

El Cerrito

MEETING NOTICE AND AGENDA

DATE & TIME: Friday, June 28, 2019: 8:00 a.m. – 10:00 a.m.

Hercules

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.** (Chris Kelley – 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 May 24, 2019 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 May 2019. (Attachment; Information Only).
- 6. Payment of Invoices over \$10,000.** None.
- 7. Letter Regarding Transition to the New Subregional Transportation Mitigation Program (STMP).** The recently approved and updated STMP program will become effective on July 1, 2019. Staff reviewed with the TAC the steps needed to implement the new program and close out the current one. WCCTAC staff also communicated, via an attached emailed letter, information about steps still needed for implementation with West County city managers and the county administrator. (Attachment, Recommend Action: Information only).

Contra Costa
County

AC Transit

BART

- 8. Letter Regarding STMP Fee Credit for Right-of-Way Dedication at 5620 Central Ave.** The City of Richmond staff contacted WCCTAC staff regarding the appropriateness of granting a \$119,370 STMP fee credit for a right-of-way dedication in order to implement a street improvement related to the I-80 / Central Ave. Interchange Project. Upon reviewing the details of the request, WCCTAC staff found that a fee credit would be appropriate and notified

WestCAT

Richmond staff via an emailed letter, attached. (*Attachment, Recommend Action: Information only*).

9. **Countywide Bike Pedestrian Advisory Committee (CBPAC).** WCCTAC must nominate a staff representative and a citizen representative to the CBPAC. The WCCTAC TAC is recommending that Coire Reilly serve as the WCCTAC staff representative with Leah Greenblat as the alternate. Staff and WCCTAC member agencies are seeking nominations for the citizen representative. A recommendation from the TAC for that position will be brought to the WCCTAC Board at its next regular meeting (*Attachment, Recommend Action: Appoint Coire Reilly as the WCCTAC staff representative to the CBPAC and Leah Greenblat as the staff alternate*).
10. **Fiscal Year 2020 Work Program, Budget, and Dues Resolution.** At its May 2019 meeting, the WCCTAC Board approved the release to member agencies of the draft work program, budget, and dues for Fiscal Year 2020. Staff received no comments on these documents and is now bringing them back to the Board for final approval. (*Attachments; Recommended Action: Adopt Resolution 19-06*).

REGULAR AGENDA ITEMS

11. **Update on WCCTAC TDM Activities.** Staff will provide an update on WCCTAC / 511 Contra Costa's TDM Program activities, including milestones from this past year and programs starting up in the summer and fall, such as Pass2Class, Summer Youth Pass, and Text Your Commute Challenge. (*Coire Reilly– WCCTAC Staff; No Attachments; Information Only*).
12. **New Transportation Expenditure Plan (TEP).** The Contra Costa Transportation Authority (CCTA) is developing an expenditure plan for a potential transportation sales tax measure that may be placed on the March 3, 2020 primary election ballot. The WCCTAC Board has discussed this subject at its last two regular Board meetings and at two special meetings. The Board developed a draft funding allocation for the TEP in West County and provided it to the CCTA via a letter that is attached. The WCCTAC Board is now being asked to confirm or refine its proposed funding allocation, consider the policies in the TEP, consider how funding will work in various categories, and make decisions about the meeting schedule going forward. (*John Nemeth - WCCTAC Staff; Attachments; Recommended Action: Provide direction to staff*).

STANDING ITEMS

13. **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

14. General Information Items.

- a. Letter to CCTA Executive Director with May 24, 2019 Summary of Board Actions
- b. Acronym List

15. Adjourn. Next tentative special meeting is: July 12, 2019 @ 8:00 a.m.
Next regular meeting is: July 26, 2019 @ 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: May 24, 2019**

MEMBERS PRESENT: Chris Kelley: Chair (Hercules); Roy Swearingen: Vice-Chair (Pinole); Janet Abelson, (El Cerrito); Tom Butt, (Richmond); Chris Peeples (AC Transit); Maureen Powers, (WestCat); Rita Xavier (San Pablo); John Gioia (County).

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

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:02 am

Public Comment: None.

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

Item # 3. Minutes of April 26, 2019 Board Meeting, Approved.

Item # 4. Monthly Update on WCCTAC Activities, Information only.

Item # 5. Financial Reports for April 2019, Information only.

Item # 6. Payment of Invoices over \$10,000. Information only: \$ 71,501 to Kimley-Horn for consulting services for the West County Express Bus Implementation Plan.

Item # 7. 2019 STMP Nexus Study Update and Authorization to Use STMP Funds for Legal Services, Approved allocation of \$8,941 of STMP funds.

Item # 8. Fiscal Audit and Memorandum of Internal Control for Fiscal Year 2018, Approved audit.

ITEM/DISCUSSION	ACTION
<p>Item #9 Richmond Area Community Based Transportation Plan (CBTP)</p>	<p>Information Only Martin Engelmann (CCTA) gave an overview of the CBTP, whose study area covers parts of Richmond, San Pablo, El Cerrito, and Unincorporated County. He noted that the overall purpose of the plan was to determine what kind of projects could be developed to improve transportation choices for low income residents.</p>

<p>Item #10 Draft Fiscal Year 2020 Work Program, Budget, and Dues.</p>	<p>John Nemeth (WCCTAC Executive Director) presented the Draft Fiscal Year 2020 Work Program, Budget, and Dues and sought approval to release these to member agencies.</p> <p>Director Abelson motioned to release the Draft Fiscal Year 2020 Work Program, Budget, and Dues to the member agencies; seconded by Director Peeples</p> <p>Yes- Chair C. Kelley, Vice-Chair Swearingen, M. Powers, C. Peeples, J. Abelson, T. Butt, R. Xavier, J. Gioia</p> <p>No- None</p> <p>Abstention-None</p> <p>Motion passed unanimously</p>
<p>Item #11 New Transportation Expenditure Plan (TEP).</p>	<p>Information Only</p> <p>John Nemeth (WCCTAC Executive Director) provided an overview of public opinion research presented by EMC Research at the Authority meeting on May 15th. He also provided the Board with a draft concept for allocating funding for a future TEP and sought Board feedback.</p> <p>Public Comment: Dave Campbell (Bike East Bay) stated that he would like to see an additional 3.5% added to the Bike and Pedestrian allocation in the TEP to make it an even 10%. He added that the Local Streets and Road category needs should be zeroed out. He also suggested that a new measure should tell a compelling story to voters.</p> <p>Director Gioia noted that he was uncertain about the prospects for a new measure given that there is already an existing transportation sales tax in place. He expressed support for a category that allows for contemporary shared mobility solutions and noted that for transit to be effective and accessible, the first and last mile must be easy. He also expressed support for a category that would fund grade separations. Lastly, he expressed a willingness to have a modest amount in local street and road maintenance, given the availability of other</p>

sources for that activity and given the need to fund other priorities.

Director Butt stated that mobility has worsened in West County since Measure X. He also argued that West County should make sure that it gets its fair share and its priorities included in a measure. He also highlighted the importance of including funding in the TEP to address problems near the Richmond-San Rafael Bridge and Richmond Parkway, despite the fact that there were some funds included in RM3.

Vice-Chair Swearingen shared his concern about the prospect of competing tax measure being on the ballot at the same time.

Director Abelson argued that West County is distinct and that its priorities can and should be different than the rest of the County. She advocated for strong funding to go to mobility services for the senior and disabled population, since they are chronically underfunded. She also advocated for additional transit funding. She agreed with Dave Campbell (Bike East Bay) and other Directors about the need for a compelling story for voters about the transportation needs of West County.

Chair Kelley stated that people want congestion relief in the I-80 corridor and that more funding needed to go into the transit categories. She noted that ridership was growing on commuter-oriented transit services and that express buses could be popular and effective. She agreed with other Board members that flexibility was important in the measure and that the categories should not be too rigidly defined.

Rita Xavier echoed Director Gioia about the need to have a category that could fund grade separations.

Director Peebles stated that transit has been a focus of recent tax measures and is popular. He

	<p>argued for additional funding in the senior and disabled category. He noted that there were other pots of funding for innovative transit and technology.</p> <p>Director Powers felt that marketing and public information was going to be critical for the measure to garner public support. She also argued that a future measure needed to be flexible to deal with future contingencies.</p>
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Meeting Adjourned: 9:50am

TO: WCCTAC Board

DATE: June 28, 2019

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Richmond Ferry Ridership Projections...Blown out of the Water

According to the San Francisco Examiner, “The new San Francisco Bay Ferry route met its ridership goals six years early, netting an average of 688 daily boardings when it launched, and upwards of 740 daily boardings in the last two months. The agency’s projected ridership was roughly 480 daily boardings... “Thomas Hall, a spokesperson with the water authority, cautioned that some of their early ridership projections were conservative, and said the ridership boon was signaled right before the Richmond to San Francisco ferry service launched January 10. “The response from the community was really strong” prior to launch, Hall said.”



The Richmond Ferry terminal at the end of Harbour Way South on the waterfront in Richmond, Calif. on Friday, June 14, 2019. (Kevin N. Hume/S.F. Examiner)

New Richmond to SF ferry service nets ‘incredible’ ridership growth

[JOE FITZGERALD RODRIGUEZ](#) / Jun. 15, 2019 10:30 p.m. / [THE CITY](#)

The ferry’s operator, WETA, has also developed a pilot service for weekends that it would like to implement between August and approximately November of 2019. WCCTAC, CCTA, and the City of Richmond have been involved in the weekend pilot service conversation. The proposal is to operate 10 trips per day (five in each direction) on both Saturdays and Sundays. The service would start later in the morning than it does on the weekdays and the scheduled runs would be more spaced out across the day. The service is proposed to use Measure J 22b funds (*Ferry Service in West County*). Although WCCTAC and CCTA staff would ultimately like to see Regional Measure 3 (RM3) funds used to operate this added service, those are not currently available due to pending lawsuits. WCCTAC staff will bring a Resolution to the WCCTAC Board at its next meeting in July recommending that CCTA program Measure J funds to this pilot service.

West County Express Bus Survey

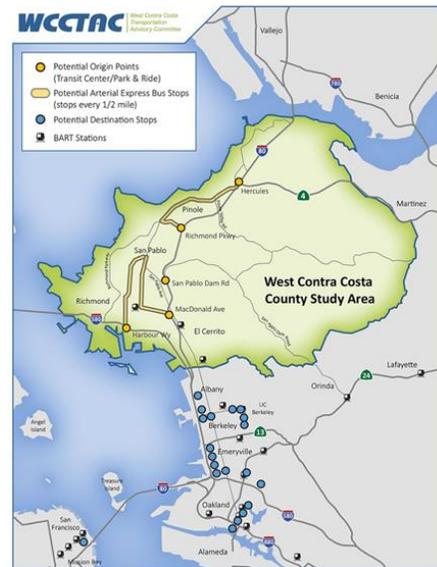
As part of the development of the West County Express Bus Implementation Plan, WCCTAC is conducting an online survey to garner input on possible pick-up and drop-off spots for new express bus service between West County and West Berkeley, Emeryville, Oakland, and San Francisco. The survey lets people select actual locations where they would want to get on and off the express bus. It is open until July 15th. Please feel free to pass along the survey link to all of your friends, family, and followers.

For the survey:

<https://www.surveymonkey.com/r/WestCoCoExpressBus>

To learn more about the study in general:

https://www.wcctac.org/app_pages/view/672,



Unlimited Rides with Summer Youth Pass

The Summer Youth Pass is still on sale! This program offers any youth in Contra Costa County, ages 6 – 18, unlimited transit rides on WestCAT buses from June 1 through August 31, 2019 for only \$35. The regular price is \$60, and the discount reflects a \$25 supplement provided by 511 Contra Costa.

Passes can be found at www.511cc.org/youthpass

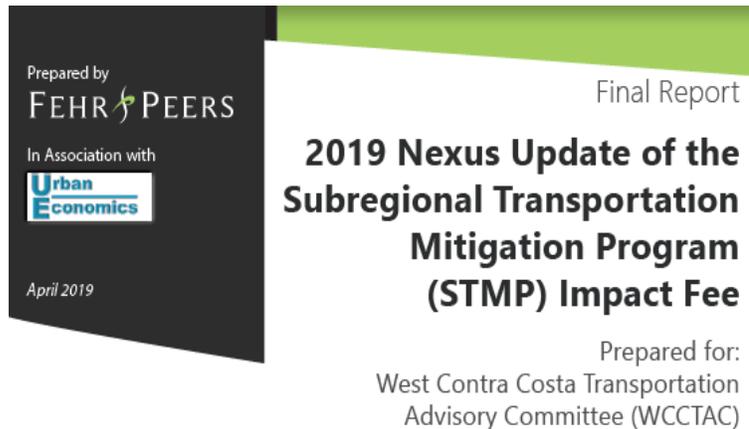
Critical Transportation Emergency Preparedness

Earlier this month, WCCTAC staff participated in MTC's Critical Transportation Workshop on East Bay Transportation Resiliency. Staff from agencies throughout Alameda and Contra Costa County provided input on MTC's transportation resiliency planning work. Attendees also participated in an emergency preparedness tabletop exercise that focused on transportation in response to a catastrophic event. The takeaway: coordination and information sharing among agencies is critical. WCCTAC may wish to consider how it could help support transportation preparedness in West County among its member jurisdictions.

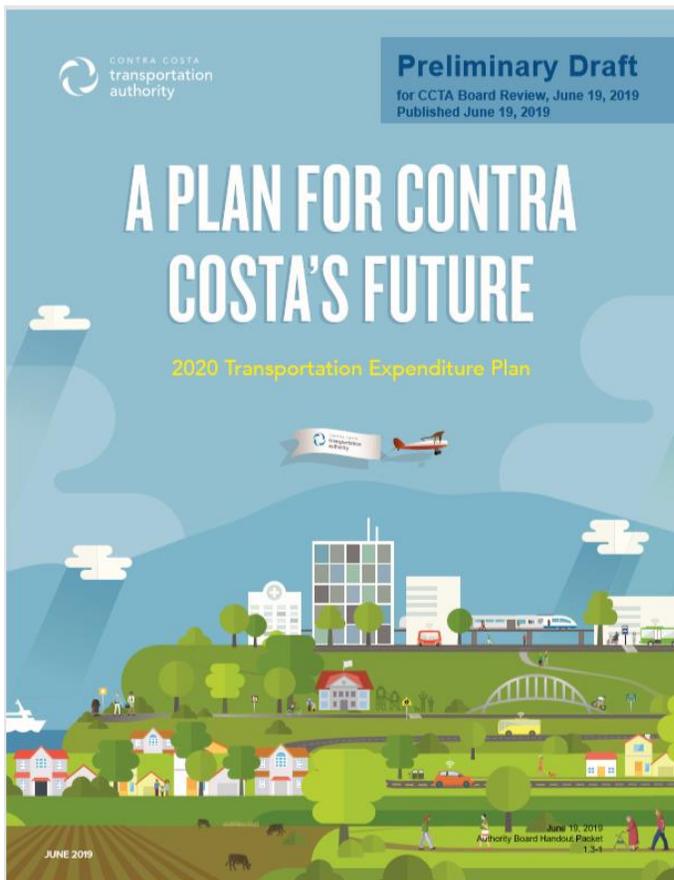


Goodbye 2006 STMP, Hello 2019 STMP

With the adoption of the STMP Update by all six jurisdictions in West County, June 30, 2019 will mark the end of 2006 STMP program, and July 1, 2019 will start the 2019 STMP Program. With that change comes an updated project list, a new STMP fee schedule, updated reporting forms, and new procedures. WCCTAC has been communicating with local jurisdictional staff to make this a smooth transition. All funds collected under the 2006 program are due to WCCTAC by July 30th. Per the WCCTAC Board's earlier direction, the STMP fees collected between December 7, 2018 and the end of the 2006 program (June 30, 2019) were designated to fund the Hercules RITC, Richmond's Central Ave. Phase 2, and Pinole's San Pablo Ave. Bridge Replacement projects.



Keeping Pace with the Transportation Expenditure Plan (TEP) Update



The CCTA continues to move ahead with developing a draft Transportation Expenditure Plan (TEP) for a possible ½ cent sales tax measure that could be on the March 3, 2020 ballot. The Authority Board is scheduled to hold multiple special meetings from now until the fall to refine its proposal. To keep up with the fast pace of its development, the WCCTAC Board has also been holding special meetings to discuss the TEP. As a result, WCCTAC has had the most detailed response to the TEP so far, among the RTPCs. The Initial Draft TEP is likely to be released publicly in early July. CCTA is scheduled to meet again on July 10, 2019 and July 17, 2019 to discuss the TEP. The WCCTAC Board has a tentatively scheduled special meeting on July 12, 2019 to focus on the TEP.

Try Transit Program More Than Doubles Last Year's Participation

WCCTAC's TDM Program (511 Contra Costa) is celebrating its best year ever for the Try Transit program. The program is open to commuters who live, work, or go to community college in Contra Costa County and currently drive alone as their primary means of transportation. Try Transit offers these commuters a \$15 preloaded Clipper Card as a way to encourage drivers to try taking public transit as an alternative.



This year the program had 808 participants! That's more than double last year's 352 participants, which previously was the highest annual participation rate since the program's inception in 2015. Staff attributes the success to a combination of creating and implementing in-person applications which are filled out during community outreach, tabling local events, and increasing the use of social media marketing. Starting in July, Try Transit will increase the value of the incentive it offers to \$20, to bring it more in line with other 511 Contra Costa incentives and hopefully entice even more participants. Find additional details at www.511cc.org/trytransit

City of Richmond Bike Share Vendor Selected



The City of Richmond recently selected Gotcha to lead the City's bikeshare program, after reviewing applications from three applicants and interviewing two. Gotcha has established bikeshare programs in cities along the East Coast, and in the South and Midwest. Richmond will be one of the first California jurisdictions to partner with the firm. WCCTAC TDM Program Manager, Coire Reilly, served on the advisory committee, which assessed and scored applications, and also participated in interviews. The City's bikeshare program is funded through a grant from MTC. Learn more about Gotcha at their website: <https://ridegotcha.com/>

General Ledger Monthly Budget Report

User: kellys

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Period 01 - 11

Fiscal Year 2019



CITY OF SAN PABLO
City of New Directions

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
7700	WCCTAC Operations							
770-7700-41000	Salary	0.00	443,068.00	443,068.00	299,752.93	143,315.07	143,315.07	32.35
770-7700-41200	PERS Retirement	0.00	0.00	0.00	59,243.06	-59,243.06	-59,243.06	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	52,825.52	-52,825.52	-52,825.52	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,727.35	-1,727.35	-1,727.35	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,839.40	-3,839.40	-3,839.40	0.00
770-7700-41500	Vision	0.00	0.00	0.00	3,625.00	-3,625.00	-3,625.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,716.40	-2,716.40	-2,716.40	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,323.97	-4,323.97	-4,323.97	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	3,357.78	-3,357.78	-3,357.78	0.00
770-7700-41902	FICA	0.00	0.00	0.00	417.11	-417.11	-417.11	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	786.86	-786.86	-786.86	0.00
770-7700-41911	Liability Insurance	0.00	4,000.00	4,000.00	3,804.54	195.46	195.46	4.89
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	945.00	-945.00	-945.00	0.00
	Salary and Benefits	0.00	447,068.00	447,068.00	437,364.92	9,703.08	9,703.08	2.17
770-7700-43500	Office Supplies	0.00	4,000.00	4,000.00	3,525.31	474.69	474.69	11.87
770-7700-43501	Postage	0.00	2,000.00	2,000.00	1,225.04	774.96	774.96	38.75
770-7700-43520	Copies/Printing/Shipping/Xerox	0.00	3,800.00	3,800.00	3,430.00	370.00	370.00	9.74
770-7700-43600	Professional Services	0.00	51,450.00	51,450.00	63,389.06	-11,939.06	-11,939.06	-23.21
770-7700-43900	Rent/Building	0.00	22,250.00	22,250.00	17,757.02	4,492.98	4,492.98	20.19
770-7700-44000	Special Department Expenses	0.00	10,000.00	10,000.00	1,126.61	8,873.39	8,873.39	88.73
770-7700-44320	Travel/Training Staff	0.00	5,800.00	5,800.00	3,039.22	2,760.78	2,760.78	47.60
	Service and Supplies	0.00	99,300.00	99,300.00	93,492.26	5,807.74	5,807.74	5.85
7700	Expense	0.00	546,368.00	546,368.00	530,857.18	15,510.82	15,510.82	2.84
7700	WCCTAC Operations	0.00	546,368.00	546,368.00	530,857.18	15,510.82	15,510.82	2.84
7720	WCCTAC TDM							
772-7720-41000	Salary	0.00	322,000.00	322,000.00	179,525.01	142,474.99	142,474.99	44.25
772-7720-41200	PERS Retirement	0.00	0.00	0.00	46,775.76	-46,775.76	-46,775.76	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	37,989.96	-37,989.96	-37,989.96	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,737.40	-2,737.40	-2,737.40	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,293.20	-1,293.20	-1,293.20	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,580.88	-2,580.88	-2,580.88	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41901	Other Insurances	0.00	0.00	0.00	3,357.78	-3,357.78	-3,357.78	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	353.94	-353.94	-353.94	0.00
772-7720-41911	Liability Insurance	0.00	4,000.00	4,000.00	3,804.54	195.46	195.46	4.89
	Salary and Benefits	0.00	326,000.00	326,000.00	278,418.47	47,581.53	47,581.53	14.60
772-7720-43300	MembershipsSubscriptions	0.00	0.00	0.00	925.00	-925.00	-925.00	0.00
772-7720-43500	Office Supplies	0.00	1,000.00	1,000.00	768.80	231.20	231.20	23.12
772-7720-43501	TDM Postage	0.00	0.00	0.00	762.41	-762.41	-762.41	0.00
772-7720-43502	TDM Postage	0.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	22,500.00	22,500.00	17,656.34	4,843.66	4,843.66	21.53
772-7720-43600	Professional Services	0.00	49,500.00	49,500.00	59,634.06	-10,134.06	-10,134.06	-20.47
772-7720-43900	RentBuilding	0.00	22,000.00	22,000.00	17,630.91	4,369.09	4,369.09	19.86
772-7720-44000	Special Department Expenses	0.00	130,903.00	130,903.00	79,689.05	51,213.95	51,213.95	39.12
772-7720-44320	TravelTraining Staff	0.00	2,200.00	2,200.00	1,394.45	805.55	805.55	36.62
	Service and Supplies	0.00	229,203.00	229,203.00	178,461.02	50,741.98	50,741.98	22.14
7720	Expense	0.00	555,203.00	555,203.00	456,879.49	98,323.51	98,323.51	17.71
	WCCTAC TDM	0.00	555,203.00	555,203.00	456,879.49	98,323.51	98,323.51	17.71
7730	STMP	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
773-7730-41000	Salary	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
	Salary and Benefits	0.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00	100.00
773-7730-43600	Professional Services	0.00	115,458.00	115,458.00	0.00	115,458.00	115,458.00	100.00
773-7730-44000	Special Department Expense	0.00	4,311,226.00	4,311,226.00	1,805,826.07	2,505,399.93	2,505,399.93	58.11
	Service and Supplies	0.00	4,426,684.00	4,426,684.00	1,805,826.07	2,620,857.93	2,620,857.93	59.21
7730	Expense	0.00	4,476,684.00	4,476,684.00	1,805,826.07	2,670,857.93	2,670,857.93	59.66
	STMP	0.00	4,476,684.00	4,476,684.00	1,805,826.07	2,670,857.93	2,670,857.93	59.66
7740	WCCTAC Special Projects	0.00	0.00	0.00	1,514.42	-1,514.42	-1,514.42	0.00
774-7740-43500	Office Supplies	0.00	0.00	0.00	1,514.42	-1,514.42	-1,514.42	0.00
774-7740-43600	Professional Services	0.00	0.00	0.00	117,837.65	-117,837.65	-117,837.65	0.00
774-7740-44000	Special Department Expense	0.00	542,509.00	542,509.00	209,124.18	333,384.82	333,384.82	61.45
	Service and Supplies	0.00	542,509.00	542,509.00	328,476.25	214,032.75	214,032.75	39.45
7740	Expense	0.00	542,509.00	542,509.00	328,476.25	214,032.75	214,032.75	39.45
	WCCTAC Special Projects	0.00	542,509.00	542,509.00	328,476.25	214,032.75	214,032.75	39.45
Expense Total		0.00	0.00	6,120,764.00	3,122,038.99	2,998,725.01	2,998,725.01	0.4899



El Cerrito

Hercules

June 20, 2019

Pinole

West Contra Costa City Managers/
 Contra Costa County Administrator/
 WCCTAC TAC Members

RE: Transition to the New Subregional Transportation Mitigation Program (STMP)

Richmond

Dear City Managers, County Administrator, and WCCTAC TAC Members:

San Pablo

Thank you for your assistance in facilitating the recent approval, by all six jurisdictions, in West County of the 2019 Subregional Transportation Mitigation Program (STMP) Update. Per the new Master Cooperative Agreement and ordinances, **the new program becomes effective July 1, 2019**. Your agency should begin collecting the new fee rates on that date for building permits issued for new development.

Contra Costa County

STMP quarterly reporting forms for FY 18-19 Q4 and all STMP fees collected before July 1, 2019 must be remitted to WCCTAC by July 31, 2019.

Effective July 1, 2019, the STMP fees and categories will be:

AC Transit

BART

WestCAT

Type of Fee	STMP Fee per Unit	STMP Fee per Square Foot
Single Family	\$ 5,439	
Multi Family	\$ 2,679	
Senior Housing	\$ 1,469	
Hotel (per room)	\$ 3,481	
Retail / Service		\$ 6.59
Office		\$ 8.72
Industrial		\$ 5.56
Storage Facility		\$ 0.76
Other (per AM peak hour trip)	\$ 7,350	

The following are included in this email:

- The new STMP Quarterly Reporting Form, which your staff should always complete whether or not STMP fees were collected during a given reporting period. To better track collected fees, the new form requires that each development project be listed separately. The forms are due no later than 30 days after the end of a quarter;
- The recently adopted Administrative Guidelines, which are intended to serve as a handy reference for local staff;
- A link to the STMP page on the WCCTAC website (https://www.wcctac.org/app_pages/view/210). This is a useful link to share with members of the public who may have questions about the STMP. The 2019 STMP Update Report and other reference documents will also be posted on the website;

An original set of the signed Master Cooperative Agreement will be provided to your WCCTAC TAC member once all signatories have submitted their documents.

WCCTAC recognizes that several of your local staff members may be involved in the collecting, remitting, and reporting of STMP related development activity. Please share this email and its attachments with relevant engineering, planning, finance, and clerical staff that will be responsible for implementing and managing the 2019 STMP Update.

Should you have any questions, please contact Leah Greenblat, Project Manager, at LGREENBLAT@wcctac.org or 510.210.5935.

Thank you again for your on-going cooperation and support in implementing the STMP.

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth
Executive Director, WCCTAC



El Cerrito

Hercules

June 22, 2019

Lina Velasco, Planning and Building Services Director
City of Richmond, Planning Division

Pinole

450 Civic Center Plaza
Richmond, CA 94804

RE: STMP Fee Credit for Right-of-Way Dedication at 5620 Central Ave.

Richmond

Dear Ms. Velasco:

San Pablo

Thank you for contacting WCCTAC regarding the possibility of a STMP fee credit for a right-of-way dedication from the property owner of 5620 Central Ave. The property owner is proposing 46 dwelling units on the site. The proposed project would generate \$119,370 in STMP fees under the current STMP program. The subject property is adjacent to the I-80/Central Avenue Interchange Project, which is a long-standing priority project in Contra Costa County.

Contra Costa
County

Per both the 2006 and 2019 STMP Master Cooperative Agreements, a developer may receive credit against STMP fees for the dedication of land if 1) the dedication is related to a STMP project, and 2) the dedication is beyond that which would otherwise be required for approval of the proposed development. The I-80/Central Avenue Interchange Project is eligible for STMP funds under both the 2006 STMP program and the updated 2019 STMP program, so the first criterion is met.

AC Transit

Based on the information you provided, we understand that the property owner previously dedicated land to the City of Richmond for the Interchange Project based on the amount of right-of-way shown in a 2009 CCTA Feasibility Study and at that time, the developer also entered into a development agreement with the City of Richmond.

BART

Subsequently, the State of California's storm water regulations changed, which now necessitates additional right-of-way to construct a bio-swale to treat street run-off as part of the I-80/Central Avenue Interchange Project. The additional right-of-way will also allow for the relocation of a bus pullout to a better location for bicycle, pedestrian, and vehicle safety. This additional property must be acquired by the public through a purchase, eminent domain, or a developer dedication.

WestCAT

The City of Richmond, which is taking a lead role in the I-80/Central Ave. Interchange project implementation, does not have available project funds to purchase the additionally needed right-of-way. It is our understanding that the developer is willing to dedicate the additional land to the City in exchange for a STMP credit.

Given the circumstances, it appears that the land that could be dedicated by the developer to facilitate the Central Ave. project goes beyond that which would be ordinarily required for approval of a development. As such, it appears also to meet the second criterion for a developer credit.

WCCTAC staff therefore supports the City of Richmond's proposal to offer a STMP fee credit, not to exceed \$119,370 in value, towards the future housing development of 5620 Central Ave. In return, the developer would provide a dedication of additional permanent right-of-way needed to construct bio-swales and relocate a bus pullout as well as for the temporary construction easements, as shown on the attached Right-of-Way Exhibit, dated June 2019.

Thank you for working with WCCTAC staff to evaluate and resolve this situation. Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John Nemeth". The signature is written in a cursive, flowing style.

John Nemeth
Executive Director, WCCTAC

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TO: WCCTAC Board

DATE: June 28, 2019

FR: John Nemeth, Executive Director

RE: Fiscal Year 2019-2020 Work Program, Budget, and Dues

REQUESTED ACTION

Approve Resolution 18-06: FY 2019-2020 Work Program, Budget, and Member Agency Dues.

DISCUSSION

On May 24, 2019, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments and the documents remain unchanged from the drafts.

Attachments:

A: Resolution 19-06

B: FY 2020 Work Program

C: FY 2020 Budget

D: FY 2020 Member Agency Dues Schedule

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WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 19-06

ADOPTION OF FISCAL YEAR 2019-2020 WORK PROGRAM, BUDGET, AND MEMBER DUES

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

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

WHEREAS, the Fiscal Year 2019-2020 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2019-2020 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 28, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

By: _____
Chris Kelley, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form: _____
Kristopher J. Kokotaylo, General Counsel

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**WCCTAC FISCAL YEAR
2020 DRAFT WORK
PROGRAM**

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

Planning and Programming (General Operations)

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

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

REGIONAL PLANNING AND FUNDING

2. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding and delivery of priority capital projects in West County.
3. Provide support for the development of a Transportation Expenditure Plan (TEP) for a possible future county-wide ballot measure.
4. Work with CCTA on: project prioritization for Plan Bay Area 2050, the Congestion Management Plan's Capital Improvement Program, the STIP Call for Projects, the shift from LOS to VMT in the Authority's Technical Procedures, and PDA assessment.
5. Monitor Action Plan compliance by reviewing General Plans or Amendments, and work to advance goals, objectives and actions within the Action Plan.

I-80 CORRIDOR

6. Participate in follow-up, evaluation, trouble-shooting, and TAC meetings related to the Integrated Corridor Mobility (ICM) project.
7. Finalize the scope and pursue launch of a study to address I-80 HOV lane degradation and overall functionality with CCTA, Caltrans, and MTC.
8. Provide quarterly updates to the WCCTAC Board on I-80 issues.

OTHER SUB-REGIONAL ACTIVITIES

9. Continue working with CCTA and ACTC and local jurisdictions towards completion of the San Pablo Avenue Multimodal Corridor Study.
10. Continue advancement of recommendations of the High Capacity Transit Study.
11. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

GRANTS

12. Monitor grant opportunities, inform members about these opportunities, assist with grant applications, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities in the upcoming fiscal year include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

13. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), CCTA Technical Coordinating Committee (TCC), and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

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

1. Continue the West Contra Costa County Express Bus Implementation Plan, a partnership with AC Transit and WestCAT, funded by a Caltrans SB1 grant.
2. Complete the grant-funded, multi-jurisdictional Program for System Synchronization (PASS) project to improve signal timing during weekends and off-peak times on San Pablo Avenue.
3. Implement a Travel Training Program funded under a one-time allocation of Measure J 28b funds. The main goals include:
 - a. Develop and implement the West County Travel Training program. Meet with groups and individuals on how to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.
 - b. Seek additional funding from possible 5310 grant in the 2019 cycle.

Transportation Demand Management (TDM)

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

1. Manage the Commute Incentives Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations, the “Pass 2 Class” student transit ticket program. Staff will also explore smartphone app-based incentive programs, such as “Miles”.
2. Manage the Countywide Guaranteed Ride Home and Try Transit Programs.
3. Co-lead Bike to Work Day with other regional partners
4. Coordinate with the Regional 511 Rideshare and 511 Contra Costa.
5. Support Local Agency Climate Action plans and other plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
6. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
7. Implement relevant recommendations of the Countywide TDM Strategic Plan.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program is planned to go into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Finalize the updated 2019 STMP Program.
2. Collect, administer, and track funds and reporting forms.
3. Provide quarterly monitoring reports on revenue collected and status of local reporting.
4. Potentially issue calls for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.

5. Issue the Annual Report for FY18-19
6. Oversee contractual agreements with fund recipients.
7. Respond to inquiries from local agencies.

Office Administration

In the upcoming fiscal year, staff will:

1. Complete the Annual Work Program, Budget and Audit.
2. Provide staff development and training opportunities to keep employees skills high and to stay aware of industry trends.
3. Maintain, update, and expand content on the WCCTAC website.
4. Develop a Procurement Policy for equipment and services purchased by WCCTAC.
5. Formalize WCCTAC's Conflict of Interest Code for staff and Directors.

**SUMMARY OF ALL ACCOUNTS
FY 2019-2020 DRAFT Final Budget**

Activity	Actual FY 2017-18	Original FY 2018-19	Estimated FY 2018-19	Proposed FY 2019-20	Note
REVENUES					
33403 Grants (TDM)	513,664	555,203	555,203	559,247	
34111 Member Contributions	455,932	502,981	502,979	523,670	
343xx STMP Fees	2,000,731	2,531,000	1,735,193	3,485,879	
36102 Interest	313	-	250	-	
39906 Other Grants	270,244	557,509	323,625	625,633	
Measure J 20b, 21b, 28b	29,000	29,000	49,100	76,106	
TOTAL REVENUES	3,269,884	4,175,693	3,166,350	5,270,535	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	750,510	815,068	799,623	867,898	
41911 Liability Insurance	7,282	8,000	7,610	8,100	
Total Salaries, Benefits & Insurance	757,792	823,068	807,233	875,998	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	45,418	42,450	46,181	45,025	
<i>Audit</i>	16,598	17,450	17,443	12,500	
<i>Attorney Services</i>	12,185	19,000	22,283	14,800	
<i>Accounting Services</i>	6,727	10,500	8,220	10,000	
<i>Nexus Study (STMP)</i>	-	115,458	114,831	-	
<i>Program Related Services (TDM)</i>	15,777	21,500	36,536	40,000	
<i>Other</i>	1,986	-	1,377	-	
Total Professional Services	98,691	226,358	246,871	122,325	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	98,840	130,903	79,116	125,647	
<i>Misc. STMP Project Funding</i>	240,997	4,311,226	1,714,045	3,120,000	
<i>Student Bus Pass Program - WCCUSD</i>	46,713	70,862	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment (Senior/disabled)</i>	75,000	-	-	-	
<i>Express Bus Implementation Plan</i>	-	361,827	142,657	535,173	
<i>San Pablo Ave Corridor Study</i>	-	50,000	-	-	
<i>High Capacity Transit Study</i>	88,531	-	-	-	
<i>Contingency (WCCTAC Operations)</i>	(132)	10,000	184	10,000	
Total Special Expenses	609,949	4,994,818	2,059,627	3,923,623	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	6,270	8,000	5,619	7,200	
Total Travel/Training	6,270	8,000	5,619	7,200	
Office Expenses & Supplies					
43500 Office Supplies	4,689	5,000	4,360	5,000	
43501 Postage	1,348	2,000	1,425	1,800	
43502 TDM Postage	219	1,100	418	1,500	
43520 Printing, Copier Lease	9,418	26,300	23,577	26,550	
43900 Rent/Building	42,364	44,250	42,372	47,800	
Total Office Exp & Supplies	58,038	78,650	72,152	82,650	
TOTAL EXPENSES	1,530,740	6,130,894	3,191,502	5,011,796	
REVENUES - EXPENSES	1,739,144	(1,955,201)	(25,152)	258,739	

Beginning Fund Balance **3,818,036**
Ending Fund Balance **4,076,775**

Notes:

See notes in the attached detail sheets by account.

**DETAIL: WCCTAC Operations
FY 2019-20 DRAFT Final Budget**

Activity	Actual FY 2017-2018	Original FY 2018-2019	Estimated 2018-2019	Proposed 2019-2020	Notes
REVENUES					
34111 Member Contributions	455,932	502,979	502,979	523,670	(a)
36102 Interest - LAIF	313	-	250	-	
39906 Other - Measure J (20b & 21b)	29,000	29,000	29,000	30,706	(b)
Other - Measure J 28b	-	-	20,100	45,400	(c)
SB1 Grant - staff time	-	15,000	-	15,000	(d)
TOTAL REVENUES	485,245	546,979	552,329	614,776	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	441,097	443,068	449,174	507,448	(e)
41911 Liability Insurance	3,641	4,000	3,805	4,050	
Total Salaries, Benefits & Insurance	444,738	447,068	452,979	511,498	
Professional Services					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	16,869	17,450	17,443	18,025	
<i>IT / VOIP phone</i>	5,730	4,000	5,919	6,000	
<i>Audit</i>	16,598	7,500	11,950	12,500	
<i>Attorney Services</i>	12,185	18,000	12,936	13,800	(f)
<i>Accounting Services</i>	3,363	4,500	3,679	4,000	
<i>Other</i>	1,986	-	1,377	-	
Total Professional Services	56,731	51,450	53,304	54,325	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	(132)	10,000	184	10,000	(g)
Total Special Department Expenses	(132)	10,000	184	10,000	
Training & Mileage					
44320 Training/Mileage	3,840	5,800	3,430	5,000	
Total Training/Mileage	3,840	5,800	3,430	5,000	
Office Expenses & Supplies					
43500 Office Supplies	3,848	4,000	3,438	4,000	
43501 Postage	1,348	2,000	1,425	1,800	
43520 Printing, Copier Lease	3,455	3,800	3,830	4,050	
43900 Rent/Building	21,311	22,250	23,073	23,900	
Total Office Expense & Supplies	29,962	32,050	31,766	33,750	
TOTAL EXPENSES	535,139	546,368	541,663	614,573	
REVENUES - EXPENSES	(49,894)	611	10,666	203	

Beginning Fund Balance \$151,843

Ending Fund Balance \$152,046

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$12,046

Notes:

- (a) FY 19 dues are proposed to increase by 4.0%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) can cover staff time.
- (e) Includes new Travel Training Coordinator, 3.5% COLA.
- (f) FY 18-19 figure subject to Board approval of May agenda item #7.
- (g) Contingency per Board Reserve Policy.

**DETAIL: TDM
FY 2019-20 DRAFT Final Budget**

Activity	Actual 2017-2018	Original 2018-2019	Estimated 2018-2019	Proposed 2019-2020	Note
REVENUES					
33403 Grants	513,664	555,203	555,203	559,247	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	513,664	555,203	555,203	559,247	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	305,219	322,000	300,449	310,450	
41911 Liability Insurance	3,641	4,000	3,805	4,050	
Total Salaries, Benefits, and Insurance	308,860	326,000	304,254	314,500	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	22,819	21,000	22,819	21,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	-	1,000	406	1,000	
<i>Accounting Services</i>	3,364	6,000	4,541	6,000	
<i>Program-related services</i>	15,777	21,500	36,526	40,000	(a)
<i>Other</i>	-	-	-	-	
Total Professional Services	41,960	49,500	64,292	68,000	
TDM Program Work					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	98,840	130,903	79,116	125,647	(b)
Total TDM Program Work	98,840	130,903	79,116	125,647	
Travel & Training					
44320 Travel/Training/Mileage/Membershp	2,430	2,200	2,189	2,200	
Total Travel/Training	2,430	2,200	2,189	2,200	
Office Expenses & Supplies					
43500 Office Supplies	841	1,000	922	1,000	
43502 TDM Postage	219	1,100	418	1,500	
43520 Printing, Copier Lease	5,963	22,500	19,747	22,500	
43900 Rent / Building	21,053	22,000	19,299	23,900	
Total Office Exp & Supplies	28,076	46,600	40,386	48,900	
TOTAL EXPENSES	480,166	555,203	490,237	559,247	
REVENUES - EXPENSES	33,498	-	64,966	-	

Beginning Fund Balance 0
Ending Fund Balance 0

Notes:

- (a) Some TDM budget is shifting to program-related services.
- (b) TDM Program aiming to provide more incentives in the next fiscal year.

**DETAIL: STMP
FY 2019-20 DRAFT Final Budget**

Activity	Actual FY 2017-2018	Original FY 2018-2019	Estimated 2018-2019	Proposed FY2019-20	Note
REVENUES					
34310 County STMP Fees	1,104,535	43,500	75,637	250,000	
34315 El Cerrito STMP Fees	78,057	1,185,000	2,595	1,485,827	
34320 Hercules STMP Fees	501,747	1,000,000	570,480	350,000	
34325 Pinole STMP Fees	37,396	12,500	48,090	60,000	
34330 Richmond STMP Fees	231,910	250,000	984,269	1,265,052	
34335 San Pablo STMP Fees	47,085	40,000	54,122	75,000	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	2,000,731	2,531,000	1,735,193	3,485,879	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	4,194	50,000	50,000	50,000	(b)
Total Salaries and Benefits	4,194	50,000	50,000	50,000	
Funding of STMP Projects					
43600 Prof. Services					
<i>Nexus Study and Strategic Plan</i>	-	115,458	114,831	-	
<i>Legal Services</i>			8,941		(c)
<i>Other</i>	-	-	-	-	
Total Prof. Services	-	115,458	123,772	-	
44000 Project Funding					
<i>BART - Del Norte Modernization</i>	57	1,000,000	978,045	500,000	
<i>Nexus Study and Strategic Plan</i>	148,680	-	-	-	
<i>Hercules - Path to Transit</i>	92,260	11,226	-	-	
<i>Hercules - Ph.3 Design</i>	-	-	-	750,000	
<i>El Cerrito - Ohlone Greenway</i>	-	300,000	300,000	-	
<i>I-80 San Pablo Dam Road Interchange</i>	-	-	436,000	-	
<i>San Pablo Dam Rd. Sidewalk</i>	-	-	-	270,000	
<i>San Pablo Ave. Bridge Replacement</i>	-	-	-	800,000	
<i>Bay Trail Gap at Tennent Ave.</i>	-	-	-	100,000	
<i>I-80/Central Ave. Ph.2</i>	-	-	-	700,000	
<i>Other Miscellaneous Projects</i>	-	3,000,000	-	-	
Total Project Funding	240,997	4,311,226	1,714,045	3,120,000	
TOTAL EXPENSES	245,191	4,476,684	1,887,817	3,170,000	
REVENUES - EXPENSES	1,755,540	(1,945,684)	(152,624)	315,879	
		Beginning Fund Balance		3,666,193	
		Ending Fund Balance		3,982,072	

Notes:

- (a) STMP receipts are forecasted to be strong based on local jurisdiction estimates and updated fee schedule.
- (b) Expenses are for costs to administer the program.
- (c) FY 18-19 figure subject to Board approval of May agenda item #7.

**DETAIL: Other Reimbursable
FY 2019-20 DRAFT Final Budget**

Activity	Actual FY 2017-18	Original FY 2018-19	Estimated FY 2018-2019	Proposed FY 2019-20	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	46,713	70,682	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment Study (senior/disabled)</i>	75,000	-	-	-	
<i>SB1 Express Bus Grant</i>	-	315,000	200,000	462,830	
<i>SB1 Express Bus Cash Match</i>	-	46,827	-	15,000	
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	-	(a)
<i>High Capacity Transit Study (28b)</i>	72,551	-	-	-	
<i>High Capacity Transit Study (BART)</i>	-	-	-	-	
<i>High Capacity Transit Study (CCTA)</i>	11,985	-	-	-	
<i>High Capacity Transit Study (MTC)</i>	3,995	-	-	-	
TOTAL REVENUES	270,244	542,509	323,625	610,633	
EXPENSES					
Special Project Expenses					
43600 Professional Services	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	46,713	70,682	63,625	72,803	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Needs Assesment (senior/disabled)</i>	75,000	-	-	-	
<i>Express Bus Implementation Plan</i>	-	361,827	142,657	535,173	
<i>San Pablo Ave. Corridor Study</i>	-	50,000	-	-	(a)
<i>High Capacity Transit Study</i>	88,531	-	-	-	
Total Special Project Expenses	270,244	542,509	266,282	667,976	
TOTAL EXPENSES	270,244	542,509	266,282	667,976	
REVENUES - EXPENSES	-	-	57,343	(57,343)	
			Beginning Fund Balance	-	
			Ending Fund Balance	(0)	

Notes:

- (a) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.

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DRAFT FINAL
FY2020 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 20 Dues
City of El Cerrito	9.1%	\$48,930
City of Hercules	9.1%	\$48,930
City of Pinole	9.1%	\$48,930
City of Richmond	27.2%	\$146,790
City of San Pablo	9.1%	\$48,930
Contra Costa County	9.1%	\$48,930
AC Transit	9.1%	\$48,930
BART	9.1%	\$48,930
WestCAT	9.1%	\$48,930
<i>discount</i>		(<i>\$14,560</i>)
WestCAT Subtotal		\$34,370
Total	100.0%	\$523,670

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
FY 10-11	\$42,772
FY 11-12	\$42,722
FY 12-13	\$36,675
FY 13-14	\$25,482
FY 14-15	\$36,675
FY 15-16	\$36,675
FY 16-17	\$39,975
FY 17-18	\$42,772
FY 18-19	\$47,049

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TO: WCCTAC Board

MEETING DATE: June 28, 2019

FR: John Nemeth, Executive Director

RE: **New Transportation Expenditure Plan (TEP)**

REQUESTED ACTION

1) Revisit WCCTAC's proposed allocation of funds in the TEP and make any adjustments as necessary, 2) Review the enclosed TEP policies, developed by the Authority, and provide any necessary feedback, 3) Consider how funds are likely to be programmed in each TEP category, based on preliminary information from the Authority, and provide any necessary feedback, 4) Consider the upcoming WCCTAC meeting schedule as it relates to the TEP.

BACKGROUND AND DISCUSSION

The Contra Costa Transportation Authority (CCTA) is developing a Transportation Expenditure Plan (TEP) for a potential sales tax measure that may go before voters on the March 3, 2020 primary election ballot. WCCTAC first discussed the TEP development process at its April 26, 2019 Board meeting. The Board later held a special meeting on May 10, 2019 that mainly involved a review of Measure X from 2016. At the May 24, 2019 Board meeting, staff reviewed the latest public opinion research on the TEP. The Board also developed a draft funding allocation for West County's share of the TEP. At the special meeting on June 7, 2019, the Board refined its funding allocation in light of a newer revenue total provided by the Authority. Staff then sent a letter to CCTA formalizing the Board's comments, which is included as Attachment A.

The Authority appreciated the detailed feedback provided by WCCTAC but has not yet fully responded. The comments from RTPCs and other stakeholders are being gathered by CCTA and will result in the development of an Initial Draft TEP (to be released in early July).

1. Proposed Allocation of Funds

The table on the following page shows the most up to date funding category names in the TEP. It also includes the current funding allocations, as currently proposed by both WCCTAC and the CCTA (in millions of dollars).

At its meeting on June 19, 2019, the Authority discussed the amounts proposed for the *Administration* and the *Transportation Planning, Facilities, and Services* categories. The CCTA Board decided that it would maintain its original proposed amounts for these categories, of 1% and 3% respectively. These amounts are higher than Measure X and higher than the WCCTAC proposal. However, given that the Authority is very unlikely to change these

allocations, staff recommends that the WCCTAC Board adopt these figures in its proposal as well. The implication of this change is that WCCTAC will need to reduce one or more categories by a total of \$16.03M to make room for the higher administration and planning costs. If WCCTAC does not make this adjustment, it is likely that the Authority will anyway.

Category	CCTA allocation	CCTA allocation %	WCCTAC allocation	WCCTAC allocation %
Fix and Modernize Local Roads	\$101.03	14.2%	\$104.05	14.6%
Increase Bus Services and Reliability in West Contra Costa	\$110.55	15.5%	\$173.42	24.3%
Improve Transit Reliability along the I-80 Corridor	\$95.00	13.3%	\$92.26	12.9%
Cleaner, Safer BART	\$23.00	3.2%	\$22.20	3.1%
e-BART cars, Parking	\$23.00	3.2%	\$22.20	3.1%
Enhance Ferry Service and Commuter Rail in Contra Costa	\$30.00	4.2%	\$34.68	4.9%
Relieve Congestion and Improve Local Access along I-80 Corridor	\$60.00	8.4%	\$58.27	8.2%
Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge	\$20.00	2.8%	\$19.40	2.7%
Improve Walking and Biking on Streets and Trails	\$49.97	7.0%	\$52.03	7.3%
Affordable Transportation for Seniors, Veterans, and People with Disabilities	\$37.00	5.2%	\$41.62	5.8%
Safe Transportation for Youth and Students	\$40.00	5.6%	\$27.75	3.9%
Seamless Connected Transportation Options and Reduce Emissions	\$38.60	5.4%	\$24.28	3.4%
Improve Traffic Flow on Local Streets	\$34.93	4.9%	\$10.41	1.5%
Focused Growth, Support Economic Development, Create Jobs in Contra Costa	\$16.00	2.2%	\$10.41	1.5%
Transportation Planning, Facilities & Services	\$21.38	3.0%	\$8.91	1.3%
Regional Transportation Priorities	\$5.00	0.7%	\$7.13	1.0%
Administration	\$7.12	1.0%	\$3.56	0.5%
TOTAL	712.58	100%	712.58	100%

Given that the Authority also established that the *Fix and Modernize Local Roads* return-to-source category would be set at 15% for now, it is unlikely that the figure in the WCCTAC proposal could be reduced. In fact, the Authority may raise the dollar figure to \$106.89 to make it an even 15%.

Lastly, the Authority did not accept WCCTAC's previous proposal to consolidate the two BART-related categories. However, it did signal that WCCTAC could propose to shift its funds out of the *E-BART cars, Parking* category and into the *Cleaner, Safer BART* category which is related to station improvements and modernization.

In addition considering the aforementioned adjustments, the Board should consider whether it is satisfied with the overall proposed allocation or whether it would like to make any additional changes.

2. TEP Policies

The following policies are being proposed by the Authority for inclusion in the TEP:

- The Growth Management Program
- Urban Limit Line (ULL) Compliance Requirements
- Complete Streets Policy
- Advance Mitigation Program
- Taxpayer Safeguards and Accountability
- TEP Transit Policy
- Vision Zero Policy

The most current language for each of these policies is included as Attachment B. Staff is seeking feedback that the Board regarding these policies in order to forward any concerns to the Authority. Staff's only concerns are with the TEP Transit Policy and are similar to those of local transit operators.

Specifically, within the TEP Transit Policy, under policy #6, staff believes that the implementation and applicability of emerging technologies should ultimately be determined by the operators themselves rather than by the Authority. And, in policy #7, staff believes that local operators should be effectively held harmless if they are unable to achieve fare integration and a universal payment method within Contra Costa because of ongoing efforts by MTC to achieve the same objective.

3. Funding Method for TEP Categories

CCTA staff are currently developing details about how the funding process is expected to work for each of the categories in the TEP. If the Measure passes, CCTA is planning to adopt detailed funding guidelines. The TEP will include a performance based review of certain large capital projects and may include other required performance criteria.

The *Fix and Modernize Local Roads* return-to-source funding category is expected to work like the current *Local Streets Maintenance and Improvements* category in Measure J.

Categories that involve funding for capital projects will also likely work in a way that is similar to the current Measure J. The Authority directs funding to capital projects, in consultation with the RTPC's and local jurisdictions, based on priority and timing and with the aim of leveraging outside funds. It is likely that the *Relieve Congestion and Improve Local Access along I-80 Corridor* category for highway improvements, the *Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge* category, and possibly the *Cleaner, Safer BART* category will work this way.

There are two categories whose funding details will be determined by plans that the Authority will develop. These include the *Increase Bus Service and Reliability in West Contra Costa* category, which will provide funding to local bus operators, and the *Affordable Transportation for Seniors, Veterans, and People with Disabilities* category. This differs from Measure J which does not have governing plan developed by CCTA for similar categories. Currently, CCTA programs the majority of Measure J funds to bus operators, and for senior and disabled transportation, with the subregions programming some of the funds as well.

CCTA anticipates that three categories will be competitive at the countywide scale. These include the: *Seamless Connected Transportation Options and Reduce Emissions* (technology) category, the *Focused Growth, Support Economic Development, Create Jobs in Contra Costa* category (similar to TLC), and the *Improve Walking and Biking on Streets and Trails* category. At present, in Measure J, funding for bicycle and pedestrian improvements and for transportation for livable communities (TLC) is mainly competitive at the county scale. However, about a 25% of this funding is earmarked for West County and is competitive at the subregional scale.

The Authority anticipates that the *Improve Traffic Flow on Local Streets* category (road improvements/grade separations) will be competitive at the subregional scale. For categories that are competitive at the countywide scale, the Authority has pledged that there will be geographic equity, although possibly not within a single grant cycle, but over a time scale to be determined.

Staff is seeking any feedback from the WCCTAC Board about how funding categories in the TEP are currently expected to function.

4. WCCTAC's Upcoming Meeting Schedule

CCTA is expected to publically release its official Initial Draft TEP sometime between July 3rd and July 8th. As a result, the WCCTAC Board should have the ability to react to the Initial Draft TEP at its tentatively scheduled July 12th meeting. Consequently, staff recommends that this special meeting remain on the meeting calendar.

WCCTAC could provide formal comments to the Authority after its July 12th special meeting, after its July 28th regular meeting, or after both. The Authority has asked that all feedback, including from RTPCs be provided before August 1st. WCCTAC Staff does not believe that a special WCCTAC Board meeting in August is necessary at this time. During August, CCTA will finalize the Draft TEP and may release it for circulation to local jurisdictions at its August 21st special meeting.

Attachments:

- A. WCCTAC Letter to CCTA regarding the TEP (June 12, 2019)
- B. CCTA Staff Report: Proposed Policies to be Contained in the Initial Draft TEP

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El Cerrito

Hercules

June 12, 2019

Pinole

Contra Costa Transportation Authority
 2999 Oak Road, #100
 Walnut Creek, CA 94597

RE: Initial Draft Transportation Expenditure Plan

CCTA Staff:

Richmond

I am writing on behalf of the WCCTAC Board to provide feedback on the Initial Draft Transportation Expenditure Plan (TEP) that is currently being developed by the Authority. At WCCTAC, we appreciate the hard work of both the Commission and the Authority staff in identifying transportation needs within Contra Costa County and putting together a draft funding plan to address those needs.

San Pablo

The WCCTAC Board has held two special meetings to date, one on May 10th and another on June 7th to discuss the TEP. The Board also discussed the TEP at its regularly scheduled meeting on May 24th. Like the Commission, the Board has been building additional meeting capacity into its schedule in order to evaluate transportation priorities in West County and to provide constructive input. At its most recent meeting, the Board reviewed the draft funding allocation for West County as provided by the Authority at its June 5th meeting.

Contra Costa
 County

The WCCTAC Board is generally supportive of the overall structure of the Initial Draft TEP. It has not identified any major missing or unnecessary funding categories. It recognizes that the names for funding categories should be outcomes-oriented, as recommended by the public opinion research consultant, and concurs with the proposed categories.

AC Transit

BART

The Board did suggest that the two BART line items be combined into a single funding category. WCCTAC is concerned that one of these line items, involving e-BART cars, parking, and access, may not apply well to West County. Naturally, there is no e-BART in West County. And, currently, there are no major parking projects in development and few major access improvement projects, particularly given that the Del Norte BART Modernization Project is nearly complete. Combining the two BART categories will help to ensure funds are able to be used for BART-related priority improvements in West County. WCCTAC is also requesting that a detailed study of a BART extension to San Pablo/North Richmond be eligible for funding in this category.

WestCAT

WCCTAC strongly supports the implementation of additional express bus service and consequently strongly supports the “Improve transit reliability along the I-80 corridor” funding category. The intent of the WCCTAC Board is for that category to be focused on operating and capital funding that will allow for express bus service implementation. As such, the potential improvements to San Pablo Avenue and improved transit connections between the Richmond Ferry, BART and Contra Costa College should be moved to the “Increase Bus Service and Reliability” category.

WCCTAC generally concurs with the proposed funding levels for a variety of categories in the Initial Draft TEP. These include: 1) Fix and Modernize Local Roads; 2) Improve Transit Reliability along I-80; 3) Cleaner, Safer BART; 3) e-BART cars, BART Parking, and Access; 3) Enhance Ferry and Commuter Rail in Contra Costa; 4) Relieve Congestion and Improve Local Access along I-80 Corridor; 5) Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge; and 6) Affordable Transportation for Seniors, Veterans, and People with Disabilities.

WCCTAC is concerned about the suggested level of funding for several of the categories, however, and is proposing modifications. The Board is recommending significantly more funding in the “Increase Bus Service and Reliability” category, which can include better service along San Pablo Avenue, and between Contra Costa College, BART, and the Richmond Ferry. WCCTAC also supports more funding in the Improve Walking and Biking on Streets and Trails category.

WCCTAC is recommending somewhat less funding allocated to the “Safe Transportation for Youth and Students Category”. This category would be used to expand the low income student bus pass program to middle school youth. The amount proposed by the Authority, however, may be somewhat larger than is necessary to accomplish that goal.

WCCTAC is also recommending less funding in the “Seamless Connected Transportation Options and Reduce Emission” category than the Authority. WCCTAC recognizes the importance of technology but believes that appropriate technology can and should be incorporated into any and all projects, programs, or modes of transportation. Many of the activities identified in this category are either: able to be funded through other sources, being implemented at the regional or local scale, currently performed by our existing TDM programs, or better suited to private / non-profit development and implementation.

Additionally, WCCTAC is recommending a lower allocation for the “Complete and Improve Traffic Flow on Local Streets.” West County has relatively few priority projects that fit this category. Moreover, a combination of other measures (Measure J, RM3, SB1) have increased the availability of funding for these types of projects. The complete streets aspect of this category could be moved to the “Improve Walking and Biking on Streets and Trails” category.

Lastly, WCCTAC supports the flexible “Regional Transportation Priorities” category. However, the Board is concerned about the large proposed allocation of funds for CCTA Administration and Planning as compared with Measure X.

The table below compares the funding allocations as proposed by CCTA in its June 5th meeting with the amounts proposed by the WCCTAC Board at its June 7th meeting. We look forward to reviewing the next iteration of the TEP and to providing feedback on additional plan details.

Funding Category	Allocation proposed by CCTA (in millions)	Allocation proposed by WCCTAC (in millions)
Fix and Modernize Local Roads	\$101.03	\$104.05
Increase Bus Transit	\$110.55	\$173.42
Improve Transit Reliability along I-80	\$95.00	\$92.26
Cleaner, Safer BART	\$23.00	\$22.20
e-BART cars, BART parking, and access	\$23.00	\$22.20
Enhance Ferry and Commuter Rail in Contra	\$30.00	\$34.68
Relieve Congestion and Improve Local Access along I-80 Corridor	\$60.00	\$58.27
Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge	\$20.00	\$19.40
Improve Walking and Biking on Streets and Trails	\$35.18	\$52.03
Affordable Transportation for Seniors, Veterans, and People with Disabilities	\$37.00	\$41.62
Safe Transportation for Youth and Students	\$40.00	\$27.75
Seamless Connected Transportation Options and Reduce Emissions	\$38.60	\$24.28
Complete and Improve Traffic Flow on Local Streets	\$48.65	\$10.41
Focused Growth, Support Economic Development, Create Jobs	\$16.00	\$10.41
Transportation Planning	\$21.38	\$8.91
Regional Transportation Priorities	\$5.00	\$7.13
Administration	\$8.19	\$3.56
Total	\$712.58	\$712.58

Sincerely,



John Nemeth
WCCTAC Executive Director

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Subject	Proposed Policies to be Contained in the Initial Draft Transportation Expenditure Plan (TEP)
Summary of Issues	At its special meeting on June 12, 2019, the Authority Board discussed several existing and proposed new Policy Statements that may be included in the Initial Draft TEP. Staff provided a summary of possible changes to the 2016 TEP Policy Statements and possible additional Policy Statements. Based on comments received from the Authority Board, staff revised the proposed Policy Statements from the 2016 TEP, and developed the new Policy Statements.
Recommendations	Staff seeks Authority Board comments on the Policy Statements to be included in the Initial Draft TEP.
Financial Implications	The cost to the Authority of implementing Policy Statements is included in the proposed 1% of anticipated sales tax revenue reserved for Administration in the Initial Draft TEP.
Options	The Authority Board could elect to direct staff to use the 2016 TEP Policy Statements in the Initial Draft TEP, and revise the Policy Statements based on input from the Regional Transportation Planning Committees (RTPCs), cities/towns and Contra Costa County, stakeholders and the public.
Attachments	<p>A. Policy Statements in 2016 TEP, Updated for the Initial Draft TEP</p> <p>B. New Transit Policy</p> <p>C. New Vision Zero Policy and Framework – <i>Handout at Authority Board Special Meeting</i></p>
Changes from Committee	N/A

Background

The Authority Board has approved various administrative, financial and accountability policies beginning with the passage of Measure C in 1988 and the Authority's approval of Ordinance 88-01, which was subsequently amended in 2006 with the approval of Measure J. Ordinance 88-01, as amended, contains certain policies related to administrative and accounting practices, committee structures, local hiring preference, allocation of funds, and maintenance-of-effort, among others.

Over time, transportation sales tax measures included additional policies to expand accountability and transparency, increase public participation, impose certain requirements on the recipients of measure funds, and address future uncertainties.

Discussion of Proposed Changes to the 2016 TEP Policy Statements

During the development of the 2016 TEP, the Authority Board reviewed other sales tax measures and received suggested policy considerations from stakeholders and advocates. After much debate and careful consideration, the Authority included the following Policy Statements in the 2016 TEP:

- Growth Management Program (GMP)/Urban Limit Line (ULL) Compliance Requirements;
- Complete Streets Policy;
- Advance Mitigation Program; and
- Taxpayer Safeguards and Accountability.

At the special meeting of the Authority Board on June 12, 2019, staff provided a recommendation to include each of these Policy Statements in the Initial Draft TEP and provided an overview of possible considerations for revision to the GMP/ULL Compliance Requirements Policy.

In general, staff recommended no substantive changes to the Complete Streets Policy, Advance Mitigation Program and the Taxpayer Safeguards and Accountability Policy. Staff recommended these policies simply be updated to reflect current status and to be consistent with possible new Policy Statements (see following discussion for proposed changes to the Taxpayer Safeguards and Accountability Policy in lieu of a new Periodic Program Review Policy). The Authority Board concurred with staff recommendations. In addition, stakeholders are working to develop widely supported language to address contracting provisions. That language will be provided at the June 19th special meeting of the Authority Board.

Staff outlined two areas of considerations for substantive changes to the GMP/ULL Compliance Requirements Policy Statements. The Authority Board directed staff to update the ULL Compliance Policy as proposed in the 2016 TEP for inclusion in the Initial Draft TEP. Staff proposes to address the potential sunset of Contra Costa County's ULL in 2026 by adding the following new section to the ULL Compliance Requirement Policy.

Proposed new language for the Initial Draft TEP (new paragraph 4 in the "Revision to the ULL" section of the ULL Compliance Requirements Policy):

4. Expiration of the County ULL

The County ULL approved by voters as Measure L (2006) expires in 2026. In the event that the County ULL is not extended past its expiration date, the legislative body of each local jurisdiction relying on the County ULL shall:

- a. Accept and approve its existing ULL to continue as its applicable ULL, or
- b. Adopt a locally initiated, voter approved ULL (LV-ULL) in accordance with the requirements outlined for a LV-ULL contained in the definitions section.

Discussion of Proposed New Policy Statements

Staff also discussed three additional new Policy Statements for the Initial Draft TEP:

1) Transit Policy (Attachment B)

The draft Transit Policy includes a vision for a public transit system that provides convenient, safe, affordable and reliable service that offers an attractive alternative to private automobile usage. The draft policy includes the requirement for Contra Costa transit operators to collaborate in the development of an Integrated Transit Plan (ITP). The ITP would define how TEP funding could be used to achieve the Transit Vision. The ITP includes the following provisions:

- Focus on delivering a streamlined and unified experience for the customer across all modes and transit operators;
- Inclusion of the elements of the ITP pertinent to each operator's service area into their respective Short Range Transit Plans;
- Expectation that transit operating funds from the TEP would be used to support additional service on existing routes and/or service on new routes, not to subsidize existing transit service;

- Expectation that public agencies and transit operators leverage new and emerging technologies to address first-mile/last-mile connections between transit stops and other traveler destinations; and
- Goals for fare and schedule integration among transit operators.

Staff has received positive constructive feedback on the proposed Transit Policy from the Bus Transit Coordinating Committee. Staff has considered their input in the attached Transit Policy (Attachment B). Based on the feedback, the Transit Policy encourages a transit first approach when improving roadways in Contra Costa County.

2) Periodic (10-Year) TEP Program Review

Staff discussed a proposal to develop a Periodic (10-Year) TEP Program Review Policy. This new policy is envisioned to include the following:

- Update the financial forecast, progress made regarding meeting the commitments of the expenditure plan, and new opportunities that are becoming better defined;
- Assess impacts of leveraged funds;
- Adjust funding, if necessary, due to revenue shortfalls; and
- Invest increased revenues in projects and programs deemed by the Authority to best serve the residents of Contra Costa County.

The goal of the Periodic Program Review is to increase accountability of meeting TEP commitments, react to changing economic conditions (both plus and minus), leverage new funding opportunities, and reflect changed conditions.

The existing Taxpayer Safeguards and Accountability Policy includes many of the provisions that a new Periodic Program Review Policy would contain. Upon further consideration, staff recommends that the existing Taxpayer Safeguards and Accountability Policy be amended to be consistent with the above stated goals. The proposed changes are shown in Attachment A in track-changes. A summary of the proposed changes include:

- Non-substantive change to Article 13, Geographic Equity, to remove redundancy with later articles;
- Add new Article 25, Strategic Delivery Plan, to formalize current Strategic Plan process;
- Add new Article 26, Periodic Review of Expenditure Plan, to formalize the considerations and process of periodically reviewing the Expenditure Plan;

- Edits in Article 27, Programming of Excess Funds (formerly referred to as Programming Variation from the Expected Revenue). This article addresses specific situations where excess funds become available that may be programmed to other projects in a subregion or for actions deemed by the Authority to best serve the residents of Contra Costa County; and
- Edits in Article 28, Reprogramming Funds (formerly referred to as Fund Allocations). This article addresses the situation where funds are unused due to an inability to deliver an expenditure plan project. The unused funds may be reprogrammed as defined.

3) Vision Zero Policy and Framework (Attachment C)

A proposal for a Vision Zero Policy and Framework was discussed. Vision Zero is a strategy to eliminate all traffic-related deaths and severe injuries, while increasing safety, health, and mobility for all. The Vision Zero Framework will consist of the policies, goals and strategic action necessary to achieve Vision Zero, and the initiatives and actions jurisdictions and transit providers can take to advance Vision Zero.

The goals of the Vision Zero Policy and Framework include:

- Eliminate traffic-related severe injuries and fatalities in Contra Costa County through proactive engineering and design;
- Invest equitably in traffic safety improvement programs and projects; and
- Expand traffic safety education for all users.

The Vision Zero Policy (Attachment C) will be made available as a handout at the special meeting of the Authority Board on June 19, 2019.

Staff seeks Authority Board comments on the Policy Statements to be contained in the Initial Draft TEP.

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Attachment A - Policy Statements in 2016 TEP, Updated for the Initial Draft TEP

THE GROWTH MANAGEMENT PROGRAM (GMP)**Goals and Objectives**

The overall goal of the GMP is to preserve and enhance the quality of life and promote a healthy, strong economy to benefit the people and areas of Contra Costa County through a cooperative, multi-jurisdictional process for managing growth, while maintaining local authority over land use decisions.¹

The objectives of the GMP are to:

- Assure that new residential, business and commercial growth pays for the facilities required to meet the demands resulting from that growth;
- Require cooperative transportation and land use planning among Contra Costa County, cities/towns, and transportation agencies;
- Support land use patterns within Contra Costa County that make more efficient use of the transportation system, consistent with the General Plans of local jurisdictions; and
- Support infill and redevelopment in existing urban and brownfield areas.

The Measure J Transportation Expenditure Plan (TEP) GMP, which includes Principles of Agreement for Establishing the Urban Limit Line (ULL), is replaced in its entirety by this GMP and ULL Definitions and Compliance Requirements.

Components

To receive its share of “A Plan for Contra Costa’s Future 2020 TEP” funding from Fix and Modernize Local Roads funds and its share of Contra Costa County’s Measure J Transportation Sales Tax Expenditure Plan Local Streets Maintenance & Improvements funding and to be eligible for Contra Costa County’s Measure J Transportation Sales Tax Expenditure Transportation for Livable Communities (TLC) funds and the Contra Costa County 2020 TEP funding from Focus Growth, Support Economic Development, and Create Jobs in Contra Costa County funds each jurisdiction must:

1. *Adopt a Growth Management Element (GME)*

Each jurisdiction must adopt, or maintain in place, a GME as part of its General Plan that outlines the jurisdiction’s goals and policies for managing growth and requirements for achieving those goals. The GME must show how the jurisdiction will comply with sections 2–8 below. The Authority will refine its model GME and administrative procedures in consultation with the Regional Transportation Planning Committees (RTPCs) to reflect the revised GMP.

Each jurisdiction is encouraged to incorporate other standards and procedures into its GME to support the objectives and required components of the GMP.

2. *Adopt a Development Mitigation Program*

Each jurisdiction must adopt, or maintain in place, a Development Mitigation Program to ensure that new growth is paying its share of the costs associated with that growth. This program shall consist of both a local program to mitigate impacts on local streets and other facilities and a regional program to fund regional and subregional transportation projects, consistent with the Countywide Transportation Plan (CTP).

The jurisdiction's local Development Mitigation Program shall ensure that revenue provided from this measure shall not be used to replace private developer funding that has or would have been committed to any project.

The regional Development Mitigation Program shall establish fees, exactions, assessments or other mitigation measures to fund regional or subregional transportation improvements needed to mitigate the impacts of planned or forecast development. Regional Mitigation Programs may adjust such fees, exactions, assessments or other mitigation measures when developments are within walking distance of frequent transit services or are part of a mixed-use development of sufficient density and with necessary facilities to support greater levels of walking and bicycling. Each RTPC shall develop the regional Development Mitigation Program for its region, taking account of planned and forecast growth and the Multimodal Transportation Service Objectives (MTSOs) and actions to achieve them established in the Action Plans for Routes of Regional Significance. RTPCs may use existing regional mitigation programs, if consistent with this section, to comply with the GMP.

3. *Address Housing Options*

Each jurisdiction shall demonstrate reasonable progress in providing housing opportunities for all income levels as part of a report on the implementation of the actions outlined in its adopted Housing Element. The report will demonstrate progress by:

- a. Comparing the number of housing units approved, constructed or occupied within the jurisdiction over the preceding five years with the number of units needed on average each year to meet the housing objectives established in the jurisdiction's Housing Element; or
- b. Illustrating how the jurisdiction has adequately planned to meet the existing and projected housing needs through the adoption of land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development; or
- c. Illustrating how a jurisdiction's General Plan and zoning regulations facilitate the improvement and development of sufficient housing to meet those objectives.

In addition, each jurisdiction shall consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the level of transportation capacity that can reasonably be provided, and shall incorporate policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments.

4. *Participate in an Ongoing Cooperative, Multi-Jurisdictional Planning Process*

Each jurisdiction shall participate in an ongoing process with other jurisdictions and agencies, the RTPCs and the Authority to create a balanced, safe and efficient transportation system and to manage the impacts of growth. Jurisdictions shall work with the RTPCs to:

- a. Identify Routes of Regional Significance, and MTSOs or other tools adopted by the Authority for measuring performance and quality of service along routes of significance, collectively referred to as MTSOs for those routes and actions for achieving those objectives;
- b. Apply the Authority's travel demand model and technical procedures to the analysis of General Plan Amendments and developments exceeding specified thresholds for their effect on the regional transportation system, including on Action Plan objectives;
- c. Create the Development Mitigation Programs outlined in section 2 above; and
- d. Help develop other plans, programs and studies to address other transportation and growth management issues.

In consultation with the RTPCs, each jurisdiction will use the travel demand model to evaluate changes to local General Plans and the impacts of major development projects for their effects on the local and regional transportation system and the ability to achieve the MTSOs established in the Action Plans.

Jurisdictions shall also participate in the Authority's ongoing countywide comprehensive transportation planning process. As part of this process, the Authority shall support countywide and subregional planning efforts, including the Action Plans for Routes of Regional Significance, and shall maintain a travel demand model. Jurisdictions shall help maintain the Authority's travel demand modeling system by providing information on proposed improvements to the transportation system and planned and approved development within the jurisdiction.

5. *Continuously Comply with an Urban Limit Line (ULL)*

In order to be found in compliance with this element of the Authority's GMP, all jurisdictions must continually comply with an applicable voter approved ULL. Said ULL may either be the Contra Costa County voter-approved ULL or a locally-initiated, voter-approved ULL (LV-ULL).

Additional information and detailed compliance requirements for the ULL are fully defined in the ULL Compliance Requirements, which are incorporated herein.

Any of the following actions by a local jurisdiction will constitute non-compliance with the GMP:

1. The submittal of an annexation request to the Local Agency Formation Commission (LAFCO) for lands outside of a jurisdiction's applicable ULL.
2. Failure to conform to the Authority's ULL Compliance Requirements.

6. *Develop a Five-Year Capital Improvement Program (CIP)*

Each jurisdiction shall prepare and maintain a CIP that outlines the capital projects needed to implement the goals and policies of the jurisdiction’s General Plan for at least the following five-year period. The CIP shall include approved projects and an analysis of the costs of the proposed projects, as well as a financial plan for providing the improvements. The jurisdiction shall forward the transportation component of its CIP to the Authority for incorporation into the Authority’s database of transportation projects.

7. *Adopt a Transportation Systems Management (TSM) Ordinance or Resolution*

To promote carpools, vanpools and park-and-ride lots, each jurisdiction shall adopt a local ordinance or resolution that conforms to the model TSM Ordinance that the Authority has drafted and adopted. Upon approval of the Authority, cities/towns with a small employment base may adopt alternative mitigation measures in lieu of a TSM ordinance or resolution.

8. *Adopt Additional Growth Management Policies, as Applicable*

Each jurisdiction shall adopt and thereafter continuously maintain the following policies (where applicable):

1. Hillside Development Policy;
2. Ridgeline Protection Policy;
3. Wildlife Corridor Policy; and
4. Creek Development Policy.

Where a jurisdiction does not have a developable hillside, ridgeline, wildlife corridor or creek, it need not adopt the corresponding policy. An ordinance that implements the East Contra Costa Habitat Conservation Plan (HCP)/Natural Community Conservation Plan Act (NCCP) shall satisfy the requirement to have an adopted Wildlife Corridor Policy and Creek Development Policy. In addition to the above, jurisdictions with Prime Farmland and Farmland of Statewide Importance (FMMP) (as defined by the California Department of Conservation and mapped by FMMP) within their planning areas but outside of their city/town shall adopt and thereafter continuously maintain an Agricultural Protection Policy. The policy must ensure that potential impacts of converting FMMP outside the ULL to other uses are identified and disclosed when considering such a conversion. The applicable policies are required to be in place by no later than July 1, 2022.

Allocation of Funds

Portions of the monies received from the retail transaction and use tax will be returned to the local jurisdictions (the cities/towns and County) for use on local, subregional and/or regional transportation improvements and maintenance projects. Receipt of all such funds requires

compliance with the GMP and the allocation procedures described below. The funds are to be distributed on a formula based on population and road miles.

Each jurisdiction shall demonstrate its compliance with all of the components of the GMP in a completed compliance checklist. The jurisdiction shall submit, and the Authority shall review and make findings regarding the jurisdiction's compliance with the requirements of the GMP, consistent with the Authority's adopted policies and procedures.

If the Authority determines that the jurisdiction complies with the requirements of the GMP, it shall allocate to the jurisdiction its share of Contra Costa's 2020 TEP funding from the Fix and Modernize Local Roads category and its share of Contra Costa County's Measure J Transportation Sales Tax Expenditure Plan Local Streets Maintenance & Improvements funding. Jurisdictions may use funds allocated under this provision to comply with these administrative requirements.

If the Authority determines that the jurisdiction does not comply with the requirements of the GMP, the Authority shall withhold those funds and also make a findings that the jurisdiction shall not be eligible to receive Contra Costa's 2020 TEP funding from Focus Growth, Support Economic Development, and Create Jobs in Contra Costa County funds or Contra Costa County's Measure J Transportation Sales Tax Expenditure Plan TLC funds until the Authority determines that the jurisdiction has achieved compliance. The Authority's findings of noncompliance may set deadlines and conditions for achieving compliance.

Withholding of funds, reinstatement of compliance, reallocation of funds, and treatment of unallocated funds shall be as established in adopted Authority policies and procedures.

Footnote:

1. The Authority will, to the extent possible, attempt to harmonize the GMP and the State-mandated Congestion Management Programs (CMPs). To the extent they conflict, CMP Activities shall take precedence over the GMP activities.

URBAN LIMIT LINE (ULL) COMPLIANCE REQUIREMENTS

Definitions - the following definitions apply to the GMP ULL requirement:

1. Urban Limit Line (ULL): A ULL, urban growth boundary, or other equivalent physical boundary judged by the Authority to clearly identify the physical limits of the local jurisdiction's future urban development.
2. Local Jurisdictions: Includes Contra Costa County, the 19 cities and towns within Contra Costa County, plus any newly incorporated cities or towns established after July 1, 2020.
3. County ULL: A ULL placed on the ballot by the Contra Costa County Board of Supervisors, approved by voters at a countywide election, and in effect through the applicable GMP compliance period. The current County ULL was established by Measure L approved by voters in 2006.

The following local jurisdictions have adopted the County ULL as their applicable ULL:

City of Brentwood	Town of Moraga
City of Clayton	City of Oakley
City of Concord	City of Orinda
Town of Danville	City of Pinole
City of El Cerrito	City of Pleasant Hill
City of Hercules	City of Richmond
City of Lafayette	City of San Pablo
City of Martinez	City of Walnut Creek

4. Local Voter ULL (LV-ULL): A ULL or equivalent measure placed on the local jurisdiction ballot, approved by the jurisdiction's voters, and recognized by action of the local jurisdiction's legislative body as its applicable, voter-approved ULL. The LV-ULL will be used as of its effective date to meet the Authority's GMP ULL requirement and must be in effect through the applicable GMP compliance period.

The following local jurisdictions have adopted a LV-ULL:

City of Antioch
City of San Ramon
City of Pittsburg

5. Minor Adjustment: An adjustment to the ULL of 30 acres or less is intended to address unanticipated circumstances.
6. Other Adjustments: Other adjustments that address issues of unconstitutional takings, and conformance to State and Federal law.

Revisions to the ULL

1. A local jurisdiction, which has adopted the County ULL, as its applicable ULL may revise its ULL with local voter approval at any time during the term of the Authority's GMP by adopting a LV-ULL in accordance with the requirements outlined for a LV-ULL contained in the definitions section.
2. A local jurisdiction may revise its LV-ULL with local voter approval at any time during the term of the Authority's GMP if the resultant ULL meets the requirements outlined for a LV-ULL contained in the definitions section.
3. If voters, through a countywide ballot measure, approve a revision to the County ULL, the legislative body of each local jurisdiction relying on the County ULL shall:
 - a. Accept and approve its existing ULL to continue as its applicable ULL, or
 - b. Accept and approve the revised County ULL as its applicable ULL, or
 - c. Adopt a LV-ULL in accordance with the requirements outlined for a LV-ULL contained in the definitions section.
4. The County ULL approved by voter as Measure L (2006) expires in 2026. In the event that the County ULL is not extended past its expiration date, the legislative body of each local jurisdiction relying on the County ULL shall:
 - a. Accept and approve its existing ULL to continue as its applicable ULL, or
 - b. Adopt a LV-ULL in accordance with the requirements outlined for a LV-ULL contained in the definitions section.
- 4.5. _____ Local jurisdictions may, without voter approval, enact Minor Adjustments to their applicable ULL subject to a vote of at least 4/5 of the jurisdiction's legislative body and meeting the following requirements:
 - a. Minor Adjustment shall not exceed 30 acres.
 - b. Adoption of at least one of the findings listed in the County's Measure L (§82-1.018 of County Ordinances 200606 § 3, 91-1 § 2, 90-66 § 4), which include:
 - A natural or man-made disaster or public emergency has occurred, which warrants the provision of housing and/or other community needs within land located outside the ULL.
 - An objective study has determined that the ULL is preventing the jurisdiction from providing its fair share of affordable housing, or regional housing, as required by State law, and the governing elected legislative body finds that a change to the ULL is necessary and the only feasible means to enable the County jurisdiction to meet these requirements of State law.

- A majority of the cities/towns that are party to a preservation agreement and the County have approved a change to the ULL affecting all or any portion of the land covered by the preservation agreement.
 - A minor change to the ULL will more accurately reflect topographical characteristics or legal boundaries.
 - A five-year cyclical review of the ULL has determined, based on the criteria and factors for establishing the ULL set forth in Contra Costa County Code (Section 82-1.010), that new information is available (from city/town, or County growth management studies or otherwise) or circumstances have changed, warranting a change to the ULL.
 - An objective study has determined that a change to the ULL is necessary or desirable to further the economic viability of the East Contra Costa County Airport, and either (i) mitigate adverse aviation-related environmental or community impacts attributable to Buchanan Field, or (ii) further the County's aviation related needs; or
 - A change is required to conform to applicable California or Federal law.
- c. Adoption of a findings that the proposed Minor Adjustment will have a public benefit. Said public benefit could include, but is not necessarily limited to, enhanced mobility of people or goods, environmental protections or enhancements, improved air quality or land use, enhanced public safety or security, housing or jobs, infrastructure preservation or other significant positive community effects as defined by the local land use authority. If the proposed Minor Adjustment to the ULL is proposed to accommodate housing or commercial development, said proposal must include permanent environmental protections or enhancements such as the permanent protection of agricultural lands, the dedication of open space or the establishment of permanent conservation easements.
- d. The Minor Adjustment is not contiguous to one or more non-voter approved Minor Adjustments that in total exceed 30 acres.
- e. The Minor Adjustment does not create a pocket of land outside the existing ULL, specifically to avoid the possibility of a jurisdiction wanting to fill in those subsequently through separate adjustments.
- f. Any jurisdiction proposing to process a Minor Adjustment to its applicable ULL that impacts FMMP is required to have an adopted Agricultural Protection Ordinance or must demonstrate how the loss of these agricultural lands will be mitigated by permanently protecting farmland.

5-6. _____ A local jurisdiction may revise its LV-ULL, and the County may revise the County ULL, to address issues of unconstitutional takings or conformance to State or Federal law.

Conditions of Compliance

1. Submittal of an annexation request of greater than 30 acres by a local jurisdiction to LAFCO outside of a voter-approved ULL will constitute non-compliance with the GMP.
2. For each jurisdiction, an applicable ULL shall be in place through each GMP compliance reporting period in order for the local jurisdiction to be found in compliance with the GMP requirements.

COMPLETE STREETS POLICY

Vision

This Plan envisions a transportation system and infrastructure in which each component provides reliable, safe, comfortable and convenient access for users of all ages and abilities. These users include pedestrians, bicyclists, transit riders, automobile drivers, taxis, Transportation Network Companies (TNCs) and their passengers, truckers, and people of varying abilities, including children, seniors, people with disabilities and able-bodied adults. The goal of every transportation project is to provide safer, more accessible facilities for all users. All projects shall be planned, designed, constructed and operated to accommodate for complete streets concept.

By making streets more efficient and safer for all users, a complete streets approach will expand capacity and improve mobility for all users, giving commuters convenient options for travel and minimizing the need to widen roadways.

Policy

To achieve this vision, all recipients of funding through this Plan shall consider and accommodate, wherever possible and subject to the exceptions listed in this Policy, the needs of all users in the planning, design, construction, reconstruction, rehabilitation and maintenance of the transportation system. This determination shall be consistent with the exceptions listed below. Achieving this vision will require balancing the needs of different users and may require reallocating existing Rights-of-Way (ROW) for different uses.

The Authority shall revise its project development guidelines to require the consideration and accommodation of all users in the design and construction of projects funded with Measure funds and shall adopt peer review and design standards to implement that approach. The guidelines will allow flexibility in responding to the context of each project and the needs of users specific to the project's context and will build on accepted best practices for complete streets and context-sensitive design.

To ensure that this policy is carried out, the Authority shall prepare a checklist that sponsors of projects using Measure funds must submit that documents how the needs of all users were considered and how they were accommodated in the design and construction of the project. In the checklist, the sponsor will outline how they provided opportunity for public input, in a public forum, from all users early in the project development and design process. If the proposed project or program will not provide context appropriate conditions for all users, the sponsor shall document the reasons why in the checklist, consistent with the following section on "exceptions" below. The completed

checklist shall be made part of the approval of programming of funding for the project or the funding allocation resolution.

Recipients of Local Maintenance and Improvements funds shall adopt procedures that ensure that all agency departments consider and accommodate the needs of all users for projects or programs affecting public ROW for which the agency is responsible. These procedures shall:

1. Be consistent with and be designed to implement each agency's General Plan Policies once that plan has been updated to comply with the Complete Streets Act of 2008;
2. Involve and coordinate the work of all agency departments and staff whose projects will affect the public ROW;
3. Consider the complete street design standards adopted by the Authority; and
4. Provide opportunity for public review by all potential users early in the project development and design phase so that options can be fully considered. This review could be done through an advisory committee such as a Bicycle and Pedestrian Advisory Committee or as part of the review of the agency's CIP.

As part of their biennial GMP checklist, agencies shall list projects funded by the Measure and detail how those projects accommodated users of all modes.

As part of the multi-jurisdictional planning required by the GMP, agencies shall work with the Authority and the RTPCs to harmonize the planning, design and construction of transportation facilities for all modes within their jurisdiction with the plans of adjoining and connecting jurisdictions.

Exceptions

Project sponsors may provide a lesser accommodation or forgo complete street accommodation components when the public works director or equivalent agency official finds that:

1. Pedestrians, bicyclists, or other users are prohibited by law from using the transportation facility;
2. The cost of new accommodation would be excessively disproportionate to the need or probable use; or
3. The sponsor demonstrates that, such accommodation is not needed, based on objective factors including:

- a. Current and projected user demand for all modes based on current and future land use; and
- b. Lack of identified conflicts, both existing and potential, between modes of travel.

Project sponsors shall explicitly approve exception findings as part of the approval of any project using measure funds to improve streets classified as a major collector or above.¹ Prior to this project, sponsors must provide an opportunity for public input at an approval body (that regularly considers design issues) and/or the governing board of the project sponsor.

Footnote:

1. Major Collectors and above, as defined by the California Department of Transportation (Caltrans) California Road System (CRS) maps.

ADVANCE MITIGATION PROGRAM

The Authority is committed to participate in the creation and funding of an Advance Mitigation Program (AMP) as an innovative way to advance needed infrastructure projects more efficiently and provide more effective conservation of our natural resources, watersheds and wetlands, and agricultural lands. As a global biodiversity hot spot, the Bay Area and Contra Costa County hosts an extraordinarily rich array of valuable natural communities and ecosystems that provide habitat for rare plants and wildlife, and support residents' health and quality of life by providing clean drinking water, clean air, opportunities for outdoor recreation, protection from disasters like flooding, landslides, and adaptation to climate change.

Assembly Bill 2087 (AB 2087) outlines a program for informing science based, non-binding, and voluntary conservation actions and habitat enhancement actions that would advance the conservation of focal species, natural communities, and other conservation elements at a regional scale. The AMP used AB 2087 and subsequent guidance to integrate conservation into infrastructure agencies' plans and project development well in advance and on a regional scale to reduce potential impacts of transportation projects, as well as to drive mitigation dollars to protect regional conservation priorities and protect important ecological functions, watersheds and wetlands, and agricultural lands that are at threat of loss. The AMP will provide environmental mitigation activities specifically required under the California Environmental Quality Act of 1970 (CEQA), National Environmental Policy Act of 1969 (NEPA), Clean Water Act Section 401 and Section 404, and other applicable regulations in the implementation of the major highway, transit and regional arterial and local streets and roads projects identified in the Plan. Senate Bill 1 (SB1) (2017) created the AMP at Caltrans to enhance opportunities for the department to work with stakeholders to identify important project mitigation early in the project development process and improve environmental outcomes from mitigating the effects of transportation projects. The Authority's AMP compliments advance mitigation funding from SB1.

The Authority's participation in an AMP is subject to the following conditions:

1. Development and approval of a Regional Conservation Investment Strategy (RCIS) that identifies conservation priorities and mitigation opportunities for all of Contra Costa County. The RCIS established conservation goals and includes countywide opportunities and strategies that are, among other requirements, consistent with and support the East Contra Costa County HCP/NCCP for the areas of the County covered by the East Contra Costa HCP/NCCP. The RCIS will identify mitigation opportunities for all areas of the County to ensure that mitigation occurs in the vicinity of the project impact to the greatest extent possible. The Authority will

review and approve the RCIS, in consultation with the RTPCs, prior to the allocation of funds for the AMP.

2. Development of a Project Impacts Assessment (PIA) that identifies the portfolio of projects to be included in the AMP and the estimated costs for mitigation of the environmental impacts of the projects. The Authority will review and approve the PIA prior to the allocation of funds for the AMP. The Assessment and estimated costs do not, in any way, limit the amount of mitigation that may be necessary or undertaken for the environmental impacts of the projects.
3. Development of the legislative and regulatory framework necessary to implement an AMP in Contra Costa County.
4. The identification of the Implementing Agency to administer the AMP for Contra Costa County or portions of the Bay Area including Contra Costa County.

The Authority will determine the amount of funds to be dedicated to this program following the satisfaction of the above conditions. Funds from the Plan will be allocated consistent with the Regional Conservation Assessment/Framework to fund environmental mitigation activities required in the implementation of the major highway, transit and regional arterial and local streets and roads projects identified in the Plan. If this approach cannot be fully implemented, these funds shall be used for environmental mitigation purposes on a project-by-project basis. Mitigation required for future transportation improvements identified in the Plan are not limited by the availability of funding or mitigation credits available in the program.

Advance Mitigation Program (AMP)

Projects funded from the following categories of Expenditures are eligible for inclusion in the AMP. Note that some categories include projects within the East Contra Costa County HCP/NCCP. The AMP provides an opportunity to meet species mitigation needs on projects that cannot be met by East Contra Costa County HCP/NCCP.

- Relieve Congestion and Improve Local Access along Interstate 80 (I-80) Corridor;
- Improve Traffic Flow and Local Access to Richmond-San Rafael Bridge;
- Relieve Congestion on Highway 4 and State Route 242 (SR242) between Martinez and Pittsburg;
- Relieve Congestion and Improve Local Access along I-680 Corridor;
- Improve Traffic Flow on SR24 and Modernize the Old Bores of Caldecott Tunnel;
- Improve Traffic Flow on Local Streets; and
- Improve Walking and Biking on Streets and Trails.

TAXPAYER SAFEGUARDS AND ACCOUNTABILITY

GOVERNING STRUCTURE

Governing Body and Administration

The Authority is governed by an Authority Board composed of 11 members, all elected officials, with the following representation:

- Two members from the Central County RTPC also referred to as Transportation Partnership and Cooperation (TRANSPAC);
- Two members from the East County RTPC, also referred to as the East County Transportation Planning Committee (TRANSPLAN);
- Two members from the Southwest County RTPC, also referred to as Southwest Area Transportation Committee (SWAT);
- Two members from the West County RTPC, also referred to as the West Contra Costa County Transportation Advisory Committee (WCCTAC);
- One member from the Conference of Mayors; and
- Two members from the Board of Supervisors.

The Authority Board also includes three (3) ex-officio, non-voting members, appointed by the Metropolitan Transportation Commission (MTC), Bay Area Rapid Transit (BART) and the Public Transit Operators in Contra Costa County.

The four subregions within Contra Costa County: Central, West, Southwest and East County are each represented by a RTPC. Central County (TRANSPAC subregion) includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated portions of Central County. West County (WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Public Oversight Committee

The Public Oversight Committee (POC) shall provide diligent, independent and public oversight of all expenditures of Measure funds by Authority or recipient agencies (County, cities/towns, transit operators, etc.). The POC will report to the public and focus its oversight on the following:

- Review of allocation and expenditure of Measure funds to ensure that all funds are used consistent with the Measure;
- Review of fiscal audits of Measure expenditures;
- Review of performance audits of projects and programs relative to performance criteria established by the Authority, and if performance of any project or program does not meet its established performance criteria, identify reasons why and make recommendations for corrective actions that can be taken by the Authority Board for changes to project or program guidelines;
- Review of application of the Performance-based Review Policy;
- Review of the maintenance of effort compliance requirements of local jurisdictions for local streets, roads and bridges funding; and
- Review of each jurisdiction's GMP Checklist and compliance with the GMP Policies.

The POC shall prepare an annual report including an account of the POC's activities during the previous year, its review and recommendations relative to fiscal or performance audits, and any recommendations made to the Authority Board for implementing the TEP. The report will be noticed in local media outlets throughout Contra Costa County, posted to the Authority website and made continuously available for public inspection at the Authority's office. The report shall be composed of easy to understand language not in an overly technical format. The POC shall make an annual presentation to the Authority Board summarizing the annual report subsequent to its release.

POC members shall be selected to reflect community, business organizations and other interests within the County. The goal of the membership makeup of POC is to provide a balance of viewpoints including, but not limited to, geography, age, gender, ethnicity and income status to represent the different perspectives of the residents of Contra Costa County. One member will be nominated by each of the four subregions with the RTPCs representing the subregion nominating the member. The Board of Supervisors will nominate four members, with each of these four members residing in and representing one of the County's four subregions. Eight members will be nominated by each respective organization detailed here, with each having one representative: League of Women's Voters, Contra Costa Taxpayers Association, East Bay Leadership Council, Building and Construction Trades Council, Central Labor Council, Paratransit Coordinating Council (PCC), Bike East Bay, and environmental and/or open space organizations operating in Contra Costa County (specific organization may vary during the life of the Measure). About one-

half of the initial member appointments will be for two-years and the remaining appointments will be for three-year terms. Thereafter, members will be appointed to two-year terms. Any individual member can serve on the POC for no more than 6 consecutive years.

POC members will be Contra Costa County residents who are not elected officials at any level of government or public employees from agencies that either oversee or benefit from the proceeds of the Measure. Membership is restricted to individuals with no economic interest in any of the Authority's projects or programs. If a member's status changes so that he/she no longer meet these requirements, or if a member resigns his/her position on the POC, the Authority Board will issue a new statement of interest from the same stakeholder category to fill the vacant position.

The POC shall meet up to once a month to carry out its responsibility and shall meet at least once every 3 months. Meetings shall be held at the same location as the Authority Board meetings are usually held, shall be open to the public and must be held in compliance with California's open meeting law (The Brown Act). Meetings shall be recorded, and the recordings shall be posted for the public.

Members are expected to attend all meetings. If a member, without good reason acceptable to the Chair of the Committee, fails to attend either (a) two or more consecutive meetings or (b) more than three meetings per year, the Authority Board will request a replacement from the stakeholder categories listed above.

The Authority commits to support the oversight process through cooperation with the POC by providing access to project and program information, audits, and other information available to the Authority, and with logistical support so that the POC may effectively perform its oversight function. The POC will have full access to Authority's independent auditors and may request Authority staff briefings for any information that is relevant to the Measure. The POC Chair shall inform the Authority Board Chair and Executive Director of any concern regarding Authority staff's commitment to open communication, the timely sharing of information, and teamwork.

The POC shall not have the authority to set policy or appropriate or withhold funds, nor shall it participate in or interfere with the selection process of any consultant or contractor hired to implement the TEP.

The POC shall not receive monetary compensation except for the reimbursement of travel or other incidental expenses, in a manner consistent with other Authority advisory committees.

In order to ensure that the oversight by the POC continues to be as effective as possible, the efficacy of the POC's Charter (i.e. this document) will be evaluated on a periodic basis and a formal review will be conducted by the Authority Board, Executive Director and the Committee a minimum of every five years to determine if any amendments to this Charter should be made. The formal review will include a benchmarking of the C POC's activities and charter with other best-in-class oversight committees. Amendments to this Charter shall be proposed by the POC and adopted or rejected by the Authority Board.

The POC replaces the Authority's existing Citizens Advisory Committee (CAC).

Advisory Committees

The Authority will continue the committees that were established as part of the Transportation Partnership Commission organization, as well as other committees that have been utilized by the Authority to advise and assist in policy development and implementation. The committees include:

The RTPCs that were established to develop transportation plans on a geographic basis for sub-areas of the County, and

- The Technical Coordinating Committee (TCC) that will serve as the Authority's technical advisory committee.
- The Paratransit Coordinating Council (PCC)
- The Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)
- Bus Transit Coordinating Committee (BTCC)

IMPLEMENTING GUIDELINES

This TEP is guided by principles that ensure the revenue generated by the sales tax is spent only for the purposes outlined in this TEP in the most efficient and effective manner possible, consistent with serving the transportation needs of Contra Costa County. The following Implementing Guidelines shall govern the administration of sales tax revenues by the Authority. Additional detail for certain Implementing Guidelines is found elsewhere in this TEP.

Duration of the TEP

The duration of the TEP shall be for 30 years from July 1, 2020 through June 30, 2050.

Administration of the TEP

1. Funds only Projects and Programs in the TEP: Funds collected under this Measure may only be spent for purposes identified in the TEP, as it may be amended by the

Authority governing body. Identification of projects or programs in the TEP does not ensure their implementation. As authorized, the Authority may amend or delete projects and programs identified in the TEP, including to provide for the use of additional federal, State and local funds, to account for unexpected revenue, to maintain consistency with the current Contra Costa CTP, to take into consideration unforeseen circumstances, and to account for impacts, alternatives, and potential mitigation determined during review under CEQA at such time as each project and program is proposed for approval.

2. All Decisions Made in Public Process: The Authority is given the fiduciary duty of administering the transportation sales tax proceeds in accordance with all applicable laws and with the TEP. Activities of the Authority will be conducted in public according to State law, through publicly noticed meetings. The annual budgets of Authority, strategic delivery plans and annual reports will all be prepared for public review. The interest of the public will be further protected by the POC, described previously in the TEP.
3. Salary and Administration Cost Caps: Revenues may be expended by the Authority for salaries, wages, benefits, overhead and those services including contractual services necessary to administer the Measure; however, in no case shall the expenditures for the salaries and benefits of the staff necessary to perform administrative functions for the Authority exceed one percent (1%) of revenues from the Measure. The allocated costs of Authority staff who directly implement specific projects or programs are not included in the administrative costs.
4. Expenditure Plan Amendments Require Majority Support: The Authority may review and propose amendments to the TEP and the GMP to provide for the use of additional federal, State and local funds, to account for unexpected revenues, or to take into consideration unforeseen circumstances. Affected RTPCs will participate in the development of the proposed amendment(s). A majority of the Authority Board is required to approve an amendment and all jurisdictions within the County will be given a 45-day period to comment on any proposed Expenditure Plan amendment.
5. Augment Transportation Funds: Funds generated pursuant to the Measure are to be used to supplement and not replace existing local revenues used for transportation purposes. Any funds already allocated, committed or otherwise included in the financial plan for any project in the TEP shall be made available for project development and implementation as required in the project's financial and implementation program.

6. Jurisdiction: The Authority retains sole discretion regarding interpretation, construction, and meaning of words and phrases in the TEP.

Taxpayer Safeguards, Audits and Accountability

7. Public Oversight Committee (POC): The POC will provide diligent, independent and public oversight of all expenditures of Measure funds by Authority or recipient agencies (County, cities/towns, transit operators, etc.). The POC will report to the public and focus its oversight on annual audits, the review and allocation of Measure funds, the performance of projects and programs in the TEP, and compliance by local jurisdictions with the maintenance of effort and GMP described previously in the TEP.
8. Fiscal Audits: All funds expended by the Authority directly and all funds allocated by formula or discretionary grants to other entities are subject to fiscal audit. Recipients of Local Streets Maintenance & Improvements, Bus Transit and Other Non-Rail Transit Enhancements, or Transportation for Seniors & People With Disabilities programs funding (including but not limited to County, cities/towns and transit operators) will be audited at least once every five-years, conducted by an independent Certified Public Accountant (CPA). Any agency found to be in non-compliance shall have its formula sales tax funds withheld, until such time as the agency is found to be in compliance.
9. Performance Audits: The following funding categories shall be subject to performance audits by the Authority: Local Streets Maintenance and Improvements, Major Streets/Complete Streets/Traffic Signal Synchronization Program, Bus Transit and Other Non-Rail Transit Enhancements, Transportation for Seniors and People with Disabilities, Safe Transportation for Children, Intercity Rail and Ferry Service, Pedestrian, Bicycle, and Trail Facilities, Community Development Transportation Program, and Innovative Transportation Technology/Connected Communities Program. Each year, the Authority shall select and perform a focused performance audit on two or three of the funding categories listed above, so that at the end of the fourth year all funding categories listed above are audited. This process shall commence two years after passage of the new sales tax measure. Additional Performance Audits shall continue on a similar cycle for the duration of the TEP. The performance audits shall provide an accurate quantitative and qualitative evaluation of the funding categories to determine the effectiveness in meeting the performance criteria established by the Authority. In the event that any performance audit determines that a funding category is not meeting the performance requirements established by the Authority, the audit shall include recommendations

for corrective action including but not limited to revisions to Authority policies or program guidelines that govern the expenditure of funds.

10. Maintenance of Effort (MOE): Funds generated by the new sales tax Measure are to be used to supplement and not replace existing local revenues used for streets and highways purposes. The basis of the MOE requirement will be the average of expenditures of annual discretionary funds on streets and highways, as reported to the Controller pursuant to Streets and Highways Code Section 2151 for the three most recent fiscal years before the passage of the Measure where data is available. The average dollar amount will then be increased once every three years by the construction cost index of that third year. Penalty for non-compliance of meeting the minimum MOE is immediate loss of all Local Streets Maintenance and Improvements funds until MOE compliance is achieved. The audit of the MOE contribution shall be at least once every five years. Any agency found to be in non-compliance shall be subject to an annual audit for three years after they come back into compliance.

Any local jurisdiction wishing to adjust its MOE requirement shall submit to the Authority a request for adjustment and the necessary documentation to justify the adjustment. The Authority staff shall review the request and shall make a recommendation to the Authority Board. Taking into consideration the recommendation, the Authority Board may adjust the annual average of expenditures reported pursuant to Streets and Highways Code Section 2151. The Authority shall make an adjustment if one or more of the following conditions exists:

- a. The local jurisdiction has undertaken one or more major capital projects during those fiscal years, that required accumulating unrestricted revenues (i.e., revenues that are not restricted for use on streets and highways such as general funds) to support the project during one or more fiscal years.
- b. A source of unrestricted revenue used to support the major capital project or projects is no longer available to the local jurisdiction and the local jurisdiction lacks authority to continue the unrestricted funding source.
- c. One or more sources of unrestricted revenues that were available to the local jurisdiction is producing less than 95 percent of the amount produced in those fiscal years, and the reduction is not caused by any discretionary action of the local jurisdiction.
- d. The local jurisdiction Pavement Condition Index (PCI) is 70 or greater, as calculated by the jurisdiction Pavement Management System and reported to MTC.

11. Annual Budget and Strategic Delivery Plan: Each year, the Authority will adopt an annual budget that estimates expected sales tax receipts, other anticipated revenue and planned expenditures for the year. On a periodic basis, the Authority will also prepare a Strategic Delivery Plan, which will identify the priority for projects; the date for project implementation based on project readiness and availability of project funding; the State, federal and other local funding committed for project implementation, and other relevant criteria. The annual budget and Strategic Delivery Plan will be adopted by the Authority Board at a public meeting.
12. Requirements for Fund Recipients: All recipients of funds allocated in this TEP will be required to sign a Master Cooperative Agreement that defines reporting and accountability elements and as well as other applicable policy requirements. All funds will be appropriated through an open and transparent public process.
13. Geographic Equity: The proposed projects and programs to be funded through the TEP constitute a ~~“balanced”~~ proportional distribution of funding allocations to each subregion in Contra Costa County. The subregional share of projected revenue is based on each subregion’s share of the projected overall population in Contra Costa County at the midpoint of the measure. ~~However, through the course of the Measure, if any of the projects prove to be infeasible or cannot be implemented, the affected subregion may request that the Authority reassign funds to another project in the same subregion, as detailed in an Authority Fund Allocations policy, and to maintain a “balanced” distribution of funding allocations to each subregion.~~

Restrictions On Funds

14. Expenditure Shall Benefit Contra Costa County: Under no circumstance may the proceeds of this transportation sales tax be applied for any purpose other than for transportation improvements benefitting residents of Contra Costa County. Under no circumstance may these funds be appropriated by the State of California or any other local government agency as defined in the implementing guidelines.
15. Environmental Review: All projects funded by sales tax proceeds are subject to laws and regulations of federal, State, and local government, including the requirements of CEQA. Prior to approval or commencement of any project or program included in the TEP, all necessary environmental review required by CEQA shall be completed.
16. Performance-based Project Review: Before the allocation of any Measure funds for the construction of a project with an estimated capital cost in excess of \$25 million

(or elements of a corridor project with an overall estimated cost in excess of \$25 million), the Authority will: 1) verify that the project is consistent with the approved CTP, as it may be amended; 2) verify that the project is included in the RTP/Sustainable Communities Strategy (SCS); and 3) require the project sponsor to complete a performance-based review of project alternatives prior to the selection of a preferred alternative. Said performance-based review will include, but not necessarily be limited to, an analysis of the project impacts on GHG emissions, vehicle miles travelled (VMT), goods movement effectiveness, travel mode share, delay (by mode), safety, maintenance of the transportation system and consistency with adopted Authority plans. The Authority may require the evaluation of other performance criteria depending on the specific need and purpose of the project. The Authority will encourage project sponsors to identify and select a project alternative that reduces GHG emissions, as well as VMT per capita. The Authority will also prioritize and reward high performing projects by leveraging additional regional and other funding sources. The Authority shall adopt detailed guidelines for evaluating project performance and applying performance criteria in the review and selection of a preferred project alternative no later than October 1, 2022.

17. Countywide Transportation Plan (CTP): State law allows each county in the San Francisco Bay Area that is subject to the jurisdiction of the regional transportation planning agency to prepare a CTP for the County and cities/towns within the County. Both Measure C and Measure J also require the Authority to prepare and periodically update a CTP for Contra Costa County. State law also created an inter-dependent relationship between the CTP and regional planning agency. Each CTP must consider the region's most recently adopted RTP and SCS while the adopted CTPs must form the "primary basis" for the next RTP and SCS. The Authority shall follow applicable statutes and the most current guidelines for preparing the CTP, as established and periodically updated by the regional transportation planning agency. The Authority shall also use the CTP to convey the Authority's investment priorities, consistent with the long-range vision of the RTP and SCS.
18. Complete Streets: The Authority has adopted a policy requiring all recipients of funding through this TEP to consider and accommodate, wherever possible, the needs of all users in the planning, design, construction, reconstruction, rehabilitation and maintenance of the transportation system. Achieving this vision will require balancing the needs of different users and may require reallocating existing ROW for different uses.

19. Compliance with the Growth Management Program (GMP): If the Authority determines that a jurisdiction does not comply with the requirements of the GMP, the Authority shall withhold funds and also make a findings that the jurisdiction shall not be eligible to receive Local Streets Maintenance & Improvements) funding until the Authority determines the jurisdiction has achieved compliance, as detailed in the GMP section of the TEP.
20. Local Contracting and Good Jobs: Authority will develop a policy supporting the hiring of local contractors and businesses, including policy requiring prevailing wages, apprenticeship programs for Contra Costa County residents, and veteran hiring policy (such as the Helmets to Hardhats program). **Details of this program are being developed.**
21. New Agencies: New cities/towns or new entities (such as new transit agencies) that come into existence in Contra Costa County during the life of the TEP may be considered as eligible recipients of funds through a TEP amendment.
22. Integrated Transit Plan (ITP): The Authority will develop an ITP to identify how Contra Costa County transit operators can utilize TEP funding to better coordinate and integrate their services. This ITP will focus on delivering a streamlined and unified experience for the customer across all modes and transit operators. Funding will be allocated by the Authority throughout the County based on input from each RTPC and on performance criteria established by the Authority in consultation with local and regional bus transit operators, providers of alternate non-rail transportation, and stakeholders. Said performance criteria will include a review of impact on VMT and GHG emissions and shall require a findings that any proposed new or enhanced services demonstrate the ability to improve regional and/or local mobility for Contra Costa County residents.

Project Financing Guidelines and Managing Revenue

23. Fiduciary Duty: Funds may be accumulated for larger or longer-term projects. Interest income generated will be used for the purposes outlined in the TEP and will be subject to audits.
24. Project and Program Financing: The Authority has the authority to bond for the purposes of expediting the delivery of transportation projects and programs. The Authority will develop a policy to identify financing procedures for the entire plan of projects and programs.

25. Strategic Delivery Plan: -On a periodic basis, ~~the~~ Authority will develop a Strategic Delivery Plan to program revenue from the Measure to TEP projects and programs. The Strategic Delivery Plan will program Measure funds as a firm commitment for the upcoming 2- to 3-year period, and will consider the amount of Measure funds and additional leveraged funds available to the project or program, expected cost and cash-flow needs, and project or program delivery schedule in programming Measure funds. -Recipients of Measure funds may seek an allocation for projects and programs included in the Project Delivery Plan.
26. Periodic Review of the Transportation Expenditure Plan (TEP): -The Authority may review the TEP to consider updating the financial forecast due to changing economic conditions and adjust funding, if necessary, due to revenue shortfalls. -The project and program categories may need to be adjusted based on progress made regarding meeting the commitments of the TEP. -The review may determine to invest increased revenues in projects and programs deemed by the Authority to address transportation needs to best serve the residents of Contra Costa County. The review will provide the opportunity to adjust the TEP to adapt to the current state of transportation, leverage new funding opportunities, reflect changed conditions, and new opportunities that are becoming better defined. -Any amendments to the TEP must comply with the policy for “Expenditure Plan Amendments Require Majority Support” and the following related policies.
27. Programming of Excess Funds~~Variations from the Expected Revenue~~: Actual revenues may, at times be higher or lower than expected in this ~~Plan~~-TEP due to changes in receipts. Additional funds may become available due to the increased opportunities for leveraging or project costs being less than expected. Revenue may be higher or lower than expected as the economy fluctuates. Determination of when the ~~contingency~~ additional funds become excess will be established by a policy defined by the Authority. Funds considered excess will be prioritized first to the ~~expenditure plan~~TEP projects and programs, and second to other projects ~~of regional significance that are consistent with the expenditure plan~~ deemed by the Authority to best serve the residents of Contra Costa County. ~~The~~Any new project or program will be required to be amended into the ~~expenditure plan~~TEP pursuant to the “Expenditure Plan Amendments Require Majority Support” section above.
2628. Reprogramming Funds~~Allocations~~: Through the course of the Measure, if any ~~of the projects do not require all funds programmed for that project or have excess funding, or should a planned~~expenditure plan TEP project becomes undeliverable, infeasible or unfundable due to circumstances unforeseen at the time the

~~expenditure plan~~TEP was created, funding for that project will be reallocated to another project or program. The subregion where the project or program is located may request that the Authority reassign funds to another project category in the same subregion. In the allocation of the released funds, the Authority in consultation with the subregion's RTPC will in priority order consider:

- a. ~~a~~ A project or program of the same travel mode (i.e. transit, bicycle/pedestrian, or road) in the same subregion;
- b. ~~a~~ A project or program for other modes of travel in the same subregion;
- c. ~~other~~ Other ~~expenditure plan~~TEP projects or programs, and
- d. ~~other~~ Other project deemed by the Authority to best serve the residents of Contra Costa County. ~~projects or programs of regional significance.~~

The new project, ~~or~~ program or funding level may be required to be amended into the ~~expenditure plan~~TEP pursuant to the Expenditure Plan Amendments section above.

2927. Leveraging Funds: Leveraging or matching of outside funding sources is strongly encouraged. Any additional transportation sales tax revenues made available through their replacement by matching funds will be spent based on the principles outlined for fund allocations described above.

TEP TRANSIT POLICY

Vision

This Transportation Expenditure Plan (TEP) envisions a transportation system that provides reliable, safe, comfortable and convenient access for all users of the transportation system, regardless of mode choice and travel characteristics. The TEP further envisions a public transit system that provides convenient, safe, affordable and reliable service and offers an attractive alternative to private automobile usage. The Transit Policy Vision includes the infrastructure needed to accommodate a more robust transportation system for Contra Costa County that promotes greater use of transit and other shared mobility alternatives. The TEP aims to improve transit countywide and reduce commute travel times, deliver more frequent and reliable service, expand transit service areas and provide better connections to and from transit by various modes of mobility options. Improving the coordination among transit operators and integrating the existing transit systems with new technological tools and platforms to enhance customer access and experience should increase the share of residents and employees who choose public transit. Doing so will reduce congestion, and improve air quality and will accommodate a growing population.

To achieve this vision, the TEP allocates approximately one-half of the expected sales tax revenue to Transit and Alternative Modes and approximately one-quarter for local road improvements. In order to provide the maximum benefits to Contra Costa residents, the Contra Costa Transportation Authority (CCTA) adopts the following policies and principles for use of transit funds authorized in the TEP:

Policy

1. The Policy shall promote Transit-First and guide the development of an Integrated Transit Plan. In the context of this Policy, Transit-First considers the following to provide a seamless and integrated transportation system:
 - a. Decisions regarding the use of limited public street and sidewalk space shall encourage the use of public rights of way by pedestrians, bicyclists, and public transit, and shall strive to reduce traffic and improve public health and safety.
 - b. Transit-priority improvements, such as designated transit lanes and streets and improved signalization, shall be made to expedite the movement of public transit vehicles (including taxis and vanpools) and to improve pedestrian safety.

- c. Pedestrian areas shall be enhanced wherever possible to improve the safety and comfort of pedestrians and to encourage travel by foot.
 - d. Bicycling shall be promoted by encouraging safe streets for riding, convenient access to transit, bicycle lanes, and secure bicycle parking.
 - e. Parking policies for areas well served by public transit shall be designed to encourage travel by public transit and alternative transportation.
 - f. The ability to reduce traffic congestion depends on the adequacy of regional public transportation. The cities/towns and county shall promote the use of transit and the continued development of an integrated, reliable, regional public transportation system.
 - g. The cities/towns and county shall encourage innovative solutions to meet public transportation needs wherever possible.
2. All transit operators that receive funding from the TEP shall participate in the development of an ITP to identify how to utilize funding to better coordinate and integrate transit services countywide. The ITP should guide how the TEP funding dedicated to Transit and Alternative Modes categories can be used to implement the Transit Policy Vision.
- a. The ITP will be developed and managed under the leadership of CCTA and the County's transit operators. CCTA and the transit operators shall coordinate with transportation service providers in Contra Costa to inform the development of the Integrated Transit Plan. Transit operators shall consult with the Regional Transportation Planning Committees (RTPCs) in developing the Integrated Transit Plan.
 - b. The ITP will focus on delivering a streamlined and unified experience for the customer across all modes and transit operators, and should identify transit service investments (i.e. new routes, service hours, frequency), capital projects/assets (i.e. transit centers, bus stops, stop amenities, vehicles), and transit priority measures (i.e. transit signal priority, bus lanes, queue jumps) to be funded from the TEP.
 - c. Transit operators, cities/towns and county shall coordinate regarding planned improvements for signal synchronization, complete streets and other locally-owned infrastructure investments that could benefit transit.
 - d. Prioritization for TEP funding should consider projects that can leverage other state, federal or local funding.
 - e. The ITP shall be updated at least every five years to address new technology opportunities, any changes in demand and other conditions.

3. Transit operators in Contra Costa County shall incorporate the findings and recommendations of the ITP pertinent to each operator's service area into their respective Short-Range Transit Plans (SRTP). The SRTPs shall be reviewed for consistency with the ITP associated with this TEP.
4. Allocations pursuant to this TEP will be made in support of the recommendations in the ITP. Any recommendations in the ITP shall include performance measures to achieve continued funding.
5. CCTA expects that transit operating funds from the TEP be used to support the vision of this policy. In the event that TEP funds must be used to support other transit services as a result of reduction of operating funds from other sources, the transit operator shall update its SRTP and submit to CCTA.
6. CCTA expects that public agencies and transit operators leverage new and emerging technologies to improve service and to address first-mile/last-mile connections between transit stops and other traveler destinations. These technologies may include, but not be limited to, ride hailing partnerships, autonomous shuttles, shared mobility (bikes, scooters, cars), and mobility on demand platforms that best fit within each transit operators service area. The ITP should address how these technology services function within and among service boundaries and provide a seamless experience countywide for customers.
7. CCTA expects that recipients of TEP funding create, analyze and seize opportunities for fare and schedule integration among transit operators and any technology services adopted. Focus should be placed on reducing inconveniences associated with transferring between services and on having a cost-effective universally accepted digital payment method. The ITP should address how Contra Costa transit operators can maximize benefits of fare payment and schedule integration.

VISION ZERO POLICY

Vision

In this Plan, the Vision Zero policy is complementary to the Complete Streets and Transit policies. The policy is intended to eliminate traffic-related deaths and severe injuries within Contra Costa County by prioritizing a systemic safety approach to transportation planning and design. Principally, the Vision Zero policy treats personal mobility and accessibility as a fundamental activity of the general public, in order to attend school, conduct business, and visit friends and family free from the risk of physical harm due to traffic. This policy applies to all transportation system users including pedestrians, bicyclists, transit riders, micromobility users, automobile drivers, taxis, TNCs and their passengers, and truckers, and people of varying abilities, including children, seniors, and people with disabilities. By eliminating traffic-related deaths and severe injuries, the Vision Zero policy will reduce societal costs due to loss of life and injury, lessen congestion stemming from non-recurring traffic collisions and incidents, and generally enhance quality of life in Contra Costa.

Policy

To achieve this vision, all recipients of funding through this Plan shall systemically incorporate street design elements that quantifiably reduce the risk of traffic-related deaths and severe injuries in the public right-of-way and accommodate - wherever possible and subject to the Exceptions listed in this Policy - the needs of all users in the planning, design, construction, reconstruction, rehabilitation and maintenance of the transportation system. This determination shall be consistent with the Exceptions listed below. Achieving this vision will require shifting the paradigm of traditional transportation planning and engineering such that life safety becomes the primary consideration in Measure-funded project and program evaluation.

The Authority shall revise its project development guidelines to require inclusion of street design elements that mitigate human error and quantifiably improve the traffic safety of all users in the planning, design and construction of projects funded with Measure funds and shall adopt peer review and design standards to implement that approach, including collision data analysis and evaluation. The standards will allow, on a limited basis, flexibility in responding to the context of each project and the needs of users specific to the project's context and will build on accepted best practices for the application of Vision Zero principles.

To ensure that this policy is implemented, the Authority shall prepare a checklist, which project sponsors using Measure funds must submit, that documents how traffic safety improvements were quantified and how they were incorporated in the design and construction of the project. In the checklist, the sponsor will outline how they provided opportunity for public input and discussion, in a public forum, from all users early in the project development and design process. If the proposed project or program will not provide context appropriate conditions for all users, the sponsor shall document the reasons why in the checklist, consistent with the following section on "exceptions" below. The completed checklist shall be made part of the approval of programming of funding for the project or the funding allocation resolution.

The Authority shall coordinate periodic traffic system and project monitoring with Regional Transportation Planning Committees and local jurisdictions, and utilize data collected over time to evaluate the effects of Vision Zero implementation on public health and safety. Emphasis shall be placed on proactive deployment of next generation technology, such as advanced detection systems, at major intersections and corridors identified in regional and local plans as having high collision density. Funding for this level of effort shall be made available to Regional Transportation Planning Committees and local jurisdictions through the Sub-Regional Transportation Needs Program.

Recipients of Local Maintenance and Improvements funds shall adopt procedures that ensure that all agency departments apply Vision Zero principles in their users for projects or programs affecting public rights of way for which the agency is responsible. These procedures shall:

- 1) be consistent with and be designed to implement each agency's general plan policies once that plan has been updated to comply with the Complete Streets Act of 2008,
- 2) involve and coordinate the work of all agency departments and staff whose projects will affect the public right of way,
- 3) meet or exceed the complete street design standards adopted by the Authority, and subject to the exceptions below
- 4) provide opportunity for public review by all potential users early in the project development and design phase so that options can be fully considered. This review could be done through an advisory committee such as a Bicycle and Pedestrian Advisory Committee or as part of the review of the agency's capital improvement program.
- 5) promote proactive data collection and traffic system monitoring using next generation technology, such as advance detection systems.

As part of their biennial Growth Management Program checklist, agencies shall list projects funded by the Measure and detail how those projects incorporated Vision Zero principles.

As noted in the Complete Streets Policy, Transit Policy and other related CCTA policies, Agencies shall coordinate with the Authority and the Regional Transportation Planning Committees to implement Vision Zero principles in the planning, design and construction of transportation facilities for all modes within their jurisdiction with the plans of adjoining and connecting jurisdictions.

Exceptions

Project sponsors may provide a lesser accommodation or forgo Vision Zero accommodation components when the public works director or equivalent agency official finds that:

1. Pedestrians, bicyclists, or other users are prohibited by law from using the transportation facility,
2. The cost of new accommodation would be excessively disproportionate to the need or probable use, or
3. The sponsor demonstrates that such accommodation is not needed, based on objective factors including:
 - a. current and projected user demand for all modes based on current and future land use, and
 - b. lack of identified conflicts, both existing and potential, between modes of travel.

Project sponsors shall explicitly approve exceptions findings as part of the approval of any project using Measure funds to improve streets classified as a major collector or above.¹ Prior to this, project sponsors must provide an opportunity for public input at an approval body (that regularly considers design issues) and/or the governing board of the project sponsor.

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El Cerrito

Hercules

May 29, 2019

Pinole

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

RE: May WCCTAC Board Meeting Summary

Richmond

Dear Randy:

The WCCTAC Board, at its meeting on May 24, 2019, took the following actions that may be of interest to CCTA:

San Pablo

1. Approved the Basic Financial Statements and Memorandum of Internal Control for the Fiscal Year 2018 audit.
2. Received a presentation from Marin Engelmann on the Richmond Area Community Based Transportation Plan.
3. Approved the draft Fiscal Year 2020 Work Program, Budget, and Dues for release to member agencies.
4. Discussed the Transportation Expenditure Plan (TEP) being developed by CCTA and considered its preference for funding allocations by category.

Contra Costa
County

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

Sincerely,

AC Transit



John Nemeth
Executive Director

BART

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

WestCAT

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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