercial areas in downtown El Sobrante.	2005 Update of the Subregional Transportation Mitigation Program (STMP)	\$10,422,000		\$1,980,000	County
				\$84,635,000	\$0	\$16,081,000	
Other Bicycle and Pedestrian-Focused Improvements							
4	Bay Trail Gap Closure	Close Bay Trail gaps in West Contra Costa County along the following segments: 1.) 0.3-mile segment along Goodrick Avenue in Richmond. 2.) 1.5-mile segment between Atlas Road and Cypress Avenue in unincorporated Contra Costa County. 3.) 0.1-mile segment between Bayfront Park and Pinole Creek in Pinole. Projects listed above are key gap closures that can improve access to transit facilities near the Bay Trail.	Countywide Transportation Plan	\$12,276,000		\$2,333,000	County, Pinole, Richmond
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety and security, and landscaping improvements along Ohlone Greenway.	Countywide Transportation Plan, Ohlone Greenway Master Plan (2009)	\$3,045,000		\$579,000	El Cerrito
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps, to improve pedestrian and bicycle connections between waterfront (including future Ferry terminal) and central Richmond.	West County Transit Enhancement and Wayfinding Plan, South Richmond Transportation Connectivity Plan (2015)	\$519,000		\$156,000	Richmond
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps. The following improvements may be considered: -Stripe and sign bike lanes along Marina Parkway, connect bike lanes to the Officer Moody Class I path at Meeker Avenue/Marina Bay Parkway intersection. -Consider narrowing or removing travel lanes on South 23rd Street to provide a bicycle and pedestrian connection to downtown Richmond. -Stripe crosswalks at freeway ramps for pedestrian and bicycle travel across ramps. -Square the freeway off-ramps to slow speeds and improve sightlines between drivers and bicyclists/pedestrians.	West County Transit Enhancement and Wayfinding Plan, City of Richmond Bicycle Master Plan (2011)	\$1,095,000		\$197,000	Richmond

TAC RECOMMENDED WEST COUNTY STMP PROJECTS

ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
		<p>a.) Point Richmond area: from the new trail at Tewksbury & Castro to existing bay trail at S Garrard & Richmond Ave. This segment could vary from short-term bicycle boulevard-style improvements through the neighborhood to a long-term goal of a Class I path through railroad and Caltrans ROW along Railroad Ave and Tewksbury Ave. (Approximately 2,300 ft)</p> <p>b.) Point Richmond to Richmond Greenway: including S Garrard Blvd and W Ohio Ave. Because acquisitions or easements on railroad property have failed, there is a proposal to build a Class I trail along the north side of W Ohio between Garrard and 2nd St. The curb and gutter on this side of the road would need to be rebuilt. A similar trail or 2-way cycle track could be extended along S Garrard to existing facilities at W Cutting. (W Ohio Ave segment: 3,100 ft, S Garrard Blvd: 2,800 ft)</p> <p>c.) W Cutting Blvd, Cutting Blvd, and Hoffman Blvd. A two-way cycle track is proposed by reducing the number of vehicle travel lanes. Local businesses have requested the City add parking on the north side of West Cutting Blvd, and this will be studied in conjunction with the proposed bicycle facilities. This is also one of our focus areas for stormwater pollution mitigation, so a bioswale buffer between the cycle track and roadway would be ideal. Bicycle and pedestrian improvements adjacent to freeway access points are also necessary at Hoffman & Cutting and Hoffman & Harbour Way South. (W Cutting and Cutting Blvd segment: 5,500 ft, Hoffman Blvd: 1,600 ft)</p> <p>d.) Harbour Way South: Hoffman to Ferry Terminal. Private developments are in the process of planning and building portions of a two-way cycle track along the frontage of their properties between Hoffman and the Cannery property, and this project would connect and extend those improvements. (2,200 ft total)</p>	<p>N/A (Project Identified by City of Richmond Staff)</p>	<p>\$1,150,000</p> <p>\$2,950,000</p> <p>\$3,550,000</p> <p>\$1,100,000</p>		<p>\$322,000</p> <p>\$826,000</p> <p>\$994,000</p> <p>\$308,000</p>	<p>Richmond</p> <p>Richmond</p> <p>Richmond</p> <p>Richmond</p>
Other Bicycle and Pedestrian-Focused Project Category - Total Cost Estimate				\$25,685,000	\$0	\$5,715,000	
Transit and Station-Related Improvements							
9	I-80 Express Bus Service (Short & Mid-Term Improvements)	<p>Express Bus Service on I-80 from Hercules Transit Center south to Berkeley, Emeryville, Oakland, and expanded service to San Francisco, with intermediate stops at the Richmond Parkway Transit Center and a potential I-80/Macdonald Avenue Express Bus/BRT transit center. Expansion of park-and-ride lots and freeway ramp improvements could occur in the medium to long-term.</p> <p>A series of Richmond Parkway Transit Center Improvements may also include:</p> <ul style="list-style-type: none"> -Improve pedestrian and bicycle crossings at the I-80/Blume Drive and I-80/Fitzgerald Drive intersections -New sidewalks and bicycle lanes providing access to the transit center. <p>Current phase of Hercules RITC is to complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc. Capital improvements along the corridor in West Contra Costa, including track improvements, drainage, fencing, safety improvements, etc. Future capital improvements could include preparation for ferry service.</p>	<p>West County High-Capacity Transit Study (2017), 2016 Express Bus Study Update Final Report (2017)</p>	\$109,203,000		\$20,749,000	WCCTAC
10	Hercules Regional Intermodal Transportation Center		<p>West County High-Capacity Transit Study, Countywide Transportation Plan, 2005 Update of the STMP</p>	\$53,550,000	\$1,000,000	\$10,175,000	Hercules
11	BART Extension (Planning & Conceptual Engineering Phases) from Richmond Station ³	<p>BART extension from the Richmond BART Station. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included for Segment 1 from Richmond to Contra Costa College/City of San Pablo.</p>	<p>West County High-Capacity Transit Study</p>	\$14,700,000		\$2,793,000	WCCTAC
12	San Pablo Avenue Transit Corridor Improvements	<p>BRT on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.</p> <p>In the short-term, Rapid Bus Improvements could be extended to Richmond Parkway with service to Contra Costa College and Hilltop Mall and transit priority treatments introduced along the corridor. Extending Rapid Bus treatments north to the Hercules Transit Center and introducing bus-only lanes on San Pablo Avenue from El Cerrito del Norte north to 23rd Street could occur in the medium-term.</p>	<p>West County High-Capacity Transit Study</p>	\$192,150,000		\$36,509,000	WCCTAC
13	23rd Street Transit Corridor Improvements	<p>23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College, with possible extension along San Pablo Avenue to Hilltop Mall and Hercules. Improvements to pedestrian facilities that enhance access to BRT stations are also assumed as part of this project.</p>	<p>West County High-Capacity Transit Study</p>	\$121,800,000		\$23,142,000	WCCTAC

TAC RECOMMENDED WEST COUNTY STMP PROJECTS

ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements: Improve access, expand capacity, enhance placemaking, and address state-of-good repair issues at the 45-year old El Cerrito Plaza BART station. Include an improved kiss n' ride area, landscaping, new stairs and elevators to the platform, new station restrooms, and improved bus intermodal area with raised crosswalks.	El Cerrito Plaza and Del Norte Stations - Modernization Concept Plan (2013)	\$49,442,000		\$9,395,000	BART
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements: Enhancements on streets between BART Station and Carlson Blvd, including improved pedestrian lighting, widened sidewalks, improved crosswalks, signal timing adjustments, wayfinding and signage, and upgraded bicycle facilities.	BART Walk and Bicycle Gap Study (2017)	\$1,260,000		\$239,000	BART, El Cerrito
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements: Enhancements on streets surrounding BART Station to improve station access and safety, including pedestrian lighting, widened sidewalks, improved crosswalks, signal timing adjustments, wayfinding and signage, and upgraded bicycle facilities.	BART Walk and Bicycle Gap Study	\$3,465,000		\$658,000	BART, Richmond
		d.) Richmond Crossover Project: Additional Crossover to allow quicker turnbacks, to utilize fleet more effectively, reduce conflicts in yard, and allow increased service frequency. Planning, engineering, environmental studies, and construction of the public transportation-related improvements at the El Cerrito Del Norte BART station's Transit Oriented Development project. Funding will provide improvements including, but not limited to: new parking facilities; bicycle, pedestrian, and bus transit access improvements; signage; lighting; improvements to station access or station waiting areas; ADA improvements; improvements to adjacent streets, street crossings, or signals; and/or Ohlone Greenway improvements.	BART Sustainable Communities Operations Analysis (2013)	\$34,759,000		\$6,604,000	BART
Transit and Station-Related Project Category - Total Cost Estimate				\$37,761,000	\$7,100,000	\$7,175,000	El Cerrito
Local Street and Intersection Improvements				\$618,090,000	\$8,100,000	\$117,439,000	
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access. The project will also include street re-configuration, re-striping and possibly signal modification at this intersection.	Countywide Transportation Plan	\$15,120,000	\$9,500,000	\$1,814,000	San Pablo
Local Street and Intersection Project Category - Total Cost Estimate				\$15,120,000	\$9,500,000	\$1,814,000	
Freeway and Interchange Improvements							
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.					
		The project will be completed in two phases. The first phase (under construction) will relocate the El Portal Drive on-ramp to WB I-80 to the north, extend the auxiliary lane along WB I-80 between San Pablo Dam Road off-ramp and El Portal Drive on-ramp, and reconstruct the Riverside Avenue pedestrian overcrossing.	Countywide Transportation Plan, 2005 Update of the STMP	\$84,788,000	\$9,200,000	\$16,110,000.00	San Pablo, CCTA
18	I-80/Central Avenue Interchange Improvements (Phase 2)	The second phase includes the construction of a new connector road on the west side of I-80 to connect SPDR to McBryde Avenue with a new bridge over Wildcat Creek, reconstructing the on- and off-ramps to SPDR, replacing the existing SPDR overcrossing with a 6-lane structure, and realigning Amador Street. Phase 2 is included in this STMP update.	Countywide Transportation Plan, 2005 Update of the STMP				
		Improve traffic operations and multimodal access at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	Countywide Transportation Plan, 2005 Update of the STMP	\$15,225,000	\$13,873,000	\$2,588,000	El Cerrito, Richmond, CCTA
19	I-80/Pinole Valley Road Interchange Improvements	The first phase will redirect left turns from WB Central Avenue onto WB I-80 to the adjacent I-580 EB on-ramp at Rydin Road during weekend peak hours; and will install traffic signals at the I-580 ramps. Construction of first phase will be completed in 2018.	Countywide Transportation Plan, West County Transit Enhancement and Wayfinding Plan				
		The second phase will increase the spacing between the signalized intersections east of I-80 by connecting Pierce Street and San Mateo Street, converting Pierce Street access at Central Avenue to "right-in, right-out," and relocating the traffic signal at Pierce Street/Central Avenue to the San Mateo Street/Central Avenue intersection. The second phase is included in this STMP update.					
Freeway and Interchange Project Category - Total Cost Estimate				\$110,972,000	\$23,073,000	\$20,232,000	
Freeway and Interchange Project List Cost Estimate				\$854,502,000	\$40,673,000	\$161,281,000	

Notes:

- Column summarizes the portion of the capital costs that would be allocated to the STMP.
- Complete Streets projects typically involve improvements to transit, pedestrian and bicycling infrastructure with the goal of increased usage of those modes, thus reducing vehicle volumes on Routes of Regional Significance.
- Timing of BART extension implementation may extend beyond 2040; however, the STMP could fund early planning and design tasks.

Attachment B
Cost Estimate Summary



STMP Projects and Estimated Costs

ID	Project	Description	Reported Cost	Year of cost estimate	Escalation Factor¹	Estimated Cost, 2018\$
Complete Streets Projects						
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett.	\$8,200,000	2017	1.05	\$ 8,610,000
		b.) Construct bicycle and pedestrian improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive.	\$3,000,000	2017	1.05	\$ 3,150,000
		c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.	\$13,100,000	2017	1.05	\$ 13,755,000
		d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track and other bicycle, pedestrian and transit improvements in El Cerrito.	\$7,800,000	2017	1.05	\$ 8,190,000
		e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue.	\$296,400	2011	1.34	\$ 398,000
		f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$16,000,000	2017	1.05	\$ 16,800,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way in unincorporated El Sobrante between Allview Avenue and San Pablo Dam Road.	\$22,200,000	2017	1.05	\$ 23,310,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$6,900,000	2005	1.51	\$ 10,422,000
Other Bicycle and Pedestrian-Focused Improvements						

4	Bay Trail Gap Closure	Close key Bay Trail gaps in West Contra Costa County, which can improve access to transit facilities near the Bay Trail.	\$11,135,000	2016	1.10	\$ 12,276,000
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety and security, and landscaping improvements along Ohlone Greenway.	\$2,900,000	2017	1.05	\$ 3,045,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$386,500	2011	1.34	\$ 519,000
7	I-580/Marina Bay Parkway	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps	\$815,300	2011	1.34	\$ 1,095,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	a.) Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave.	\$1,150,000	2018	1.00	\$ 1,150,000
		b.) Point Richmond to Richmond Greenway: including S. Garrard Blvd and W. Ohio Ave.	\$2,950,000	2018	1.00	\$ 2,950,000
		c.) W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd.	\$3,550,000	2018	1.00	\$ 3,550,000
		d.) Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$1,100,000	2018	1.00	\$ 1,100,000
Transit and Station-Related Improvements						
9	I-80 Express Bus Service	Express Bus Service on I-80 from Hercules Transit Center south to Berkeley, Emeryville, Oakland, and expanded service to San Francisco, with intermediate stops at the Richmond Parkway Transit Center and a potential I-80/Macdonald Avenue Express Bus/BRT transit center.	\$104,003,000	2017	1.05	\$ 109,203,000

10	Hercules Regional Intermodal Transportation Center	Current phase of Hercules RITC is to complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc.	\$51,000,000	2017	1.05	\$ 53,550,000
11	BART Extension	BART extension from the Richmond BART Station. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$14,000,000	2017	1.05	\$ 14,700,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$183,000,000	2017	1.05	\$ 192,150,000
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$116,000,000	2017	1.05	\$ 121,800,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements.	\$42,710,000	2015	1.16	\$ 49,442,000
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements.	\$1,200,000	2017	1.05	\$ 1,260,000
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements.	\$3,300,000	2017	1.05	\$ 3,465,000
		d.) Richmond Crossover Project.	\$27,000,000	2012	1.29	\$ 34,759,000
15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements at the El Cerrito Del Norte BART station's Transit Oriented Development project.	\$25,000,000	2005	1.51	\$ 37,761,000

Local Street and Intersection Improvements

16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$14,400,000	2017	1.05	\$ 15,120,000
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Freeway and Interchange Improvements

17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$80,750,000	2017	1.05	\$ 84,788,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$14,500,000	2017	1.05	\$ 15,225,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$10,437,000	2017	1.05	\$ 10,959,000
Total Estimated Cost			\$788,783,200			\$854,502,000

Notes:

¹ Most projects have cost estimates prepared in 2011 or more recently. For those projects, the escalation factor was calculated based on the Annual Infrastructure Construction Cost Inflation Estimates (AICCIIE) reported by OneSanfrancisco (onesanfrancisco.org). Two projects (projects 3 and 15) have cost estimates dating to 2005; for those projects, an index of 1.37 as specified by WCCTAC's STMP model ordinance was used to escalate the costs to 2016 dollars, and then the inflation rates for years 2016 and 2017 (reported by onesanfrancisco.org) were used to escalate the cost to 2018 dollars.



El Cerrito

Hercules

June 15, 2018

Pinole

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

RE: June WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on June 15, 2018, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved Resolution 18-05, SDRMA Worker's Compensation Insurance which continued coverage for WCCTAC Board Members.
2. Approved Resolution 18-06, WCCTAC's Work Program, Budget and Dues for FY 2019.
3. Approved Resolution 18-07, authorizing the Executive Director or designee to execute a consulting agreement with Kimley Horn for the West Contra County Express Bus Implementation Plan.
4. Received presentation from WETA staff and directed WCCTAC staff to compose a letter to CCTA regarding WCCTAC's comments on the service details for the Richmond Ferry.
5. Authorized WCCTAC Executive Director to send a Letter of Support for the proposed Central Avenue Underpass Pedestrian and Bicycle Improvements, for Caltrans' Active Transportation Program Grant application.

Contra Costa
County

AC Transit

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

BART

Sincerely,

A handwritten signature in blue ink that reads "John Nemeth".

John Nemeth
Executive Director

WestCAT

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

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

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

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