

# **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, JANUARY 26, 2011**

**9:00 AM TO 11:30 AM**

**COMMUNITY ROOM**

**CITY OF PLEASANT HILL CITY HALL**

**100 GREGORY LANE**

**PLEASANT HILL**

**(925) 969-0841**

- 1. Use of TFCA funds for drayage truck replacement to bring drayage trucks into compliance with CARB regulations. Oral report at meeting.**

Please see attached CCTA staff report and please note that at the 1/4/12 Planning Committee meeting, CCTA staff reported that San Mateo and Santa Clara Counties already have declined this request.

**Attachments:** CCTA Planning Committee January 4, 2012 staff report "Request from Bay Area Air Quality Management District (BAAQMD) for Program Manager Fund for Clean Air (TFCA) Support of 'Drayage' Truck Program"; November 17, 2011 Lynn Overcashier Memo requesting authorization for 511 Contra Costa to submit Grant Applications to CCTA for FY 2012/2013 Measure J Commute Alternative Funds; to the BAAQMD for 2012/2013 TFCA funds; to MTC for CMAQ (Employer Outreach) funds and to execute agreements with the respective agencies

- 2. Initial discussion on the development of a policy to govern the allocation of TRANSPAC's Line 20a "Additional Transportation for Seniors and People with Disabilities" funds**

At the December 8, 2011 TRANSPAC meeting, the TAC reported on a funding request from a 501 (c) (3) nonprofit charitable organization which sought an allocation from Central County's Measure J \$10 million 20a line item, "Additional Transportation for Seniors and People with Disabilities".\* The TAC's recommendation to TRANSPAC was to request direction on the development of a policy statement to govern allocations from this line item.

TRANSPAC directed the staff to develop such a policy and specially requested a review of whether an allocation to a private operator would constitute a gift of public funds.

Please note that TRANSPAC is responsible for recommendations on the how these funds are to be used. The Contra Costa Transportation Authority (CCTA) is responsible for the allocation of funds based on TRANSPAC's recommendation(s). At the direction of TRANSPAC's Authority representatives, the TRANSPAC Manager consulted with Authority staff regarding consultation with CCTA's legal counsel.

It is anticipated that this discussion will provide the basis for an initial draft of a policy statement to be discussed at a TAC future meeting.

There are many questions/issues to address as part of the development of a recommendation to TRANSPAC on the use of these funds. Some of these include: should allocation actions wait until the Mobility Management Inventory Plan is completed in about a year? Are the available funds sufficient to effectively fund service on a short term or long term basis? If funds are used for service, should there be a limit on the amount of funds allocated or the number of years in which an operator may be eligible to receive the funds? Should the funding allocation cycle be longer than a year? Should the funds be used to assist vehicle acquisition and/or other capital projects as well as service? What criteria should be used to evaluate proposals?

Please see documents in the Attachments section that, in response to a request, were graciously provided by WCCTAC's Executive Director. The documents illustrate a number of issues addressed during West County's deliberations on the allocation of its line item 20b "Additional Transportation for Seniors and People with Disabilities" funds. Only TRANSPAC and WCCTAC have line item 20 funds programmed in Measure J.

\*In June 2011, TRANSPAC 20a funds were approved and subsequently allocated to support capital and operating costs for services operated by two TRANSPAC jurisdictions. Currently, approximately \$558,712 is available exclusive of the two June 2011 allocations totaling \$65,144; these allocations were to the City of Walnut Creek for \$9,144 in support of the Senior Club Mini Bus Program and the City of Pleasant Hill for \$56,000 for acquisition of a vehicle for its Senior Van Program.

**Attachments:** Excerpts from Measure J describing Central County's \$10 million in line 20a "Additional Transportation for Seniors and People with Disabilities" funding and WCCTAC's Line 20b "Additional Transportation for Seniors and People with Disabilities" funding as well as WCCTAC memos dated February 17, 2011 and December 6, 2010 regarding WCCTAC's assessments on programming its "Additional Transportation for Seniors and People with Disabilities", line 20b, and information from the November 17, 2011 TAC packet regarding the request for the use of these funds

**ACTION: Discuss issues, begin development of a recommendation to TRANSPAC, continue discussion at next meeting and/or as determined**

### **3. Update/ Discussion on SR2S Master Plan and Technical Assistance Program**

Report on Planning Committee deliberations, update on the status of the Master Plan and discussion of TRANSPAC jurisdiction needs for type/kind of technical assistance.

**Attachment:** CCTA Planning Committee staff report "Approval of Amendment No. 1 to Agreement 310 with Parisi Associates to Prepare a Safe Routes to School Master Plan"

### **4. Report on SR 4 Integrated Analysis presented to the Corridor Technical Advisory Committee (C-TAC) on January 18, 2012 attended by Ray Kuzbari and Tim Tucker**

**Electronic Attachment:** <http://transpac.us/wp-content/uploads/2010/09/Item-4-CTAC.pdf>

## 5. Decennial Model Update

Planning Committee staff report attached for information

## 6. Review of CC-TLC Applications and Development of Funding Recommendations to TRANSPAC

Ten applications have been submitted by TRANSPAC jurisdictions and agencies. Please note that the CC-TLC funds applied to previously approved projects have been subtracted from the total funds available to Central County.

Please bring your thoughts and recommendations on the submitted applications.

**Note:** On page 8-2 of the attached CCTA staff report, there is an unfunded balance in the funds available relative to the applications received from TRANSPAC area applicants. This unfunded balance was not included on page 8-7. It has been handwritten on the page and the Total Project Cost column revised accordingly.

**Attachments:** CCTA staff Planning Committee staff report on applications submitted; the first two pages of the June 9, 2011 TRANSPAC meeting minutes.

**Electronic Attachment:** The applications submitted in response to the CCTA's call for projects may be downloaded at <http://transpac.us/wp-content/uploads/2010/09/Item-6-CC-TLC.pdf>

**The projects approved by TRANSPAC for CC-TLC funding (June 2011) prior to the CCTA's call for projects are listed below.**

- A)** The City of Martinez Shell Avenue Pedestrian/Bicycle Improvement project (\$305K). The project will reduce the potential for conflicts between motor vehicles and children walking or riding bicycles to school. There are four schools with a total enrollment of almost 2900 students that will benefit from this project.
- B)** The City of Martinez Alhambra Valley Road (AVR) Sidewalk Gap Closure (\$75K). This project will install 600 feet of 5-foot wide sidewalk behind an existing curb along John Swett Elementary School frontage. Currently there is only a non-ADA compliant gravel path.
- C)** The City of Pleasant Hill Oak Park Boulevard/Patterson Boulevard Intersection Improvement Project (\$220K) will install an ADA compliant ramp that is better oriented with the crosswalk and 150 feet of new sidewalk to close a gap among other improvements.



## Planning Committee **STAFF REPORT**

Meeting Date: January 4, 2012

<b>Subject</b>	Request From Bay Area Air Quality Management District (BAAQMD) for Program Manager Transportation Fund for Clean Air (TFCA) Support of Drayage <sup>1</sup> Truck Program.
<b>Summary of Issues</b>	Authority Staff will review a request from BAAQMD staff for CMA funding support from county 40 percent TFCA funds to offset the cost of drayage truck replacement in order to bring drayage trucks into compliance with California Air Resources Board (CARB) regulations.
<b>Recommendations</b>	<p>Direct staff to:</p> <ol style="list-style-type: none"> <li>1) Work with Regional Transportation Planning Committees (RTPCs) to consider funding for the drayage truck program with TFCA funds either on a sub-regional or countywide basis, and</li> <li>2) Identify and consider other appropriate funding sources that could be used for the drayage truck program.</li> </ol>
<b>Financial Implications</b>	The above recommendations do not have any financial implications. If the Authority chooses to participate in the drayage truck program staff will return for Authority approval with possible financial impacts and budget implications.
<b>Options</b>	Choose not to participate in the drayage truck program
<b>Attachments</b>	A. Proposed Drayage truck program from BAAQMD
<b>Changes from Committee</b>	

<sup>1</sup> Drayage trucks are diesel-fueled, heavy-duty trucks that transport containers, bulk, and break-bulk goods to and from ports and intermodal rail yards to other locations.

## Background

In late November 2011, Authority staff received a request from BAAQMD staff seeking interest in financial participation in a new program BAAQMD was proposing to help drayage truck owners meet their regulatory emissions requirement posed by CARB.

### Regulatory History

In December of 2007, CARB approved a regulation to reduce emissions from drayage trucks operating at California's ports and intermodal rail yards. The first phase of the regulation went into effect on December 31, 2009, and Phase 2 of the regulation goes into effect on December 31, 2013. A summary of the regulation's compliance requirements is shown in Table 1:

**Table 1: ARB Drayage truck regulation compliance schedule**

Phase	Date	Engine Model Years (MY)	Regulation requirement
Phase 1	12/31/09	1993 and older	Prohibited from operation as a drayage truck
		1994 – 2003	Install a Level 3 retrofit device
	12/31/11	2004	Install a Level 3 retrofit device
	12/31/12	2005 and 2006	Install a Level 3 retrofit device
Phase 2	12/31/13	1994 – 2006	Meet 2007 * engine emissions standards

\* Trucks with 2007-2009 model year engines are compliant through 2022. Trucks with 2010 and newer engines are fully compliant

In 2008, the BAAQMD accepted applications for drayage truck retrofit and replacement projects as part of its port truck upgrade program. Through this program the BAAQMD received and awarded a total of \$25.8 million [\$13.8 million in California Goods Movement Bond (I-Bond) funding, \$2 million in US Environmental Protection Agency (EPA) diesel emissions reduction act (DERA) funds, \$5 million from the Port of Oakland (Port), and \$5 million in Air District TFCA funding]. These monies were used to assist with the upgrade of 1,522 trucks (1,319 truck retrofits and 203 truck replacements) operating at the Port.

Table 2 below contains data from CARB's Drayage Truck Registry database, and describes the population of vehicles calling on Northern California ports by engine model year. Table 2 also identifies which groups of trucks received grant funds from the original Air District Drayage Truck Program.

Table 2: Drayage truck population as of July 2011

Engine MY	Compliant until	# of Drayage trucks in Northern CA*	# of trucks that received grant funds	Grant funds expended **
MY 1994-2003 (w/ retrofits)	12/31/13	1,700	1,319	\$15,586,534
MY 2004	12/31/11	700	0	\$0
MY 2005 & 2006	12/31/12	2,150	0	\$0
MY 2007 – 2009	2022	1,350	203	\$10,150,000
MY 2010 +	Fully compliant	400		
<b>Total</b>		<b>6,300</b>	<b>1,522</b>	<b>\$25,736,534</b>

\* Number of trucks registered in the ARB Drayage Truck Registry (DTR) with zip codes North of Fresno.

\*\* Funding sources for the BAAQMD's Year 1 port truck funding program: TFCA (\$5 million), Port (\$5 million), ARB Prop 1B (\$13,835,133), and DERA (~\$2 million)

The deadline which became effective December 31, 2011 required model year (MY) 2004 trucks to be replaced or have a level 3 retrofit device installed to reduce particulate matter emissions. The level 3 device would make the trucks compliant until the end of 2013. At that time those trucks would need to be replaced with MY 2007 or later.

BAAQMD staff has concluded that there are 247 MY 2004 trucks in the BAAQMD borders – 26 of which are registered to Contra Costa County addresses. In order to advance the upgrade of these trucks, BAAQMD has proposed a program which would help the truck owners upgrade to a MY 2007 truck by providing a \$10,000 grant to offset the truck purchase. To facilitate the truck replacement, BAAQMD has entered into an agreement with Cascade Sierra Solutions. As part of the administrative function of the program Cascade Sierra Solutions would:

- Provide up to 247 replacement trucks at an individual truck cost of between \$59,000 and \$68,400.
- Provide the trade-in value of between \$8,000 and \$15,000 on the MY 2004 truck being traded in (dependent on condition).
- Coordinate the out-of-state sale of the replaced MY 2004 truck.
- Provide financing assistance in order to ensure that local truckers with poor credit scores can receive loan guarantees under an ARB program being run concurrently.
- Assist truckers in availing themselves of the program and meet all BAAQMD administrative requirements.

At its December 7, 2011 meeting the BAAQMD Board approved the expenditure of \$1.04 million in TFCA 60 percent (regional program) funds to help replace a portion of the 247 trucks. At \$10,000 the funds would help replace about 104 trucks leaving 143 trucks potentially unfunded. It is not known how many of the possible 247 truck owners are seeking help or if the trucks have already been retrofitted with level 3 devices which would put them in compliance until year end 2013.

BAAQMD staff, at the request of their Board, is trying to determine if any CMAs are willing to fund a portion of the remaining need of \$1.43 million to meet the potential program need.

To date BAAQMD staff has not indicated how they intend to allocate the \$1.04 million in regional funds. As such we do not know if truck owners in Contra Costa County would receive any of the regional funding.

#### **CCTA Program Manager TFCA Program**

Historically the Authority has left the project selection of TFCA funding to the RTPCs who consider projects of their member jurisdictions then make programming recommendations to the Authority.

For the most part TFCA funds are used to fund projects implemented by 511 Contra Costa which help jurisdictions comply with transportation demand and system management requirements of the Measure C and subsequent Measure J Growth Management Program. These programs have proven to be very cost effective when calculated annually as required by the BAAQMD TFCA program policy. The 511 Contra Costa programs are ongoing operating programs and require a predictable revenue stream from year to year to remain viable. While the drayage truck program is important, each RTPC should have the opportunity to consider drayage projects against other competing programs in the sub-region. As such Authority staff recommends that the RTPCs discuss this issue and make a recommendation to the Authority for its consideration.

As an alternative to the use of program manager TFCA funding, the Authority could direct staff to consider other funding sources to support the drayage truck program. This could be difficult considering the relatively short timeframe when the funds are

needed if looking at federal sources like Congestion Mitigation Air Quality funds. While Sale tax funds under Measure J are relatively easy to allocate, this program does not fit into one of the expenditure plan categories.

In the near term Authority staff will continue to communicate with BAAQMD staff and monitor if any Contra Costa registered drayage trucks are requesting to participate in the program.



## BAAQMD Proposed Drayage Truck Replacement Program - DRAFT

### BACKGROUND

In December of 2007, the California Air Resources Board (ARB) approved a regulation to reduce emissions from drayage trucks operating at California's ports and intermodal rail yards. The first phase of the regulation went into effect on December 31, 2009, and Phase 2 of the regulation goes into effect on December 31, 2013. A summary of the regulation's compliance requirements is shown in Table 1:

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In 2008, the Air District accepted applications for drayage truck retrofit and replacement projects as part of its port truck upgrade program. Through this program the Air District received and awarded a total of \$25.8 million [\$13.8 million in California Goods Movement Bond (I-Bond) funding, \$2 million in US Environmental Protection Agency (EPA) diesel emissions reduction act (DERA) funds, \$5 million from the Port of Oakland (Port), and \$5 million in Air District TFCA funding]. These monies were used to assist with the upgrade of 1,522 trucks (1,319 truck retrofits and 203 truck replacements) operating at the Port.

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<b>Total</b>		<b>6,300</b>	<b>1,522</b>	<b>\$25,736,534</b>

\* Number of trucks registered in the ARB Drayage Truck Registry (DTR) with zip codes North of Fresno.

\*\* Funding sources for the Air District's Year 1 port truck funding program: TFCA (\$5 million), Port (\$5 million), ARB Prop IB (\$13,835,133), and DERA (~\$2 million)

## **AIR DISTRICT EFFORTS**

Staff analysis determined that of the 700 Northern California drayage trucks required to meet the 12/31/11 deadline listed in Table 2, only 247 are registered within the boundaries of the Air District (Table 3).

**Table 3: Analysis of MY 2004 Northern California Drayage Trucks**

Location	Trucks	Companies	% of total trucks
Alameda	143	74	20.55%
Contra Costa	26	20	3.74%
Santa Clara	25	14	3.59%
San Francisco	15	9	2.16%
San Mateo	12	9	1.72%
Sonoma	12	5	1.72%
Solano	7	4	1.01%
Napa	6	2	0.86%
Marin	1	1	0.14%
Inside Bay Area	247	138	35.49%
Outside Bay Area	449	207	64.51%
<b>TOTAL</b>	<b>696</b>	<b>345</b>	

Staff will be proposing to amend the current FYE 2012 TFCA Regional Fund policies to add Policy #32 to allow drayage truck replacement projects as an eligible project type. Staff sent out the proposed language for public comment on November 14, 2011. In order to support Bay Area drayage truck drivers that are looking to upgrade their engine MY 2004 trucks, staff will be proposing the allocation and expenditure of \$1.04 million in TFCA Regional Fund monies to provide grants for truck replacement projects.

The grant funding would provide approximately \$10,000 for each eligible Bay Area truck owner towards the cost of a truck with a compliant MY 2007 engine. The program would allow the engine MY 2004 truck owner to trade their current vehicle in for its worth. In order to ensure that this trade-in and replacement is done in such a manner that the engine MY 2004 trucks surrendered do not return to service in California for 10 years, the Air District is currently seeking a contractor (s) to administer the trade-in program. The request for proposals (RFP) for the contractor(s) for this program requires the following:

- Truck costs cannot exceed \$60,000. The contractor(s) with the lowest prices on replacement vehicles will receive additional points in RFP scoring.
- The contractor(s) must provide the trade-in value of between \$8,000 and \$15,000 on the engine MY 2004 truck being traded in (dependent on condition).
- The contractor(s) must be a "CalCap" qualified lender in order to ensure that truckers with local and poor credit scores can receive loan guarantees under an ARB program being run concurrently.
- The contractor(s) must assist truckers in availing themselves of the program and meet all Air District administrative requirements.

It is envisioned that applications will be processed in January 2012 with contracts being issued in February of 2012, and trucks delivered in March 2012.

**ADDITIONAL FUNDING NEEDED**

The requested allocation of \$1.04 million in TFCA Regional funds only covers the replacement of 104 drayage trucks and is not a comprehensive solution for the 247, Bay Area engine MY 2004 trucks needing to be replaced. However, Alameda County's congestion management agency (CMA) has expressed interest in participating in the program but this will require approval by its Commission.

In order to ensure that every source of funding is being looked at for this program, staff is contacting all the CMAs to determine if they can provide additional funding for this program. It is envisioned that additional funding from these sources has the potential to cover an additional 143 trucks for a comprehensive solution for engine MY 2004 trucks registered in the Bay Area. Such funding would need to be allocated based on the counties from which the monies came and will require further work on behalf of staff to devise an equitable distribution plan. In order to allow the CMAs to contribute funding to the Air District in support of the drayage truck replacement program, staff will be recommending the approval of drayage truck replacement projects, under TFCA County Program Manager Policy #3 (*Eligible Projects, and Case-by-Case Approval*) of the current TFCA County Program Manager policies at the November 28, 2011 Air District Mobile Source Committee meeting.

**TO:** TRANSPAC TAC

**FROM:** Lynn Overcashier, 511 Contra Costa Program Manager

**DATE:** November 17, 2011

**SUBJECT:** Request Authorization for the 511 Contra Costa - TRANSPAC/TRANSPLAN TDM Program Manager to Submit Grant Applications to: CCTA for FY 2012/2013 Measure J Commute Alternative Funds; to the Bay Area Air Quality Management District for FY 2012/2013 Transportation Fund for Clean Air (TFCA) Funds; to MTC for CMAQ (Employer Outreach) Funds; to Execute the Required Grant Contracts; and to Enter Into Cooperative Agreements with the Respective Funding Agencies

The Central/East County 511 Contra Costa staff implements programs and projects which fulfill each jurisdiction's Transportation Demand Management ordinance, Growth Management Program and Action Plan requirements under Measure J. With legislation (AB 32 and SB 375) requiring greenhouse gas emission (GHG) reductions, the 511 Contra Costa programs have a proven success record with the Bay Area Air Quality Management District and the Metropolitan Transportation Commission in reducing vehicle miles traveled (VMT) and GHG emissions.

The Workplan for FY 2012/13 includes trip reduction and emissions reduction projects and programs which focus on outreach to residents, students and commuters in Contra Costa. The program elements are refined and changed each year to ensure the maximum cost effectiveness, as determined by the Bay Area Air Quality Management District (BAAQMD), the Metropolitan Transportation Commission (MTC) and CCTA.

Program elements include:

- Action Plan Implementation - Both the TRANSPAC and TRANSPLAN Action Plans include actions and programs which are implemented by the Central/East County 511 Contra Costa Program. Staff will also be working with local jurisdictions in developing Transportation Demand Management strategies as part of the Sustainable Communities Strategies through SB 375.
- Safe Routes to Schools (SR2S) Programs and Projects - Staff will work with local jurisdictions, school administrators, parents, PTAs, police departments and others to expand the SR2S programs to elementary, middle and high schools throughout East County over the next three years. Program elements include: SchoolPool carpool ride-matching; SchoolPool transit ticket program; Bicycle/pedestrian education and encouragement; Bicycle/pedestrian assemblies; Challenge Days to promote bicycling, walking, carpooling and transit ridership to schools; school site assessments and minor site access safety programs.
- Employer Outreach - These services assist employers in Central and East County in

ways to help retain businesses and promote economic development. Services include elements which reduce SOV commuting to worksites, including: distribution and analysis of transportation surveys; telework; promoting car-sharing programs; clean fuel infrastructure; transportation/health fairs; support for shuttle operations; customized ridematch assistance; pre-tax transit benefit education; bicycle parking infrastructure. The comprehensive trip reduction program will encourage participants to pledge to use commute alternatives. Staff will also continue to work with transit agencies on special promotions.

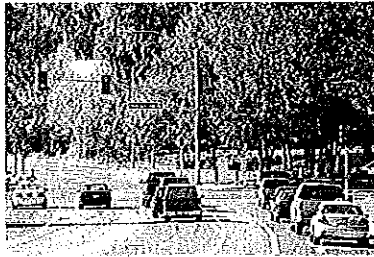
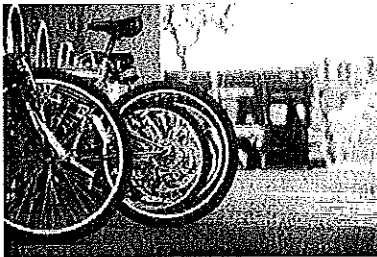
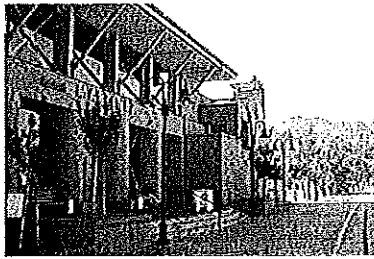
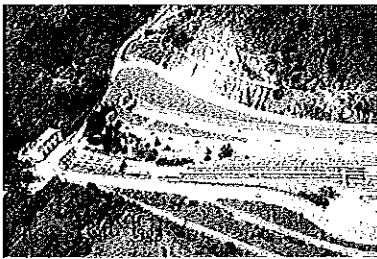
- Electric Charging Program provides funds to jurisdictions for electric charging stations, lease of electric plug-in vehicles to promote the use of this technology. Staff is working to expand the network of charging stations in Contra Costa County to keep pace with the growing demand.
- COMMUNITY OUTREACH PROGRAM – Staff will be working with local jurisdictions to distribute more “green” transportation information and program elements through city newsletters, libraries and other city events to inform residents of ways to reduce VMT and GHG emissions.
- BICYCLE/SKATEBOARD INFRASTRUCTURE - Staff works with the RTPC TACs to develop bicycle/pedestrian projects and assist in project delivery of bicycle/pedestrian gap closure projects. Bicycle lockers and racks will be installed at locations prohibited by the BAAQMD. Skateboard racks will be installed per recommendations by the local city/county staff and local schools.
- WEBSITE DEVELOPMENT AND MAINTENANCE - The 511CC website is a comprehensive one-stop location for Bay Area transportation information with an emphasis on Contra Costa transportation. 511 CC is also host to the TRANSPAC and TRANSPLAN websites ([www.transpac.us](http://www.transpac.us) and [www.transplan.us](http://www.transplan.us), in addition to the [www.511contracosta.org](http://www.511contracosta.org) site.
- STAFF LIAISON ACTIVITIES- Staff participates in many local and regional meetings to ensure coordination, promotion and funding for TDM activities through CCTA committees, MTC, BAAQMD, ACT, League of California Cities' Transportation Policy Committee and its Climate Change Task Force, TRB's TDM Committee, TDM Institute, SR2S National Organization, Association for Commuter Transportation, APTA and other organizations and agencies.
- TFCA AND MTC APPLICATION DEVELOPMENT, SUBMITTAL AND FUNDING AGREEMENTS- BAAQMD policy prohibits expenditure of TFCA funds for costs associated with drafting TFCA applications; assisting other agencies with TFCA applications; coordinating the submittals through the RTPC, CCTA and BAAQMD, and other program development activities.

Funding is expected to be approximately the same as in FY 2011/12. Available fund allocations are currently unknown, however pending notification from the BAAQMD and CCTA funds are estimated to be approximately \$650,000 TFCA, \$39,900 MTC CMAQ, and \$300,000+/- Measure J Commute Alternative funds.

# Measure J

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## CONTRA COSTA'S TRANSPORTATION SALES TAX EXPENDITURE PLAN



CONTRA COSTA  
transportation  
authority

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Adopted November 2, 2004, as amended  
through July 15, 2009

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

## Table of Expenditure Plan Allocations

			Distribution of Funding By Subregion			
	\$ millions	%	Central (a)	West (b)	Southwest (c)	East (d)
<b>CAPITAL IMPROVEMENT PROJECTS <sup>1</sup></b>						
1 Caldecott Tunnel Fourth Bore	125	6.3%	62.5		62.5	
2 BART - East Contra Costa Rail Extension	150	7.5%				150.0
3 State Route 4 East Widening	125	6.3%				125.0
4 Capitol Corridor Improvements Including Rail Stations at Hercules and Martinez	15	0.8%	7.5	7.5		
5 East County Corridors:Vasco Rd, SR4 Bypass, Byron Hwy, Non Freeway SR4	94.5	4.7%				94.5
6 Interchange Improvements on I-680 & State Route 242	36	1.8%	36.0			
7 I-80 Carpool Lane Extension and Interchange Improvements	30	1.5%		30.0		
8 I-680 Carpool Lane Gap Closure/ Transit Corridor Improvements	100	5.0%	75.0		25.0	
9 Richmond Parkway	16	0.8%		16.0		
SUBTOTAL	691.5	34.6%	181.0	53.5	87.5	369.5
<b>COUNTYWIDE CAPITAL AND MAINTENANCE PROGRAMS</b>						
10 BART Parking, Access and Other Improvements	41	2.1%	12.0	15.0	3.0	11.0
11 Local Streets Maintenance & Improvements <sup>2</sup>	360	18.0%	108.0	82.8	79.2	90.0
12 Transportation for Livable Communities Project Grants <sup>2</sup>	100	5.0%	29.0	24.0	18.0	29.0
13 Pedestrian, Bicycle and Trail Facilities <sup>3</sup>	30	1.5%	2.5	2.5	2.5	2.5
SUBTOTAL	531	26.6%	151.5	124.3	102.7	132.5
<b>OTHER COUNTYWIDE PROGRAMS</b>						
14 Bus Services <sup>4</sup>	100	5.0%	24.0	52.0	15.0	9.0
15 Transportation for Seniors & People with Disabilities <sup>4</sup>	100	5.0%	25.0	35.0	17.0	23.0
16 Express Bus <sup>4</sup>	86	4.3%	20.0	40.0	20.0	6.0
17 Commute Alternatives	20	1.0%	5.8	4.8	3.6	5.8
18 Congestion Management, Transportation Planning, Facilities & Services	60	3.0%				
SUBTOTAL	366	18.3%	74.8	131.8	55.6	43.8
<b>SUBREGIONAL PROJECTS AND PROGRAMS</b>						
19 Additional Bus Transit Enhancements <sup>4</sup>	68.5	3.4%	24.0	44.5		
20 Additional Transportation for Seniors and People with Disabilities <sup>4</sup>	23	1.2%	10.0	13.0		

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

for bus service enhancements; and if County Connection's funding levels are restored to 2008 levels, these funds shall be used to enhance bus service. TRANSPAC will determine if the use of funds by County Connection or other operators meets these guidelines for the allocation of these funds.

### *20a Additional Transportation Services for Seniors and People & Disabilities.....0.5% (\$10 million)*

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 annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

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.

### *21a Safe Transportation for Children.....0.5% (\$10 million)*

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

### *23a Additional Local Streets Maintenance and Improvements.....1% (\$20 million)*

These funds will be used to supplement the annual allocation of the 18% "Local Streets Maintenance & Improvements" program funds for jurisdictions in Central County. Allocations will be made to jurisdictions in TRANSPAC on an annual basis in June of each fiscal year for that ending fiscal year, without regard to compliance with the GMP. Each Jurisdiction shall receive an allocation using a formula of 50% based on population and 50% based on road miles.

### *24a Major Streets: Traffic Flow, Safety and Capacity Improvements.....2.4% (\$48 million)*

Improvements to major thoroughfares including but not limited to installation of bike facilities, traffic signals, widening, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, bus transit facility enhancements such as bus turnouts and passenger amenities, etc.



## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

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**27a Capitol Corridor Rail Station Improvements at Martinez ..... 0.1% (\$2.5 million)**

Additional funding to supplement the \$7.5 million identified for the project under Capitol Corridor Rail Station Improvements for the Martinez Intermodal Station and ferry landside improvements.

**28a Subregional Transportation Needs ..... 0.81% (\$16.2 million)**

TRANSPAC will propose programming funds for any project or program identified in the Expenditure Plan, and to meet other future transportation needs of Central County eligible under the provisions of the Act.

### WEST COUNTY (WCCTAC)

**19b Additional Bus Service Enhancements ..... 2.2% (\$44.5 million)**

Funds will be used to enhance local bus service in West County, as determined by WCCTAC and the west county bus operators. Funds will be used to operate new service, including new bus lines, expanded service hours, improved frequency, expanded days of the week, etc. At least \$4 million of the \$44.5 million total would go to WestCAT.

In years when, as a result of economic downturn, the combined revenue and reserves provided under Bus Services (Program 14) to eligible West County operators is less than the revenue received in the prior year (after being adjusted for inflation), the additional revenue may be used to fund the shortfall, if requested by the operator. Under those circumstances, the additional funds may be used for services that would be eligible for funding under Program 14.

**\*20b Additional Transportation for Seniors and People with Disabilities ..... 0.65% (\$13 million)**

As determined by WCCTAC, funds will be used to supplement the services provided by the countywide transportation program for seniors and people with disabilities and may include, but are not limited to, provision of dedicated shuttles to specific programs and activities, as well as sedan/taxi service, supplemental service provided by the cities, the County or transit agencies, expanded subsidies for fares, etc. ADA and non-ADA service will qualify. Funds shall be allocated annually as a percentage of total sales tax revenues, and in addition to funds provided under the base program as described above.

In years when, as a result of economic downturn, the combined revenue and reserves provided under Transportation for Seniors and People with Disabilities (Program 15) to eligible West County operators is less than the revenue received in the prior year (after being adjusted for inflation), the additional revenue may be used to fund the shortfall, if requested by the operator. Under those circumstances, the additional funds may be used for services that would be eligible for funding under Program 15.



**TO:** WCCTAC Board

**DATE:** February 17, 2011

**FR:** Christina Atienza, Executive Director *one*

**RE:** **Process for Administration of Measure J Funds for Additional Transportation for Seniors and People with Disabilities (Program 20b) and Guidance to East Bay Paratransit Consortium (EBPC) for Developing Proposed Projects for Program 20b Funds**

In December 2010, the Board programmed for the next five years West County's portion of the incremental growth in the Countywide Measure J funds for Transportation for Seniors and People with Disabilities (Program 15 Growth) and the additional funds dedicated by West County to supplement the Countywide program (Program 20b). Staff recommends approval of: a) the process for WCCTAC's administration of FY 2011-12 Program 20b funds, which is aligned with CCTA's administration of FY 2011-12 Program 15 funds; and b) guidelines for EBPC for developing proposed projects for FY 2011-12 Program 20b funds to ensure benefits to West County paratransit users, while ensuring the continuation of Program 20b services provided by the other operators.

#### Background

In December 2010, WCCTAC programmed Measure J Program 20b funds as follows:

- a) Local programs may choose what services would supplement their existing programs, subject to WCCTAC approval and confirmation of the operator's responsible stewardship of the funds. Eligible recipients are limited to West County operators that are eligible recipients of Program 15 funds, namely EBPC, El Cerrito, Richmond, San Pablo, and WestCAT. WCCTAC would develop and provide guidelines and requirements to operators, with a goal of consolidating those with CCTA's existing Program 15 guidelines and requirements.
- b) EBPC, if it wishes to apply for the funds, needs to additionally demonstrate that the proposed service would benefit West County paratransit users.
- c) The funds would generally be apportioned to El Cerrito, Richmond, San Pablo, and WestCAT in proportion to their relative shares of Program 15 Base funds, less any funds that may be awarded to EBPC. Funds would be programmed every five years and monitored every year during the claims process.
- d) In years when funds are eligible to be used to backfill funding shortfalls in Program 15 services, eligibility is restricted to Program 15 Base recipients, which excludes EBPC.

#### Eligibility Check

CCTA staff instructed WCCTAC staff to use the same amount in Program 20b funds as FY 2010-11 for purposes of checking whether FY 2011-12 funds could be used to backfill funding shortfalls in Program 15 services. Based on the new programming formulae established above, operators may not use FY 2011-12 Program 20b funds to backfill funding

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shortfalls in the services provided under Program 15. Therefore, EBPC is eligible to receive Program 20b funds in FY 2011-12.

Proposed Process for Program 20b Claims

CCTA is responsible for evaluating claims for Program 15, while WCCTAC is responsible for evaluating claims for Program 20b. Staff recommends aligning both processes in order to limit the administrative burden on the operators and to avail of opportunities to review the claims in the context of the operators' entire paratransit program, rather than in a piecemeal fashion. The proposed process for FY 2011-12 claims is as follows -- shown in *italics* are the steps over which WCCTAC has approval authority:

February	<ul style="list-style-type: none"> <li>▪ <i>WCCTAC performs eligibility check to determine if Program 20b funds can be used to backfill Program 15 funding shortfalls and corollary to that, if EBPC is eligible to apply for Program 20b funds</i></li> <li>▪ <i>If EBPC is eligible to apply for Program 20b funds, WCCTAC issues guidance for amount and project type</i></li> </ul>
March	<ul style="list-style-type: none"> <li>▪ CCTA issues final fund estimate</li> <li>▪ <i>WCCTAC evaluates EBPC's claim in concept and provides additional guidance as appropriate</i></li> </ul>
April	<ul style="list-style-type: none"> <li>▪ Program 15 claims due to CCTA</li> <li>▪ <i>Program 20b claims, integrated with Program 15 claims, due to WCCTAC</i></li> </ul>
May	<ul style="list-style-type: none"> <li>▪ Paratransit Coordinating Council (PCC) reviews and approves Program 15 claims, <i>comments as appropriate on Program 20b claims</i></li> <li>▪ <i>WCCTAC considers PCC comments, reviews and approves Program 20b claims, and forwards recommendations to CCTA</i></li> </ul>
June	<ul style="list-style-type: none"> <li>▪ CCTA Planning Committee and Board review and approve Program 15 and 20b claims, considering PCC and WCCTAC recommendations</li> </ul>
July	<ul style="list-style-type: none"> <li>▪ CCTA allocates FY 2011-12 Program 15 and 20b funds to operators</li> </ul>

Program 20b Guidelines for EBPC

Staff proposes to provide the following guidance to EBPC for the amount and use of FY 2011-12 Program 20b funds:

- Amount – Not to exceed \$84,000. This amount is derived from the estimated total available amount less the sum of the FY 2010-11 Program 20b apportionments to El Cerrito, Richmond, San Pablo, and WestCAT after adjusting for inflation.
- Use – Explore opportunities to enhance coordination with El Cerrito, Richmond, and San Pablo or other means of providing demonstrable benefits to West County paratransit users.



TO: WCCTAC Board

DATE: December 6, 2010

FR: Christina Atienza, Executive Director *cma*

RE: **Recommendations for Programming Measure J Funds for Seniors and People with Disabilities**

WCCTAC has broad discretion for programming dedicated Measure J funds that flow to West County. To inform its decisions, the Board last July directed staff to define the scope of a needs assessment study, and to identify a fund source for the study other than the dedicated Measure J funds. While performing its due diligence, staff discovered a wealth of directly pertinent and applicable information from studies that had been recently completed in Alameda County, which has similar customers, dedicated sales tax, and paratransit programs as West County. Staff believe that there is sufficient information in Alameda County's work that can be applied to West County conditions as to inform the Board in its programming decisions, and that there is no need to fund or pursue a separate study for West County; although there is disagreement on this point from some members of the staff-level Paratransit Working Group. Staff have developed programming recommendations that are aimed at meeting the intent of the Measure J programs by providing broad discretion to the local agencies to meet their communities' needs, encouraging accountability and responsible stewardship of the Measure J funds, and facilitating overall administration. The Board may approve staff's recommendations, seek revisions, or provide other direction. Staff's recommendations are as follows:

- a) Program 15 Revenue Growth -- Program 15 is the countywide program, and consists of Base and Growth increments. The Base increment is guaranteed to Measure C recipients in order to continue their programs if desired. The original allocation among the recipients was based on a formula that took into account the population of seniors, people with disabilities, and low-income served by those providers. The intent of the Growth increment, which provides an annual increase to the Program 15 Base percentage, is to accommodate growth in demand and to broaden the pool of eligible recipients. CCTA is responsible for programming Program 15 funds, but looks to WCCTAC to recommend how it wishes to appropriate the West County portion of the Growth increment. Staff recommends that WCCTAC forward this recommendation to CCTA: beginning in FY 11-12, apportion funds to El Cerrito, Richmond, San Pablo, and WestCAT in proportion to their relative shares of the Program 15 Base funds, but take half of El Cerrito, Richmond, and San Pablo's apportionments and provide those funds to East Bay Paratransit Consortium as a subsidy for its operations.
- b) Program 20b -- This is the Additional West County program, the intent of which is to supplement the services provided by the countywide program (i.e. Program 15), as determined by WCCTAC. Staff's recommendation is to give the local programs the flexibility to choose what services would supplement their existing programs, subject to WCCTAC approval and confirmation of the operator's responsible stewardship of the funds. Eligible recipients would be limited to West County operators that are eligible recipients of Program 15 funds. WCCTAC would develop and provide detailed guidelines and requirements to the operators, with a goal of consolidating those with CCTA's existing Program 15 guidelines and requirements. East Bay Paratransit

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Consortium, if it wishes to apply for these funds, would need to additionally demonstrate that the proposed service would benefit West County paratransit users. The funds would generally be apportioned to El Cerrito, Richmond, San Pablo, and WestCAT in proportion to their relative shares of Program 15 Base funds, less any funds that may be awarded to East Bay Paratransit. Funds would be programmed every three years and monitored every year during the claims process. In years when the funds are eligible to be used to backfill funding shortfalls in Program 15 services, staff recommends that eligibility be restricted to Program 15 Base recipients, and that allocation be subject to WCCTAC confirmation of an actual funding shortfall.

#### Background

In late 2008 and early 2009, the Board adopted interim apportionments of Program 15 Growth and Program 20b funds from FY 2009 to FY 2011 to the five West County paratransit service providers: East Bay Paratransit Consortium (EBPC), which provides federally mandated complementary ADA paratransit in the BART and AC Transit service areas; El Cerrito, Richmond, and San Pablo, which provide non-mandated community transportation services to seniors and people with disabilities; and WestCAT, which provides both ADA and non-mandated transportation services in its service area. The apportionments were adopted on an interim basis while staff, in collaboration with the Paratransit Working Group (PWG) comprised of staff from those operators and CCTA, studied issues and options for developing longer term recommendations. At issue was how to a) develop a rational basis for determining EBPC's share of Program 15 Growth funds, and b) given WCCTAC's broad discretion over Program 20b funds, how to decide what services should be funded.

In 2009 and 2010, the PWG, the Paratransit Subcommittee, and the Board went through iterative discussions about a West County-wide study that would determine the needs in the region, evaluate the extent to which existing services were fulfilling those needs, investigate opportunities for enhancing service and efficiencies, and develop recommendations. One area of contention revolved around the fundamental intent of the Measure J programs: some felt that it was to maximize the number of trips that are provided to the target population, which led to a focus on how to achieve maximum efficiency in service delivery; while others felt that the programs were never intended to maximize the number of trips, but to provide options above and beyond ADA that are tailored to specific community needs, which led to a focus that was more localized. Another area of contention revolved around WCCTAC's involvement: some felt that some leadership would be beneficial in terms of embarking on region-wide initiatives, while others felt that the existing structure of several providers coordinating on an as needed basis was fine as is. Attachment A includes the precise language from the Measure J Expenditure Plan – a careful review reveals that the language is sufficiently broad as to not preclude any side of the debate. Finally, a study session was held last July, and at the end the Board directed staff to define the scope of a needs assessment study, and to identify a fund source for the study other than the dedicated Measure J funds.

#### Recapitulation of Issues and Options

The following key issues and options were identified during the study session:

- There has not been an in-depth assessment of West County's transportation needs for the target populations and how well existing services meet those needs. The Board was supportive of a

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- needs assessment study, but was reticent to use dedicated funds for this purpose in light of the current economic climate.
- ADA and the non-mandated services meet different needs, yet they are competing for the same pot of money.
  - WCCTAC has not articulated whether it wants to respect local flexibility and discretion or be proactive about identifying and addressing needs in the region.
  - It is difficult to determine whether service overlaps between ADA and the non-mandated programs exist due to the number of parameters that determine ADA services and other factors that are specific to individual riders. Service overlaps are also not necessarily inefficient if the same trip can be provided at a lower cost by a different provider.
  - The following gaps exist relative to clients and services: beyond the ADA service hours in El Cerrito and San Pablo; special purpose and group trips are limited in the WestCAT service area; no services for non-ADA certified clients crossing the boundaries of non-mandated programs. In funding, following are the differences (these cannot necessarily be called "gaps"): lower subsidy provided to EBPC relative to Alameda County; Pinole, Hercules, and the County do not provide general fund contributions to WestCAT, whereas El Cerrito, Richmond, and San Pablo do for their respective programs; and Richmond does not receive contributions from the County even if it provides services to some of the unincorporated areas.
  - Opportunities for increasing efficiency include: enhanced coordination among existing providers, provider-specific enhancements, expanding the non-mandated services to be region-wide, exploring different service models, and pursuing additional partnerships.
  - Additional paratransit possibilities for West County include same day service with taxis, coordination with other agencies dealing with the target population, recurring cross-boundary trips to West County destinations, travel training, volunteer driver programs, non-profit shuttles, van retirement program, and mobility management.
  - The existing system, even with improved efficiency and the increase funding from Measure J, is not expected to be able to handle the projected growth in senior population.

#### Due Diligence

Staff undertook the following efforts to advance the needs assessment study:

- Met with the PWG, which determined to pursue as initial steps the conduct of a telephone survey and interviews with authorities in Alameda and Marin Counties.
- Staff vetted with the TAC the idea of using Subregional Transportation Needs funds (Measure J Program 28b) to support a paratransit needs assessment study, and the TAC preliminarily agreed.
- Interviewed authorities in Alameda and Marin Counties to determine existing funding formula, methods for determining needs, and findings.
- Conducted detailed review of Alameda County's 2009 Survey, Service Delivery Analysis report, and process for reviewing annual claims.
- Discussed with PWG findings from the interviews and document review and necessity of proceeding with a West County study.

#### Relevant Findings and Conclusions from Due Diligence Efforts

West County's program is very similar to Alameda County's program in many respects. Both programs serve very similar customers and due to proximity may actually even be the same in some

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instances. The Alameda County program is funded largely out of dedicated transportation sales tax revenues, and has funding provisions for the same three relevant elements as Contra Costa's Measure J programs: transit services, ADA paratransit services, and non-mandated paratransit services. The magnitude of transportation sales tax revenues is similar as well: Alameda's is around \$70 million per year compared to Contra Costa's \$64 million per year. However, there is a significant difference in the magnitude of dedicated funding: Alameda dedicates over 10%, while Contra Costa dedicates a sliding scale beginning with over 4% in FY 10 and increasing steadily up to over 7% in FY 34. As a result of the similarities, many findings and conclusions from Alameda County's efforts are transferrable to West County, but they may need to be tempered due to the lower amount of dedicated funding, which translates to lesser resources. Marin County's program in contrast, is evolving to be a highly centralized model and one that has a greater focus on coordination of resources; as a result, their efforts would not well inform West County's task.

Following are relevant key findings and conclusions from the review of Alameda County's efforts, and how those could be translated to West County:

**ADA/Non-ADA Funding Split.** The dedicated funding of over 10% is split roughly 5% for ADA, 3.5% for non-mandated programs, and 1.5% for coordination, gaps, and stabilization. There is no rationale for the split between ADA and the non-mandated programs; it was a policy decision made up front. The 1.5% for coordination, gaps, and stabilization is managed by ACTIA.

*Translation to West County:* The ADA/non-mandated funding split should be decided by policy, as there will be no one right answer, given the different needs that each segment seeks to serve. The dedicated funds in West County is not sufficient to further carve out a portion for coordination and gaps, and the operators are not precluded from addressing these areas themselves; were these to be handled on a region-wide basis, staff would recommend taking funds off the top for administration, as the work could be substantial. There are existing provisions in Measure J to handle the volatility of funding: in years when actual exceed projected revenues, operators are required to set aside a percentage for reserve; in years when actual is less than projected revenues, Program 20b is eligible to be used to backfill funding shortfalls in Program 15 services.

After the initial division, Alameda then divides funding by region: north, central, east, and south; and then by operator within each region. In the southern area, broad discretion is given to split between ADA and non-mandated programs due to the less robust transit provisions in the area; currently, all or nearly all funding is dedicated to non-mandated programs.

*Translation to West County:* In deciding the ADA/non-mandated split, consideration should be given to service area and relative robustness of fixed route transit provisions. This argues for splitting off WestCAT and treating it in the same manner as the southern area in Alameda County, i.e. giving the operator broad discretion for how much it wants to spend on ADA versus non-mandated services. In the BART and AC Transit service areas, which have more robust transit provisions, staff recommends setting specific percentages to ADA versus non-mandated services; and absent any compelling rationale for specific percentages, staff recommends a 50-50 split.

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**Funding Formula for Non-Mandated Programs.** Alameda's funding formula is a function of age, disability, and income. There are six categories: age 5-15 with disability, 16-64 with disability, 64 and over with disability, 65-79, 80 and over \* 1.5, and SSI recipients 18 or older.

*Translation to West County:* Contra Costa used the same factors for its Program 15 Base funding, but with fewer categories and equal weighting. It is arguable whether more categories and different weighting would result in a fairer distribution of funds. Of note is that the original formula was based on census data that was current at the time. This introduces the question of what census datum is appropriate for Program 15 Growth and Program 20b. There are currently no provisions for changing the census datum for Program 15 Base. For consistency and simplicity, staff recommends that the census datum for Program 15 Growth and Program 20b be tied to Program 15 Base. Such a method does not allow for flexibility to respond to changing demographics, but it does avoid introducing another area of funding volatility, thereby simplifying budgeting for the operators.

**Needs Assessment.** Alameda determines needs from various sources, including a biannual telephone survey for the non-mandated programs, from an advisory committee, an annual workshop, a coordination summit, and through a consultant retained exclusively for paratransit coordination issues. The key issues involve service in unincorporated areas and fixed route service cuts affecting the paratransit service area.

*Translation to West County:* Alameda staff specifically suggested to West County not to focus exclusively on a telephone survey to determine needs. West County however, does not have the resources to conduct all of the activities that Alameda County is able to conduct.

The 2009 survey surveyed 1,300 individuals, and produced statistically significant results. The top three most important service factors were: being able to get a ride when you need one, increasing the amount of subsidy or scrip, and being able to request an accessible vehicle. The customer suggestions for improvements included: be on time; more courteous, helpful, better trained drivers; lower fares; expanded routes; expanding service hours and days; improve customer service and making reservations; and provide more efficient window of time. The highest rated programs were Pleasanton, Albany Van, and Union City.

*Translation to West County:* Due to the similarity in customers and programs, there is no compelling reason to believe that a survey of West County residents would yield different results in terms of service factors and suggested improvements. The non-mandated programs may wish to contact the highest rated programs to determine best practices.

**Operating Parameters for Non-Mandated Programs.** Alameda found that the cost per trip varies across cities from year to year and that there were no discernable patterns to the variability. Trip provision also varied more widely than funding allocations.

*Translation to West County:* The cost per trip and trip provision vary across the non-mandated programs, but no effort has been made to discern any patterns due to lack of adequate historical comparable data.



**Minimum Service Levels (MSL) and Coordination.** Alameda adopted these in 2006 for their non-mandated programs in an attempt to provide cohesiveness. It is reported to have resulted in more consistency, but a lot of diversity remains across the programs, with no two out of 13 the same in terms of service area, eligibility requirements, fares, trip limits, days and hours of operation. This has not been reported to be a problem for those who use only one program, but could be so for those who are registered for multiple cities. Current coordination efforts include: between ADA and city-based for eligibility and to shift ridership, between adjoining cities, between different departments within large cities, and some inter-jurisdictional travel for the north county cities that contract with the same provider.

*Translation to West County:* The Board may wish to further study the MSL concept to see if there may be a net benefit; however, this is probably best undertaken on a countywide basis. The same type of variability in services and coordination among providers exist, except for the inter-jurisdictional travel between the non-mandated programs – see below for additional discussion.

**Decentralized vs. Centralized.** Polling results indicate that some stakeholders like the decentralized program, stating that it is a benefit to have the ability to serve individual community needs; while other stakeholders would like to pursue a more centralized program, stating that having many operators increases and duplicates overhead. The recently completed study did not recommend consolidation due to the disparity in services across the non-mandated programs, and noted that if the Authority chose to pursue this or any of the other initiatives that may significantly change the current structure of the overall program, that it should do so slowly and cautiously due to the politically sensitive nature of such moves.

*Translation to West County:* There is no reason to believe that a separate poll would reveal different results for West County. In general, centralized and decentralized programs will have both advocates and critics. The same conclusions are also likely to apply with regard to consolidation due to the disparity between the non-mandated programs in terms of services, eligibility, and service delivery. The El Cerrito, Richmond, and San Pablo programs are all currently run in-house, and outsourcing may require complicated and politically sensitive labor negotiations. If outsourcing to a common vendor is to be further investigated, staff recommends that WCCTAC wait for the request to be initiated by the individual programs; otherwise a request originating from WCCTAC may be received negatively by El Cerrito, Richmond, and/or San Pablo. Further, if outsourcing is to be considered by the city programs, staff recommends investigating first the current contractors employed by EBPC, WestCAT, and the northern Alameda cities.

**Public Input.** Alameda's Paratransit Advisory Planning Committee (PAPCO) is the official paratransit coordinating council. The committee is comprised of 28 members, Alameda County residents who use public transportation services available to seniors and people with disabilities. PAPCO meets monthly and makes recommendations to the Authority regarding allocations, including annually reviewing and monitoring the progress and services for the non-mandated programs. PAPCO also serves as a liaison to local jurisdictions for community feedback.

*Translation to West County:* CCTA's Paratransit Coordinating Council (PCC) serves a similar function as PAPCO, annually reviewing program claims and making recommendations to CCTA, but delving less into, and exercising less control of, the individual program details. The

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membership from system users is also not as robust, and includes the paratransit providers. Further, the PCC would have none to limited responsibility for evaluating Program 20b activities as it is exclusive to West County. Rather than forming another advisory body exclusively for West County, staff recommends that the non-mandated programs be required to demonstrate appropriate consultation with the community through existing committees that deal with similar issues, such as committees on aging.

**Reporting.** Relevant comments from stakeholders have included complaints about the volume of paperwork required for reporting and lack of disclosure for a particular program.

*Translation to West County:* For the interim Program 20b, the claim form was very simplistic and was tied to the approval of Program 15 claim forms. Staff recommends enhancing the reporting requirement to ensure accountability and responsible stewardship of the funds, and integration of the claim forms and monitoring with Program 15 in order to promote an integrated, less compartmentalized program for each operator. The reporting requirements should be streamlined and not burdensome to the operators, and should be clear and well organized so as to avoid confusion, promote consistency and full disclosure, and facilitate historical analysis.

**New Programs.** Alameda's consultant recommended the following for consideration under the reauthorization of the their tax measure: mobility management, travel training, taxi program coordinator, older driver drive well program, volunteer driver program, group trip program, and pooling of vehicle purchases. All were recommended to be undertaken on a countywide basis.

*Translation to West County:* These initiatives would all result in more trip options and enhanced efficiency, and would therefore likely to be welcomed anywhere. In West County, there is probably more travel that occurs to and from Alameda County than to and from other portions of Contra Costa due to geographic constraints and urban core orientation. Staff recommends continued monitoring of Alameda's activities on these fronts for the potential to embark on synergistic efforts with them, should the opportunities arise.

#### Recommendations for West County

Staff used the above findings and conclusions to develop the programming recommendations presented at the beginning of this memo. It is staff's belief that those findings and conclusions are directly applicable to West County's needs, and eliminates the need to pursue a separate study. **The recommendations favor providing options above and beyond ADA that are tailored to meet specific needs that are articulated by the community, supporting ADA services, and minimal intervention from WCCTAC except to assure responsible stewardship.**

Attachment B shows the Measure J annual funding as a percentage of annual sales tax. Attachment C provides a spreadsheet of the proposed apportionments for FY 2012 to FY 2014. Based on staff's proposal, EBPC would likely receive less funding than they have received in the past two years. As noted above, the prior allocations were made under the interim program, and the changes are made in part to align the programming with its intent, and also in consideration of the dedicated Measure J funding that AC Transit receives under Programs 14 and 19b.

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Some members of the PWG believe there is still benefit to pursuing a West County-specific study. Staff have invited all members of the PWG to share their comments on staff's recommendations with the Board. The PWG was initially formed in order to discuss the beginning of Measure J and to ensure a common understanding of its provisions, and later to advise on the appropriateness of the interim program. In the past two years' efforts with the group, discussions on the study and how it would inform the longer term programming tasks have obscured the differences between the two tasks; but, in both principle and from a practical perspective, there is a conflict in the group providing input on programming apportionments, given that they are the ones receiving the funds. If the Board approves WCCTAC staff's programming recommendations, there will no longer be a need for the PWG to meet, save to review and provide preliminary feedback on the proposed program guidelines.

**Attachment A**  
**Measure J Expenditure Plan Language for Programs 15 & 20b**

**15     Transportation for Seniors & People With Disabilities ..... 5% (\$100 million)**

Transportation for Seniors & People With Disabilities or "Paratransit" services can be broadly divided into two categories: (1) services required to be provided by transit operators under the Americans with Disabilities Act (ADA) to people with disabilities; and (2) services not required by law but desired by community interests, either for those with disabilities beyond the requirements of the ADA (for example, extra hours of service or greater geographic coverage), or for non-ADA seniors.

All current recipients of Measure C funds will continue to receive their FY 2008-09 share of the "base" Measure C allocation to continue existing programs if desired, subject to Authority confirmation that services are consistent with the relevant policies and procedures adopted by the Authority. Revenue growth above the base allocations will be utilized to expand paratransit services and providers eligible to receive these funds. Paratransit funding will be increased from the current 2.97% to 3.5% of annual sales tax revenues for the first year of the new program, FY 2009-10. Thereafter, the percentage of annual sales tax revenues will increase by 0.10 % each year, to 5.9% in 2034 (based on a 25-year program). In 2003 dollars, this averages to 4.7% over the life of the program, which has been rounded to 5% to provide some flexibility and an opportunity to maintain a small reserve to offset the potential impact of economic cycles. The distribution of funding will be as follows:

- West County paratransit program allocations will start at 1.225% of annual sales tax revenues in FY 2009-10, and grow by 0.035% of annual revenues each year thereafter to 2.065% of annual revenues in FY 2033-34. (An additional increment of 0.65% of annual revenues is available for West County under its subregional program category.) In addition to the current providers, paratransit service provided by AC Transit and BART (East Bay Paratransit Consortium) in West County is an eligible recipient of program funds.
- Central County paratransit program allocations will start at 0.875% of annual sales tax revenues in FY 2009-10 and grow by 0.025% of annual revenues each year thereafter to 1.475% of annual revenues in FY 2033-34. (An additional increment of 0.5% of annual revenues is available for Central County under its subregional program category.)
- Southwest County paratransit program allocations will start at 0.595% of annual sales tax revenues in FY 2009-10 and grow by 0.017% of annual revenues each year thereafter to 1.003% of annual revenues in FY 2033-34.
- East County paratransit program allocations will start at 0.805% of annual sales tax revenues, and increase by 0.023% of annual revenues thereafter to 1.357% of annual revenues in FY 2033-34.

Transportation for Seniors & People with Disabilities funds shall be available for (a) managing the program, (b) retention of a mobility manager, (c) coordination with non-profit services, (d) establishment and/or maintenance of a comprehensive paratransit technology implementation plan, and (e) facilitation of countywide travel and integration with fixed route and BART specifically, as deemed feasible.

Attachment A  
Page 10

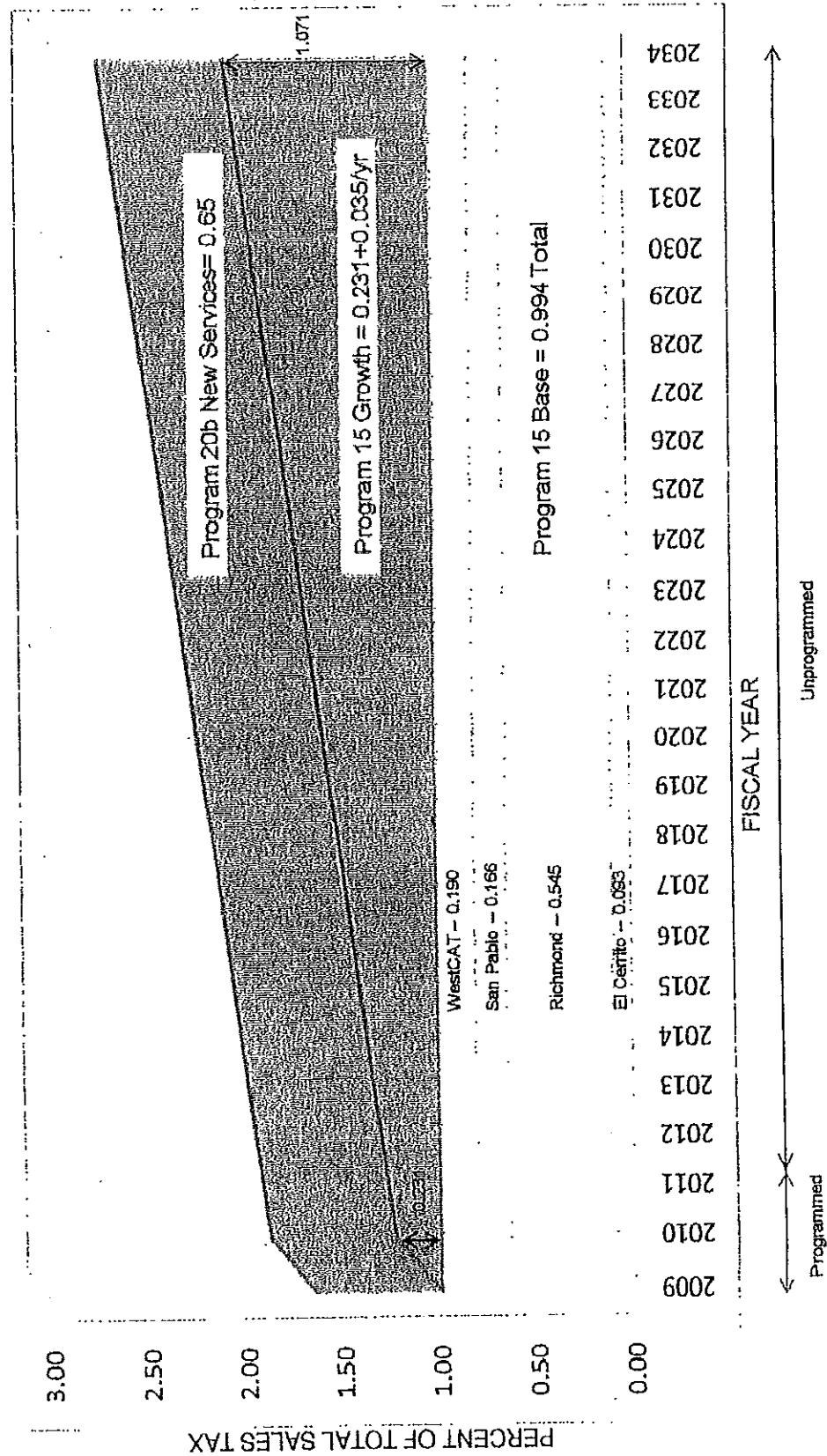
Additional funding to address non-ADA services, or increased demand beyond that anticipated, can be drawn from the "Subregional Transportation Needs Funds" category, based on the recommendations of individual subregions and a demonstration of the financial viability and stability of the programs proposed by prospective operator(s).

**20b Additional Transportation for Seniors and People with Disabilities ..... 0.65% (\$13 million)**

As determined by WCCTAC, funds will be used to supplement the services provided by the countywide transportation program for seniors and people with disabilities and may include, but are not limited to, provision of dedicated shuttles to specific programs and activities, as well as sedan/taxi service, supplemental service provided by the cities, the County or transit agencies, expanded subsidies for fares, etc. ADA and non-ADA service will qualify. Funds shall be allocated annually as a percentage of total sales tax revenues, and in addition to funds provided under the base program as described above.

# ATTACHMENT B

## Funding Detail – Measure J



ATTACHMENT C

**RECOMMENDED APPORTIONMENT OF WEST COUNTY MEASURE J FUNDS FOR SENIORS AND PEOPLE WITH DISABILITIES  
FY 2012 THROUGH FY 2014**

	FY 2012				FY 2013				FY 2014			
	Project 15		Project 20b		Project 15		Project 20b		Project 15		Project 20b	
	Base Measure C Allocation	Growth	Subtotal	West County Additional Subtotal	Base Measure C Allocation	Growth	Subtotal	West County Additional Subtotal	Base Measure C Allocation	Growth	Subtotal	West County Additional Subtotal
<b>By Percentages of Total Dollars:</b>												
Countywide Program Share	2,970	0.730	3,700	0.000	3,700	0.730	3,700	0.000	3,700	0.730	3,700	0.000
West County Program Share (33.47% of Ctl.)	0.004	0.301	1,295	0.000	1,295	0.301	1,295	0.000	1,295	0.301	1,295	0.000
<b>Program Share by Operator</b>												
EBPC	0.000	0.122	0.122	0.000	0.122	0.122	0.122	0.000	0.122	0.122	0.122	0.000
El Centro	0.000	0.107	0.107	0.000	0.107	0.107	0.107	0.000	0.107	0.107	0.107	0.000
Richmond	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
San Pablo	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
West-Cat	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>	<b>0.004</b>	<b>0.301</b>	<b>1,295</b>	<b>0.000</b>	<b>1,295</b>	<b>0.301</b>	<b>1,295</b>	<b>0.000</b>	<b>1,295</b>	<b>0.301</b>	<b>1,295</b>	<b>0.000</b>
<b>By Estimated Total Revenue</b>												
Countywide Program Share	\$2,005,710	\$400,230	\$2,405,940	\$0	\$2,405,940	\$400,230	\$2,405,940	\$0	\$2,405,940	\$400,230	\$2,405,940	\$0
West County Program Share	\$371,606	\$200,374	\$571,980	\$420,170	\$571,980	\$200,374	\$571,980	\$420,170	\$571,980	\$200,374	\$571,980	\$420,170
<b>Program Share by Operator</b>												
EBPC	\$0	\$20,250	\$20,250	\$0	\$20,250	\$20,250	\$20,250	\$0	\$20,250	\$20,250	\$20,250	\$0
El Centro	\$0	\$20,250	\$20,250	\$0	\$20,250	\$20,250	\$20,250	\$0	\$20,250	\$20,250	\$20,250	\$0
Richmond	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
San Pablo	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
West-Cat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$371,606</b>	<b>\$200,374</b>	<b>\$571,980</b>	<b>\$420,170</b>	<b>\$571,980</b>	<b>\$200,374</b>	<b>\$571,980</b>	<b>\$420,170</b>	<b>\$571,980</b>	<b>\$200,374</b>	<b>\$571,980</b>	<b>\$420,170</b>

Notes:  
1. Estimated total sales tax revenue is from 2009 Strategic Plan. Projections are subject to change, and are likely to be lower than the 2009 estimate.  
2. EBPC is proposed to be an eligible recipient of Program 20b funds. If awarded, available amount for El Centro, Richmond, San Pablo will decrease by the amount awarded to EBPC in relative proportion to their Program 20b apportionment.

W:\2012\CTA\Measure J\Programs\20b\20b Program - Staff\Revenue\Staff Rec

**Senior Helpline Services**  
**Funding Request to TRANSPAC**  
**11/8/2011**

Senior Helpline Services, a 501(c) (3) nonprofit, charitable organization, provides transportation services, telephone relationships, information and referrals for disabled seniors residing in Contra Costa County. The two programs currently offered by Senior Helpline Services are Rides for Seniors and Reassurance Phone Friends. The synergism of these two programs enhances our organization's ability to improve the lives of present and future senior residents of Contra Costa County.

Our overall goal is to support programs that contribute to our clients' primary goal, which is to age in their own homes. We are significantly increasing our clients' opportunities for healthy aging by providing our services to them, especially escorted rides to obtain the clinical care they need, as well as the basic necessities of life.

No other agency in this county presently offers a free, one-on-one, door-through-door volunteer transportation program with unlimited rides for seniors, throughout Contra Costa County, provided in concert with a phone friend program, falls prevention/home safety services, information and referral services, as well as the opportunity for seniors and those who care about aging issues to become change agents in their communities.

We are at a critical point in our history, because we have exhausted all possible sources of adequate funding for the first four months of 2012. After April of next year, our expenses will be covered by a New Freedom grant, Contra Costa County Area on Aging grant, grants from private foundations and miscellaneous sources. In addition, we plan to create a reserve account from non grant donations in order to provide for coverage of our expenses for at least the first quarter of 2013. We will, of course, continue to research and apply for other grants and funding opportunities. We also believe that the value added service of operating a countywide call in helpline for transportation information & referrals will bring more visibility and appreciation of our organization and thus increase our sustainability.

At this time, we are requesting a one-time-only Measure J allocation of \$100,000 to cover Senior Helpline Services' operating costs for Central Contra Costa County disabled senior transportation services for the first four months of 2012. We are aware of how seriously you take your fiduciary responsibilities for the appropriate use of Measure J funds and the demand on those funds from multiple, deserving sources. If the full amount of our request is not available, we would appreciate any amount you are able to give our organization. We truly believe the results we report to you on the use of those funds will be consistent with the intent of Measure J and will justify your investment in us.

Programs that are free to recipients are not free to operate, thus we need financial resources to carry out our mission. In the past few years, grants have become harder and in many cases impossible to obtain from foundations since the trend with funders, that used to support programs for seniors, is to support programs for children and young families.

We launched our Rides for Seniors Program in September 2005. This is a free, one-on-one, door-through-door, volunteer driver program for seniors living at home who cannot access other forms of transportation. Volunteer drivers not only donate their time, but use their own vehicles and gasoline. Rides for Seniors clients also are required to participate in our Reassurance Phone Friends Program, on at least a weekly basis, so that they can receive the benefits of that program, and we can monitor



2-20 changes in their condition that might affect their ability to be safely transported by a volunteer driver. These two programs help make our award winning transportation model a unique one with safeguards not provided by other transportation programs.

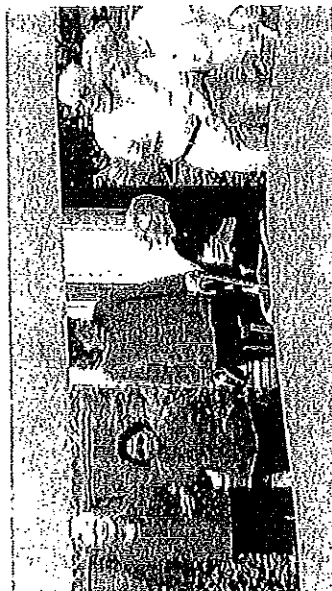
We currently have 222 disabled seniors enrolled in our Rides for Seniors Program with 122 trained volunteer drivers. Ten more volunteer drivers are being scheduled for training and recruitment efforts are ongoing. In 2010, volunteer drivers drove over 44,000 miles providing over 3,700 rides. This year, we are providing 350 to over 400 rides per month, and it is not unusual for a volunteer driver to spend two or more hours with a client. Although we cover all of Contra Costa County, most of our clients reside in Central County. We are very fortunate at Senior Helpline Services to have staff members who view their work more as a "calling" than a job and along with our volunteers and Board members are completely dedicated to fulfilling our mission. Senior Helpline Services operates with an annual budget of just over \$300,000.

We are putting considerable effort into rebuilding our individual donor base. Concentrating on this important source of revenue is resulting in an increase in the number of individual donors and the amount and frequency of gifts. We are also working with the Volunteer Center to help us build a volunteer fundraising committee that will work closely with our Board and Executive Director on new methods of fundraising focused on individuals and businesses.

In January 2012, without adding paid staff, we will expand our transportation information & referral service. This will offer a local (925) number as well as a toll free number for callers outside (925). Since "one size does not fit all" this service will require expertise on transportation options for seniors in Contra Costa County communities. This service will consist of a decision tree type of approach based on focused questions to facilitate the appropriate match between individual needs and available transportation options. We currently are the only agency in Contra Costa County providing this level of individualized mobility management assistance. Early next year, we will do significant outreach to notify those in need of this type of assistance and thus provide this service on a larger scale.

## Rides for Seniors

This program offers free, one-on-one, door-through-door rides provided by screened and trained volunteer drivers. These rides are primarily for the purpose of obtaining medical care, groceries, and other basic necessities.



## MOBILITY = INDEPENDENCE

The Rides for Seniors program started on September 1, 2005 to fill a gap in services for seniors who no longer drive and/or cannot access other forms of transportation. Unless they are able to use public transportation, paratransit, vans, or cabs that provide only curb-to-curb service, seniors often have difficulty in accessing medical care and obtaining basic necessities. In our society, mobility = independence, so without a safe and available alternative to driving, the end result for seniors is often permanent institutionalization.



## Our Mission

Senior Helpline Services enables Contra Costa County seniors to age in place safely and comfortably by providing transportation services, telephone relationships, information and referrals; and offers opportunities for seniors and others who care about aging issues to become agents of change for our communities.

## Transportation Information and Referrals



If you are a senior, or someone trying to assist a senior who needs help with transportation in Contra Costa County, call:

**925-284-6109**

OR TOLL FREE

1-855-234-RIDE (7433)

We will answer your questions and refer you to the transportation provider that matches your mobility needs.

## Reassurance Phone Friends



This program matches a senior with a volunteer phone friend who will keep the promise to call daily or less frequently as requested. Our Reassurance phone friends place 5 to 10 minute calls from their homes, offices, or cell phones at a mutually agreed upon time.



## Only A Phone Call Away

Our Reassurance Phone Friends program started on June 1, 1998. Annually, phone friends make nearly 20,000 calls to clients age 60 to over 100.

These phone calls:

- Let the client know that someone cares
- Offer a few minutes of friendly conversation and compassionate listening
- Allow us to make sure the client is in reasonably good health
- Gives us an opportunity to identify the need for services, information, referrals, and advocacy.

Staff members provide a "safety net" by following up on unanswered calls to see if the client needs immediate help due to a fall, sudden illness, or other reason.

## How You Can Help



Good drivers (age 25 - 75) to be volunteer drivers for the Rides for Seniors program.



Caring, reliable individuals (minimum age 18) to be volunteer callers for the Reassurance Phone Friends program.



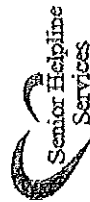
Donations to help us to continue to provide services to our seniors at no charge to them.

If you would like more information on volunteering, please call

**925-284-6161**

### DONATIONS

Please send your tax deductible donation by check or credit card (Visa, Mastercard or Discover) to:



1035A Carol Lane  
Lafayette, CA 94549  
Phone: 925-284-2207  
Fax: 925-284-4831

Email: [office@seniorhelpline.net](mailto:office@seniorhelpline.net)

## Thank You

[www.seniorhelpline.net](http://www.seniorhelpline.net)

## From Our Clients

"I simply don't know what I would do without the Rides and Reassurance Programs. This last year has been very difficult, and I can't imagine how I would ever have made it through without all of you. It is more than a 'Helpline.' It has been a 'Lifeline.'"

"I'm very grateful for this program as I do not have family close by."

"My wife died after 62 years of marriage. My volunteer's reassuring voice confirms that I am alive and ready to face another day."

"They all behave like loving relatives with open arms."

"My mom passed away at 104 years old. I was so sad and was glad that I could talk to my phone friend about it. It really helped a lot."

"Without Senior Helpline Services programs I would not be able to live in my own home. Thank you so much!"

## From Our Volunteers

"It's an exceptional program that meets an urgent need in our community. I'm proud to be a volunteer."

"Thank you for giving me the opportunity to make a tremendous positive improvement in a senior's life."

"I have driven fascinating people from a number of different cultures... a wonderful experience."

"By giving the gift of listening, I truly believe that we are a bright light in the often lonesome lives of our clients. We make them feel valued and more secure."

"I have met some very gracious people that make me feel good and positive about what I am doing."

January 2012

# Senior Helpline Services



Rides  
for  
Seniors



Transportation  
Information  
&  
Referrals



Reassurance  
Phone  
Friends

**GIVING SENIORS A LIFT!**



## Planning Committee **STAFF REPORT**

Meeting Date: January 4, 2012

<b>Subject</b>	<b>Approval of Amendment No. 1 to Agreement No. 310 with Parisi Associates to Prepare the Safe Routes to School (SR2S) Master Plan.</b>
<b>Summary of Issues</b>	As part of the Congestion Management Agency (CMA) Block Grant, the Authority set aside \$345,000 in federal Surface Transportation Program (STP) program funds to prepare a Safe Routes to School Master Plan for Contra Costa. In December 2010, the Authority selected Parisi Associates to prepare the master plan. The Authority initially authorized \$100,000 for background survey and scoping work that would help to define Contra Costa's SR2S approach. With that first phase of work essentially completed, staff recommends that the Authority amend the Parisi agreement by \$245,000 for a total contract value not to exceed \$345,000.
<b>Recommendations</b>	Approve Amendment No. 1 to Agreement No. 310, increasing the total agreement amount from \$100,000 to \$345,000, and amending the scope and schedule as described below.
<b>Financial Implications</b>	This project is being funded through MTC's CMA Block Grant program, which allocates a total of \$345,000 for the SR2S Master Plan. Approval of Amendment No. 1 would allocate the remainder of the \$345,000 budgeted for the SR2S Master Plan.
<b>Options</b>	N/A
<b>Attachments</b>	A. Amendment No. 1 to Agreement No. 310
<b>Changes from Committee</b>	

## **Background**

MTC allowed CMAs to set aside a portion of the funding available through its CMA Block Grant for planning activities. Through its Strategic Plan for the CMA Block Grant, the Authority set aside \$345,000 to be used to fund a Safe Routes to School (SR2S) Master Plan for Contra Costa. The request for proposals (RFP) for consultant support for the Master Plan outlined a scope of work with three tasks:

1. Refine SR2S Approach
2. Prepare Master Plan
3. Implement Technical Assistance Program

In December, 2010, the Authority approved Contract 310 with Parisi Associates to provide consultant support for the Master Plan. The contract, however, authorized only an initial \$100,000 to be used to fund Task 1. This task had two primary components: 1) surveying schools and jurisdictions to understand what programs are being undertaken and what respondents see as barriers and unmet needs for encouraging walking and bicycling to school, and 2) outlining an approach for preparing the Master Plan and carrying out the Technical Assistance Program.

Working with the SR2S Task Force, which is made of local staff involved in SR2S activities, the consultant team has completed both the survey and approach, except for some follow-up surveys of schools to fill in data gaps in some parts of the county requested by the Task Force. When that follow-up is completed, staff will bring a summary of the survey results to the Authority for review.

The following table shows the proposed budget for the three tasks in Amendment No. 1.

	<i>Task 1</i>	<i>Task 2</i>	<i>Task 3</i>	<i>Extra Work</i>	<i>Total</i>
Current Budget (Initial Contract)	\$100,000	—	—	—	\$100,000
Proposed Budget (Amendment No. 1)	\$95,000	\$90,000	\$150,000	\$10,000	\$345,000

The revised schedule has the consultant completing a draft of the Master Plan in June 2012 for Authority release in July 2012 and Authority adoption in September 2012. The consultant would complete the Technical Assistance Guide in February 2012. Once the Authority approves the guide and program, technical assistance would be provided on a time-and-materials basis to eligible applicants until funding runs out.

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## **Amendment No. 1 to Contra Costa Transportation Authority Agreement No. 310**

DATE January 18, 2012

CONSULTANT Parisi Associates, Inc.

SCOPE OF SERVICES Consultant support for preparation of the *Contra Costa Safe Routes to School Program*

EFFECTIVE DATES Agreement No. 310: December 15, 2010;  
Amendment No. 1: January 18, 2012

WHEREAS, the Contra Costa Transportation Authority, a special District (referred to herein as "AUTHORITY"), as part of its Strategic Plan for the CMA Block Grant Program, set aside \$345,000 in federal Surface Transportation Program funds for the preparation of a Safe Routes to School Master Plan; and

WHEREAS, the AUTHORITY released a Request for Proposals that outlined three primary tasks — refining the Safe Routes to Schools approach, preparing a Safe Routes to School Master Plan, and implementing a technical assistance program — as well as a potential fourth task concerning the allocation of Safe Routes to School funds available through the Metropolitan Transportation Commission; and

WHEREAS, the AUTHORITY and Parisi Associates, Inc. (referred to herein as "CONSULTANT") entered into a Consultant Agreement (referred to herein as "AGREEMENT") on December 15, 2010 to provide consultant support for preparation of the Safe Routes to School Program for Contra Costa; and

WHEREAS, that AGREEMENT allocated \$100,000 for the completion of Task 1, Establish Initial SR2S Approach; and

WHEREAS, working with a task force of local staff involved in Safe Routes to School programs, the CONSULTANT has developed an



*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and Parisi Associates, Inc.*

*Page 2 of 11*

approach for carrying out the three primary tasks of the *Contra Costa Safe Routes to School Program*; and

WHEREAS, both parties now wish to amend the Agreement;

It is mutually AGREED:

1. That Article III COMPENSATION is amended as shown in Exhibit 1, which is attached hereto and made a part hereof; and
2. That Exhibit B, Scope of Services, is amended to include the scope addendum as shown in Exhibit 2, which is attached hereto and made a part hereof; and
3. That Exhibit C, Milestone Schedule, is amended to add milestones for the tasks added to Exhibit B, Scope of Services; and
4. That all other terms and conditions in the AGREEMENT remain unchanged.

CONSULTANT

Parisi Associates, Inc.

---

David Parisi  
President

CONTRA COSTA TRANSPORTATION AUTHORITY

---

David E. Durant  
Chair

Approved as to form:

---

Randell H. Iwasaki,  
Executive Director

---

Malathy Subramanian,  
Authority Counsel

*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and  
Parisi Associates, Inc.*

*Page 3 of 11*

Exhibits:     Exhibit 1: Article III. COMPENSATION  
                 Exhibit 2: Revisions to Exhibit B, Scope of Services  
                 Exhibit 3: Revision to Milestone Schedule

*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and  
Parisi Associates, Inc.*

*Page 4 of 11*

# **EXHIBIT 1**

III. COMPENSATION: As full consideration for the satisfactory performance and completion by CONSULTANT of this Agreement, AUTHORITY shall pay to CONSULTANT compensation as set forth in Exhibit D, Compensation, Invoicing and Payment. Total compensation for the Agreement shall not exceed the following:

	<i>Agreement 310</i>	<i>Amendment No. 1</i>	<i>Total Agreement Value</i>	
Base Work	\$100,000	\$235,000	\$335,000	Maximum
Extra Work	—	\$10,000	\$10,000	Maximum
Total Agreement Value	\$100,000	\$245,000	\$345,000	Maximum

Extra Work must be authorized in accordance with Section 18.4 of Exhibit A, General Conditions. No additional compensation will be paid without a written amendment to the Agreement.

*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and Parisi Associates, Inc.*

*Page 5 of 11*

## **EXHIBIT 2**

### **AMENDMENT NO. 1 TO CONTRA COSTA TRANSPORTATION AUTHORITY AGREEMENT NO. 310**

#### **Revision to Scope of Services**

#### ***Task 2: Prepare Master Plan***

##### **Objective**

Develop a feasible and effective program of policies and actions to increase the number of students walking or bicycling to school — including projects and programs, implementation responsibilities, and potential sources of funding — that will complement and expand existing programs and assist in the formation of needed new programs.

##### **Work Scope**

##### ***Task 2a: Refine Scope and Schedule***

The CONSULTANT will meet with the Authority's Project Manager to review and revise the Task 2 work scope, schedule, and budget, as appropriate.

##### ***Task 2b: Assess Existing Conditions and Identify Unmet Needs***

The CONSULTANT will summarize its evaluation of existing programs and infrastructure that support walking and bicycling to and from school and the current unmet needs in Contra Costa County. This will be based on the products from Task 1.

The CONSULTANT will provide rationale for a Safe Routes to School program in Contra Costa County based on Task Force goals and comparisons of national and county trends, e.g., student walking and bicycling levels, child obesity information, traffic congestion. Examples will be provided of successful program and project components — education, encouragement, enforcement, engineering, and evaluation — used in other Safe Routes to School programs throughout the U.S. and world that might be applied in Contra Costa. The examples will be based upon the CONSULTANT's Task 1 evaluation, as well as on national and international Safe Routes to School program research.

The CONSULTANT will create a list of recently implemented programs and projects, planned projects, and identified projects that schools and jurisdictions have identified as candidate programs and projects for the future. Program and project needs will be “extrapolated” to account for potential needs outside of those identified by survey responders from Task 1.

Potential program and project needs will be reviewed with the Task Force and made available for review by local jurisdictions and school districts via a web-based survey tool.

Up to four meetings with regional transportation planning committees (RTPCs), one for each RTPC, are assumed for confirming candidate programs and projects.

*Task 2c: Evaluate Policy Choices*

The CONSULTANT will identify a range of policies and actions that can support the Safe Routes to School Program within Contra Costa.

This task will build on the feedback received from the school and jurisdictional surveys conducted in Task 1. The CONSULTANT will develop meaningful goals, policy actions, and measureable objectives for a variety of potential Safe Routes to School programs (education, encouragement, enforcement, engineering, and evaluation).

*Task 2d: Develop Implementation Program and Policies*

The CONSULTANT will outline a program of actions, responsibilities, and potential funding sources that would help achieve the objectives of the Safe Routes to School Master Plan. Actions will range from those affiliated with education, encouragement, enforcement, engineering, and evaluation programs. Responsibilities will be assigned to the Authority, local jurisdictions, school districts, and other relevant agencies.

The CONSULTANT will identify the roles and responsibilities for implementing actions and potential sources of funding, including Federal SRTS, State SR2S, and MTC SR2S funding. Other potential funding sources will also be explored.

*Task 2e: Prepare Master Plan*

The CONSULTANT will prepare a draft Safe Routes to School Master Plan that outlines the Authority's role in supporting Safe Routes to School projects and programs in Contra Costa and the region. The draft Master Plan will summarize findings on existing conditions and unmet needs, establish objectives and policies, and outline a program of actions needed to implement the plan's goals. While the implementation program will focus on the Authority's role, it will also address how local jurisdictions, school districts and other relevant agencies would be involved.

The CONSULTANT will prepare two revised draft Master Plans in response to comments from the Task Force and the Authority's Planning Committee. The final Master Plan will be prepared upon acceptance by the Authority's Board.

*Task 2f: Meetings and Hearings*

The CONSULTANT has budgeted up to four Task Force meetings as part of Task 2. In addition, up to four meetings with regional transportation planning committees are assumed for confirming candidate programs and projects (see Task 2b).

Two hearings with the Authority's Planning Committee are assumed, and one hearing with the Authority's Board is assumed. Presentations will be prepared, as appropriate.

*Products:*

- Final work scope, schedule and budget for Task 2
- Summary of existing conditions and unmet needs
- Summary of successful program and project component examples
- List of recently implemented, planned, and identified programs and projects
- Summary of goals, policy actions, and measureable objectives
- Outline of actions, responsibilities, and potential funding sources
- Summary of roles and responsibilities for implementing actions
- Draft Master Plan (three incremental versions)
- Final Master Plan
- Presentations for Authority's Planning Committee and Board, as appropriate

### **TASK 3: IMPLEMENT TECHNICAL ASSISTANCE PROGRAM**

#### **Objective**

Identify specific obstacles preventing or inhibiting students from walking or bicycling to school, define physical improvements and programs to overcome those obstacles, and provide other technical help in defining or supporting educational and outreach activities in Contra Costa.

#### **Work Scope**

##### *Task 3a: Prepare Technical Assistance Guide*

The CONSULTANT, in consultation with Authority staff, will develop a proposed program for assisting local schools and school districts, jurisdictions and other organizations in identifying barriers to walking, bicycling and carpooling to and from school and technical solutions for overcoming those barriers. The proposed program will address the kinds of projects and sponsors that will be eligible for this technical assistance — at a minimum, the program will fund walking audits and the initial definition of physical improvements — and the procedures and criteria for selecting locations to be provided assistance.

The CONSULTANT will prepare a Technical Assistance Guide that describes Safe Routes to School, its objectives, and programs already underway in Contra Costa. The guide, which will be developed in brochure format, will address the types of technical assistance available from the Authority (e.g., walking audits, maps of suggested walking routes, student or parent surveys, identification of needed physical improvements and conceptual design, and plans), limitations on the level of assistance provided to each requestor, and guidelines for requesting and being granted technical assistance.

The CONSULTANT will prepare instructions for requesting technical assistance.

The Technical Assistance Guide will provide a toolbox of Safe Routes to School program and project types that may be useful to applicants as well as available resources in the regional transportation planning areas.

The CONSULTANT will develop one draft and one final Technical Assistance Guide.

*Task 3b: Provide Technical Assistance*

The CONSULTANT will provide Technical Assistance as requested and funded through the Authority. Technical Assistance will be provided on a task order basis and may include, but is not limited, to the following types of services:

- Walking audits
- Walking audit with memo and map identifying issues and opportunities
- Suggested walking route map
- Parent surveys / student tallies
- Concept plan
- School area traffic control plan
- School area infrastructure inventory with map

All technical assistance tasks will be summarized with memoranda, maps, surveys/tallies, plans, as appropriate.

The CONSULTANT will work closely with the Authority and the Task Force to recommend “packages” of services and assignments in order to provide effective and efficient use of Technical Assistance Program funding.

*Task 3c: Prepare Quarterly Reports*

The CONSULTANT will prepare quarterly reports summarizing all Technical Assistance provided, any issues and obstacles identified, and the projects and programs proposed to address those obstacles.

*Task 3d: Meetings*

The CONSULTANT assumes up to four Task Force meetings specifically for and throughout the duration of Task 3.

It is assumed that one hearing each with the Authority’s Planning Committee and the Authority’s Board will be held to provide updates on the Technical Assistance Program. Presentations will be prepared, as appropriate.

*Products:*

- Draft Technical Assistance Program Guide (in brochure format)



*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and  
Parisi Associates, Inc.*

*Page 10 of 11*

- Final Technical Assistance Program Guide (in brochure format)
- Technical Assistance documentation (memoranda, maps, surveys/tallies, plan, etc.)
- Quarterly reports summarizing Technical Assistance Program tasks
- Presentations for Authority's Planning Committee and Board, as appropriate

*Amendment No. 1 to Agreement No. 310 between Contra Costa Transportation Authority and  
Parisi Associates, Inc.  
Page 11 of 11*

### EXHIBIT 3

#### AMENDMENT NO. 1 TO CONTRA COSTA TRANSPORTATION AUTHORITY AGREEMENT NO. 310

##### Revision to Milestone Schedule

CONSULTANT shall perform and complete the Services in connection with the attached/following Milestone Schedule:

<i>Task</i>	<i>Description</i>	<i>Completion Date</i>
2a-2d	Assess existing conditions, identify unmet needs, evaluate policy choices and develop implementation programs and policies	March 2012
2e	Prepare Draft Master Plan	July 2012
	Prepare Final Master Plan	September 2012
3a	Prepare Technical Assistance Guide	February 2012
3b-3c	Provide technical assistance and quarterly reports	Not applicable





## Planning Committee **STAFF REPORT**

Meeting Date: January 4, 2012

<b>Subject</b>	Approval of Amendment No. 1 to Agreement No. 278 with Dowling Associates, Inc. to complete the Decennial Update of the Countywide Travel Demand Model.
<b>Summary of Issues</b>	Staff recommends that the Authority approve an amendment in the amount of \$250,000 for a total contract value of \$1,000,000. The amendment is necessary to account for additional staff time and research involved with updating the model algorithms, land use data sets and network in response to SB 375.
<b>Recommendations</b>	Approve Amendment No. 1 to Agreement No. 278 with Dowling Associates, Inc.
<b>Financial Implications</b>	Measure J Program 18, Regional Planning, funds this project under Transportation Planning (Org. OCP-18A).
<b>Options</b>	n/a
<b>Attachments</b>	<p>A. Letter of Amendment Justification from Dowling Associates, Inc to Martin Engelmann dated December 21, 2011.</p> <p>B. Proposed Amendment No. 1 to Agreement No. 278 with Dowling Associates, Inc.</p> <p>C. Decennial Model Update Budget Status Summary</p>
<b>Changes from Committee</b>	

## Background

The Authority's Decennial Update of the Countywide Travel Demand Model began in early 2010 in order to support the Authority's Growth Management Program and Congestion Management Program requirements for the next decade. The development of the Decennial Model requires the updating of many different inter-related components concurrently, and fine-tuning the model's inputs so that it is sensitive to

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Contra Costa's land use and transportation network. In addition, all internal model processes must be updated and coded to be consistent with MTC's regional model.

Dowling Associates has been engaged by the Authority for model development and support, first as a subconsultant for the 2000 Decennial Model Update, and as the provider of on-call modeling support and maintenance services since 2005 (existing Agreement No. 184). Agreement No. 278, the 2010 Decennial Model Update contract with Dowling Associates, commenced in late 2009 and was kicked-off with the task of conducting the countywide traffic counting program, a major component of the model update, which was allocated \$255,000 of the original approved budget of \$750,000. This left approximately \$495,000 to complete the remaining components of the model development. Since then, significant technical issues have been encountered during the development of the model. These issues have depleted budgets dedicated to specific tasks, while other tasks have been unaffected.

Major issues encountered affecting budget and schedule, as outlined in Attachment A, include the following:

- **Land Use Allocations (Task 3)** – When the model update effort commenced, Projections 2009 was the adopted Bay Area region land use dataset available from ABAG. The consultant began their CCTA-Traffic Analysis Zone (TAZ) allocation of the land use at this time. In the following months, as ABAG began their work on the land use scenario for the SCS/2013 RTP, a new land use dataset became available "Current Regional Plans" (CRP), which was an informal release of Projections 2011, corrected the jobs forecasts in response to the 2008 recession and resulted in the 2010 baseline having 200,000 fewer jobs. Authority staff and the Technical Model Working Group (TMWG) determined that CRP would provide for a more reasonable dataset. The inclusion of Priority Developed Areas (PDA) in this forecast also created additional work for the consultant, as a significant level of detail had to be added to the model, in the form of 300+ additional TAZs, in order to fully capture the density of jobs and households at these transit-adjacent locations. Recently, ABAG staff indicated that they are discontinuing use the CRP and will undertake a further-revised dataset for use in the upcoming 2013 RTP. Consequently, a third revision of the land use dataset is anticipated.
- **Transportation Network (Task 3)** – Updating the model required translating the transit routes from MTC's CUBE-based regional model to CCTA's TransCAD-based model. Consultation with the contract subconsultant, Caliper (developer of TransCAD), determined that the planned automated translation of transit routes would be infeasible, and Caliper's quote for manual translation was deemed too

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expensive. Thus, Dowling staff manually translated all routes in the network which depleted much of the budget assigned to this task.

- **BAYCAST/FORTRAN Programs (Task 3)** – In order to remain consistent with the MTC regional BAYCAST model, the CCTA model must translate the coding of several FORTRAN-based programs, including trip generation, mode choice, and trip distribution. Upon translating these programs into the TransCAD system, it was discovered that the BAYCAST coding limited the maximum number of zones that could be used in the model. Since the detailed zone system is key to the Countywide Model's ability to account for the new PDAs and to accurately forecast future traffic volumes, Caliper was required to re-write several FORTRAN programs which was not part of the original scope.
- **Validation Year (Task 4)** – The first task in the model update was to collect countywide traffic counts for Year 2010 for use in validating the model to existing conditions. The 2010 traffic counts, when compared to the 2000 counts, were found to be equal to or lower than the 2000 counts. The 2008 recession is thought to be the main reason for the lower counts – a trend documented region-wide. This presented an issue for validating the model because the P-2009 land use data inputs resulted in the volumes increasing over the same 10-year period. Validating the model to a lower set of counts, while using the higher job-data inputs from P-2009, would have introduced significant forecasting reliability issues. Dowling and Authority staff presented this issue to the TMWG in late 2010. After consultation with MTC staff, it was determined that the model should be validated to the 2000 counts, with sensitivity tests applied to the 2010 counts to verify that the model was accurately modeling the 2000-2010 reduction in traffic volumes. This approach significantly increased the level of effort required to validate the model.
- **Greenhouse Gas (GhG) Estimator (Task 5)** – A major addition to the scope for the 2010 Decennial Update was the inclusion of a tool that would take the model output and determine the GhG pollutants emitted based on each modeling scenario. California Air Resource Board Emission Factors (CARB's EMFAC) 2007 tool was chosen as the module to process the model outputs and determine the GhG emissions, as well as the amount of fuel consumption and Vehicle Miles Traveled (VMT) generated. CARB has just released EMFAC 2011, and staff has determined that this is the version that should be included in the final model release, so additional budget is proposed for allocation to Task 5 under this amendment.

Authority staff recommends approval of Amendment 1 to the Dowling Associates, Inc. agreement in the amount of \$250,000, including \$50,000 in extra work (see Attachment

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B). When added to the original budget of \$750,000, this brings the total contract value not-to-exceed \$1,000,000. A budget summary showing the allocations by task, with the proposed amendment, is included as Attachment C. Originally scheduled to be completed in February 2012, staff expects the effort, with the work identified under the amendment, to be completed in the June/July 2012 timeframe.

Staff expects that this amendment will provide sufficient funding for completion of the Decennial Model Update effort.

**Dowling Associates, Inc.**  
 Transportation Engineering • Planning • Research • Education



December 21, 2011

Martin R. Engelmann  
 Deputy Executive Director, Planning  
 Contra Costa Transportation Authority  
 2999 Oak Road, Suite 100  
 Walnut Creek, CA 94597  
 Phone: (925)256-4729  
 Fax: (925)407-0128

**Subject: 2010 Decennial Update to the Countywide Model,**  
 Agreement No. 278: Budget and Schedule Amendment For Tasks  
 3,4,5,7 and 8.

[P09-063]

Dear Martin:

As discussed in the Project Development Team (PDT) meeting on December 1, 2011, Dowling Associates is submitting this request for a budget amendment to the tasks of the 2010 Decennial Model Update, Agreement No 278. A detailed explanation of the issues encountered and overcome during the course of the project and the revisions to the scope of services are described below. These issues, which were regularly discussed with CCTA staff at the monthly PDT meetings, primarily relate to the maintaining consistency with the regional model in accordance with CMP modeling consistency guidelines.

### **Issues Encountered**

#### *Land Use Allocation*

The original scope of services included update of the zone system and reallocation of ABAG P'2009 projections based on MTC RTAZ P'2009 land use. Due to changes in ABAG's published P'2009 land use, Dowling had to repeat this task multiple times.

- Dowling performed an initial land use allocation to ABAG P'2009 projections. However, ABAG further reviewed these published forecasts with local jurisdictions to reflect the impact of the recession and issued revised projections (SCS base case or revised P'2009 projections)
- Dowling reallocated the new land use to the CCTA zones for a second time.
- Dowling created finer zone detail in areas identified by ABAG as Priority Development Areas. However, there were inconsistencies between ABAG's 2009 Citywide Projections and the PDA projections. After setting up elaborate checks, Dowling contacted ABAG and were given revised PDA totals.
- Further investigation by Dowling revealed continuing discrepancies in the revised PDA totals. Dowling was informed by ABAG that the PDA totals have overlaps and would be unusable as a target for land use allocation. Dowling further revised the land use allocation methodology for the third time to not include PDA totals.

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180 Grand Avenue, Suite 250, Oakland, CA 94612 Phone: 510.839.1742 Fax: 510.839.0871  
 428 J Street, Suite 500, Sacramento, CA 95814 Phone: 916 266-2190 Fax: 916-266-2195



- MTC issued corrections to the ABAG P'2009 Employment categories and further calculations were needed to modify the employment forecasts for the Contra Costa zones.

#### *Master Network in TransCAD*

The process of transferring transit routes from MTC's network in CUBE to the new CCTA master network in TransCAD required a greater level of effort than anticipated. This was primarily caused by the unique methods employed by MTC to code the routes in their network. The mechanical, computer assisted method originally contemplated proved to be infeasible. It was ultimately necessary to code the transit routes manually from scratch. Problems encountered include:

- MTC's transit lines were not in a "master" transit format so Dowling had to combine the transit lines for various years by comparing changes and improvements
- "Transferring" the MTC transit route system onto the new CCTA master network did not work because the node and link IDs between the two were not identical.
- After trying a few other methods, Dowling asked Caliper if they could perform the transit update as part of the subcontract. Caliper looked at the files and suggested that it would require a major effort on their part and might involve considerable staff hours to move/recreate the routes manually.
- After discussing alternate methods with Caliper, Dowling created routes from scratch using a table of route nodes and stops.
- Finally, the transit networks outside Contra Costa were merged with the local transit routes inside Contra Costa to form the master transit network.

#### *BAYCAST Programs*

The MTC Baycast programs used in trip generation, distribution and model choice were tested for use with the expanded CCTA zone system and were found to contain a zone limit. Caliper Corporation was brought in to recompile these FORTRAN programs to remove the zone limit. This required considerable effort on their part. As part of the revision, Caliper Corporation also modified parts of the programs to make them more consistent with newer operating systems including Windows 7.

#### *Validation Year*

After a massive data collection effort in 2010, Dowling compared 2000 and 2010 counts and discovered that 2010 counts were lower or similar to 2000 counts in most cases. The Authority expressed concern about validating a model to lower traffic conditions and what that meant for future traffic forecasts. In consultation with MTC, and based on subsequent discussions with the Technical Modeling Working Group (TMWG), it was decided to continue to use 2000 as the base year for validation as well as perform sensitivity analysis between the 2010 counts and volumes. This process involved some additional work of

retaining the 2000 network and land use as well as additional scenarios for validation of the model.

### **Revision to Scope of Services**

#### *Land Use and Network Tasks*

- Dowling will provide assistance to the Authority as needed to expedite the land use and network review process with local jurisdictions.
- Dowling will work with the authority to streamline the comments from the Cities and County and make appropriate changes to the master land use database and network.
- Newer transportation projects will be added to the master network as provided by CCTA staff.
- Summary comparison tables by city will be prepared highlighting the changes to households and jobs based on comments from the review.

#### *Validation of Base Year*

- Year 2000 will be the new validation year. All model calibration factors will be adjusted for Year 2000 only.
- Validation tables will also be prepared for year 2010 comparing the forecasts to 2010 counts.
- Any reasons for changes in model traffic in 2010 compared to 2010 counts will be explored through sensitivity testing to determine if the problem lies with the counts, land use (especially jobs and unemployment), pricing, change in traffic patterns, or changes in travel behavior.
- Recommendations will be made based on the sensitivity tests regarding any changes to the validation methodology in order to better validate both model years of 2000 and 2010.

#### *Greenhouse Gas Estimator (GhG)*

- The GhG tool in the model is currently consistent with the Emfac 2007 software version.
- Comparisons will be made between the newer version of Emfac2011 and Emfac2007 and the model tool will be updated to reflect the newer version.
- Tests will be conducted to compare the results to MTC's GhG estimation by County

#### *Project Management*

- Additional effort was required to prepare for the Model Symposium to highlight the changes to the model to users. Comments from agencies will be incorporated into the model update.

Page 4  
December 21, 2011

- Additional Project Development Team (PDT) and TMWG meetings will be needed for the timely completion of the project.
- The project schedule will be amended to reflect the above changes.

The revised budget and schedule is attached.

Please contact me at 510-839-1742 x 120 if you have any questions.

Sincerely,

***Dowling Associates, Inc.***



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Richard Dowling, President, Dowling Associates, Inc.

December 21, 2011

Date



## **Amendment No. 1 to Contra Costa Transportation Authority Agreement No. 278**

DATE January 18, 2012

CONSULTANT Dowling Associates, Inc.

SCOPE OF SERVICES 2010 Decennial Update of the Countywide Travel Demand Model

EFFECTIVE DATES Agreement No. 308: November 18, 2009;  
Amendment No. 1: January 18, 2012

WHEREAS, the Contra Costa Transportation Authority, a special District (referred to herein as "AUTHORITY"), and Dowling Associates, Inc. (referred to herein as "CONSULTANT"), entered into a Consultant Agreement (referred to herein as "AGREEMENT") on November 18, 2009 to provide consultant support for the *2010 Update to the Countywide Travel Demand Model* (referred to herein as "MODEL UPDATE"); and

WHEREAS, to fulfill its role as the designated Congestion Management Agency for Contra Costa, the MODEL UPDATE must incorporate a land use database and modeling approach that is consistent with the Regional Agency's land use database and modeling approach; and

WHEREAS, CONSULTANT has in good faith performed the services as originally envisioned and as set forth in the Scope of Services in Exhibit B of the AGREEMENT; and

WHEREAS, a significant amount of unanticipated work has arisen in the development of the MODEL UPDATE due to a series of changes in land use assumptions initiated by the regional agency first in response to the 2008 recession, and second in the course of developing a Sustainable Communities Strategy for the Bay Area; and

*Amendment No. 1 to Agreement No. 278 between Contra Costa Transportation  
Authority and Dowling Associates, Inc.  
Page 2 of 7*

WHEREAS, the AUTHORITY wishes to apply the MODEL UPDATE for the 2014 *Countywide Transportation Plan*, and

WHEREAS, to complete the MODEL UPDATE, additional inputs from the Regional Agency's model need to be incorporated, and

WHEREAS, both parties now wish to amend the Agreement to provide additional budget to complete the revised scope of work and to finalize the MODEL UPDATE

It is mutually AGREED:

1. That Article III COMPENSATION is amended as shown in Exhibit 1, which is attached hereto and made a part hereof; and
2. That Exhibit B, Scope of Services, is amended to include the scope addendum as shown in Exhibit 2, which is attached hereto and made a part hereof; and
3. That Exhibit C, Milestone Schedule, is amended as shown in Exhibit 3 which is attached hereto and made a part hereof; and
4. That all other terms and conditions in the AGREEMENT remain unchanged.

CONSULTANT

Dowling Associates, Inc.

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Richard Dowling  
President

*Amendment No. 1 to Agreement No. 278 between Contra Costa Transportation  
Authority and Dowling Associates, Inc.  
Page 3 of 7*

CONTRA COSTA TRANSPORTATION AUTHORITY

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David E. Durant  
Chair

Approved as to form:

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Randell H. Iwasaki,  
Executive Director

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Malathy Subramanian,  
Authority Counsel

Exhibits:     Exhibit 1: Article III. COMPENSATION  
                 Exhibit 2: Revised Scope of Services  
                 Exhibit 3: Milestone Schedule

### EXHIBIT 1

III. COMPENSATION: As full consideration for the satisfactory performance and completion by CONSULTANT of this Agreement, AUTHORITY shall pay to CONSULTANT compensation as set forth in Exhibit D, Compensation, Invoicing and Payment. Total compensation for the Agreement shall not exceed the following:

	<b>Agreement 278</b>	<b>Amendment No. 1</b>	<b>Total Agreement Value</b>	
Base Work	\$750,000	\$200,000	\$950,000	Maximum
Extra Work	-	\$50,000	\$50,000	Maximum
Total Agreement Value	\$750,000	\$250,000	\$1,000,000	Maximum

NOTE: Use of the Extra Work budget requires prior written authorization from the AUTHORITY.

*Amendment No. 1 to Agreement No. 278 between Contra Costa Transportation Authority and Dowling Associates, Inc.*  
*Page 5 of 7*

**Exhibit 2**  
**Scope of Services**

**AMENDMENT NO. 1 TO CONTRA COSTA TRANSPORTATION  
 AUTHORITY AGREEMENT NO. 278**

Revision to Scope of Services

*Task 3: Update Zone System and Model Networks*

CONSULTANT will provide assistance to the AUTHORITY as needed to expedite the land use and network review process with local jurisdictions.

CONSULTANT will work with the AUTHORITY to streamline the comments from the Cities and County and make appropriate changes to the master land use database and network.

Newer transportation projects will be added to the master network as provided by AUTHORITY.

Summary comparison tables by city will be prepared highlighting the changes to households and jobs based on comments from the review.

*Task 4: Validation of Base Year*

Year 2000 will be the new validation year. All model calibration factors will be adjusted for Year 2000 only.

Validation tables will also be prepared for year 2010 comparing the forecasts to 2010 counts.

Any reasons for changes in model traffic in 2010 compared to 2010 counts will be explored through sensitivity testing to determine if the problem lies with the counts, land use (especially jobs and unemployment), pricing, change in traffic patterns, or changes in travel behavior.

Recommendations will be made based on the sensitivity tests regarding any changes to the validation methodology in order to better validate both model years of 2000 and 2010.



*Amendment No. 1 to Agreement No. 278 between Contra Costa Transportation Authority and Dowling Associates, Inc.*  
*Page 6 of 7*

*Task 5: Greenhouse Gas (GhG) Estimator*

The GhG tool in the model is currently consistent with the Emfac 2007 software version.

Comparisons will be made between the newer version of Emfac2011 and Emfac2007 and the model tool will be updated to reflect the newer version.

Tests will be conducted to compare the results to MTC's GhG estimation by County

*Task 8: Project Management*

Additional effort was required to prepare for the Model Symposium to highlight the changes to the model to users. Comments from agencies will be incorporated into the MODEL UPDATE.

Additional Project Development Team (PDT) and TMWG meetings will be needed for the timely completion of the project.

*Amendment No. 1 to Agreement No. 278 between Contra Costa Transportation Authority and Dowling Associates, Inc.*  
*Page 7 of 7*

**Exhibit 3**  
**Milestone Schedule**

**AMENDMENT NO. 1 TO CONTRA COSTA TRANSPORTATION  
 AUTHORITY AGREEMENT NO. 278**

CONSULTANT shall perform and complete the Services in connection with the following Milestone Schedule:

<i>Task</i>	<i>Deliverables</i>	<i>Completion Date</i>
<b>3 Update Zone System and Model Networks</b>	Final locally-reviewed land use database and master transportation networks	March 2012
<b>4 Validation of 2000 Base Year</b>	Fully validated model to Year 2000 with sensitivity tests to Year 2010	May 2012
<b>5 Greenhouse Gas Estimator</b>	Upgrade from current EMFAC 2007 to EMFAC 2011	April 2012

DOWLING ASSOCIATES, INC.

## Budget Amendment for CCTA Decennial Model Update - Agreement No 278

	Existing Contract Budget					Amendment 1	
	Original Budget	Revised Budget(a)	Total Invoiced to Date	Percent Expended	Percent Complete*	Proposed Amendment	New Budget (Existing & Proposed)
Task 1: Refine Scope of Services	\$6,097	\$6,097	\$4,232	70%	100%		\$6,097
Task 2: Develop Traffic Counts and Transit Ridership Database	\$255,892	\$255,892	\$255,892	100%	100%		
Task 3: Update Zone System and Model Network	\$68,253	\$93,253	\$93,253	100%	71%	\$37,344	\$130,597
Update Zone System and Land Use					71%		
Update Highway and Transit Network					71%		
Task 4: Model Calibration and Systems Up	\$163,464	\$163,464	\$92,904	57%	37%	\$86,058	\$249,522
Update Model Processes					85%		
Calibrate Year 2010 Countywide Model					10%		
Prepare Future Model Runs					0%		
Task 5: Greenhouse Gas Emissions Tool	\$41,437	\$41,437	\$38,843	94%	57%	\$26,266	\$67,703
SB375 / AB32 Greenhouse Gas Emissions Budget Tool					40%		
Support for SB375 Sustainable Communities Strategy					75%		
Task 6: Update the Model Documentation and User Guide	\$22,810	\$22,810	\$2,756	12%	12%		\$22,810
Task 7: Ongoing Support Services Task	\$48,806	\$23,806	\$10,048	42%	20%	\$27,278	\$51,084
On-call Services Support by Caliper	\$75,000	\$75,000	\$53,944	72%	72%		\$75,000
Task 8: Meetings and Management	\$68,242	\$68,242	\$39,128	57%	43%	\$23,054	\$91,296
Meetings and Administration					43%		
Project Management					43%		
Sub-Total	\$750,000	\$750,000	\$591,000	79%	62%	\$200,000	\$950,000
Extra Work (to be determined by CCTA, as needed)	\$0	\$0	\$0	0%	0%	\$50,000	\$50,000
Total	\$750,000	\$750,000	\$591,000	79%	62%	\$250,000	\$1,000,000

- (a) Budget amendment approved by letter dated August 4, 2010  
 (2) Task Order 1 in the amount of \$574,870 was authorized on February 26, 2010  
 (3) Task Order 2 in the amount of \$41,437 was authorized on May 2, 2011  
 \* Based on proposed scope amendment



## Planning Committee **STAFF REPORT**

Meeting Date: December 7, 2011

Subject	Applications Received through the CC-TLC and PBTF Call for Projects
Summary of Issues	In September, the Authority released a call for projects for the Measure J Transportation for Livable Communities (CC-TLC) and Pedestrian, Bicycle and Trail Facilities (PBTF) programs. In response, sponsors submitted 22 applications for the CC-TLC program requesting about \$16.6 million in funding and 14 applications for PBTF program requesting about \$8 million in funding. Requests for the CC-TLC program exceed expected funds by about \$1.7 million and requests for the PBTF program exceed expected funds by about \$4.0 million.
Recommendations	Information item only
Financial Implications	About \$14.9 million is expected to be available through the CC-TLC program and about \$4.0 million through the PBTF program
Options	N/A
Attachments	A. Summary of Applications Received
Changes from Committee	

## Background

In September, the Authority released a Call for Projects for both the Measure J Transportation for Livable Communities (CC-TLC) and Pedestrian, Bicycle and Trail Facilities (PBTF) programs. In response, sponsors submitted 23 projects for CC-TLC funding and 14 projects for PBTF funding. Two projects — the Orinda-Lafayette BART Wayfinding & Lighting Improvement Project and the Richmond-Ohlone Greenway Gap Closure — were submitted for both CC-TLC and PBTF funding. Another project — the Olympic Corridor Trail Connector Study — is located in both the TRANSPAC and SWAT subareas and will thus be reviewed by both RTPCs. The two following tables summarize

the number of applications received, the amount of funding requested and available, and the difference between the amount requested and the amount available.

#### APPLICATIONS RECEIVED FOR CC-TLC FUNDING

<i>RTPC</i>	<i>Applications Received</i>	<i>Requested Funding</i>	<i>Amount Available</i>	<i>Difference</i>
WCCTAC <sup>1</sup>	5	\$6,625,580	\$6,173,453	-\$452,127
TRANSPAC <sup>2</sup>	10	\$6,277,200	\$5,161,371	-\$1,115,829
SWAT <sup>3</sup>	8	\$3,964,646	\$3,582,445	-\$382,201
<b>Total <sup>4</sup></b>	<b>22</b>	<b>\$16,867,426</b>	<b>\$14,917,269</b>	<b>-\$1,950,157</b>

1 Another \$1,379,130 is available to WCCTAC through Program 25b for a total of \$6,180,908.

2 Reflects previous allocation of \$600,000 in CC-TLC funds to projects in Pleasant Hill and Martinez; also includes \$195,000 requested for the Olympic Boulevard Trail Connector Study although that study is partially in the SWAT subarea.

3 Includes \$195,000 requested for the Olympic Boulevard Trail Connector Study although that study is partially in the TRANSPAC subarea.

4 The Olympic Boulevard Trail Connector Study is counted within both the SWAT and TRANSPAC subareas

#### APPLICATIONS RECEIVED FOR PBTF FUNDING

<i>RTPC</i>	<i>Applications Received</i>	<i>Requested Funding</i>	<i>Amount Available</i>	<i>Difference</i>
<b>Total</b>	<b>14</b>	<b>\$8,027,180</b>	<b>\$3,972,944</b>	<b>-\$4,054,236</b>

#### SCHEDULE

The schedule for RTPC review of the CC-TLC applications has TAC review occurring in December, 2011 and January, 2012 with approval by their boards in February. Concurrently, the CBPAC would review the applications for PBTF meetings at their

*Planning Committee STAFF REPORT**December 7, 2011**Page 3 of 3*

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January meeting. An additional CBPAC meeting would be held in February to resolve any issues and clarify any of questions identified in the CBPAC's review.

In early March, Authority staff would prepare strategic plans for the CC-TLC and PBTF programs that would program the funding by fiscal year using the estimates of available funding from the Measure J Strategic Plan. The Authority would approve the funding recommendations in April, 2012.

## Attachment A

### Summary of Applications Received

2011 Call for Projects for Measure J Transportation for Livable Communities (CC-TLC)  
and Pedestrian, Bicycle and Trail Facilities (PBTF) Programs

Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
<b>Transportation for Livable Communities</b>							
<b>SWAT</b>							
Livable Moraga Road	Moraga Road, Rheem Park Planning Area	Moraga	\$325,000		\$50,000		\$375,000
Iron Horse Trail Corridor Improvements	Iron Horse Trail between Bollinger Canyon Rd and San Ramon/Dublin border	San Ramon	\$330,950		\$367,045		\$697,995
Orinda-Lafayette BART Wayfinding & Lighting Improvement Project *	Orinda & Lafayette BART Stations, City of Orinda	BART	\$394,100		\$200,000		\$594,100
East End Ped/Bike & Streetscape Improvements, Phase 1	Mt. Diablo Boulevard, First Street to Brown Avenue	Lafayette	\$495,000		\$40,000		\$535,000
San Ramon Valley Iron Horse Trail Bicycle/Pedestrian Overcrossings	Iron Horse Trail at Bollinger Canyon Rd and Iron Horse Trail at Crow Canyon Rd.	San Ramon	\$558,000		—	\$10,984,000	\$11,542,000
Downtown Danville Multimodal Access Improvements	Downtown Danville, along Hartz and Railroad Avenues north of San Ramon Valley Boulevard and south of Danville Boulevard	Danville	\$811,596		\$660,800		\$1,472,396
San Ramon Valley Transit Access and Connectivity Study	San Ramon Valley	Danville and San Ramon	\$155,000		—		\$155,000

Project Name	Project Location	Sponsor	12 - CC-TLC	15 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Stone Valley Road Bike Lane Gap Closure	Along Stone Valley Road from High Eagle Road to Winding Glen	Contra Costa County	\$700,000		\$400,000		\$1,100,000
Olympic Corridor Trail Connector Study **	Olympic Blvd corridor from the intersection of the Lafayette-Moraga Trail, Olympic Blvd, & Reliez Station Road in the City of Lafayette to the Iron Horse Trail Corridor in the City of Walnut Creek	Contra Costa County	\$195,000		0		\$195,000
<b>Total for SWAT</b>			<b>\$3,964,646</b>		<b>\$1,717,845</b>	<b>\$10,984,000</b>	<b>\$16,666,491</b>

## TRANSPAC

Adaptive Service Analysis Plan	Cities of Clayton, Walnut Creek, Concord, Pleasant Hill, and unincorporated portions of Contra Costa	Other	\$90,000		\$25,000		\$115,000
Contra Costa Centre Treat Blvd/1680 Bicycle and Pedestrian Plan	Unincorporated Contra Costa/City of Walnut Creek	Contra Costa County	\$100,000		0		\$100,000
Walnut Creek Pedestrian Master Plan	Citywide	Walnut Creek	\$100,000		\$20,000		\$120,000
Northwest Walnut Creek Pedestrian and Bicycle Access	Buena Vista Avenue (Ceary Rd-Parkside Dr); Parkside Drive (Buena Vista Ave-Hillside Dr); Hillside Drive (Parkside Dr-East end of 680 overpass connecting to existing sidewalk to BART); San Juan Avenue (Alvarado Ave to south end of Elementary school property line)	Walnut Creek	\$1,000,000		\$250,000		\$1,250,000



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Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Olympic Corridor Trail Connector Study **	Olympic Blvd corridor from the intersection of the Lafayette-Moraga Trail, Olympic Blvd, & Reliez Station Road in the City of Lafayette to the Iron Horse Trail Corridor in the City of Walnut Creek	Contra Costa County	\$195,000		0		\$195,000
Pacheco Blvd Bike and Pedestrian Project	North side of Pacheco Blvd, Pacheco; from Windhover Way to 230ft south of Morello Avenue	Contra Costa County	\$850,000		\$300,000		\$1,150,000
Central Concord Pedestrian Improvements & Streetscape Project	Various Streets in Central Concord including Clayton Rd, Willow Pass Rd between Market St. and Galindo Street and the downtown area including Grant St. and Salvio St.	Concord	\$3,000,000		\$535,000		\$3,535,000
Central Contra Costa Trail Crossing Safety Improvement Study	Within TRANSPAC subregion of Contra Costa County	Contra Costa County and East Bay Regional Park District	\$50,000		\$0		\$50,000
Citywide Trail Crossing Enhancement Project	Six trail locations along the Contra Costa Canal Trail (Chilpancingo Parkway, Viking Drive, Gregory Lane, Boyd Road, Oak Park Boulevard, and Putnam Boulevard) and two locations along the EBMUD Trail (Oak Park Boulevard and Astrid Drive)	Pleasant Hill	\$371,200		\$914,800		\$1,286,000

Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Golf Club Road Bridge Widening/Replacement Project	Golf Club Road between Old Quarry Road and Contra Costa Boulevard	Pleasant Hill	\$521,000		\$2,835,000		\$3,356,000
<b>Total for TRANSPAC</b>			\$6,277,200		\$4,879,800	<del>\$0</del>	\$11,157,000

**\$1,115,829 \$12,272,829**

## WCCTAC

Richmond Transit Village Phase II East Side Improvements: Nevin BART to 19th	Nevin Ave., between Richmond BART and 19th Street	Richmond	\$2,960,000		\$1,320,000		\$4,280,000
San Pablo Ave Corridor Complete Streets Plan	San Pablo Avenue including Plaza & Del Norte BART Station in El Cerrito	El Cerrito	\$137,000		\$13,000		\$150,000
Richmond-Ohlone Greenway Gap Closure *	Between I-80 & San Pablo Ave, just north & under BART tracks, & adjacent to Baxter Creek	Richmond	\$888,580		\$765,129		\$1,653,709
San Pablo Dam Road Walkability and Community Enhancement	Downtown El Sobrante	Contra Costa County	\$1,400,000		\$1,027,000		\$2,427,000
Bay Trail Gap Closure Project	City of Hercules	Hercules	\$1,240,000		\$2,954,050		\$4,194,050
<b>Total for WCCTAC</b>			\$6,625,580		\$6,079,179	\$0	\$12,704,759
<b>TOTAL CC-TLC Requests</b>			\$16,867,426		\$12,676,824	\$10,984,000	\$40,528,250

\* Applied for both CC-TLC and PBTF funding

\*\* Project is in both SWAT and TRANSPAC subareas

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Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
<b>Pedestrian, Bicycle and Trail Facilities</b>							
Two Downtown Gap Closure Sidewalks	Walnut/Chestnut Streets at Dewing Avenue and Second Street, Golden Gate Way to Moraga Boulevard	Lafayette	\$233,000	\$0			\$233,000
Orinda-Lafayette BART Wayfinding & Lighting Improvement Project *	Orinda & Lafayette BART Stations, City of Orinda	BART	\$394,100	\$200,000			\$594,100
Moraga Road Pedestrian Bicycle Gap Closure	Moraga Road, between Corliss Drive and Ascot	Moraga	\$250,000	\$5,000			\$255,000
Downtown Pedestrian Connections & Bicycle Storage	Trinity Avenue between California & Oakland Blvd. Locust Street between Civic Drive & Mt. Diablo Blvd. Main Street Intersections at Cypress Avenue & Bonanza Street	Walnut Creek	\$350,000	\$80,000			\$430,000
Franquette Pedestrian & Bicycle Trail Connection Project	Franquette Ave., (Market St. to Willow Pass Rd) and Waterworld Parkway	Concord	\$470,000	\$50,000			\$520,000
Martinez Intermodal Transit Center to Crockett Segment: San Francisco Bay Trail	Martinez	East Bay Regional Park District	\$1,000,000	\$5,400,000			\$6,400,000
Frontage Rd. Class I Bike Path	South of SR 4 eastbound lanes and north of Frontage Rd, between Crestview Dr. and Crestview Lane (end of Frontage Rd.)	Pittsburg	52,000	\$15,000			\$67,000
Vista del Mar/San Marco Pedestrian Trail	Between Tomales Bay Drive (Vista del Mar subdivision) and Santa Lucia (San Marco subdivision)	Pittsburg	\$98,500	\$29,500			\$128,000

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Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Power Avenue Class I Bike Path	North of SR 4 eastbound on ramp, south of Center Dr. and between Power Ave and Railroad Ave	Pittsburg	\$118,000		\$35,000		\$153,000
Bailey Rd/SR 4 Interchange Pedestrian & Bicycle Improvement Project	Bay Point	Contra Costa County	\$400,000		\$0		\$400,000
Richmond Transit Village Phase II East Side Improvements: Nevin 19th to 27th	Nevin Ave., between 19th St. and 27th St, Richmond	Richmond	\$588,000		\$4,512,000		\$5,100,000
Creekside Trail Gap Closure Project	City of Hercules	Hercules	\$685,000		\$267,500		\$952,500
Richmond-Ohlone Greenway Gap Closure *	Between I-80 & San Pablo Ave, just north & under BART tracks, & adjacent to Baxter Creek	Richmond	\$888,580		\$765,129		\$1,653,709
SF Bay Trail - Pinole Shores to Bayfront Park	Pinole Shores to Bayfront Park	East Bay Regional Park District	\$2,500,000		\$3,950,000		\$6,450,000
<b>TOTAL PBTF Requests</b>			<b>\$8,027,180</b>		<b>\$15,309,129</b>		<b>\$23,336,309</b>

\* Applied for both CC-TLC and PBTF funding

**TRANSPAC Meeting Summary Minutes**

**MEETING DATE:** June 9, 2011

**ELECTED OFFICIALS PRESENT:** Bill Shinn, Concord (Chair); Julie Pierce, Clayton (Vice Chair); Mark Ross, Martinez; John Hanecak (for David Durant), Pleasant Hill; Karen Mitchoff, Contra Costa County; Kristina Lawson, Walnut Creek; Ron Leone (for Ray Kuzbari), Concord

**PLANNING COMMISSIONERS PRESENT:** Bob Armstrong, Clayton; Diana Vavrek, Pleasant Hill; John Mercurio, Concord

**STAFF PRESENT:** Eric Hu, Pleasant Hill; Martin Engelmann, CCTA; Jeremy Lochirco, Walnut Creek; Steve Goetz, Contra Costa County; Deidre Heitman, BART; Tim Tucker, Martinez; Corinne Dutra-Roberts, 511 Contra Costa; Barbara Neustadter, TRANSPAC.

**MINUTES PREPARED BY:** C. L. Peterson, TRANSPAC Staff

Chair Shinn convened the meeting at 9:06 a.m.

1. Pledge of Allegiance/Self introductions - Completed
2. Public Comment – None
3. Approval of the May 12, 2011 minutes – Pierce/Ross/Unanimous

*The order of the agenda was changed. Item 5 was heard first and Item 4 followed Item 15.*

4. Discussion with Jim Townsend, Trails Development Program Manager, East Bay Regional Park District (EBRPD) on trail maintenance projects proposed for Measure J funding available to the EBRPD

In Mr. Townsend's unexpected absence, Barbara Neustadter provided a brief overview of the two projects proposed by EBRPD for work on segments of the Canal Trail in Central County. TRANSPAC will be the first area to get projects as the oldest parts of the trails are here. The proposed funding requested is \$450,000 for both projects.

**ACTION:** Approved the allocation of Measure J funds to the EBRPD for rehabilitation of two sections of the Contra Costa Canal Trail: Tioga to Via Montanas (\$150,000) and Via Montanas to Treat Boulevard (\$306,000). **Pierce/Ross/Unanimous**

5. Review of Proposed Scope Revision for the SR 4 Integrated Corridor Analysis (ICA) Study Presented by Martin Engelmann, CCTA Deputy Executive Director, Planning

Ms. Neustadter spoke on behalf of Martin Engelmann about the revised scope for the SR 4 Integrated Corridor Analysis. The change in scope includes a focused review of the third eastbound lane as proposed by Ray Kuzbari at the May TRANSPAC meeting. The additional cost for the scope change is \$45,000, which will be funded by the Authority. Ms. Neustadter brought attention to the form in the packet that will be used by the TAC to determine what recommendation to make to TRANSPAC after analysis of the data has been completed.

**ACTION:** Accepted the proposed scope revision to the Atkins contract for the SR 4 Integrated Corridor Analysis to include a focused review of the SR 4 third eastbound lane. **Pierce/Ross/ Unanimous**

**6. BART Measure J Strategic Plan Project Amendment Request by Deidre Heitman, Senior Planner, Contra Costa Planning**

BART has requested the Project Amendment because \$5 million would not be sufficient to complete any elements of the Pleasant Hill Vertical Circulation project. That project will be set aside and replaced with a Transit Oriented Development (TOD) and Access Improvement Project at Central County BART as described on the fact sheet handed out at the meeting. Deidre Heitman said that expanding vertical circulation at Pleasant Hill or Walnut Creek stations would be costly, requiring the addition of stairs and escalators and expansion of pay areas. BART would like to make the \$5 million available to leverage with other state, regional and federal funds for improving TODs. She added that Pleasant Hill BART station improvements are currently undefined.

Member Pierce commented that the fact sheet description includes expanded automated fare collection equipment; however, for BART station access, she would prefer to see the money go into parking, pathways, bike facilities, sidewalks, signage and wayfinding. Ms. Heitman confirmed that there are no plans to expand fare collection equipment at this time. Member Mitchoff added that the County and Contra Costa Centre are coordinating wayfinding funding.

**ACTION:** Approved BART's Measure J Strategic Plan amendment request to delete the Improve Vertical Circulation Pleasant Hill BART Station (\$5 million) project and to add a new project: Transit Oriented Development (TOD) and Access Improvements at Central County BART Stations (\$5 million). **Pierce/Mitchoff/Unanimous**

**7. Proposed Allocation of TRANSPAC Transportation for Livable Communities Project Grants funds for Three Bicycle Projects near Schools which Improve Community Walkability**

**ACTION:** Approved Line 12a Allocation Requests to CCTA in the amount of \$600,000 for three projects which support Transportation for Livable Communities and Safe Routes to Schools Program efforts: A) the City of Martinez Shell Avenue Pedestrian/Bicycle Improvement project (\$305,000); B) The City of Martinez Alhambra Valley Road Sidewalk Gap Closure project (\$75,000); and C) the City of Pleasant Hill Oak Park Boulevard/Patterson Boulevard Intersection Improvement Project (\$220,000). **Ross/Pierce/Unanimous**

**8. Review of the Proposal by RTPC and TDM Program Managers for the establishment of an overarching policy for the allocation of TFCA, MTC Employer Outreach funds, and Measure J Commute Alternatives funding presented by Corinne Dutra-Roberts, 511 Contra Costa, Senior Transportation Analyst**