

## MEETING NOTICE AND AGENDA

---

**DATE & TIME: May 28, 2021 • 8:00 AM – 10:00 AM**

**REMOTE ACCESS:**

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>

**MEETING ID#: 732 105 8840**

**PASSWORD (if requested): WCCTAC2020**

**Shelter-In-Place Order and Teleconference**

The Contra Costa County Health Officer issued an order directing residents to **shelter in place**, due to COVID-19. The order limits activity, travel, and business functions to only those that are essential.

**Remote Participation Only**

As a result of the COVID-19 public health emergency, including the County Health Officer and Governor’s directives for everyone to shelter in place, **there will be no physical location for the Board Meeting**. Board members will attend via teleconference and members of the public are invited to attend the meeting and **participate remotely**.

Pursuant to the Governor’s Executive Order N-29-20, Board members: Chris Kelley, Vincent Salimi, Rita Xavier, Tom Butt, Demnlus Johnson, Eduardo Martinez, Paul Fadelli, John Gioia, Jovanka Beckles, Lateefah Simon, and Maureen Powers may be attending this meeting via teleconference, as may WCCTAC Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTAC Board in the following ways:

**Remote Viewing/Listening**

Webinar:

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link (same link as shown above) to join the webinar at the noticed meeting time: <https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa  
County

AC Transit

BART

WestCAT

### **Public Comment via Teleconference**

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items.

Participants may use the chat function on Zoom or physically raise their hands to indicate if they wish to speak on a particular item.

**Written Comment** (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board and heard before Board action. Comments may be submitted by email to [vjenkins@wcctac.org](mailto:vjenkins@wcctac.org).

Comments may also be submitted via e-mail to [vjenkins@wcctac.org](mailto:vjenkins@wcctac.org) at any time prior to closure of the public comment portion of the item(s) under consideration. All written comments will be included in the record.

Reading of Public Comments: WCCTAC staff will read aloud email comments received during the meeting that include the subject line "FOR THE RECORD" as well as the item number for comment, provided that the reading shall not exceed three (3) minutes, or such other time as the Board may provide.

- 
1. **Call to Order and Board Member Roll Call.** *(Chris Kelley – Chair)*
  2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

### **CONSENT CALENDAR**

3. **Minutes of April 23, 2021 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 April 2021. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None *(No attachment; Information only).*
7. **Purchase Order for the Pass2Class Program.** Staff is seeking Board authorization to use a purchase order to buy AC Transit bus passes for Pass2Class, which is part of the 511 Contra Costa TDM Program *(Attachment; Recommended Action: Approve).*

8. **Fiscal Year 2021-22 Measure J 19b Funds to WestCAT and AC Transit.** Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. The WCCTAC Board has a policy to apportion 80% of available funding to AC Transit and 20% to WestCAT. Based on the split, the amount of Program 19b funds available in FY 2021-22 for AC Transit is \$1,724,800. WestCAT would receive \$392,000. Both agencies will use these funds for existing services. (*Attachment; Recommended Action: Approve Allocation*).

### **REGULAR AGENDA ITEMS**

9. **STMP Call for Projects: Funding Recommendations.** In March 2021, the WCCTAC Board approved the release of a Call for Projects for STMP funding. This is the first grant cycle of the relatively new 2019 STMP Update. The TAC developed a recommended allocation of funds for Board consideration at its May 13, 2021 meeting. Staff concurs with the TAC's recommendation. (*John Nemeth – WCCTAC staff; Attachment; Recommended Action: Approve the TAC and Staff's proposed funding allocation*)
10. **Draft Fiscal Year 2022 Work Program, Budget, and Dues.** The proposed WCCTAC work program for Fiscal Year 2020 is included along with the draft budget and proposed dues. The budget is divided into four different funds based on distinct purposes and revenue sources: WCCTAC Operations, TDM, STMP, and Other Reimbursables. Staff recommends authorizing the circulation of these draft documents to member agencies with the aim of final Board adoption at the June 25, 2021 WCCTAC Board Meeting. (*John Nemeth – WCCTAC Staff; Attachments; Recommended Action: Authorize release for member agency review*).
11. **TDM Program Update.** Staff will provide an update on the 511 Contra Costa TDM program, including current program activities this year and a look ahead to Fiscal Year 2022. After an unusual and challenging year, 511 Contra Costa, like many programs aimed at commuters, is adapting to a post-COVID-19 environment. (*Coire Reilly, WCCTAC Staff; No Attachments; Recommended Action: Information only*).

### **STANDING ITEMS**

12. **Board and Staff Comments.**
- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
  - b. Report from CCTA Representatives (*Directors Kelley & Butt*)
  - c. Executive Director's Report

**13. General Information Items.**

- a. Letter to CCTA Executive Director with April 23, 2021 Summary of Board Actions
- b. Acronym List

**14. Adjourn.** The next regular meeting is on June 25, 2021 @ 8:00 a.m.

The meeting will be held remotely (see next agenda for details)

---

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

**West Contra Costa Transportation Advisory Committee  
Board of Directors Meeting  
Meeting Minutes April 23, 2021**

---

**MEMBERS PRESENT:** Chris Kelley, Chair (Hercules); Demnlus Johnson III, Vice-Chair (Richmond); Tom Butt (Richmond), Eduardo Martinez (Richmond), Rita Xavier (San Pablo); Vincent Salimi (Pinole); Paul Fadelli (El Cerrito); Jovanka Beckles (AC Transit); Lateefa Simon (BART).

**STAFF PRESENT:** John Nemeth, Joanna Pallock, Coire Reilly, Leah Greenblat, Kris Kokotaylo (contract legal counsel)

**ACTIONS LISTED BY:** Valerie Jenkins

**Meeting Called to Order:** 8:00am

**Public Comment:** None

**CONSENT CALENDAR**

Motion by **Director Martinez**; seconded by **Director Fadelli**; motion passed unanimously.  
Yes- C. Kelley, D. Johnson III, P. Fadelli, R. Xavier, J. Gioia, L. Simon, J. Beckles, V. Salimi, T. Butt, E. Martinez, M. Powers.

No- none

Abstention-none

Motion passed unanimously

**Item #3. *Approved:* Minutes of March 26, 2021 Board Meeting.**

**Item #4. *Received:* Monthly Update on WCCTAC Activities.**

**Item #5. *Received:* Financial Reports: March 2021.**

**Item #6. *Received:* No Invoices over \$10,000.**

**Item #7. *Received:* FY 21-22 Annual STMP Fee Adjustment.**

**REGULAR AGENDA ITEMS**

ITEM/DISCUSSION	ACTION
<p><b>Item #8</b>  <b>Developer Request to Appeal STMP Fees for Mayfair Project at 11600 San Pablo Ave., El Cerrito.</b></p>	<p>Holliday Development LLC, appealed its STMP fees for the Mayfair Project in El Cerrito, CA.</p> <p>Motion by <b>Director Butt</b>; seconded by <b>Director Salimi to 1.) deny the developer’s appeal without prejudice on the grounds that the 2019 STMP and not 2006 STMP applied; 2.) Request the City of El Cerrito to not issue occupancy permits for the residential and retail portions of the project until the remaining STMP residential fees are paid.</b></p> <p>Yes- C. Kelley, D. Johnson III, T. Butt, V. Salimi, M. Powers, J. Beckles, L. Simon, R. Xavier, E. Martinez            No- None            Abstention- Fadelli</p>
<p><b>Item #10</b>  <b>Link21</b></p> <p><i>(This item was moved up on the agenda by the Board Chair)</i></p>	<p><b>Information Only</b></p> <p>Alex Evans and Deidre Heitman of HNTB presented information regarding the megaregional effort to improve commuter options, which includes a proposed Richmond-focused meeting in June.</p>

<p><b>Item #9</b>  <b>West County Travel Training Program in FY22.</b></p>	<p>Joanna Pallock, of WCCTAC staff, updated the Board on the Travel Training program, which was suspended in the Spring of 2020 due to the pandemic. Staff proposed reactivation of the program starting July 1, 2021, along with an additional allocation of \$48,000 in Measure 28b funds.</p> <p>Motion by <b>Director Martinez</b>, seconded by <b>Director Peebles</b>; to approve the allocation of \$48,000 in Measure J 28b funds to continue the West County Travel Training Program in FY22.</p> <p>Yes- C. Kelley, D. Johnson III, T. Butt, V. Salimi, M. Powers, J. Beckles, L. Simon, R. Xavier, E. Martinez  No- None  Abstention- None</p>
<p><b>Item #11</b>  <b>TDM Program Update</b></p>	<p><b>Information Only</b>  Item moved to May 28, 2021 WCCTAC Board Meeting.</p>

Meeting Adjourned: 10:00 am

*This Page Intentionally Blank*

**TO:** WCCTAC Board

**DATE:** May 28, 2021

**FR:** John Nemeth, Executive Director

**RE:** **Monthly Update on WCCTAC Activities**

---

**Summer Bike Challenge Launches Next Month**

# SUMMER BIKE CHALLENGE

Explore your town from the seat of a bike!

2021



Starting next month, 511 Contra Costa will be hosting the Summer Bike Challenge. Participants can follow a gameboard and bike to a variety of community locations. They can also become eligible for raffle prizes, such as an iPad. There will also be three (COVID-safe, socially-distanced) in-person events in every city in Contra Costa County during June and July as part of the Challenge. Find all the details at [511cc.org/SBC](https://511cc.org/SBC)

**Phase 2 of the San Pablo Avenue Multimodal Corridor Study**

Following the scope of work for Phase 2, WCCTAC’s consultant team has been working to develop a range of possible roadway cross-sections containing complete street elements. Because of the varying widths of San Pablo Avenue, between the County border in El Cerrito and Hilltop in Richmond, there are seven separate segments being examined - each with several cross-section alternatives. The WCCTAC TAC will dive into this material at its upcoming June meeting and a Board update is planned for either June or July.

## **Bike to Wherever Days 2021**



This year, the Bay Area is following the same model as last year and rebranding Bike to Work Day as “Bike to Wherever Days”, featuring a month of bicycle promotion and a special emphasis on May 21. The festivities will include a

special celebration on the Richmond-San Rafael Bridge, where residents can scan QR codes at either side for incentives and raffle prizes. Commuters who cross the bridge on their bicycle during commute hours will be eligible for even bigger prizes.

## **511 Contra Costa Providing Free Trips on the Richmond-San Francisco Ferry**

The 511 Contra Costa TDM Program is partnering with the Water Emergency Transportation Authority (WETA) to offer six free trips (three round trips) on the Richmond-San Francisco Ferry route to those who qualify.

The program was launched on April 15 and, so far, more than 250 participants have received an incentive. Recipients can get their tickets from WETA through the Hopthru app, which can be downloaded in the Apple [iOS](#) and [Android](#) stores. To qualify, participants must live or work in Contra Costa County, be over 18 years old, and otherwise drive alone to a work location. More information and the application can be found here: [511cc.org/ferry](https://www.511cc.org/ferry)



## **Partnering with Local Jurisdictions on STMP Administration**

With the 2019 STMP Update Cycle 1 Call for Projects, the annual STMP fee adjustment to account for inflation, the Mayfair Project STMP appeal, the third quarter STMP Quarterly Reporting Forms, and inquiries from developers and our local partnering jurisdictions, the STMP has been keeping WCCTAC busy. Staff is actively working with local jurisdictions to ensure that the program’s fees are being properly applied, calculated, and collected. WCCTAC staff recently held an information session with the TAC to answer question, provide some reminders, and help keep everyone on the same informational page. WCCTAC staff is considering a training session in the next few months to our member jurisdictions that can include local planning staff.

# General Ledger Monthly Budget Report

User: JUNED  
Printed: 5/12/2021 9:17:26 AM  
Period 01 - 10  
Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
<b>7700</b>	<b>WCCTAC Operations</b>							
770-7700-41000	Salary	518,071.00	0.00	518,071.00	286,483.41	231,587.59	231,587.59	44.70
770-7700-41200	PERS Retirement	0.00	0.00	0.00	73,950.41	-73,950.41	-73,950.41	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	58,065.79	-58,065.79	-58,065.79	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,487.43	-1,487.43	-1,487.43	0.00
770-7700-41400	Dental	0.00	0.00	0.00	3,635.14	-3,635.14	-3,635.14	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	3,070.00	-3,070.00	-3,070.00	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	2,633.83	-2,633.83	-2,633.83	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	4,148.63	-4,148.63	-4,148.63	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	4,961.89	-4,961.89	-4,961.89	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	776.22	-776.22	-776.22	0.00
770-7700-41911	Liability Insurance	5,156.00	0.00	5,156.00	0.00	5,156.00	5,156.00	100.00
770-7700-41912	Unemployment Insurance	0.00	0.00	0.00	630.00	-630.00	-630.00	0.00
	<b>Salary and Benefits</b>	<b>523,227.00</b>	<b>0.00</b>	<b>523,227.00</b>	<b>439,842.75</b>	<b>83,384.25</b>	<b>83,384.25</b>	<b>15.94</b>
770-7700-43500	Office Supplies	5,500.00	0.00	5,500.00	2,583.47	2,916.53	2,916.53	53.03
770-7700-43501	Postage	1,800.00	0.00	1,800.00	482.69	1,317.31	1,317.31	73.18
770-7700-43520	Copies/Printing/Shipping/Xerox	4,000.00	0.00	4,000.00	2,731.29	1,268.71	1,268.71	31.72
770-7700-43600	Professional Services	59,825.00	0.00	59,825.00	50,289.72	9,535.28	9,535.28	15.94
770-7700-43900	Rent/Building	22,500.00	0.00	22,500.00	17,779.26	4,720.74	4,720.74	20.98
770-7700-44000	Special Department Expenses	10,000.00	0.00	10,000.00	2.00	9,998.00	9,998.00	99.98
770-7700-44320	Travel/Training Staff	3,000.00	0.00	3,000.00	62.32	2,937.68	2,937.68	97.92
	<b>Service and Supplies</b>	<b>106,625.00</b>	<b>0.00</b>	<b>106,625.00</b>	<b>73,930.75</b>	<b>32,694.25</b>	<b>32,694.25</b>	<b>30.66</b>
	<b>Expense</b>	<b>629,852.00</b>	<b>0.00</b>	<b>629,852.00</b>	<b>513,773.50</b>	<b>116,078.50</b>	<b>116,078.50</b>	<b>18.43</b>
<b>7700</b>	<b>WCCTAC Operations</b>	<b>629,852.00</b>	<b>0.00</b>	<b>629,852.00</b>	<b>513,773.50</b>	<b>116,078.50</b>	<b>116,078.50</b>	<b>18.43</b>
<b>7720</b>	<b>WCCTAC TDM</b>							
772-7720-41000	Salary	301,869.00	0.00	301,869.00	151,253.54	150,615.46	150,615.46	49.89
772-7720-41200	PERS Retirement	0.00	0.00	0.00	50,080.03	-50,080.03	-50,080.03	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	29,975.90	-29,975.90	-29,975.90	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	2,024.90	-2,024.90	-2,024.90	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	1,104.23	-1,104.23	-1,104.23	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	2,170.74	-2,170.74	-2,170.74	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	4,961.88	-4,961.88	-4,961.88	0.00

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance Encumbered	Available	% Avail
772-7720-41904	Life Insurance	0.00	0.00	0.00	257.52	-257.52	-257.52	0.00
772-7720-41911	Liability Insurance	5,156.00	0.00	5,156.00	0.00	5,156.00	5,156.00	100.00
	<b>Salary and Benefits</b>	<b>307,025.00</b>	<b>0.00</b>	<b>307,025.00</b>	<b>241,828.74</b>	<b>65,196.26</b>	<b>65,196.26</b>	<b>21.23</b>
772-7720-43300	MembershipsSubscriptions	1,610.00	0.00	1,610.00	575.00	1,035.00	1,035.00	64.29
772-7720-43500	Office Supplies	19,000.00	0.00	19,000.00	255.68	18,744.32	18,744.32	98.65
772-7720-43501	TDM Postage	0.00	0.00	0.00	217.46	-217.46	-217.46	0.00
772-7720-43502	TDM Postage	950.00	0.00	950.00	0.00	950.00	950.00	100.00
772-7720-43520	CopiesPrintingShippingXerox	11,000.00	0.00	11,000.00	4,755.87	6,244.13	6,244.13	56.76
772-7720-43600	Professional Services	68,000.00	0.00	68,000.00	48,273.94	19,726.06	19,726.06	29.01
772-7720-43900	RentBuilding	22,500.00	0.00	22,500.00	17,774.82	4,725.18	4,725.18	21.00
772-7720-44000	Special Department Expenses	120,077.00	0.00	120,077.00	16,257.94	103,819.06	103,819.06	86.46
772-7720-44320	TravelTraining Staff	1,155.00	0.00	1,155.00	445.00	710.00	710.00	61.47
	<b>Service and Supplies</b>	<b>244,292.00</b>	<b>0.00</b>	<b>244,292.00</b>	<b>88,555.71</b>	<b>155,736.29</b>	<b>155,736.29</b>	<b>63.75</b>
<b>7720</b>	<b>Expense WCCTAC TDM</b>	<b>551,317.00</b>	<b>0.00</b>	<b>551,317.00</b>	<b>330,384.45</b>	<b>220,932.55</b>	<b>220,932.55</b>	<b>40.07</b>
		<b>551,317.00</b>	<b>0.00</b>	<b>551,317.00</b>	<b>330,384.45</b>	<b>220,932.55</b>	<b>220,932.55</b>	<b>40.07</b>
<b>7730</b>	<b>STMP</b>							
773-7730-41000	Salary	55,000.00	0.00	55,000.00	0.00	55,000.00	55,000.00	100.00
	<b>Salary and Benefits</b>	<b>55,000.00</b>	<b>0.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>100.00</b>
773-7730-44000	Special Department Expense	3,171,955.00	0.00	3,171,955.00	0.00	3,171,955.00	3,171,955.00	100.00
	<b>Service and Supplies</b>	<b>3,171,955.00</b>	<b>0.00</b>	<b>3,171,955.00</b>	<b>0.00</b>	<b>3,171,955.00</b>	<b>3,171,955.00</b>	<b>100.00</b>
<b>7730</b>	<b>Expense STMP</b>	<b>3,226,955.00</b>	<b>0.00</b>	<b>3,226,955.00</b>	<b>0.00</b>	<b>3,226,955.00</b>	<b>3,226,955.00</b>	<b>100.00</b>
		<b>3,226,955.00</b>	<b>0.00</b>	<b>3,226,955.00</b>	<b>0.00</b>	<b>3,226,955.00</b>	<b>3,226,955.00</b>	<b>100.00</b>
Expense Total		4,408,124.00	0.00	4,408,124.00	844,157.95	3,563,966.05	3,563,966.05	0.8085

# General Ledger Monthly Budget Report

User: JUNED  
 Printed: 5/12/2021 9:16:51 AM  
 Period 01 - 10  
 Fiscal Year 2021



Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
<b>0000</b>	<b>Non Departmental</b>								
773-0000-34310	CC County STMP Fees	0.00	0.00	0.00	-2,916,655.24	2,916,655.24	0.00	2,916,655.24	0.00
773-0000-34315	El Cerrito STMP Fees	0.00	0.00	0.00	-278,595.00	278,595.00	0.00	278,595.00	0.00
773-0000-34325	Pinole STMP Fees	0.00	0.00	0.00	-25,694.10	25,694.10	0.00	25,694.10	0.00
773-0000-34330	Richmond STMP Fees	0.00	0.00	0.00	-79,265.00	79,265.00	0.00	79,265.00	0.00
773-0000-34335	San Pablo STMP Fees	0.00	0.00	0.00	-92,156.36	92,156.36	0.00	92,156.36	0.00
	<b>Licenses and Permits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,392,365.70</b>	<b>3,392,365.70</b>	<b>0.00</b>	<b>3,392,365.70</b>	<b>0.00</b>
770-0000-36102	Interest	0.00	0.00	0.00	-680.07	680.07	0.00	680.07	0.00
772-0000-36102	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
773-0000-36102	Interest	0.00	0.00	0.00	-10,819.52	10,819.52	0.00	10,819.52	0.00
	<b>Use of Property and Money</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-11,499.59</b>	<b>11,499.59</b>	<b>0.00</b>	<b>11,499.59</b>	<b>0.00</b>
770-0000-34010	STMP Administration	0.00	0.00	0.00	-55,000.10	55,000.10	0.00	55,000.10	0.00
770-0000-34111	Member Contributions	0.00	0.00	0.00	-523,670.00	523,670.00	0.00	523,670.00	0.00
770-0000-39906	Other Revenue	0.00	0.00	0.00	-20,020.15	20,020.15	0.00	20,020.15	0.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-263,964.53	263,964.53	0.00	263,964.53	0.00
773-0000-34010	STMP Administration	0.00	0.00	0.00	55,000.10	-55,000.10	0.00	-55,000.10	0.00
	<b>Miscellaneous Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-807,654.68</b>	<b>807,654.68</b>	<b>0.00</b>	<b>807,654.68</b>	<b>0.00</b>
<b>0000</b>	<b>Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,211,519.97</b>	<b>4,211,519.97</b>	<b>0.00</b>	<b>4,211,519.97</b>	<b>0.00</b>
	<b>Non Departmental</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,211,519.97</b>	<b>4,211,519.97</b>	<b>0.00</b>	<b>4,211,519.97</b>	<b>0.00</b>
<b>7700</b>	<b>WCCTAC Operations</b>								
770-7700-34111	Member Contributions	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	0.00	-523,670.00	100.00
	<b>Intergovernmental</b>	<b>-523,670.00</b>	<b>0.00</b>	<b>-523,670.00</b>	<b>0.00</b>	<b>-523,670.00</b>	<b>0.00</b>	<b>-523,670.00</b>	<b>100.00</b>
770-7700-39906	Other Revenue	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	0.00	-69,856.00	100.00
	<b>Miscellaneous Revenue</b>	<b>-69,856.00</b>	<b>0.00</b>	<b>-69,856.00</b>	<b>0.00</b>	<b>-69,856.00</b>	<b>0.00</b>	<b>-69,856.00</b>	<b>100.00</b>
<b>57700</b>	<b>Revenue</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>100.00</b>
	<b>WCCTAC Operations</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>0.00</b>	<b>-593,526.00</b>	<b>100.00</b>
<b>7720</b>	<b>WCCTAC TDM</b>								

Account Number Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
772-7720-33403 Grants	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
<b>Grants</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>100.00</b>
7720 Revenue	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	0.00	-551,317.00	100.00
<b>WCCTAC TDM</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>0.00</b>	<b>-551,317.00</b>	<b>100.00</b>
7730 STMP	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	0.00	-2,100,000.00	100.00
773-7730-34320 Hercules STMP Fees	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	0.00	-537,000.00	100.00
773-7730-34330 Richmond STMP Fees	-230,000.00	0.00	-230,000.00	0.00	-230,000.00	0.00	-230,000.00	100.00
773-7730-34335 San Pablo STMP Fees	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	0.00	-2,867,000.00	100.00
<b>Licenses and Permits</b>	<b>-2,867,000.00</b>	<b>0.00</b>	<b>-2,867,000.00</b>	<b>0.00</b>	<b>-2,867,000.00</b>	<b>0.00</b>	<b>-2,867,000.00</b>	<b>100.00</b>
773-7730-36102 Interest - LAIF	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	0.00	-50,000.00	100.00
<b>Use of Property and Money</b>	<b>-50,000.00</b>	<b>0.00</b>	<b>-50,000.00</b>	<b>0.00</b>	<b>-50,000.00</b>	<b>0.00</b>	<b>-50,000.00</b>	<b>100.00</b>
7730 Revenue	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	0.00	-2,917,000.00	100.00
<b>STMP</b>	<b>-2,917,000.00</b>	<b>0.00</b>	<b>-2,917,000.00</b>	<b>0.00</b>	<b>-2,917,000.00</b>	<b>0.00</b>	<b>-2,917,000.00</b>	<b>100.00</b>
Expense Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

**TO:** WCCTAC Board

**MEETING DATE:** May 28, 2021

**FR:** Coire Reilly, TDM Program Manager

**RE:** Purchase Order for the Pass2Class Program

---

**REQUESTED ACTION**

Authorize the Executive Director or designee to purchase AC Transit bus passes for the Pass2Class program, which is part of the 511 Contra Costa TDM program, in an amount not to exceed \$60,000.

**BACKGROUND AND DISCUSSION**

One of 511 Contra Costa's largest annual programs, Pass2Class, provides West County students with bus passes at the beginning of the school year and requires the purchase of large numbers of physical passes. In years past, staff has purchased these tickets from AC Transit using credit which is onerous and requires tickets to be purchased in batches. To improve efficiency, staff proposes to use a purchase order to acquire passes.

The purchase order will be issued by the City of San Pablo, WCCTAC's fiscal sponsor. Staff has general direction from the Board each year to implement TDM program elements and the Board has approved the TDM program budget as part of the general approval process. Given the efficiencies involved with utilizing the purchase order process, staff recommends that the Board authorize the Executive Director or designee to purchase AC Transit bus passes for the Pass2Class program, which is part of the 511 Contra Costa TDM program, in an amount not to exceed \$60,000. The source of funding is TFCA grant dollars provided annually to the 511 Contra Costa program.

**Attachments:**

A: Resolution 20-01

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE  
RESOLUTION NO. 20-01**

**AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO PURCHASE AC  
TRANSIT BUS PASSES FOR THE PASS2CLASS PROGRAM , IN THE AMOUNT  
NOT TO EXCEED SIXTY THOUSAND DOLLARS (\$60,000)**

**WHEREAS**, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) manages the 511 Contra Costa transportation demand management (“TDM”) program for West Contra Costa County; and

**WHEREAS**, Pass2Class provides West County students with bus passes at the beginning of the school year and requires the purchase of a large number of physical passes; and

**WHEREAS**, Pass2Class is one of the TDM program’s largest annual programs; and

**WHEREAS**, the WCCTAC Board provides general direction to implement TDM program elements; and

**WHEREAS**, the WCCTAC Board desires to authorize the purchase of bus passes for Pass2Class as part of the TDM program.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize the Executive Director or designee to purchase bus passes for Pass2Class as part of the TDM program in an amount not to exceed \$60,000.
2. The Executive Director or designee is authorized to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on May 28, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Chris Kelley, Chair

Attest:

---

John Nemeth, Executive Director

Approved as to Form:

---

Kristopher Kokotaylo, General Counsel

3770143.1

*This Page Intentionally Blank*

**TO:** WCCTAC Board

**MEETING DATE:** May 28, 2021

**FR:** Joanna Pallock, Program Manager

**RE:** Fiscal Year 2021-22 Measure J 19b Funds to WestCAT and AC Transit

---

**REQUESTED ACTION**

Approve the Fiscal Year 2021-22 Measure J Program 19b funding allocation for WestCAT and AC Transit totaling \$2,116,800.

**BACKGROUND AND DISCUSSION**

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

Due to COVID-19's effects on transit ridership and farebox revenue, WCCTAC and CCTA are forgoing the need to submit claim forms to identify how these funds will be used for existing or new service. The funds will be used to help in the recovery of transit operations impacted by the pandemic.

Based on the split, the amount of Program 19b funds available in FY 2021-22 for AC Transit is \$1,724,800. The attached spreadsheet provides information about the specific AC Transit routes that will benefit from this funding. WestCAT would receive \$392,000. WestCAT proposes to use these funds to support existing service.

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

**Attachments:**

A. CCTA Program 19b chart for FY 2021-22

PROGRAM: 19b - West County Additional Bus Services			FY 2022
Sales Tax Revenue Estimate			\$98,000,000
	%	Year	
Original Program Revenue Estimate	2.20%		\$2,156,000
Revised Program Revenue Estimate	2.160%		\$2,116,800
Previous Year Allocation Adjustment			see below
Available for Allocation (Programmed by WCCTAC)			\$2,116,800

Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2%

FY 2020-21				Allocation Adjustment from FY 2019-20	TOTAL ALLOCATION
Agency	Coop #	Percent of Program	100% Amount		
AC Transit	60.00.02	calc 1 below	\$ 1,724,800	\$ 1,552,320	\$ 1,754,229
WestCAT	60.00.04	calc 2 below	\$ 392,000	\$ 352,800	\$ 398,688
Total Allocation			\$ 2,116,800	\$ 1,905,120	\$ 2,152,918

Calc 1: AC Transit receives 80% of original program revenue (2.2%)  
 Calc 2: WestCAT receives remainder based on revised program revenue (2.16%)

**TO:** WCCTAC Board

**MEETING DATE:** May 28, 2021

**FR:** John Nemeth, Executive Director

**RE:** **STMP Call for Projects: Funding Recommendations.**

**REQUESTED ACTION**

Approve the STMP funding recommended by the WCCTAC TAC.

**BACKGROUND AND DISCUSSION**

On March 26, 2021, the WCCTAC Board approved a Cycle 1 Call for Projects for the 2019 STMP Update. It recommended making \$3,750,000 available, leaving remaining funds for other commitments. The Board also endorsed the parameters proposed by the TAC including a maximum of two applications per sponsor and a maximum funding request of \$1.875 million (50% of the funding available). STMP funding requests were due on April 26, 2021.

Submittals

WCCTAC received the funding requests listed below. A brief description of the projects and their proposed use of STMP funding is included as Attachment A. The funding requests, which include nearly 100 pages of combined material, can be provided upon request.

Sponsor	Project	Funding Request	Amended Request	TAC Recomm.	Score
BART	El Cerrito Plaza Station, New Fare Gates and Elevator Enclosures	\$750,000	\$750,000	\$750,000	26.5
Richmond	Richmond Ferry to Bridge Bicycle Network Improvements	\$241,000	\$241,000	\$241,000	24.0
El Cerrito	Del Norte BART TOD Complete Streets	\$1,189,800	\$1,189,800	\$1,189,980	23.3
Pinole	Appian Way Complete Street Preliminary Engineering	\$100,000	\$100,000	\$100,000	22.5
EBRPD	Bay Trail - Pinole Point to Point Wilson	\$500,000	\$500,000	\$500,000	20.5
San Pablo	San Pablo Ave. Bridge Replacement and Intersection Realignment	\$1,814,000	\$1,360,000	\$668,000	20.5
Hercules	Refugio Creek/North Channel Endowment	\$200,000	N/A	-	N/A
Hercules	RITC-Utility Relocation and Track/Signal design	N/A	\$300,000	\$300,000	20.5
<b>TOTAL</b>		<b>\$4,794,800</b>	<b>\$4,140,800</b>	<b>\$3,748,800</b>	

Amounts Requested

In the table on the previous page, the “Funding Request” column shows amounts requested by project sponsors. The initial Hercules request was deemed to be incompatible with the Mitigation Fee Act by WCCTAC’s legal counsel given that it was for a prospective activity (future maintenance on a creek area). In addition, WCCTAC’s 2019 STMP does not allow for funding beyond the construction phase. WCCTAC staff, however, allowed Hercules to submit a substitute funding request for the TAC’s consideration.

The “Amended Request” column, also in the table on the previous page, shows the revised Hercules request. In addition, the request by San Pablo was reduced to \$1,360,000 since that is the maximum that can be allocated to the *San Pablo Avenue Intersection Realignment at 23<sup>rd</sup> Street and Road 20* funding category based on WCCTAC’s Nexus Study.

Scores

At its March 11, 2021 meeting, the TAC developed criteria for WCCTAC staff to score and rank the funding requests as follows:

<b>Scoring Criteria for Cycle 1 2019 STMP Update Call for Projects:</b>	
<b>Criteria</b>	<b>Max. Points</b>
Readiness to spend STMP dollars. <i>(earlier spending scores higher).</i>	10
Readiness to construct. <i>(projects close to construction score higher).</i>	5
Share of the funding gap. <i>(STMP fully closing a gap scores higher than partially closing a gap).</i>	5
Serves a disadvantaged community.	5
Improves subregional alternative mode network.	5

Based on these criteria, WCCTAC staff scored and ranked the funding applications and presented this information to the TAC. A more detailed review of the scoring methodology is included as Attachment B.

WCCTAC TAC Proposal

The combined (amended) funding request of \$4,140,800 exceeds the \$3,750,000 available. As a result, not all requests can be fully funded.

The TAC, at its May 13, 2021 meeting, recommended that all requests be fully funded, except for the San Pablo Avenue Bridge Replacement and Intersection Realignment project, submitted by the City of San Pablo. This was the largest funding request and was also among the lower scoring. The project includes a design component (\$668,000) that can make use of STMP funds in the near term. That component, as a stand-alone funding request, would have received the second highest score of 24.4. The request also sought funding for longer term right of way acquisition or construction. The TAC proposed to fund just the design component, although San Pablo can still seek funding in a later STMP funding cycle. As a result, the total funding allocation proposed by the TAC would be \$3,748,800, just under the \$3,750,000 available.

### Next Steps

Following Board action on a funding allocation, WCCTAC staff will work with staff from each agency to develop draft funding agreements utilizing WCCTAC's standard template. These draft agreements will be brought back to the WCCTAC Board for its approval and will also be approved by the funding recipients. Funds are ultimately disbursed on a reimbursement basis.

### **Attachments:**

A: Brief Project Descriptions

B: Scoring Methodology

## **Attachment A: Brief Project Descriptions**

### **El Cerrito Plaza BART New Fare Gates and Elevator Enclosures:**

The elevators at the El Cerrito BART Station are currently outside the paid area on the street (Concourse) level. This BART-sponsored project would install metal enclosures in front of the elevator entrances on the Concourse level, along with new swing barrier style pneumatic fare gates in front of the enclosures to reduce the occurrence of fare evaders. The \$750,000 in requested STMP funds would complete the procurement and construction phase and thus complete the project. Funds could be spent as early as September 2021.

### **Richmond Ferry to Bicycle Network Improvements:**

The City of Richmond requested \$241,000 in STMP funding to design and construct cyclist and pedestrian safety improvements through the Point Richmond Historic District between Cutting Blvd. and the RSR Bridge trailhead at Castro Street. These improvements include: protected two-way cycle tracks, reconfiguration of motor vehicle parking, high visibility crosswalks with ADA-compliant curb ramps, sidewalk extension to reduce street crossing distances, bus stop improvements, wayfinding signs, and pavement markings. The STMP funds would be paired with other sources of funding. The PSE phase could begin as early as this summer.

### **Del Norte BART TOD Complete Streets:**

This project, sponsored by the City of El Cerrito, would use \$1,189,800 in STMP funds to develop a series of bicycle and pedestrian improvements in the vicinity of the El Cerrito Del Norte BART Station. It includes bikeways on San Pablo Ave., Cutting Blvd., Eastshore Blvd., Hill Street, and Knott Ave., along with protected intersection treatments, new protected crosswalks and signals, speed tables and flashing beacons at crosswalks at the I-80 on-ramps, in-lane bus boarding islands on San Pablo Ave. and Cutting Blvd, sidewalk improvements, narrowed travel lanes, street modifications, traffic signal optimization, and streetscape improvements. Funds would be mainly used for design in the near term with a portion dedicated to construction, projected to begin in December 2022.

### **Appian Way Complete Street Preliminary Engineering:**

This project, sponsored by the City of Pinole, would use \$100,000 in STMP funds to complete preliminary design, community outreach, utility coordination, environmental and final design for bicycle and pedestrian improvements on a stretch of Appian Way just south of Fitzgerald Drive. The final project may also include improvements to bus stops. Work could begin in August of 2021

### **Bay Trail – Pinole Point to Point Wilson:**

This East Bay Regional Park District project would use \$500,000 in STMP funds to complete the final plans, specifications, estimates, and permitting of a .9-mile paved Class I multi-use extension of the San Francisco Bay Trail from Pinole Point Business Park in Richmond to Point Wilson in Contra Costa County. This project would close the final gap in the San Francisco Bay Trail creating 30 miles of continuous trail from Lone Tree Point in Rodeo to Oakland and Treasure Island. Work on the PSE could begin in August of 2022.

San Pablo Ave. Bridge Replacement and Intersection Realignment:

The City of San Pablo is working on replacing the deficient existing six-lane bridge at the intersection of San Pablo Avenue/Road 20/23rd Street with a new bridge and making associated intersection realignment and safety improvements for all users. A portion of STMP funds (\$668,000) would be paired with federal Highway and Bridge funds to close a funding gap for design work which could begin this summer. The remainder of the City of San Pablo's request would be used for right of way acquisition or construction in the future.

Hercules Refugio Creek / North Channel Endowment:

STMP funds would be used by the City of Hercules to establish an endowment fund to be managed by a third-party land trust. Annual returns from the endowment would be used for routine maintenance work on the Refugio Creek / North Channel area. As noted in the staff report, this request was deemed ineligible for STMP funds by WCCTAC's counsel.

Regional Intermodal Transit Center (RITC) Utility Relocation and Track / Signal Design:

This funding request was submitted by the City of Hercules as a replacement for the ineligible Hercules Refugio Creek / North Channel Endowment request. With this project, \$300,000 in STMP funds would be used to complete the design of the Utility Relocation phase, and the 25% design for the Track / Signal Design phase. Design work could begin this summer.

**Attachment B: Scoring Methodology**

As a starting point for the TAC’s development of a funding recommendation, staff scored each project according to criteria developed by the TAC at its March 13, 2021 meeting. These are show in the table below.

<b>Scoring Criteria for Cycle 1 2019 STMP Update Call for Projects:</b>	
<b>Criteria</b>	<b>Max. Points</b>
Readiness to spend STMP dollars. <i>(earlier spending scores higher).</i>	10
Readiness to construct. <i>(projects close to construction score higher).</i>	5
Share of the funding gap. <i>(STMP fully closing a gap scores higher than partially closing a gap).</i>	5
Serves a disadvantaged community.	5
Improves subregional alternative mode network.	5

The scoring for each of the five criteria and for each project are shown in the table below. A more detailed explanation of the scoring methodology follows the table.

<b>Applicant</b>	<b>Readiness to spend STMP (10 points)</b>	<b>Readiness to Construct (5 points)</b>	<b>Share of the Funding Gap (5 points)</b>	<b>Disadvantaged Community (5 points)</b>	<b>Improves Alt. Mode Network (5 points)</b>	<b>Total Score</b>
BART	8.5	5	5	3	5	26.5
Richmond	8.0	4	3	4	5	24.0
El Cerrito	6.3	4	3	5	5	23.3
Pinole	8.5	1	5	3	5	22.5
EBRPD	5.5	3	2	5	5	20.5
San Pablo	5.5	3	3	5	4	20.5
Hercules	8.5	1	4	2	5	20.5

**Readiness to Spend STMP Funds (10 points)**

WCCTAC staff assigned points based on the likely timing of STMP fund expenditures, using the point assignment shown below. Nearer term spending scored better than longer term spending. Points were assigned using a weighted average. For example, if a funding request of \$1,000,000 included an expectation of \$100,000 being spent in August of 2021 (10 points) and the other \$900,000 in the Summer of 2023 (4 points), the score would be 4.6,  $((100,000*10)+(900,000*4)/1,000,000)$ . If the spending was expected to be spread across two or more periods, staff assigned an equal share to each of those periods. For example, if funds were expected to be spent between April and October of 2022, the score would be a 6.5.

- 10 points - now through Aug 2021
- 9 points – Sept. 2021 through Nov. 2021
- 8 points – Dec. 2021 through Feb. 2022
- 7 points – March 2022 through May 2022

- 6 points – June through Nov. 2022
- 5 points – Dec. 2022 through May 2023
- 4 points – June 2023 through Nov 2023
- 3 points – Dec. 2023 through May 2024
- 2 points – June 2024 through May 2025
- 1 point – June 2025 and beyond

Readiness to Construct (5 points)

WCCTAC staff assigned points for this criterion based on when construction was anticipated to start, as shown below. If there was no known start date or the applicant did not provide an estimate, staff assigned one point.

- 5 points - less than a year from now
- 4 points - 1-2 years
- 3 points - 2-3 years
- 2 points - 3-4 years
- 1 point - more than 4 years from now

Share of the Funding Gap (5 points)

Points were assigned for this criterion based on how much the STMP funding request closed a funding gap to implement a project or phase of a project. The greater the share of the funding gap closed by the request, the higher the score. For example, if a phase of a project has a cost of \$1,000,000, and a project sponsor already has already secured \$600,000 and was requesting \$200,000 in STMP, the score would be 3. The STMP funds in this case (\$200K), represent 50% of the \$400K funding gap. This criterion is different than one based on leveraging.

- 5 points - 100%
- 4 points - 75-99.9%
- 3 points - 50-74.9%
- 2 points - 25-49.9%
- 1 point – 0-24.9%

Disadvantaged Community (5 points)

WCCTAC staff assigned points as follows:

- 5 points - project located inside of an MTC-defined Community of Concern
- 4 points - project located immediately adjacent to an MTC-defined Community of Concern that is geographically large and at the highest tier of concern
- 3 points - project located immediately adjacent to an MTC-defined Community of Concern that is either geographically large or at the highest tier
- 2 points - project located within a mile of an MTC-defined Community of Concern
- 1 point - project more than one mile away from an MTC defined Community of Concern

Improves the Alternative Mode Network (5 points)

WCCTAC staff assigned points as follows:

5 points - project funding is aimed entirely at the alternative mode network

4 points - project funding mainly benefits the alternative mode network

3 points - project funding somewhat benefits the alternative mode network

2 points - project funding slightly benefits the alternative mode network

1 point – project funding is not related to the alternative mode network

**TO:** WCCTAC Board

**DATE:** May 28, 2021

**FR:** John Nemeth, Executive Director

**RE:** Draft Fiscal Year 2022 Work Program, Budget, and Dues

---

### **REQUESTED ACTION**

Staff requests authorization to circulate the Draft Fiscal Year 2022 Work Program, Budget, and Dues documents to member agencies. Staff will bring the draft final budget to the Board for adoption at the June 25, 2021 meeting.

### **BACKGROUND AND DISCUSSION**

This staff report provides an overview of:

- 1) The Proposed Dues for Fiscal Year 2022.
- 2) A Budget Analysis.
- 3) Accomplishment for the Current Year.
- 4) The Proposed Work Program for Fiscal Year 2022.

#### **1) Proposed Dues for Fiscal Year 2022**

Last year, there was no increase to member agency dues. For the upcoming fiscal year, staff is proposing a 1.5% increase. In the recent era, staff has made every effort to keep dues modest. From the start of Fiscal Year 2009 through the end of Fiscal Year 2021, a period of 13 years, dues will have only increased by an effective 1.1% per year. The dues schedule for Fiscal Year 2022 included as Attachment C.

#### **2) Budget Analysis**

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

- WCCTAC General Operations
- Transportation Demand Management (TDM)
- Subregional Transportation Mitigation Program (STMP)
- Other Reimbursable (Special Projects)

#### ***WCCTAC General Operations***

Last year, given the expected financial challenges presented to local jurisdictions at the start of the pandemic, WCCTAC chose to not to increase dues for member agencies. To make the Operations budget work, WCCTAC made two key decisions: 1) it did not provide a cost-of-living adjustment to staff for the current fiscal year and put and freeze on salary increases; and 2) it used a positive balance, above the required reserve, as a cushion to allow for expenditures to

exceed revenues by \$36,326. Given an estimated balance of \$49,492 at this time last year, the Fiscal Year 2021 budget was expected to leave a balance of \$13,166 above the reserve at the end of the current fiscal year.

The balance at the end of this fiscal year, however, will be larger than previously estimated. Based on WCCTAC's audit for Fiscal Year 19-20, the Operations fund had a positive balance of \$79,858, above the Board-required reserve, going into this fiscal year. That was mainly due to WCCTAC's ability to obtain a larger reimbursement than anticipated for staff work related to the Caltrans grant-funded Express Bus Implementation Plan.

Moreover, in the current fiscal year, expenditures are only expected to exceed revenues by \$12,963, not the anticipated \$36,326. As result of both a larger than expected balance going into this year and lower than expected expenditures during the current fiscal year, the balance above the reserve going into Fiscal Year 2022 is projected to be \$66,895.

WCCTAC's spending on salaries and benefits was lower than budgeted but this was almost entirely due to the suspension of the Travel Training Program as a result COVID-19. WCCTAC's labor costs were lower, given the need to furlough the Travel Training Coordinator, but revenues were correspondingly lower, too, since WCCTAC did not invoice CCTA for Measure J 28b reimbursements. One key reason for lower-than-expected expenditures this year is that WCCTAC did not spend its \$10,000 contingency. In addition, expenditures were under budget across a variety of categories, including: office supplies, mileage and transit reimbursements to staff, professional development, copier costs and legal services.

In Fiscal Year 2022, staff is proposing to spend \$32,399 more than it will receive in revenues, which would leave a positive balance, above the reserve, of \$34,298. In reducing the balance by about half, staff is proposing a middle ground between either using most of the balance in the upcoming year but then facing a structural challenge in Fiscal Year 2023, or only minimally cutting into the balance and possibly ending up with a cash balance that continues to grow.

Given the size of the positive balance, staff is proposing only a small 1.5% dues increase and will aim for similarly small increases in upcoming years. Staff is also proposing a 3.5% cost-of-living adjustment (COLA) for Fiscal Year 2022. While that increase is above the Bay Area's CPI, staff did not receive a COLA last year. As a result, across a two-year time frame, this COLA is generally lower than peer agencies. Staff at CCTA, for example, received a COLA of 2.5% for Fiscal Year 2021 and will receive a COLA of 2.0% for Fiscal Year 2022.

In the upcoming fiscal year, the largest increase in costs will be in WCCTAC's annual Unfunded Accrued Liability payment to CalPERS which will rise by about 17%. Staff is expecting some increases in office supply and professional development expense as work may become less strictly remote. There will also be standard, small increases in office rent, some benefits, and payments to the City of San Pablo for financial services. In the upcoming fiscal year, WCCTAC will re-activate its Travel Training Program. This will add to labor expenses but those will be directly offset by Measure J 28b funds previously set-aside for travel training.

### ***Transportation Demand Management (TDM)***

Last year, a lower allocation of Measure J funding for TDM, based on CCTA's lower Measure J revenue forecast due to the pandemic, put pressure on both WCCTAC's TDM and operating budgets. TFCA grant funds from the Air District are largely used to provide TDM incentives, while Measure J funds mainly cover WCCTAC agency expenses, such as TDM-related labor. If Measure J funding is insufficient, the WCCTAC Operations budget must make up the difference. In the upcoming Fiscal Year, TFCA funding is expected to be similar to the current year, while funding from Measure J will be nearly 16% higher. Given the improved Measure J allocation, WCCTAC will have sufficient funds to cover TDM expenses, without significantly impacting the Operations budget and will also have a large amount of incentive funding available.

### ***Subregional Transportation Mitigation Program (STMP)***

In the current fiscal year, projected STMP revenues of \$4.1M will exceed the budget estimate of \$2.9M. This large amount of revenue has allowed for WCCTAC to issue the first Call for Projects of the 2019 STMP Update. In the upcoming fiscal year, based on discussions with member agency staffs, STMP revenues are expected to be lower at around \$1.6M. STMP revenues are difficult to predict, however, and if revenues are higher than expected there could be another Call for Projects in Fiscal Year 2022.

In the current fiscal year, WCCTAC only disbursed \$21,955 in committed STMP funds - to the Del Norte BART Modernization Program. Disbursements are made when project sponsors, with Board-approved allocations, provide invoices to WCCTAC and request reimbursements. In the STMP budget worksheet, for the sake of clarity and prudence, staff assumed that all current project sponsors with STMP funding commitments will request all their funding in the upcoming year. That assumption, while highly unlikely, allows the Board to see existing STMP funding commitments.

WCCTAC can use 4% of its STMP revenues to cover administrative costs. However, staff limits the amount of funds used for administration to the amount specified in the WCCTAC budget. This year WCCTAC used \$55K for staff administrative expenses. The true staff and legal costs of administration are higher, however, so in the upcoming fiscal year, staff is proposing to use \$65K for administration.

### ***Other Reimbursable (Special Projects)***

WCCTAC is contributing \$150K in Measure J 28b funds to a second phase of the San Pablo Avenue Corridor Study, in partnership with the Alameda County Transportation Commission (ACTC). A small portion of that funding will be spent in the current Fiscal Year, with bulk of the funds expected to be spent in the next Fiscal Year. WCCTAC will pass through its usual allocation of Measure J 21b funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program. WCCTAC might also spend grant funds on the proposed Richmond Parkway study if its grant application to Caltrans is successful.

### 3) Fiscal Year 2020 Accomplishments

WCCTAC had numerous successes in the current year, with some highlights as follows:

- Provided support for a **pivot of city paratransit programs** during the pandemic to allow for meal delivery and to assist in arranging transportation to vaccine sites.
- Assisted Caltrans with the development of a successful (\$3.83M) ATP grant application for ped/bike **improvements to Central Ave.** at I-80, which included securing local matches and drafting and reviewing application content.
- Completely overhauled the **Guaranteed Ride Home Program**, building the website and the database from the ground up. The website is now more secure and able to offer Paypal and Venmo as reimbursement options.
- Created a new TDM incentive program to encourage cycling, **Secure Your Cycle**, which offers participants \$20 BikeLink cards.
- Kicked-off **Phase 2 of the San Pablo Avenue Multimodal Corridor Study** in partnership with the CCTA and the Alameda County Transportation Commission (ACTC) to investigate complete street elements between the County boundary and Hilltop.
- Worked with Richmond, Contra Costa County, and other local partners to submit a \$690,000 funding application to the Caltrans' Sustainable Transportation Planning Program for a **Richmond Parkway Environmental Justice and Regional Mobility Study**.
- Assisted local jurisdictions with the transition to the 2019 STMP Update and issued the first Call for Projects. **STMP Cycle 1 is making \$3.75 million** available for local transportation projects.
- Quickly **shifted to remote work and remote meetings** at the onset of the pandemic, taking advantage of earlier improvements to WCCTAC's virtual private network.

### 4) Work Program for Fiscal Year 2022

The draft Work Program for next year is included as Attachment A. In Fiscal Year 2022, WCCTAC will evaluate its post-pandemic work practices and likely move to a "hybrid" model with some in-office time but much greater employee flexibility. Staff will closely monitor the emerging work policies and practices of peer agencies.

WCCTAC will continue to manage Phase 2 of the San Pablo Avenue Multimodal Corridor Study and serve on the TAC for the Design Alternatives Assessment (DAA) which is evaluating potential improvements to I-80. WCCTAC may also manage the Richmond Parkway study in the upcoming fiscal year if its application to Caltrans is successful.

WCCTAC's programs, such as TDM and the Student Bus Pass Program may be operating in an environment with potentially greater transportation demand as the region emerges from the

pandemic. The Travel Training program will also re-start in the next fiscal year as recently directed by the Board.

WCCTAC will remain engaged in regional efforts that may impact West County (such as Link21, the I-580 ORT/HOV project, and the MTC-led Transit Recovery Blue Ribbon Task Force). Staff will also continue to seek grant opportunities and funding for priority projects in West County. Lastly, in the upcoming year there could also be another STMP Call for Projects if revenues allow.

**Attachments:**

A: Fiscal Year 2022 Work Program

B: Fiscal Year 2022 Budget

C: Fiscal Year 2022 Member Agency Dues Schedule

*This Page Intentionally Blank*

**TO:** WCCTAC Board

**DATE:** May 28, 2021

**FR:** John Nemeth, Executive Director

**RE:** Draft Fiscal Year 2022 Work Program, Budget, and Dues

---

### **REQUESTED ACTION**

Staff requests authorization to circulate the Draft Fiscal Year 2022 Work Program, Budget, and Dues documents to member agencies. Staff will bring the draft final budget to the Board for adoption at the June 25, 2021 meeting.

### **BACKGROUND AND DISCUSSION**

This staff report provides an overview of:

- 1) The Proposed Dues for Fiscal Year 2022.
- 2) A Budget Analysis.
- 3) Accomplishment for the Current Year.
- 4) The Proposed Work Program for Fiscal Year 2022.

#### **1) Proposed Dues for Fiscal Year 2022**

Last year, there was no increase to member agency dues. For the upcoming fiscal year, staff is proposing a 1.5% increase. In the recent era, staff has made every effort to keep dues modest. From the start of Fiscal Year 2009 through the end of Fiscal Year 2021, a period of 13 years, dues will have only increased by an effective 1.1% per year. The dues schedule for Fiscal Year 2022 included as Attachment C.

#### **2) Budget Analysis**

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

- WCCTAC General Operations
- Transportation Demand Management (TDM)
- Subregional Transportation Mitigation Program (STMP)
- Other Reimbursable (Special Projects)

#### ***WCCTAC General Operations***

Last year, given the expected financial challenges presented to local jurisdictions at the start of the pandemic, WCCTAC chose to not to increase dues for member agencies. To make the Operations budget work, WCCTAC made two key decisions: 1) it did not provide a cost-of-living adjustment to staff for the current fiscal year and put and freeze on salary increases; and 2) it used a positive balance, above the required reserve, as a cushion to allow for expenditures to

exceed revenues by \$36,326. Given an estimated balance of \$49,492 at this time last year, the Fiscal Year 2021 budget was expected to leave a balance of \$13,166 above the reserve at the end of the current fiscal year.

The balance at the end of this fiscal year, however, will be larger than previously estimated. Based on WCCTAC's audit for Fiscal Year 19-20, the Operations fund had a positive balance of \$79,858, above the Board-required reserve, going into this fiscal year. That was mainly due to WCCTAC's ability to obtain a larger reimbursement than anticipated for staff work related to the Caltrans grant-funded Express Bus Implementation Plan.

Moreover, in the current fiscal year, expenditures are only expected to exceed revenues by \$12,963, not the anticipated \$36,326. As result of both a larger than expected balance going into this year and lower than expected expenditures during the current fiscal year, the balance above the reserve going into Fiscal Year 2022 is projected to be \$66,895.

WCCTAC's spending on salaries and benefits was lower than budgeted but this was almost entirely due to the suspension of the Travel Training Program as a result COVID-19. WCCTAC's labor costs were lower, given the need to furlough the Travel Training Coordinator, but revenues were correspondingly lower, too, since WCCTAC did not invoice CCTA for Measure J 28b reimbursements. One key reason for lower-than-expected expenditures this year is that WCCTAC did not spend its \$10,000 contingency. In addition, expenditures were under budget across a variety of categories, including: office supplies, mileage and transit reimbursements to staff, professional development, copier costs and legal services.

In Fiscal Year 2022, staff is proposing to spend \$32,399 more than it will receive in revenues, which would leave a positive balance, above the reserve, of \$34,298. In reducing the balance by about half, staff is proposing a middle ground between either using most of the balance in the upcoming year but then facing a structural challenge in Fiscal Year 2023, or only minimally cutting into the balance and possibly ending up with a cash balance that continues to grow.

Given the size of the positive balance, staff is proposing only a small 1.5% dues increase and will aim for similarly small increases in upcoming years. Staff is also proposing a 3.5% cost-of-living adjustment (COLA) for Fiscal Year 2022. While that increase is above the Bay Area's CPI, staff did not receive a COLA last year. As a result, across a two-year time frame, this COLA is generally lower than peer agencies. Staff at CCTA, for example, received a COLA of 2.5% for Fiscal Year 2021 and will receive a COLA of 2.0% for Fiscal Year 2022.

In the upcoming fiscal year, the largest increase in costs will be in WCCTAC's annual Unfunded Accrued Liability payment to CalPERS which will rise by about 17%. Staff is expecting some increases in office supply and professional development expense as work may become less strictly remote. There will also be standard, small increases in office rent, some benefits, and payments to the City of San Pablo for financial services. In the upcoming fiscal year, WCCTAC will re-activate its Travel Training Program. This will add to labor expenses but those will be directly offset by Measure J 28b funds previously set-aside for travel training.

### ***Transportation Demand Management (TDM)***

Last year, a lower allocation of Measure J funding for TDM, based on CCTA's lower Measure J revenue forecast due to the pandemic, put pressure on both WCCTAC's TDM and operating budgets. TFCA grant funds from the Air District are largely used to provide TDM incentives, while Measure J funds mainly cover WCCTAC agency expenses, such as TDM-related labor. If Measure J funding is insufficient, the WCCTAC Operations budget must make up the difference. In the upcoming Fiscal Year, TFCA funding is expected to be similar to the current year, while funding from Measure J will be nearly 16% higher. Given the improved Measure J allocation, WCCTAC will have sufficient funds to cover TDM expenses, without significantly impacting the Operations budget and will also have a large amount of incentive funding available.

### ***Subregional Transportation Mitigation Program (STMP)***

In the current fiscal year, projected STMP revenues of \$4.1M will exceed the budget estimate of \$2.9M. This large amount of revenue has allowed for WCCTAC to issue the first Call for Projects of the 2019 STMP Update. In the upcoming fiscal year, based on discussions with member agency staffs, STMP revenues are expected to be lower at around \$1.6M. STMP revenues are difficult to predict, however, and if revenues are higher than expected there could be another Call for Projects in Fiscal Year 2022.

In the current fiscal year, WCCTAC only disbursed \$21,955 in committed STMP funds - to the Del Norte BART Modernization Program. Disbursements are made when project sponsors, with Board-approved allocations, provide invoices to WCCTAC and request reimbursements. In the STMP budget worksheet, for the sake of clarity and prudence, staff assumed that all current project sponsors with STMP funding commitments will request all their funding in the upcoming year. That assumption, while highly unlikely, allows the Board to see existing STMP funding commitments.

WCCTAC can use 4% of its STMP revenues to cover administrative costs. However, staff limits the amount of funds used for administration to the amount specified in the WCCTAC budget. This year WCCTAC used \$55K for staff administrative expenses. The true staff and legal costs of administration are higher, however, so in the upcoming fiscal year, staff is proposing to use \$65K for administration.

### ***Other Reimbursable (Special Projects)***

WCCTAC is contributing \$150K in Measure J 28b funds to a second phase of the San Pablo Avenue Corridor Study, in partnership with the Alameda County Transportation Commission (ACTC). A small portion of that funding will be spent in the current Fiscal Year, with bulk of the funds expected to be spent in the next Fiscal Year. WCCTAC will pass through its usual allocation of Measure J 21b funds to the West Contra Costa Unified and John Swett School Districts for the Student Bus Pass Program. WCCTAC might also spend grant funds on the proposed Richmond Parkway study if its grant application to Caltrans is successful.

### 3) Fiscal Year 2020 Accomplishments

WCCTAC had numerous successes in the current year, with some highlights as follows:

- Provided support for a **pivot of city paratransit programs** during the pandemic to allow for meal delivery and to assist in arranging transportation to vaccine sites.
- Assisted Caltrans with the development of a successful (\$3.83M) ATP grant application for ped/bike **improvements to Central Ave.** at I-80, which included securing local matches and drafting and reviewing application content.
- Completely overhauled the **Guaranteed Ride Home Program**, building the website and the database from the ground up. The website is now more secure and able to offer Paypal and Venmo as reimbursement options.
- Created a new TDM incentive program to encourage cycling, **Secure Your Cycle**, which offers participants \$20 BikeLink cards.
- Kicked-off **Phase 2 of the San Pablo Avenue Multimodal Corridor Study** in partnership with the CCTA and the Alameda County Transportation Commission (ACTC) to investigate complete street elements between the County boundary and Hilltop.
- Worked with Richmond, Contra Costa County, and other local partners to submit a \$690,000 funding application to the Caltrans' Sustainable Transportation Planning Program for a **Richmond Parkway Environmental Justice and Regional Mobility Study**.
- Assisted local jurisdictions with the transition to the 2019 STMP Update and issued the first Call for Projects. **STMP Cycle 1 is making \$3.75 million** available for local transportation projects.
- Quickly **shifted to remote work and remote meetings** at the onset of the pandemic, taking advantage of earlier improvements to WCCTAC's virtual private network.

### 4) Work Program for Fiscal Year 2022

The draft Work Program for next year is included as Attachment A. In Fiscal Year 2022, WCCTAC will evaluate its post-pandemic work practices and likely move to a "hybrid" model with some in-office time but much greater employee flexibility. Staff will closely monitor the emerging work policies and practices of peer agencies.

WCCTAC will continue to manage Phase 2 of the San Pablo Avenue Multimodal Corridor Study and serve on the TAC for the Design Alternatives Assessment (DAA) which is evaluating potential improvements to I-80. WCCTAC may also manage the Richmond Parkway study in the upcoming fiscal year if its application to Caltrans is successful.

WCCTAC's programs, such as TDM and the Student Bus Pass Program may be operating in an environment with potentially greater transportation demand as the region emerges from the

pandemic. The Travel Training program will also re-start in the next fiscal year as recently directed by the Board.

WCCTAC will remain engaged in regional efforts that may impact West County (such as Link21, the I-580 ORT/HOV project, and the MTC-led Transit Recovery Blue Ribbon Task Force). Staff will also continue to seek grant opportunities and funding for priority projects in West County. Lastly, in the upcoming year there could also be another STMP Call for Projects if revenues allow.

**Attachments:**

A: Fiscal Year 2022 Work Program

B: Fiscal Year 2022 Budget

C: Fiscal Year 2022 Member Agency Dues Schedule

**WCCTAC  
FISCAL YEAR 2021-22  
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 smaller 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)

**COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING**

2. Serve on the Growth Management Program Task Force to review program guidance documents and develop a VMT Mitigation Program for the County.
3. Work with CCTA on the development of an updated West County Action Plan.
4. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
5. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
6. Monitor the Link21 effort to improve the regional rail network in Northern California and provide input as needed.
7. Participate in follow-up activities, such as a task force, related to the Accessible Transportation Study to improve senior and disabled transportation countywide.
8. Continue following the work of the MTC Blue Ribbon Transit Recovery Task Force, and related legislative efforts, particularly as it relates to transit governance and the Network Manager concept.

### **I-80 and I-580 CORRIDORS**

1. Participate in follow-up, evaluation, and troubleshooting related to the I-80 Smart Corridors (Integrated Corridor Mobility) project.
2. Serve on the Technical Advisory Committee for the I-80 Design Alternatives Assessment process, led by CCTA, ACTC, and MTC, and keep the TAC and Board informed.
3. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County (such as bus on shoulder).
4. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center in Hercules.
5. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
6. Continue participation in the I-580 Open Road Tolling and HOV project led by MTC.

### **SUB-REGIONAL ACTIVITIES**

7. Continue work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
8. Serve on BART's TAC for the Caltrans-funded Berkeley-El Cerrito Corridor Access Plan (BECCAP)
9. Continue advancement of recommendations of the West County High-Capacity Transit Study and the West Contra Costa County Express Bus Implementation Plan.
10. 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.
11. Monitor plans for transit-oriented development at the El Cerrito BART Station and work with BART and El Cerrito to maximize benefits and minimize disruptions.
12. Monitor and support the Richmond Greenway Gap Closure Study.

### **GRANTS**

13. 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 include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.

## **FORMAL BODIES**

14. 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), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

## **Special Projects**

As a Joint Powers Agency, WCCTAC may 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. Resume the Travel Training Program funded by Measure J 28b funds. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.
2. Pending decision on Caltrans Sustainable Transportation Planning Grant application, initiate the Richmond Parkway Environmental Justice and Regional Mobility Study.

## **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.
2. Continue to implement partnership with smartphone app-based trip planner, Metropia/GoEZY.
3. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.
4. Manage the Countywide Guaranteed Ride Home, Try Transit, and Secure Your Cycle Programs.
5. Co-lead Bike to Wherever Days 2022 with other regional partners.
6. Support Local Agency Climate Action 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.

7. 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.
8. Implements strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
9. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
10. Work with transit providers to provide digital incentive options, where possible.

**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 went 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. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Potentially issue a call for projects based on the fund balance and Board direction, and disburse funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.

**Office Administration**

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website.
2. Conduct an in-house evaluation of employee salaries and benefits as compared to peer agencies.
3. Evaluate post-pandemic work and meeting practices.

**DETAIL: WCCTAC Operations  
FY 2021-22 DRAFT Budget**

Activity	Actual FY 2019-2020	Original FY 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Notes
<b>REVENUES</b>					
34111 Member Contributions	523,670	523,670	523,670	531,744	(a)
36102 Interest - LAIF	4,160	-	-	-	
39906 Other - Measure J (20b & 21b)	29,706	29,706	29,706	30,147	(b)
Other - Measure J 28b	48,951	40,150	-	56,502	(c)
SB1 Grant - staff time	38,129	-	-	-	(d)
<b>TOTAL REVENUES</b>	<b>644,616</b>	<b>593,526</b>	<b>553,376</b>	<b>618,393</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	511,599	518,071	474,056	538,707	(e)
41911 Liability Insurance	4,050	5,156	5,156	5,175	
Total Salaries, Benefits & Insurance	<b>515,649</b>	<b>523,227</b>	<b>479,212</b>	<b>543,882</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	18,088	18,525	18,631	19,160	
<i>IT / VOIP phone</i>	8,761	8,500	9,115	9,400	
<i>Audit</i>	12,488	12,500	12,175	12,975	
<i>Attorney Services</i>	8,820	12,500	10,932	12,000	
<i>Accounting Services</i>	4,279	4,800	4,981	5,200	
<i>Other</i>	1,874	3,000	350	350	
Total Professional Services	<b>54,310</b>	<b>59,825</b>	<b>56,184</b>	<b>59,085</b>	
<b>Special Department Expenses</b>					
44000 Special Dept. Expense					
<i>Contingency</i>	3,810	10,000	-	10,000	(f)
Total Special Department Expenses	<b>3,810</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	
<b>Training &amp; Mileage</b>					
44320 Training/Mileage	3,566	3,000	985	4,800	(g)
Total Training/Mileage	<b>3,566</b>	<b>3,000</b>	<b>985</b>	<b>4,800</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	6,742	5,500	3,507	4,800	
43501 Postage	1,718	1,800	950	1,500	
43520 Printing, Copier Lease	3,255	4,000	3,489	3,800	
43900 Rent/Building	21,231	22,500	22,012	23,025	
Total Office Expense & Supplies	<b>32,946</b>	<b>33,800</b>	<b>29,958</b>	<b>33,125</b>	
<b>TOTAL EXPENSES</b>	<b>610,281</b>	<b>629,852</b>	<b>566,339</b>	<b>650,892</b>	
<b>REVENUES - EXPENSES</b>	<b>34,335</b>	<b>(36,326)</b>	<b>(12,963)</b>	<b>(32,499)</b>	

Beginning Fund Balance      \$206,895  
Ending Fund Balance            \$174,396

Reserve - Undesignated        \$120,000  
Reserve - Accumulated Vacation    \$20,000  
Available Balance above Reserve    \$34,396

Notes:

- (a) FY 21 dues are proposed to be rased by 1.5%
- (b) A portion of Measure J program funds can be used to cover administative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) A portion of state grant funds (Express Bus Implementation Plan) were used to cover staff time.
- (e) Higher expenses are mainly due to the resumption of the travel training program
- (f) Contingency per Board Reserve Policy.
- (g) Professional development and milage/transit reimbursement was low in the current year due to COVID-19

**DETAIL: TDM  
FY 2021-22 DRAFT Budget**

Activity	Actual 2019-2020	Original 2020-2021	Estimated 2020-2021	Proposed 2021-2022	Note
<b>REVENUES</b>					
33403 Grants	532,562	551,317	551,317	562,064	
36102 Interest - LAIF	-	-	-	-	
<b>TOTAL REVENUES</b>	<b>532,562</b>	<b>551,317</b>	<b>551,317</b>	<b>562,064</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	309,793	301,869	298,579	317,825	
41911 Liability Insurance	3,358	5,156	5,156	5,175	
Total Salaries, Benefits, and Insurance	<b>313,151</b>	<b>307,025</b>	<b>303,735</b>	<b>323,000</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial and IT Services</i>	22,819	24,000	24,199	24,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	406	1,000	-	1,000	
<i>Accounting Services</i>	4,541	6,000	3,100	6,000	
<i>Program-related services</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	-	-	-	-	
Total Professional Services	<b>64,292</b>	<b>68,000</b>	<b>48,447</b>	<b>71,900</b>	
<b>TDM Program Work</b>					
44000 Program Expenses					
<i>Commute Incentives / Marketing</i>	83,621	120,077	90,800	117,939	
Total TDM Program Work	<b>83,621</b>	<b>120,077</b>	<b>90,800</b>	<b>117,939</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage	1,854	1,155	500	1,000	
43300 Memberships/Subscriptions		1,610	400	200	
Total Travel/Training	<b>1,854</b>	<b>2,765</b>	<b>900</b>	<b>1,200</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	14,852	19,000	450	5,000	(a)
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	8,629	11,000	7,500	18,900	(a)
43900 Rent / Building	21,383	22,500	22,012	23,025	
Total Office Exp & Supplies	<b>45,643</b>	<b>53,450</b>	<b>30,312</b>	<b>48,025</b>	
<b>TOTAL EXPENSES</b>	<b>508,561</b>	<b>551,317</b>	<b>474,194</b>	<b>562,064</b>	
<b>REVENUES - EXPENSES</b>	<b>24,001</b>	<b>-</b>	<b>77,123</b>	<b>-</b>	
		<b>Beginning Fund Balance</b>		<b>0</b>	
		<b>Ending Fund Balance</b>		<b>0</b>	

(a) Some items that were previously budgeted in Printing, Copier Lease are now coded as Office supplies

**DETAIL: STMP  
FY 2021-22 DRAFT Budget**

<b>Activity</b>	<b>Actual FY 2019-2020</b>	<b>Original FY 2020-2021</b>	<b>Estimated 2020-2021</b>	<b>Proposed FY2021-22</b>	<b>Note</b>
<b>REVENUES</b>					
34310 County STMP Fees	69,252		2,916,655	100,000	
34315 El Cerrito STMP Fees	208,302		262,527	246,697	
34320 Hercules STMP Fees	772,328	2,100,000	-	446,300	
34325 Pinole STMP Fees	32,810		25,694	20,000	
34330 Richmond STMP Fees	186,802	537,000	761,204	100,000	
34335 San Pablo STMP Fees	57,768	230,000	91,851	700,000	
36102 Interest - LAIF	74,670	50,000	50,000	20,000	
<b>TOTAL REVENUES</b>	<b>1,401,933</b>	<b>2,917,000</b>	<b>4,107,932</b>	<b>1,632,997</b>	(a)
<b>EXPENSES</b>					
<b>Salary &amp; Benefits</b>					
41000s Salary & Benefits (STMP Admin)	50,000	55,000	55,000	65,000	(b) (c)
<b>Total Salaries and Benefits</b>	<b>50,000</b>	<b>55,000</b>	<b>55,000</b>	<b>65,000</b>	
<b>Funding of STMP Projects</b>					
43600 Prof. Services					
<b>Total Prof. Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
44000 Project Funding					
<i>BART - Del Norte Modernization</i>	500,000	21,955	21,955	-	
<i>Hercules RITC - Ph.3 Design</i>		750,000	-	750,000	
<i>County-San Pablo Dam Rd. Sidewalk</i>	270,000				
<i>Pinole San Pablo Ave. Bridge</i>					
<i>Replacement</i>			-	1,600,000	
<i>Pinole Bay Trail Gap at Tennent Ave.</i>			-	100,000	
<i>Richmond I-80/Central Ave. Ph.2</i>				750,000	
<i>Cycle 1 STMP Projects</i>				3,750,000	(d)
<b>Total Project Funding</b>	<b>770,000</b>	<b>771,955</b>	<b>21,955</b>	<b>6,950,000</b>	
<b>TOTAL EXPENSES</b>	<b>820,000</b>	<b>826,955</b>	<b>76,955</b>	<b>7,015,000</b>	
<b>REVENUES - EXPENSES</b>	<b>581,933</b>	<b>2,090,045</b>	<b>4,030,977</b>	<b>(5,382,003)</b>	
			<b>Beginning Fund Balance</b>	<b>5,719,401</b>	
			<b>Ending Fund Balance</b>	<b>337,398</b>	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of STMP revenues can be used for admin, but a max. \$65K will be used in FY22.
- (c) Funds for STMP administration are contingent on receipt of revenue
- (d) Pending Board's funding allocatin decisions on Cycle 1 applications.

**DETAIL: Other Reimbursable  
FY 2021-22 DRAFT Budget**

<b>Activity</b>	<b>Actual FY 2019-20</b>	<b>Original FY 2020-21</b>	<b>Estimated FY 2020-2021</b>	<b>Proposed FY 2021-22</b>	<b>Note</b>
<b>REVENUES</b>					
33403 Grants	-				
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan:     Caltrans funds</i>	413,169			-	
<i>Express Bus Implementation Plan:     CCTA Cash Match</i>	46,827			-	
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
<b>TOTAL REVENUES</b>	<b>628,120</b>	<b>260,000</b>	<b>137,352</b>	<b>230,000</b>	
<b>EXPENSES</b>					
<b>Special Project Expenses</b>					
43600 Professional Services	-	-	-	-	
Total Professional Services	-	-	-	-	
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	58,124	50,000	47,352	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	374,971	-	-	-	
<i>Express Bus Implementation Plan:     Reimbursement for Staff Time</i>	38,198				
<i>Express Bus Implementation Plan:     CCTA Cash Match</i>	46,827				
<i>San Pablo Ave. Corridor Study</i>	50,000	150,000	30,000	120,000	(a) (b)
<i>Richmond Prkwy Corridor Study</i>				tbd	(c)
Total Special Project Expenses	<b>628,120</b>	<b>260,000</b>	<b>137,352</b>	<b>230,000</b>	
<b>TOTAL EXPENSES</b>	<b>628,120</b>	<b>260,000</b>	<b>137,352</b>	<b>230,000</b>	
<b>REVENUES - EXPENSES</b>	-	-	-	-	

**Beginning Fund Balance** -  
**Ending Fund Balance** -

Notes:

- (a) Funds from Measure J 28b, budgeted in FY19, will be paid directly to ACTC by CCTA.
- (c) Phase 2 of the San Pablo Ave. Corridor Study may occur over the course of two fiscal years.
- (d) Awaiting Caltrans decision on grant application.

**SUMMARY OF ALL ACCOUNTS  
FY 2021-2022 DRAFT Budget**

Activity	Actual FY 2019-20	Original FY 2020-21	Estimated FY 2020-21	Proposed FY 2021-22	Note
<b>REVENUES</b>					
33403 Grants (TDM)	532,562	551,317	551,317	562,064	
34111 Member Contributions	523,670	523,670	523,670	531,744	
343xx STMP Fees	1,401,933	2,917,000	4,067,932	1,632,997	
36102 Interest	78,830	50,000	50,000	20,000	
39906 Other Grants	666,249	260,000	137,352	230,000	
Measure J 20b, 21b, 28b	116,786	69,856	29,706	86,649	
<b>TOTAL REVENUES</b>	<b>3,320,030</b>	<b>4,371,843</b>	<b>5,359,977</b>	<b>3,063,454</b>	
<b>EXPENSES</b>					
<b>Salary, Benefits &amp; Insurance</b>					
41000s Salary & Benefits	871,392	874,940	827,635	921,532	
41911 Liability Insurance	7,408	10,312	10,312	10,350	
Total Salaries, Benefits & Insurance	<b>878,800</b>	<b>885,252</b>	<b>837,947</b>	<b>931,882</b>	
<b>Professional Services</b>					
43600 Professional Services					
<i>Financial and IT Services</i>	40,907	42,525	42,830	43,160	
<i>Audit</i>	12,488	12,500	12,175	12,975	
<i>Attorney Services</i>	9,226	13,500	10,932	13,000	
<i>Accounting Services</i>	8,820	10,800	8,081	11,200	
<i>Program Related Services (TDM)</i>	36,526	37,000	21,148	40,900	
<i>Other</i>	1,874	3,000	350	350	
Total Professional Services	<b>109,841</b>	<b>119,325</b>	<b>95,516</b>	<b>121,585</b>	
<b>Special Expenses (Project / Program Funding)</b>					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	83,621	120,077	90,800	117,939	
<i>Misc. STMP Project Funding</i>	770,000	771,955	21,955	6,950,000	
<i>Student Bus Pass Program - WCCUSD</i>	58,124	50,000	47,354	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	60,000	
<i>Express Bus Implementation Plan</i>	459,996	-	-	-	
<i>San Pablo Ave Corridor Study</i>	50,000	150,000	30,000	120,000	
<i>Contingency (WCCTAC Operations)</i>	3,810	10,000	-	10,000	
Total Special Expenses	<b>1,485,551</b>	<b>1,162,032</b>	<b>250,109</b>	<b>7,307,939</b>	
<b>Travel &amp; Training</b>					
44320 Travel/Training/Mileage/Mbrshp	5,420	5,765	1,885	6,000	
Total Travel/Training	<b>5,420</b>	<b>5,765</b>	<b>1,885</b>	<b>6,000</b>	
<b>Office Expenses &amp; Supplies</b>					
43500 Office Supplies	21,594	24,500	3,957	9,800	
43501 Postage	1,718	1,800	950	1,500	
43502 TDM Postage	779	950	350	1,100	
43520 Printing, Copier Lease	11,884	15,000	10,989	22,700	
43900 Rent/Building	42,614	45,000	44,024	46,050	
Total Office Exp & Supplies	<b>78,589</b>	<b>87,250</b>	<b>60,270</b>	<b>81,150</b>	
<b>TOTAL EXPENSES</b>	<b>2,558,201</b>	<b>2,259,624</b>	<b>1,245,727</b>	<b>8,448,556</b>	
<b>REVENUES - EXPENSES</b>	<b>761,829</b>	<b>2,112,219</b>	<b>4,114,250</b>	<b>(5,385,102)</b>	

Beginning Fund Balance      5,929,395  
Ending Fund Balance          544,293

Notes:

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

DRAFT FINAL  
FY2022 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 22 Dues
City of El Cerrito	9.1%	\$49,664
City of Hercules	9.1%	\$49,664
City of Pinole	9.1%	\$49,664
City of Richmond	27.2%	\$148,992
City of San Pablo	9.1%	\$49,664
Contra Costa County	9.1%	\$49,664
AC Transit	9.1%	\$49,664
BART	9.1%	\$49,664
WestCAT	9.1%	\$49,664
<i>discount</i>		( <i>\$14,560</i> )
WestCAT Subtotal		\$35,104
Total	100.0%	\$531,744

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
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
FY 19-20	\$48,930
Y 20-21	\$48,930



El Cerrito

Hercules

April 28, 2021

Pinole

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

RE: April 2021 WCCTAC Board Meeting Summary

Richmond

Dear Tim:

The WCCTAC Board, at its meeting on April 21, 2021, took the following actions that may be of interest to CCTA:

San Pablo

1. *Heard an appeal request from Holliday Development Inc., the developer of the Mayfair Project in El Cerrito, CA. The appeal was denied, and the developer was asked to pay \$160,086 in remaining STMP fees for the development's residential component and \$58,611 for the development's retail component.*

Contra Costa  
County

2. *Authorized the use of \$48,000 in Measure J 28b funds for senior and disabled travel training in West Contra Costa in FY22.*

3. *Received an informational update from BART and HNTB on the Link 21 effort.*

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

AC Transit

Sincerely,

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

John Nemeth  
Executive Director

BART

cc: Tarianne Grover, CCTA

WestCAT

*This Page Intentionally Blank*

**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  
**CBTP:** Community Based Transportation Plan  
**CCTA:** Contra Costa Transportation Authority  
**CEQA:** California Environmental Quality Act  
**CIL:** Center for Independent Living  
**CMAAs:** 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 Office  
**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 Authority