

# **TRANSPAC Transportation Partnership and Cooperation**

Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
2300 Contra Costa Boulevard, Ste. 360 Pleasant Hill, CA 94523 (925) 969-0841 FAX (925) 969-9135

## **TRANSPAC TAC MEETING NOTICE AND AGENDA**

**THURSDAY, MARCH 22, 2012**

**9:00 am TO 11:30 am**

**COMMUNITY ROOM**

**CITY OF PLEASANT HILL CITY HALL**

**100 GREGORY LANE, PLEASANT HILL**

**(925) 969-0841**

### **1. I-680 Corridor System Management Plans (CSMP)**

The intent of the Contra Costa I-680 Corridor System Management Plan is to seek consensus on a corridor management strategy for I-680 that demonstrates TOPL (Tool for Operations Planning) and the Smart Mobility Framework (SMF) as valuable tools toward developing that strategy.

Expected Outcomes are:

A unified vision among Caltrans, MTC and Contra Costa stakeholders for the 25-year corridor concept; a range of investment options and packages for the corridor, from minor operational improvements to major capital projects; an analysis of how those investments will affect the corridor performance in the near and long-term; ensure the CSMP is solidly based in smart mobility concepts that facilitate mobility for a sustainable region; and demonstrate TOPL as an operations analysis tool for CSMPs.

This CSMP effort will leverage and coordinate resources from related efforts to advance the state of practice in corridor-wide system planning, operational analysis, and system management on this congested urban freeway corridor. The CSMP is funded and managed by Caltrans with \$250K of State Planning & Research grant funds. System Metrics Group was hired as the consultant project manager in January 2012, with subcontractors including MIG and Nelson/Nygaard. CCTA and MTC staff were on the selection committee along with Caltrans Planning and Operations staff. The Staff Working Group (SWG) held its first meeting in February, with among the first tasks to identify appropriate stakeholder agencies for a Technical Advisory Committee. The first TAC meeting is expected late April or early May. Other initial efforts include identification of data needs.

System Metrics Group staff will provide an overview of the Contra Costa I-680 CSMP effort as well as provide information on next steps.

**Attachments:** Handouts at the meeting

**ACTION:** As determined

### **2. The 2010-2011 Conditions of Compliance Report was circulated for comments on March 6, 2012 with a request for comments by March 16, 2012**

Please bring any final comments/additional revisions for this report.

**Electronic Attachment:** Electronic version of the Conditions of Compliance report can be downloaded at <http://transpac.us/wp-content/uploads/2010/09/Item-2-Attachment-2010-2011-Conditions-of-Compliance-Report-2009-Action-Plan.pdf>

**ACTION:** Review/revise/make suggestions for the Conditions of Compliance Report and, if appropriate and timely, forward a recommendation to TRANSPAC and/or as determined

### **3. Draft Initial Outline - Line 20a Call for Projects**

Discussion/suggestions/revisions.

**Attachment:** A first draft of an outline of a Call for Projects is attached for review and comment

**ACTION: Continue to develop the Call for Projects as determined**

### **4. Review of Draft 2012-2013 Budget**

**Summary of Issues:** TRANSPAC annually adopts an operating budget (separate from 511 Contra Costa) for its operation, consultant and administrative staff services. Contribution by each jurisdiction is predicated on a formula based on: 1) a one-sixth share of 50% of the budget and; 2) the “second” 50% is derived by the application of the percentage of each jurisdiction’s share of the total Central County Local Street and Road Maintenance Measure J funding. The total of these two calculations is the amount requested of each TRANSPAC jurisdiction.

**Financial Implications:** The proposed 2012-13 budget is \$12 dollars higher than the current budget of \$190,416. A comparison with the current 2011-12 budget is shown on the same page with the proposed 2012-13 budget.

**Background:** In the past, the proposed draft budget was built on City of Pleasant Hill COLA, established step increases and updated benefit rates for TRANSPAC’s share (50%) of the Administrative Assistant position. Please note that there are some cost savings associated with the new staff person starting salary and over time with the City’s new approach to wage increases. The Step system is gone and wage increases have been established for 2012 and 2013 at the 2 percent level and at 2.5% for 2014 and 2015. As briefly discussed at the February 23, 2012 TAC meeting, the contract with Neustadter Associates will be forwarded to TRANSPAC for renewal with a consultant proposed 1% per year hourly rate increase.

This year, a request was received to develop the budget earlier in the year. A final accounting of the budget year usually does not occur until beginning of the new fiscal year and usually shows that some contingency funds and other line items still have small balances remaining at the end of the fiscal year. As a result, it can be assumed that “rollover” funds can be used to decrease amount of the following year’s budget bottom line.

Given the request for early review, it was not possible to get a good handle on the possibilities for rollover funds. Staff will assess billing later in the year if it appears that there are rollover funds and there may be an opportunity to decrease jurisdiction contributions.

**Attachments:** The proposed 2012-13 budget and the 2011-12 budget for comparison and the calculation from which each jurisdiction’s budget share is derived

**ACTION: Review 2012-13 budget and forward a recommendation to TRANSPAC and/or as determined**

### Draft Initial Outline of a Line 20 a Call for Projects

TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa is issuing a one time only Call for Projects for Line 20a funds "Additional Transportation Services for Seniors and People & Disabilities" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters in 2004.

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be ~~allocated~~ accrue annually as a percentage of total sales tax revenues, and are in addition to funds provided in Line 15 "Transportation for Seniors and People with Disabilities".

In years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities; and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.

**Eligible Applicants:** Public non-profit and private non-profit paratransit service agencies operating in Central Contra Costa may submit XXX an application XXXX for one time only operating and/or capital funding proposals necessary to continue existing services. The total funding available in this Call for Projects is \$288,000. No matching funds are required.

**Applications:** Applicants are required to complete the attached Application form and may attach additional information in support of the application. The TRANSPAC TAC and CCTA staff will evaluate applications and make recommendations to TRANSPAC for review and funding approvals. Based on this review, TRANSPAC will make a funding recommendation to CCTA for final allocation.

Applications should be sent to Marilyn Geren, TRANSPAC, 2300 Contra Costa Boulevard, Ste. 360, Pleasant Hill, CA 94523 by **INSERT APPLICATION DUE DATE**

**Execution of a Cooperative Funding Agreement:** Successful applicants will be required to execute a Cooperative Funding Agreement with the Contra Costa Transportation Authority, comply with all of its requirements, including, but not limited to, audits, compliance with the Measure J Expenditure plan as it pertains to the project, insurance, indemnification, and reporting.

**Accounting for Use of Funds:** Pursuant to CCTA policies and procedures established in a Cooperative Funding Agreement, project sponsors will be reimbursed for eligible documented expenses pursuant to the approved program and/or project description and budget.

**Reports to TRANSPAC and the Contra Costa Transportation Authority:** Project/Program sponsors may be requested from time to time to report to TRANSPAC and/or the Contra Costa Transportation Authority (CCTA) on the services/projects funded through this Call for Projects.

**APPLICATION:**

**NAME OF PRIMARY CONTACT:**

**AGENCY:**

**ADDRESS:**

**PHONE:**

**FAX:**

**EMAIL:**

**Description of current services provided by Applicant agency:**

No. of trips, type(s) of trips, persons served, etc.

**Operations: Description of services for which funding is sought:**

Name and type of service

Purpose/Goal:

Description of service(s):

Estimated No. of trips:

No. of persons served:

General description of types of destinations:

Project Budget: Line 20a request and any other funds expected or planned to be used.

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**Capital: Description of capital project for which funding is sought:**

Name of project:

Purpose/Goal of project:

Project Description: type, purpose, location

Project Budget: Line 20a request and any other funds expected or planned to be used

Project schedule including acquisition timeframe and/or project implementation including milestones:



PART B		TRANSPAC ALLOCATION FORMULA for 2012-2013 REVENUE BUDGET				
JURISDICTION	MEASURE C/J RTS \$\$ Allocation	MEASURE C/J RTS % = R	FROM RTS PART B	EQUAL SHARE 1/6 PART A	TOTAL	
CLAYTON	\$212,317	6.30%	\$5,993	\$15,869	\$21,862	
CONCORD	\$1,160,976	34.43%	\$32,781	\$15,869	\$48,650	
MARTINEZ	\$429,620	12.74%	\$12,130	\$15,869	\$27,999	
PLEASANT HILL	\$425,493	12.62%	\$12,015	\$15,869	\$27,884	
WALNUT CREEK	\$688,849	20.43%	\$19,451	\$15,869	\$35,320	
CONTRA COSTA COUNTY ^	\$455,050	13.49%	\$12,844	\$15,869	\$28,713	
<b>Total</b>	<b>\$3,372,305</b>		<b>\$95,214</b>	<b>\$95,214</b>	<b>\$190,428</b>	
^Estimated at 25% of allocation (\$1,820,199)						

TRANSPAC ALLOCATION FORMULA METHODOLOGY	
<b>PART A</b>	Each jurisdiction contributes 50% of the TRANSPAC budget based on an equal (1/6) share of the annual budget amount.
<b>PART B</b>	The remaining 50% share is calculated on the most recent percentage of Measure C/J "return to source" funds received by each jurisdiction.
<b>PART A</b>	
<b>TRANSPAC ALLOCATION FORMULA for 2012-2013 REVENUE BUDGET</b>	
	50%
	SHARE ANNUAL BUDGET
<b>JURISDICTION</b>	<b>PER JURISDICTION</b>
	<b>EQUALS (R)</b>
<b>CLAYTON</b>	1/6
	\$15,869
<b>CONCORD</b>	1/6
	\$15,869
<b>MARTINEZ</b>	1/6
	\$15,869
<b>PLEASANT HILL</b>	1/6
	\$15,869
<b>WALNUT CREEK</b>	1/6
	\$15,869
<b>CONTRA COSTA COUNTY</b>	1/6
	\$15,869
<b>Total</b>	<b>\$95,214</b>

