

**TRANSPAC Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County

**TRANSPAC TAC MEETING NOTICE AND AGENDA**  
**THURSDAY MAY 25, 2023**  
**9:00 A.M. to 11:00 A.M.**

**TELECONFERENCING SPECIAL NOTICE – PUBLIC MEETING  
GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO  
CONFERENCE**

Pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, which went into effect on October 1, 2021, meetings of the TRANSPAC TAC will be held utilizing video and teleconference as the County continues to recommend measures to promote social distancing when feasible. Options for observing the meeting and participating in public comment are provided below:

**Video Conference Access:** Please click the link at the noticed meeting time  
<https://us02web.zoom.us/j/83966909635?pwd=Z25iT29SSmFCSm54aDVUOFM1UjFKZz09>  
Meeting ID: 839 6690 9635 and Password: 635711

**Phone Access:** To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 839 6690 9635 and Password: 635711

**Public Comments:** Public comment may be provided by submitting written comments to [tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com) by 3 p.m. on the day before the meeting, which will be read during Public Comment or on the related item when Public Comment is called and entered into the record. To comment by video conference, click the “Raise Your Hand” button to request to speak when the Public Comment period is opened on an Agenda item. After the allotted time, you will then be requested to mute your microphone. To comment by phone, indicate the “Raise Your Hand” icon by pressing “\*9” to request to speak when the public comment is opened on an Agenda item. After the allotted time, you will then be requested to mute your microphone. Please begin by stating your name and indicate whether you are speaking for yourself or an organization.

**Americans with Disabilities Act (ADA):** This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact TRANSPAC via email or phone at [tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com) or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

1. **CONVENE MEETING / VIRTUAL MEETING ACCESS GUIDELINES / SELF-INTRODUCTIONS.**
2. **PUBLIC COMMENT.** Members of the public may address the Committee on any item not on the agenda.

<b>ACTION ITEMS</b>
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3. **Minutes of the April 27, 2023 Meeting** 🌀 **Page 5**

**ACTION RECOMMENDATION: Approve Minutes.**

Attachments: TAC minutes from the April 27, 2023 meeting.

4. **TRANSPAC TAC APPOINTMENT TO THE CCTA COUNTYWIDE TRANSPORTATION PLAN TASK FORCE.** CCTA is beginning the process of developing a new Contra Costa Countywide Transportation Plan (CTP), which was last updated in 2017. The CTP builds on the recently completed subregional Action Plans for Routes of Regional Significance and provides a future vision for transportation of all modes in Contra Costa County. CCTA is requesting that the TRANSPAC TAC appoint one member (or their designee) to serve on the CTP Task Force. Staff expect the CTP effort to commence in June 2023, with completion in early 2025. (INFORMATION) 🌀 **Page 9**

**ACTION RECOMMENDATION: Appoint TRANSPAC TAC member to the CCTA Countywide Transportation Plan Task Force.**

Attachment: Staff Report

<b>INFORMATION ITEMS</b>
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5. **TRANSPAC WORK PLAN FOR FISCAL YEAR 2023/2024.** The TRANSPAC Joint Exercise of Power Agreement specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. The method to determine the proportional amount each agency would be required to pay of any member contribution is based on the formula specified in the TRANSPAC JPA. TRANSPAC has also adopted an annual work plan in conjunction with the budget. The TRANSPAC TAC is requested to review the draft work plan and budget. The Board will be requested to consider the final versions of the material for approval in June. (INFORMATION) 🌀 **Page 11**

Attachment: Staff Report

**6. REGIONAL COORDINATION WITH PARTNER AGENCIES.** Regional coordination has been a theme in recent TRANSPAC work plans. In 2021, TRANSPAC held a joint Board meeting with TRANSPLAN. The FY 2022/2023 and the draft FY 2023/2024 TRANSPAC work plans include pursuing a joint meeting with our RTPC neighbors to the south. Staff requests input from the TAC for agenda item topics to consider for a joint RTPC meeting. (INFORMATION)

**7. STATE ROUTE 4 VISION STUDY.** CCTA staff and consultants will provide an overview of the State Route 4 (SR 4) Vision Study. The SR 4 Vision Study will examine the entire SR 4 corridor in Contra Costa County, from Interstate 80 to San Joaquin County, to assess the existing vehicle, transit, active transportation, and freight modes in the corridor, and provide a set of recommendations for future improvements. (INFORMATION)

**8. COMMITTEE UPDATES:**

- a. Technical Coordinating Committee (TCC):** The TCC meeting scheduled for May 18, 2023 was canceled. The next regular meeting is scheduled for June 15, 2023.
- b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC):** The next regular CBPAC meeting is scheduled for May 22, 2023. There is no meeting scheduled for June.
- c. Paratransit Coordinating Council (PCC):** The PCC meeting scheduled for May 15, 2023 was canceled. The next meeting will be a special meeting tentatively scheduled for June 12, 2023.

**9. INFORMATION ITEMS:**

- a. GRANT FUNDING OPPORTUNITIES.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities. Additional information will be available at the meeting. (INFORMATION). 🌀 **Page 15**
- b. CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) MEETING CALENDAR:** The CCTA Calendar for May 2023 to August 2023, may be downloaded at: <https://ccta.primegov.com/Portal/viewer?id=19727&type=2>

**10. MEMBER COMMENTS**

**11. NEXT MEETING: JUNE 29, 2023.**

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## TRANSPAC TAC Meeting Summary Minutes

**MEETING DATE:** April 27, 2023

**STAFF PRESENT:** Jason Chen, Clayton; Lynne Filson, Martinez; John Cunningham, Contra Costa County; Celestine Do, BART; Saravana Suthanthira, Concord; Smadar Boardman, Walnut Creek; Melody Reeb, County Connection; Kirsten Riker, 511CC; Matt Todd, TRANSPAC Managing Director; and Tiffany Gephart, TRANSPAC Clerk

**GUESTS/PRESENTERS:** Jamar Stamps, Contra Costa County; Jordan Bluestein, Bike East Bay

**MINUTES PREPARED BY:** Tiffany Gephart

### **1. Convene Regular Meeting / Pledge of Allegiance / Self-Introductions**

Matt Todd called the meeting to order at 9:00 A.M. Introductions followed.

### **2. Public Comments**

Jordan Bluestein provided public comment (Attachment A).

### **3. Minutes of the March 30, 2023 Meeting**

The minutes of the March 30, 2023 meeting were approved by consensus.

### **4. TRANSPAC WORK PLAN FOR FISCAL YEAR 2023/2024.**

Matt Todd presented the draft work plan and budget. Mr. Todd asked TAC members if they had questions or would like to provide input.

Saravana Suthanthira asked to add SR 239 and the Countywide Smart Signals project to the work plan.

Mr. Todd commented regarding working with school districts that staff are working with MDUSD to provide semi-annual meetings with the Board. Kirsten Riker commented that she supported coordination with school districts and noted that there could be a regional coordinated effort amongst all cities to support walking and biking as well as events such as International Walk to School Day.

Smadar Boardman asked to discuss school buses. Ms. Boardman commented that the City of Walnut Creek is conducting a Safe Routes to School Study and noted that there is a lot of interest in elementary school age bus services. Mr. Todd clarified if Ms. Boardman was referring to school buses or county connection services. Ms. Boardman commented that there is interest in both. Ms. Boardman further commented that findings from walk audits highlighted a lack of infrastructure and limited possibility of improving infrastructure in some areas to allow for walking and biking.

Ms. Suthanthira asked to include the VMT Mitigation Framework. Mr. Todd noted that he would contact CCTA to have someone present on the topic. Ms. Suthanthira also commented that it would be good to

get an update from CCTA regarding the Active Transportation Network which is maintained by the Metropolitan Transportation Commission (MTC).

Mr. Todd commented that the next steps in the work plan and budget process is to present the TAC comments to the Board in April for further comment and the draft will be presented for Board approval in June.

**5. MARSH CREEK ROAD MULTI-USE TRAIL FEASIBILITY STUDY.**

Jamar Stamps presented on the Multi-Use Trail Feasibility Study. A link to the copy of the draft study is provided in the staff report in the agenda packet.

Ms. Boardman asked if the corridor is listed in the Regional Active Transportation Network. Mr. Stamps commented that he didn't know. Ms. Boardman further asked what wildfire risks were noted by citizens during the comment period. Mr. Stamps commented that there were concerns regarding increased residents on the trail, discarding cigarettes, and potential homeless encampments for example.

Ms. Riker asked if the trail is unpaved. Mr. Stamps replied that there will be a combination of paved and unpaved trails to accommodate a variety of users.

Ms. Suthanthira asked if the East Bay Regional Parks District (EBRPD) will be involved in the project. Mr. Stamps replied that nothing has been discussed at this time although the hope is that in the future the facility could be maintained by the East Bay Parks District.

Ms. Suthanthira asked if the EBRPD is included in the study TAC. Mr. Stamps confirmed that EBRPD is represented on the study TAC.

**6. CITY OF WALNUT CREEK/CONCORD FY 2022/2023 MEASURE J LINE 20A TRANSPORTATION PROGRAM UPDATE.**

Mr. Todd commented that this item will be deferred.

**7. COMMITTEE UPDATES**

There were no comments from the TAC.

**8. INFORMATION ITEMS**

There were no comments from the TAC.

**9. MEMBER COMMENTS**

Ms. Riker commented that 511 Contra Costa will provide promotional outreach materials for the upcoming summer youth bus pass and summer bike challenge.

Mr. Todd commented that the DOT sent a notice for Safe Streets for All (SS4A) Cycle 2 grant. Applications are due July 10, 2023. More information is available through the website: <https://www.transportation.gov/grants/SS4A>.

**10. ADJOURN / NEXT MEETING** The meeting adjourned at 10:01 a.m. The next regular meeting is scheduled for May 25, 2023.

ATTACHMENT A – PUBLIC COMMENT

Hello Transpac Tac team - my name is Jordon Bluestein. I'm a member of Bike East Bay and a BikeConcord volunteer, I live in Walnut Creek, I bicycle in Contra Costa county often. I represent cyclists interested in improved rider safety to East County from Concord and other Central County cities.

We're excited about the potential of the State Route 4 Operational Improvements project to improve non-motorized vehicle safety between Willow Pass Rd interchange and North Concord BART.

The existing routes: the Highway 4 shoulder, Willow Pass Rd which includes a dangerous 79-year-old bridge are not safe for cycling or pedestrian access.

When CCTA widens eastbound HWY 4 between 242 and the truck climbing lane just east at Willow Pass Rd. interchange, CALTRANS requires bicyclists to be removed from the HWY 4 shoulders before construction.

Please consider designing safe routes within this project for non-motorized vehicles. There are no other planned projects that have the potential to improve non-motorized public safety.

Most future projects, Evora Rd. extension, Willow Pass Rd improvements, Delta De Anza trail extension have dependency upon the Naval Weapons Station transfer and development. These projects are many years away from starting.

The SR4 Operation Improvements Project is the only project that can help improve safety and provide much needed non-motorized vehicle access between Central County and East County in the shortest time.

We appreciate your efforts. Please let me know if there is anything our cycling community can help with.

Thank you.



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**TRANSPAC TAC Meeting STAFF REPORT**

**Meeting Date:** May 25, 2023

<b>Subject:</b>	<b>TRANSPAC TAC Appointments to the CCTA Countywide Transportation Plan Task Force</b>
<b>Summary of Issues</b>	CCTA is beginning the process of developing a new Contra Costa Countywide Transportation Plan (CTP), which was last updated in 2017. The CTP builds off of the recently completed subregional Action Plans for Routes of Regional Significance and provides a future vision for transportation of all modes in Contra Costa County. CCTA is requesting that the TRANSPAC TAC appoint one member (or their designee) to serve on the CTP Task Force. Staff expects the CTP effort to commence in June 2023, with completion in early 2025.
<b>Recommendation</b>	Appoint TRANSPAC TAC member to the CCTA Countywide Transportation Plan Task Force
<b>Financial Implications</b>	No TRANSPAC financial implications.
<b>Attachments</b>	None.

**Background**

CCTA is beginning the process of developing a new Contra Costa Countywide Transportation Plan (CTP), which was last updated in 2017. The CTP builds on the recently completed subregional Action Plans for Routes of Regional Significance and provides a future vision for transportation of all modes in Contra Costa County. CCTA is re-convening the CTP Task Force at the agency staff level to help guide the development process and is looking for members to represent the local agencies. CCTA is requesting that TRANSPAC TAC nominate one member (or their designee) to serve on the CTP Task Force, in addition to the RTPC manager. Transit agencies will be represented by members from the Bus Transit Coordinating Committee. Staff expects the CTP effort to commence in June 2023, with completion early 2025.

Commitments from Task Force members include attending 5-7 two-hour meetings of the Task Force during the study period and reviewing materials and providing comments. The CTP is also being guided by a separate Stakeholder Advisory Group, which includes non-government organizations and advocacy groups as members, as well as the CCTA Planning Committee.

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## TRANSPAC TAC Meeting **STAFF REPORT**

Meeting Date: May 25, 2023

<b>Subject:</b>	<b>TRANSPAC WORK PLAN AND BUDGET PROCESS FOR FISCAL YEAR 2023/2024</b>
<b>Summary of Issues</b>	The TRANSPAC Joint Exercise of Power Agreement (JPA) specifies that TRANSPAC shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay to fund TRANSPAC. The method to determine the proportional amount each agency would be required to pay of any member contribution will be based on the formula specified in the TRANSPAC JPA. TRANSPAC has also adopted an annual work plan in conjunction with the budget. The TRANSPAC budget projects the costs associated with TRANSPAC operations and the identifies the level of funds required, including member contributions, to be included in the TRANSPAC FY 2023/2024 Budget. The TRANSPAC Board reviewed the material at the May meeting. The TRANSPAC TAC is requested to review the revised work plan and budget materials proposed for FY 2023/2024. The Board will be requested to approve the final work plan and budget in June.
<b>Financial Implications</b>	Based on the approved budget, each member agency will be requested to contribute funds to support the TRANSPAC operations for FY 2022/23
<b>Attachment(s)</b>	A. TRANSPAC FY 2023/2024 DRAFT Work Plan B. TRANSPAC FY 2022/2023 Work Plan C. TRANSPAC FY 2023/2024 DRAFT Budget D. TRANSPAC FY 2022/2023 Budget

### Background

The TRANSPAC Bylaws specify the Board shall adopt a budget that includes operational expenses and the proportional amount each agency will be required to pay and that the Board shall appoint a Managing Director to administer the day-to-day activities of TRANSPAC and report to the Board. The FY 2023/2024 budget is expected to be similar to the previous year with the Managing Director / Administration Support Contract being the largest annual expense.

### *Work Plan*

TRANSPAC considers the annual work plan in conjunction with review of an annual budget. The work plan priority tasks are intended to be evaluated on a regular basis to allow for the

affirmation or revision of priorities. The work plan is based on identified priorities and current trends and topics in regional transportation such as the progress of the Countywide Transportation Plan (CTP), Safe Routes to School Program (SR2S), EV technology and Infrastructure and regional project coordination. Items also include tasks that TRANSPAC is required to perform in any event (i.e. Measure J Line 20a programming cycle).

At the April TRANSPAC Board and TAC meetings, staff presented the current workplan and a draft 2023/2024 workplan for review and comment. The discussions raised the following additional work plan topics for consideration:

#### April 13 - Board Discussion

- Engineering solutions to safety issues at school intersections considering decreased funding and availability of crossing guards,
- Concord Naval Weapons Station development, and
- Future joint meetings with TRANSPLAN and SWAT.

#### April 27 - TAC Discussion

- SR239 Project
- Countywide Smart Signals project
- Countywide VMT Mitigation Framework
- Regional Active Transportation Network
- Explore the role of transit services and how they facilitate safe routes to schools

At the May meeting, the Board reviewed the revised draft work plan and budget with no further comments. The Draft FY 2023/2024 TRANSPAC Work Plan is included in the attached material. The work plan for the current fiscal year is also included for reference. The TAC is requested to review and comment on the Draft FY 2022/2023 TRANSPAC Work Plan. Staff will present the final work plan at the June TRANSPAC Board meeting for approval.

#### *Budget*

The FY 2023/2024 budget continues to include similar expense categories from prior year budgets. The Managing Director / Administration Support Contract is the largest annual expense. The GBS contract for Managing Director / Administration Support Contract is proposed at \$286,000. This is a 7% increase over the current year contract. The increase in the contract is based on a combination of factors including resources for in-person meeting, staff rate increases, and economy/inflation factors. In reviewing the contract history, this proposed contract reflects an average 5.5% growth rate of the contract over the last five years. TRANSPAC has a multiyear contract for audit services that set our annual audit cost through FY 2023/24. The upcoming fiscal year is the last audit included in the current contract and staff will conduct a procurement for a new audit contract in the upcoming year. We continue to honor the commitment made to support the maintenance of the City of Martinez Pacheco Transit Hub/Park and Ride lot. The City of Pleasant Hill Finance Department continues to provide excellent service as they fulfill the Treasurer role of TRANSPAC. The city staff are proposed to continue in this role at a similar cost to the current year and provide services including

maintaining our financial accounts, working with our auditor, and paying our invoices The contingency line item (\$25,000) represents about 8% of the operations budget and is the same level as the current year. The Project Reserve funds that supported the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study are from previously collected funds and do not impact the annual contribution request level. The project feasibility study was completed. The City of Pleasant Hill submitted an application for grant funds from the State Active Transportation Program that was not approved. The use of the remaining funds is an open question, with the range of options from reserving the funds for another one-time project/task to utilizing the funds for our typical annual expenses. Through the Board discussion, it was proposed to review the use of these funds at a later date.

The formula to distribute the member contributions among the six TRANSPAC local agencies is specified in the TRANSPAC JPA, and includes:

- Part A - 50% of the contribution level evenly split among the six local agencies, and
- Part B - 50% split by the Measure J return to source distribution levels. The Measure J return source formula is based on a combination of a jurisdiction’s population and road miles.

Member contributions for TRANSPAC from 2018 to 2020 were stable at around \$225,000 and we were able to lower the 2021 member contribution to account for uncertainty of the initial year of COVID. Since 2021, we have had more typical growth pattern, but have also been able to maintain the growth of the contributions to be consistent with the overall growth of the Measure J revenues. It is proposed to collect \$298,000 in member contributions for the upcoming fiscal year, about a 7.5% increase relative to the current year.

The detail of the member contribution breakdown is included in the attached draft budget material as well as the following tables.

JURISDICTION	Measure J Information		PROPOSED TRANSPAC MEMBER CONTRIBUTION		
	RTS Allocation	RTS %	Part A Equally distributed	Part B Based on RTS Allocation	Total Budget Contribution
Clayton	\$310,660	5.14%	\$ 24,833	\$7,654	\$32,488
Concord	\$2,108,342	34.86%	\$ 24,833	\$51,947	\$76,781
Martinez	\$730,952	12.09%	\$ 24,833	\$18,010	\$42,843
Pleasant Hill	\$751,176	12.42%	\$ 24,833	\$18,508	\$43,342
Walnut Creek	\$1,263,251	20.89%	\$ 24,833	\$31,125	\$55,959
CC County	\$882,954	14.60%	\$ 24,833	\$21,755	\$46,588
<b>TOTAL</b>	<b>\$6,047,335</b>		<b>\$149,000</b>	<b>\$149,000</b>	<b>\$298,000</b>

Notes

Return to Source (RTS)

Contra Costa County component based on Central County portion of the agency (25% of overall)

May include errors due to rounding

**TRANSPAC Member Contribution History**

	PAST				PROPOSED
	19/20	20/21	21/22	22/23	23/24
Clayton	\$24,969	\$23,292	\$27,150	\$30,372	<b>\$32,488</b>
Concord	\$57,910	\$54,064	\$63,449	\$71,788	<b>\$76,781</b>
Martinez	\$32,590	\$30,411	\$35,363	\$39,737	<b>\$42,843</b>
Pleasant Hill	\$32,927	\$30,726	\$35,765	\$40,225	<b>\$43,342</b>
Walnut Creek	\$42,065	\$39,263	\$45,947	\$51,993	<b>\$55,959</b>
CC County	\$34,539	\$32,245	\$37,822	\$42,883	<b>\$46,588</b>
<b>TOTAL</b>	<b>\$225,000</b>	<b>\$210,000</b>	<b>\$245,496</b>	<b>\$277,000</b>	<b>\$298,000</b>
	0%	-6.67%	+16.90%	+12.83%	7.58%
<b>Measure J Annual Revenue</b>					
	\$96.6 M	\$93.5 M	\$107.3 M	\$120.3 M	TBD
	6.32%	-3.25%	14.75%	12.16%	TBD

Notes

May include errors due to rounding  
 FY 22/23 is the projected revenue

The Draft FY 2023/2024 TRANSPAC budget is included in the attached material. The budget for the current fiscal year is also included for reference. Staff will present the final budget at the June TRANSPAC Board meeting for Board approval.

The overall schedule proposed for the work plan and budget process for fiscal year 2023/2024 is detailed below.

	<b>Board Action</b>
<b>April 2023</b>	Review of 2023/2024 work plan and budget process schedule Schedule Managing Director Review
<b>May 2023</b>	Closed Session for Employee Review Review draft 2023/2024 work plan Review draft 2023/2024 budget
<b>June 2023</b>	Approve final 2023/2024 work plan and budget Approve FY 2023/2024 Managing Director contract

# TRANSPAC

## DRAFT 2023 / 2024 WORK PLAN – for discussion purposes

### Strategic Planning Discussion Identified Work

- ~~Action Plan Update~~
  - ~~Continue coordination with CCTA and Placeworks Consultant team~~
  - ~~Review and approve an updated draft and final Action Plan~~
- **Countywide Transportation Plan**
  - **Coordinate with CCTA and monitor progress**
- **Regional Coordination**
  - Coordinate with partner agencies to review and discuss items of interest including:
    - **Coordination with CCTA:**
      - **INNOVATE 680 Project**
      - **SR239 Project**
      - **Countywide Smart Signals Project**
      - **Countywide VMT Mitigation Framework**
    - **Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools**
    - **Coordination with MTC**
      - **Regional Active Transportation Network**
  - **SWAT**
    - **Items of interest could include the INNOVATE 680 Program.**
    - ~~Met with TRANSPLAN in October 2021~~
- **Project Delivery Coordination**
  - Continue researching opportunities for local agency coordination and project delivery efficiencies
    - ~~Follow up on joint pavement rehabilitation project (Clayton/Martinez) and the administrative structure of the partnership,~~
    - Explore project types that could be delivered within a partnership structure
- **Schools**
  - Work with school district staff and other partner agencies to address congestion (including working with the Cities and their existing and ongoing coordination efforts), safety, and enforcement issues
  - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
  - **Coordinate with CCTA and Central County school districts to promote walk and bike to school events, and monitor progress of the Countywide SR2S Program (see also Regional Coordination / 511 Contra Costa)**
  - **Explore the role of transit services and how they facilitate safe routes to schools**
- **Electric Vehicle Charging Infrastructure**
  - Work with CCTA and TRANSPAC agencies to implement EV charging infrastructure across a wide array of local communities and including infrastructure for multifamily housing

# TRANSPAC

## DRAFT 2023 / 2024 WORK PLAN

- Transportation and Housing
  - Support regarding transportation issues related to regional housing targets
- ~~Coordination with CCTA and the INNOVATE 680 Program~~
- ~~Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools~~
- TRANSPAC JPA Review

### Ongoing / Existing Tasks

- Measure J Line 20A
  - FY 2024/2025-2025/2026 Programming
  - **Line 20a Progress Reporting for Current Projects**
- General Programming Tasks
  - Measure J
    - Line 10 (BART Parking, Access, and Other Improvements) (as needed)
    - Line 19a (Additional Bus Service Enhancements) (as needed)
    - Line 20a (Additional Senior and Disabled Transportation) (as needed)
- Other potential items
  - Project update/status reports
  - Review of the CCTA Pedestrian Needs Assessment Study

### Administrative Tasks

- Evaluate and review virtual meeting requirements
- Quarterly and Year End Financial Reporting
- Appointments
  - CCTA Board Representative
  - Other CCTA Committee Appointments
- FY **2022/2023** Audit
- **Procure new contact for auditing services**
- 2024 Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- **2023/2024** Workplan and Budget
- Administration of Contracts and Invoices



# TRANSPAC

## 2022 / 2023 WORK PLAN

### Strategic Planning Discussion Identified Work

- Action Plan Update
  - Continue coordination with CCTA and Placeworks Consultant team
  - Review and approve an updated draft and final Action Plan
- Regional Coordination
  - Coordinate with partner agencies to review and discuss items of interest including:
    - SWAT
      - Items of interest could include priority I-680 improvements and Action Plan Updates
    - Met with TRANSPLAN in October 2021
- Project Delivery Coordination
  - Continue researching opportunities for local agency coordination and project delivery efficiencies
    - Follow up on joint pavement rehabilitation project (Clayton/Martinez) and the administrative structure of the partnership, as well as other project types that could be delivered within the structure.
- Schools
  - Work with school district staff and other partner agencies to address congestion (including working with the Cities and their existing and ongoing coordination efforts), safety, and enforcement issues
  - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
- Electric Vehicle Charging Infrastructure
  - Work with CCTA and TRANSPAC agencies to implement EV charging infrastructure across a wide array of local communities and including infrastructure for multi family housing
- Transportation and Housing
  - Support regarding transportation issues related to regional housing targets
- Coordination with CCTA and the Innovate 680 Project
- Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools
- TRANSPAC JPA Review

### Ongoing / Existing Tasks

- Measure J Line 20A
  - FY 2022/2023-2023/2024 programming
- General Programming Tasks
  - Measure J
    - Line 10 (BART Parking, Access, and Other Improvements) (as needed)
    - Line 19a (Additional Bus Service Enhancements) (as needed)
    - Line 20a (Additional Senior and Disabled Transportation) (as needed)

- Other potential items
  - Project update/status reports
  - Review of the CCTA Pedestrian Needs Assessment Study

### **Administrative Tasks**

- Evaluate and review virtual meeting requirements
- Quarterly and Year End Financial Report
- Appointments
  - CCTA Board Representative
  - Other CCTA Committee Appointments
- FY 2021/2022 Audit
- 2023 Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- 2023/2024 Workplan and Budget
- Administration of Contracts and Invoices

TRANSPAC 2023-2024 BUDGET						
EXPENDITURES						
		2022-2023	2023-2024			
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 267,000	\$ 286,000			
Legal Services - expenses would be incurred on a time and material basis		\$ -	\$ -			
Web Site - Maintain / Enhance (time and material based expenses)		\$ 5,000	\$ 5,000			
Audit Services		\$ 4,500	\$ 4,500			
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance		\$ 10,000	\$ 10,000			
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000			
<b>Subtotal</b>		<b>\$ 289,500</b>	<b>\$ 308,500</b>			
Contingency		\$ 25,000	\$ 25,000			
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. The increase in the balance reflects unexpended funds from the completed contracts		\$ 31,000	\$ 41,500			
<b>Total</b>		<b>\$ 345,500</b>	<b>\$ 375,000</b>			
REVENUES						
		2022-2023	2023-2024			
Member Agency Contributions		\$ 277,000	\$ 298,000			
Carryover Balance		\$ 37,500	\$ 35,500			
Project Reserve Carryover Balance		\$ 31,000	\$ 41,500			
<b>Total</b>		<b>\$ 345,500</b>	<b>\$ 375,000</b>			
NOTES:						
-TRANSPAC does not have any direct employees. Staff positions provided through contract.						

<b>TRANSPAC 2023-2024 BUDGET</b>						
<b>TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY</b>						
<b>PART A</b>	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$ 149,000
<b>PART B</b>	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$ 149,000
<b>PART A</b>		<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>				
		<b>50% SHARE OF ANNUAL MEMBER AGENCY CONTRIBUTION BUDGET</b>				
<b>JURISDICTION</b>						<b>PER JURISDICTION EQUALS (R)</b>
		<b>PER JURISDICTION</b>				
<b>CLAYTON</b>		1/6				\$ 24,833
<b>CONCORD</b>		1/6				\$ 24,833
<b>MARTINEZ</b>		1/6				\$ 24,833
<b>PLEASANT HILL</b>		1/6				\$ 24,833
<b>WALNUT CREEK</b>		1/6				\$ 24,833
<b>CONTRA COSTA COUNTY</b>		1/6				\$ 24,833
<b>TOTAL</b>						<b>\$ 149,000</b>

<b>TRANSPAC 2023-2024 BUDGET</b>						
<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>						
<b>PART B</b>	<b>MEASURE J RTS \$s</b>	<b>MEASURE J RTS %</b>	<b>\$ FROM RTS PART B</b>		<b>PART A</b>	<b>Total for Jurisdiction</b>
<b>JURISDICTION</b>	<b>Allocation</b>					
<b>CLAYTON</b>	\$ 310,660	5.14%	\$ 7,654		\$ 24,833	\$ 32,488
<b>CONCORD</b>	\$ 2,108,342	34.86%	\$ 51,947		\$ 24,833	\$ 76,781
<b>MARTINEZ</b>	\$ 730,952	12.09%	\$ 18,010		\$ 24,833	\$ 42,843
<b>PLEASANT HILL</b>	\$ 751,176	12.42%	\$ 18,508		\$ 24,833	\$ 43,342
<b>WALNUT CREEK</b>	\$ 1,263,251	20.89%	\$ 31,125		\$ 24,833	\$ 55,959
<b>CONTRA COSTA COUNTY ^</b>	\$ 882,954	14.60%	\$ 21,755		\$ 24,833	\$ 46,588
<b>TOTAL</b>	\$ 6,047,335		\$ 149,000		\$ 149,000	\$ 298,000
^Estimated at 25% of allocation (\$3,531,814)						
Based on DRAFT - FY 2023-24 Return To Source Projections						

TRANSPAC 2022-2023 BUDGET					
EXPENDITURES					
		2021-2022	2022-2023		
Managing Director / Admin Support Contract (time and material based expenses) (includes printing, postage & supplies)		\$ 241,500	\$ 267,000		
Legal Services - expenses would be incurred on a time and material basis		\$ -	\$ -		
Web Site - Maintain / Enhance (time and material based expenses)		\$ 5,000	\$ 5,000		
Audit Services		\$ 4,500	\$ 4,500		
City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance		\$ 10,000	\$ 10,000		
<b>Subtotal</b>		<b>\$ 261,000</b>	<b>\$ 286,500</b>		
Pleasant Hill City/Fiscal Administration		\$ 3,000	\$ 3,000		
<b>Subtotal</b>		<b>\$ 3,000</b>	<b>\$ 3,000</b>		
<b>Costs subtotal</b>		<b>\$ 264,000</b>	<b>\$ 289,500</b>		
Contingency		\$ 24,500	\$ 25,000		
Project Reserve - This line represents the budget to fund the I-680 / Monument Blvd. Bicycle and Pedestrian Improvement Feasibility study. TRANSPAC entered into an agreement with CCTA to procure a consultant. Fehr and Peers was selected. The report has been completed and will be presented to the Board for approval in May 2021. Unexpended funds from FY 2021/2022 will carry over to FY 2022/2023.		\$ 55,000	\$ 31,000		
<b>Total</b>		<b>\$ 343,500</b>	<b>\$ 345,500</b>		
REVENUES					
		2021-2022	2022-2023		
Member Agency Contributions		\$ 245,496	\$ 277,000		
Carryover Balance		\$ 43,004	\$ 37,500		
Project Reserve Carryover Balance		\$ 55,000	\$ 31,000		
<b>Total</b>		<b>\$ 343,500</b>	<b>\$ 345,500</b>		
NOTES:					
-TRANSPAC does not have any direct employees. Staff positions provided through contract.					

<b>TRANSPAC 2022-2023 BUDGET</b>							
<b>TRANSPAC MEMBER AGENCY CONTRIBUTION ALLOCATION FORMULA METHODOLOGY</b>							
<b>PART A</b>	Each jurisdiction contributes 50% of the TRANSPAC Member Agency Contributions based on an equal (1/6) share of the annual budget amount.					\$	138,500
<b>PART B</b>	The remaining 50% share of the TRANSPAC Member Agency Contributions is calculated on the most recent percentage of Measure J "return to source" funds received by each jurisdiction.					\$	138,500
<b>PART A</b>		<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>					
<b>50% SHARE OF ANNUAL MEMBER AGENCY CONTRIBUTION BUDGET</b>							
<b>JURISDICTION</b>	<b>PER JURISDICTION</b>					<b>PER JURISDICTION EQUALS</b>	
	<b>PER JURISDICTION</b>					<b>(R)</b>	
<b>CLAYTON</b>	1/6					\$	23,083
<b>CONCORD</b>	1/6					\$	23,083
<b>MARTINEZ</b>	1/6					\$	23,083
<b>PLEASANT HILL</b>	1/6					\$	23,083
<b>WALNUT CREEK</b>	1/6					\$	23,083
<b>CONTRA COSTA COUNTY</b>	1/6					\$	23,083
<b>TOTAL</b>						\$	<b>138,500</b>

<b>TRANSPAC 2022-2023 BUDGET</b>						
<b>ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b>						
<b>PART B</b>	<b>MEASURE J</b>	<b>MEASURE J</b>	<b>\$</b>			<b>Total</b>
	<b>RTS \$s</b>	<b>RTS %</b>	<b>FROM RTS</b>			<b>for</b>
<b>JURISDICTION</b>	<b>Allocation</b>		<b>PART B</b>		<b>PART A</b>	<b>Jurisdiction</b>
<b>CLAYTON</b>	\$ 281,320	5.26%	\$ 7,289		\$ 23,083	\$ 30,372
<b>CONCORD</b>	\$ 1,879,887	35.17%	\$ 48,705		\$ 23,083	\$ 71,788
<b>MARTINEZ</b>	\$ 642,812	12.02%	\$ 16,654		\$ 23,083	\$ 39,738
<b>PLEASANT HILL</b>	\$ 661,649	12.38%	\$ 17,142		\$ 23,083	\$ 40,226
<b>WALNUT CREEK</b>	\$ 1,115,841	20.87%	\$ 28,910		\$ 23,083	\$ 51,993
<b>CONTRA COSTA COUNTY ^</b>	\$ 764,241	14.30%	\$ 19,800		\$ 23,083	\$ 42,884
<b>TOTAL</b>	\$ 5,345,750		\$ 138,500		\$ 138,500	\$ 277,000
^Estimated at 25% of allocation (\$3,056,963)						
Based on DRAFT - FY 2021-22 Return To Source Projections						



## Funding Opportunities Summary – 5/18/2023

### Upcoming Funding Opportunities

Funding Program	Fund Source	Application Deadlines	Program and Contact Information
<b>California’s Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)</b>	S	Open until Funding is Unavailable	Starting March 30, 2022, nearly \$430 million are available across standard HVIP and set-aside funds for public transit buses, class 8 tractors performing drayage operations, and school buses. Requests are first-come, first-served. <a href="https://californiahvip.org/funding/">https://californiahvip.org/funding/</a>
<b>California Department of Transportation (Caltrans) Clean California Local Grant Program Cycle 2</b>	S	May 31, 2023	Cycle 2 of the program will provide approximately \$100 million in grant funding to local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers to clean and enhance public spaces. The availability of grant funding is contingent on the funds being made available in the FY 23-24 State Budget. <a href="https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program">https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program</a>
<b>2024 State Transportation Improvements Program (STIP)</b>	S/F	June 16, 2023 at 2 pm	The 2024 STIP will cover the 5-year period from Fiscal Year (FY) 2024-25 through FY 2028-29. The specific amount available to program in the 2024 STIP will not be known until the California Transportation Commission adopts the Fund Estimates in August 2023. The 2024 STIP will add programming of funds, if available, in FY 2027-28 and FY 2028-29. The STIP funds can be used to fund one or more phases of a capital project (e.g. environmental clearance, design, right-of-way and/or construction). In past STIP cycles, funding was programmed to transportation projects that enhance safety, improve operations, and construct pedestrian and bicycle facilities. <a href="https://ccta.net/about-us/funding/">https://ccta.net/about-us/funding/</a>

<b>FY 2023 Safe Streets and Roads for All (SS4A) Grant Program</b>	F	July 10, 2023, 2 pm PST	<p>The passage of the Infrastructure Investment and Jobs Act (IIJA) includes funding for the SS4A program, which provides funding to local agency initiatives that prevent transit related deaths and serious injuries on roads and streets. The program focuses on the development of a comprehensive safety action plan and its implementation for all users of our highways, streets, and roadways, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. The program provides funding to develop tools to strengthen a community’s approach to roadway safety and save lives and prevent serious harm. \$1.2 Billion is available.</p> <p><a href="https://www.transportation.gov/grants/SS4A">https://www.transportation.gov/grants/SS4A</a></p>
<b>California Strategic Growth Council Transformative Climate Communities (TCC)</b>	S	August 1, 2023	<p>The TCC program provides funding for projects that reduce GHG emissions through development and implementation of neighborhood-level transformative climate community plans that include multiple coordinated GHG emissions reduction projects that provide local economic, environmental, and health benefits to disadvantaged communities. Approximately \$99.2 million is available.</p> <p><a href="https://sgc.ca.gov/programs/tcc/">https://sgc.ca.gov/programs/tcc/</a></p>