

**TRANSPAC**  
**Transportation Partnership and Cooperation**  
**Meeting Notice and Agenda**

**THURSDAY, MAY 9, 2024**

**CLOSED SESSION 8:30 A.M.**

**REGULAR MEETING**

**9:00 A.M. to 11:00 A.M.**

Pleasant Hill City Hall – Large Community Room  
100 Gregory Lane, Pleasant Hill

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

The TRANSPAC Board meeting will be accessible in-person or virtually via telephone or video conference to all members of the public. The meeting may be accessed virtually via the methods below:

Video Conference Access: Please click the link at the noticed meeting time:

<https://us02web.zoom.us/j/83030355626?pwd=RGRIRXVaZzV5WGQ4TVNkTGhBcVFEdz09>

Meeting ID: 830 3035 5626 Password: 763841

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 830 3035 5626 Password: 763841

**Public Comment:** Public Comment may be provided in person during the public comment period on items not on the agenda or during the comment period of each agenda item. Comments are limited to 3 minutes. Please begin by stating your name and indicate whether you are speaking for yourself or an organization. Members of the public may also submit written comments to [irina@graybowenscott.com](mailto:irina@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.

**Virtual Public Comment:** 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 and then wait to be called on by the Chair. 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 and then wait to be called on by the Chair. Press “\*6” to unmute/mute. After the allotted time of 3

minutes, 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 [irina@graybowenscott.com](mailto:irina@graybowenscott.com) or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

## **CLOSED SESSION**

### **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE §54957**

Title: Managing Director

**Conference with Labor Negotiators Pursuant to Government Code §54957.6**

Agency Designated Representative: Sue Noack, Chair

Unrepresented Employee: Managing Director

## **RECONVENE IN OPEN SESSION**

### **2. REPORT ON ACTION TAKEN IN CLOSED SESSION**

### **3. CONVENE REGULAR MEETING / PLEDGE OF ALLEGIANCE / SELF-INTRODUCTIONS**

- 4. PUBLIC COMMENT.** At this time, the public is welcome to address TRANSPAC on any item not on this agenda. Please refer to the “Public Comment” section above for participation guidance.

|                     |
|---------------------|
| <b>ACTION ITEMS</b> |
|---------------------|

### **5. CONSENT AGENDA.**

**a. APPROVAL OF MINUTES 🌀 Page 7**

- Minutes of the April 11, 2024, TRANSPAC Board meeting.

**b. CCTA EXECUTIVE DIRECTOR’S REPORT REGARDING CCTA ACTIONS / DISCUSSION ITEMS 🌀 Page 17**

- CCTA Executive Director Timothy Haile’s Report April 17, 2024.

**c. ITEMS APPROVED BY THE CCTA FOR CIRCULATION TO THE REGIONAL TRANSPORTATION PLANNING COMMITTEES AND RELATED ITEMS OF INTEREST 🌀 Page 21**

- CCTA Executive Director Timothy Haile’s RTPC Memo dated April 30, 2024.

**d. RTPC MEETING SUMMARY LETTERS: 🌀 Page 25**

1. TRANSPAC – Meeting summary letter dated April 11, 2024.
2. TRANSPLAN – Meeting summary letter dated April 11, 2024.
3. SWAT – No meeting summary letter available.
4. WCCTAC – No meeting summary letter available.

**e. CCTA MEETING UPDATES AND COUNTYWIDE INFORMATION LINKS.**

1. Street Smarts Programs in the TRANSPAC Region can be found at:  
<https://streetsmartsdiablo.org/events/>
2. County Connection Fixed Route Monthly Report:  
[https://countyconnection.com/wp-content/uploads/2024/02/6a.-FINAL\\_Fixed-Route-Report-January-2024.pdf](https://countyconnection.com/wp-content/uploads/2024/02/6a.-FINAL_Fixed-Route-Report-January-2024.pdf)
3. County Connection Link Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2024/03/5a.pdf>
4. County Connection Link Monthly Report:  
<https://countyconnection.com/wp-content/uploads/2024/03/5b.pdf>
5. The CCTA Project Status Report may be downloaded at:  
[https://ccta.net/wp-content/uploads/2023/12/QPSR-Oct-Dec-2023\\_Final.pdf](https://ccta.net/wp-content/uploads/2023/12/QPSR-Oct-Dec-2023_Final.pdf)
6. The CCTA Board Meeting was held on April 17, 2024. The next meeting is scheduled for May 15, 2024.
7. The CCTA Administration & Projects Committee (APC) Meeting was held on May 2, 2024. The next regular meeting is scheduled for June 6, 2024.
8. The CCTA Planning Committee (PC) Meeting was held on May 2, 2024. The next regular meeting is scheduled for June 6, 2024.
9. The CCTA Calendar for May 2024 and June 2024 may be downloaded at:  
<https://ccta.primegov.com/api/compilemeetingattachmenthistory/historyattachment/?historyId=3efae5ce-b7f5-473b-a05e-88dda021de7e>

**f. TRANSPAC QUARTERLY FINANCIAL REPORT.**

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. This report contains a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023/24 for the period ended March 31, 2024, as well as additional financial reports. 🌀 Page 27

**ACTION RECOMMENDATION: Accept the quarterly financial report for the period ended March 31, 2024.**

Attachment: Staff Report

**END CONSENT AGENDA**

4. **TRANSPAC MEASURE J LINE 20A LAPSED PROGRAMMING COMMITMENTS.** Since 2011, the Measure J Line 20a Program has funded approximately \$6.8 million in support of transportation projects and programs for seniors and people with disabilities within the TRANSPAC area. The Contra Costa Transportation Authority (CCTA) holds the Measure J funds, generates agreements with grantees upon TRANSPAC programming approval, and processes reimbursement requests for eligible 20a program costs. Recently, TRANSPAC staff was contacted by CCTA staff to review the status of lapsed programming commitments resulting in an unused fund balance. It is requested that the TRANSPAC Board review the status of lapsed commitments and direct staff on the appropriate action. 🌀 **PAGE 33**

**ACTION RECOMMENDATION: Release the encumbrance on the unexpended funds from expired funding agreements from the Measure J Line 20A programming from 2018 and earlier that will allow that balance to be considered in the 2024-2025 & 2025-2026 programming cycle. It is also recommended that additional policies are approved for Line 20A program to promote the timely use of funds, including:**

- **Require that Line 20A program recipients submit a reimbursement request to CCTA at a minimum of every 6 months,**
- **At the time of programming, establish a project end date for expenses to be incurred, and**
- **Require execution of a funding agreement within 120 days of program approval.**

Attachment: Staff Report

5. **MEASURE J LINE 20A FUNDS PROGRAM—FY 2024/2025 AND FY 2025/2026 PROGRAMMING CYCLE.** The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. The TRANSPAC Board approved the program guidelines and release of a call for projects in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Program applications were required to be submitted by January 19, 2024. Staff received eight applications for nine programs requesting \$1.5 million in funding. At this meeting staff will present a draft fund program for TRANSPAC Board approval. 🌀 **PAGE 37**

**ACTION RECOMMENDATION: Approve the Draft FY 2024-2025 & FY 2025-2026 Measure J Line 20a Fund Program and release for comment.**

Attachment: Staff Report

6. **TRANSPAC/511 CONTRA COSTA TRANSPORTATION DEMAND MANAGEMENT PROPOSAL FOR THE FY 2024-2025 TRANSPORTATION FUND FOR CLEAN AIR FUNDING CYCLE.** Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use. As a strategic priority of the

CCTA, they are examining the current TDM program model and funding strategy to explore challenges and opportunities to better address the diverse transportation needs within the county. As part of this effort, CCTA staff is proposing create a formal Transportation Fund for Clean Air (TFCA) funding program policy. At this meeting, staff seeks approval of a proposed FY 2024-2025 511 Contra Costa TDM programs for the TRANSPAC subregion. 🌀 **PAGE 55**

**ACTION RECOMMENDATION: Approve the outline of the 2024-2025 TDM program proposal for TRANSPAC subregion that will be the basis for the anticipated application for a CCTA 2024-2025 TFCA grant application.**

Attachment: Staff Report

|                          |
|--------------------------|
| <b>INFORMATION ITEMS</b> |
|--------------------------|

7. **TRANSPAC WORKPLAN AND BUDGET PROCESS FOR FISCAL YEAR 2024/2025.** 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. To prepare for the upcoming workplan and budget process, the TRANSPAC Board is requested to review the draft work plan and budget materials proposed for FY 2024/2025. (INFORMATION) 🌀 **Page 75**

Attachment: Staff Report

8. **TRANSPAC CCTA REPRESENTATIVE REPORTS.**
9. **METROPOLITAN TRANSPORTATION COMMISSION REPORT.**
10. **TAC ORAL REPORTS BY JURISDICTION.**
11. **BOARD MEMBER COMMENTS.**
12. **MANAGING DIRECTOR'S REPORT.**
13. **ADJOURN / NEXT MEETING.**

The next regular meeting is proposed for June 13, 2024, at 9:00 A.M at the Pleasant Hill City Hall Large Community Room at 100 Gregory Lane, Pleasant Hill. There will be a remote teleconference option for members of the public. Remote teleconference information for members of the public will be included in the posted meeting materials.

**THIS PAGE INTENTIONALLY BLANK**

## **TRANSPAC Committee Meeting Summary Minutes**

**MEETING DATE:** April 11, 2024

**MEMBERS PRESENT:** Sue Noack (Chair), Pleasant Hill; Carlyn Obringer (Vice Chair); Peter Cloven, Clayton; Concord; Loella Haskew, Walnut Creek; Ken Carlson, Contra Costa County

**PLANNING COMMISSIONERS PRESENT:**

**STAFF PRESENT:** Abhishek Parikh, Concord; Ryan McClain, Pleasant Hill; Smadar Boardman, Walnut Creek; Melody Reeb, County Connection; Jamar Stamps, Contra Costa County; Kamala Parks, BART; Matt Todd, TRANSPAC; Tiffany Gephart, TRANSPAC; Irina Nalitkina, TRANSPAC

**GUESTS/PRESENTERS:** Kristen Riker, 511 Contra Costa, Ying Smith, CCTA; Elaine Welch, Mobility Matters; Jeff Matheson, Rossmoor; Debbie Toth, Choice in Aging; Holly Tillman, Choice in Aging; John Sanderson, County Connection; Jack Hall, CCTA; Robert Sarmiento, Contra Costa County

**MINUTES PREPARED BY:** Irina Nalitkina

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

Chair Noack called the meeting to order at 9:00 A.M.

### **2. Public Comment**

There were no comments from the public.

### **3. Consent Agenda**

#### **a. Approval of Minutes:**

- **Minutes of the March 14, 2023, TRANSPAC Board Meeting.**

#### **b. CCTA Executive Director's Report Regarding CCTA Actions/Discussion Items.**

#### **c. Items Approved by The CCTA For Circulation to the Regional Transportation Planning Committees and Related Items of Interest.**

- d. RTPC meeting summary letters.
- e. CCTA Meeting Updates and Countywide Information Links.

*On a motion by Commissioner Haskew seconded by Commissioner Cloven to approve the consent agenda by unanimous vote of the members present (Noack, Haskew, Obringer, Carlson, Cloven).*

#### End Consent Agenda

#### 4. TRANSPAC Workplan for Fiscal Year 2023/2024.

Matt Todd discussed the start of the annual work plan and budget process. The aim is to wrap up the work plan and budget by June. Mr. Todd also mentioned the need to set a closed session date for the annual review of his position and the public employee performance evaluation. He suggested holding this session at 8:30 a.m. before the standard May meeting date and then starting the open session at 9:00 a.m. Mr. Todd commented that he will be distributing forms to the Chair to facilitate the evaluation process.

Mr. Todd noted that the work plan is set to include the accessible transportation strategic plan, which has been gaining attention recently. Commissioner Obringer requested that an item related to the Concord Naval Weapon Station development be added. Additionally, Mr. Todd suggested including the 511 / Transportation Fund for Clean Air (TFCA) funding process.

Commissioner Noack and Commissioner Haskew expressed support for including the accessible transportation plan, highlighting its importance and the organization's efforts in making transportation more accessible. There were no further comments from the Board.

#### 5. Measure J Line 20a FUNDS PROGRAM – FY 2024/2025 AND FY 2025/2026

Tiffany Gephart provided an update regarding the scoring committee's progress. She explained that the committee is in the process of scheduling its final meeting. The goal of the meeting is to prepare a draft recommendation for review.

Ms. Gephart introduced Measure J Line 20a grant applicants from the Golden Rain Foundation/Rossmoor, Mobility Matters, Choice in Aging and County Connection.

#### Golden Rain Foundation/Rossmoor

Jeff Matheson introduced himself as the general manager for the Golden Rain Foundation, which manages the Rossmoor community, a gated private senior community in Walnut Creek. The community has approximately 9,600 residents, all over the age of 55, with an average age of 77.



The community is known for its amenities and affordability compared to other areas in the East Bay, with an average household income of \$75,000 to \$100,000.

Rossmoor provides a mix of housing options and is known for its shared cost system, where residents pay a monthly fee that covers amenities and services, including a transportation system. Mr. Matheson explained that the transit system does not charge fares; instead, residents pay a monthly fee to support its operation. The system, which has been supported by Measure J funds since 2013, includes a downtown service that connects residents to downtown Walnut Creek, BART, medical facilities, and other services.

Mr. Matheson discussed the transition to a dial-a-bus service during COVID-19, which allows for more efficient and direct service. He also mentioned the challenges faced during COVID-19, such as staff shortages, but noted that the system is starting to stabilize. In 2024, Rossmoor plans to update its transit plan to evaluate the most efficient way to provide service.

The request for support includes \$115,000 per year for the next cycle to continue the downtown service, which is estimated to serve just under 30,000 one-way trips annually at an average cost of about \$48 per passenger. The conversation included questions from others about the community, transportation options, and future plans for autonomous vehicle partnerships.

Commissioner Noack expressed her excitement about the introduction of autonomous vehicles in the community. Mr. Matheson agreed that the new autonomous shuttle would be a promising addition and mentioned the ongoing partnership with CCTA to bring the shuttle to the community. He anticipated that it would be an interesting and beneficial collaboration.

Commissioner Carlson asked for an update on the number of riders using the transit system, particularly focusing on the downtown service (formerly known as the Green Line). Mr. Matheson responded that the current ridership was in the range of 25,000 to 27,000. He explained that while the transit system faced challenges during the pandemic, such as staffing issues, the numbers were on the rise, and he expected the next cycle to serve close to 30,000 trips to the downtown area.

Commissioner Obringer inquired about the percentage of residents who owned a vehicle versus those who relied on the shuttle. Mr. Matheson did not have precise statistics on the number of residents who no longer drive but emphasized the importance of the shuttle service in helping seniors maintain their independence and continue living in the community. He estimated that about 2,400 residents currently use the system.

Commissioner Haskew commented on the range of incomes within the community, noting that some residents seem to be comfortable while others require outside assistance to manage financially. Mr. Matheson acknowledged that Rossmoor faces challenges due to rising costs, particularly for homeowners' association fees and insurance. He added that these increases have made affordable housing more difficult to find, impacting residents' ability to afford living in the community.

## Mobility Matters

Elaine Welch, CEO of Mobility Matters, presented an overview of the nonprofit's work in Contra Costa County. For 20 years, Mobility Matters has been providing transportation services to seniors aged 60 and older and disabled veterans. The organization helps its clients age in place and avoid nursing homes by providing transportation to medical appointments and essential services like grocery shopping. The average age of their clients is 85, with some over 100 years old.

Ms. Welch highlighted the organization's recent move to a safer location in Walnut Creek after their previous building in Lafayette began to slide down a creek, causing concern for their safety. The move increased their rent significantly, posing a financial challenge.

Mobility Matters has six staff members and a growing number of volunteers, currently at 179, who provide free transportation to approximately 100 homebound seniors and veterans each year. Their services are crucial for those with no other means of transportation and rely on Mobility Matters for their independence and quality of life.

Ms. Welch discussed the challenges of providing escorted transportation, particularly for post-anesthesia patients, and the importance of ensuring clients' safety during their rides. Mobility Matters is the only county-wide volunteer program offering door-through-door escorted transport for free, making it a vital service for the community.

Ms. Welch also mentioned the organization's efforts to implement emergency plans for each client, including connections with local fire and police departments, to ensure their safety during emergencies. Additionally, the organization provides clients with weather radios to help them stay informed during power outages.

In conclusion, Ms. Welch expressed gratitude for the community's support and emphasized the importance of their work in maintaining the independence and well-being of vulnerable populations in the county.

## Choice in Aging

Debbie Toth is the president and CEO of Choice in Aging, a nonprofit organization that serves a diverse range of people, including seniors, disabled individuals, and children. The organization creates opportunities for individuals to age with dignity and independence within the community. Choice in Aging also focuses on intergenerational programming to promote understanding and respect among different age groups.

Ms. Toth highlighted the history and mission of Choice in Aging, emphasizing the inadequacy of existing transportation services for the older adults they serve. The organization advocates for better access to services, including transportation that is more suited to the needs of frail individuals with multiple chronic conditions.

Through the Community Connect program, Choice in Aging has been able to provide transportation services for older adults and individuals with disabilities, taking them off existing paratransit services and significantly reducing travel times. This allows participants to access adult day healthcare, intergenerational programming, health services, and social services more efficiently.

Choice in Aging faces challenges in staffing and is working to fill key positions, particularly drivers. However, they have made progress in addressing staffing issues and are working towards providing continuous support and services to the community.

Commissioner Obringer asked Ms. Toth how many unique individuals Choice in Aging serves annually. Ms. Toth explained that prior to the pandemic, the organization served around 10 people daily at the adult day healthcare program, with approximately 40 to 60 unique individuals each year. The same applied to the shopping shuttle, though the program has expanded to Martinez since the pandemic.

Ms. Toth mentioned that their census is currently lower, serving around 30 to 40 people daily at the adult day healthcare program compared to 60 to 70 people before the pandemic. They are working to rebuild their capacity, expecting to serve around 6 or 7 individuals daily, with the goal of reaching ten by the end of the year.

Commissioner Obringer inquired about the locations served by Choice in Aging midday shopping shuttle. Ms. Toth stated that the organization serves Concord and Martinez. In Concord, they provide services to multiple facilities, including The Heritage Downtown, On Broadway, and The Carlton, focusing on independent living residents. In Martinez, they serve a low-income housing complex called Alhambra Palms, which houses a fragile population, including those who were formerly homeless or require skilled nursing care.

Ms. Toth also noted that Choice in Aging used to receive funding from the City of Concord's Community Development Block Grant program and the senior center, but they no longer receive this funding. Nonetheless, the organization continues to provide the Concord shopping shuttle without funding from the City of Concord.

### County Connection

John Sanderson, director of ADA and specialized services for County Connection, emphasized the importance of rural lifeline transportation and the need for the group's support in continuing this service.

Mr. Sanderson provided an overview of paratransit, explaining that it was designed in 1990 to complement fixed-route bus service and is meant to be fair but not necessarily comfortable. Paratransit rides cost riders \$5, while the actual cost is around \$73 per trip.

Mr. Sanderson highlighted the evolution of paratransit during the pandemic, including the introduction of the one-seat ride program that facilitated cross-border trips without requiring riders to change vehicles. This program involves cooperation between County Connection, WestCAT, Tri Delta Transit, and LAVTA.

Despite these advancements, Mr. Sanderson noted the ongoing challenges, particularly in providing services to rural and unincorporated areas. He asked for support to continue offering trips outside of their typical service area, which could serve as a demonstration of what is possible in expanding paratransit services.

The cost of providing out-of-area trips is an additional \$30 per trip, and Mr. Sanderson noted that the hope is to use this program as a springboard to improve paratransit services across the county, further enabling them to operate without service area limitations.

Commissioner Obringer inquired about how the transportation program is being funded and whether other RTPCs are allocating their funds similarly. Mr. Sanderson explained that the trips are provided within the TRANSPAC service area and emphasized his hope that TRANSPAC's support would influence other RTPCs to follow suit. He noted TRANSPAC's process of a Measure J Line 20a call for projects is unique among RTPCs and expressed appreciation for the opportunity to present.

Commissioner Carlson asked for more details on the number of trips and how they are promoting the program. Mr. Sanderson explained they provide about two to three trips per day, totaling 50-70 trips per month, mostly to isolated rural areas like Morgan Territory and Alhambra Valley. The program serves these limited areas, and the costs are kept in check as much as possible.

Commissioner Cloven noted the cost discrepancy between the actual cost of \$73 per ride and the \$5 fare, which Mr. Sanderson attributed to federal law limiting fares to twice the fixed route fare. The cost difference is due to the significant expenses associated with providing paratransit services, including labor and vehicles. Mr. Sanderson emphasized the challenges of providing this service due to the high costs involved.

Commissioner Obringer asked Mr. Sanderson about the nature of the paratransit service and the type of support provided. Mr. Sanderson clarified that while they offer assistance from the door to the vehicle, they cannot accompany riders beyond the ground floor of a building due to the nature of the service, which is a shared ride.

Commissioner Noack and Mr. Todd also offered comments and questions regarding the cost per trip and the history of Measure J funding. Mr. Todd elaborated on how the different RTPCs apply

various approaches in allocating their Measure J funding, with TRANSPAC focusing on paratransit as its priority.

## **6. Travel Demand Management 2.0 and CCTA Transportation Fund for Clean Air Policy.**

Mr. Todd introduced the item and Ying Smith discussed the Transportation Demand Management (TDM) and 511 programs, focusing on what they accomplish and how to keep them running and funded through the Transportation Fund for Clean Air (TFCA) program.

Ms. Smith provided an overview of her role at CCTA and the programs she oversees, including funding for bus operations and services for seniors and disabled individuals. She explained the need to demonstrate tangible benefits such as trip and emission reductions for the funded programs. The proposed TFCA policy will include a call for projects and seeks to ensure geographic equity by balancing countywide and subregional projects. Countywide projects are designed to benefit all residents, while subregional projects cater to local needs and priorities.

The discussion included a timeline for implementing the new policy, including a call for projects, evaluation, prioritization, and approval processes. The discussion touched on the need to maintain the 511 Contra Costa brand and allocate funding fairly across all sub-regions.

Kirsten Riker discussed the plans for new ideas in transportation demand management (TDM) and air quality improvement. She highlighted some ongoing programs they plan to keep, such as the popular "Pass2Class" program. She also mentions the Street Smarts Diablo program, the e-bike rebate program, and the school bus program in Swat, which have separate funding.

Ms. Riker introduced a new program idea called the "\$511 Spare the Air Transit Challenge". This program includes a \$511 prize for a transit rider each week and aims to replace some existing incentives.

Ms. Riker discussed the benefits of the new program, including verifiable trip data, potential for increased transit ridership, and support for transitioning from plastic Clipper cards to mobile Clipper usage. The program offers incentives for existing and new transit users and also supports seasonal programs such as Bike to Work Day, back-to-school carpool promotion, and walking and biking challenges.

Commissioner Obringer expressed gratitude for the continuation of the e-bike rebate program but asked whether there is data on which parts of the county, particularly in the Concord area and the Monument community, are benefiting from the program. Ms. Riker responded that they have robust data on the program. She mentioned that the program has offered varying rebate amounts for different income levels and regions, such as the Monument corridor, which has taken advantage of the program that is wrapping up in May.

Commissioner Obringer then asked about the program's future plans and the approval process. She and others, including Commissioner Carlson and Commissioner Noack, discussed the policy and its impact on equity across different regions, sub-regions, and county-wide projects. They expressed concerns about balancing cost-effectiveness and supporting beneficial community programs. The conversation also touched on the need to evaluate projects on a case-by-case basis, as well as consider cost-effectiveness while preserving innovative approaches and community benefits.

Ultimately, the discussion highlighted the challenges in balancing various priorities, such as equitable funding distribution, cost-effectiveness, and support for community-oriented projects. The conversation concluded with an agreement to continue at a later meeting.

### **7. Innovate 680 – Automated Driving System Project Status Update**

Due to scheduling constraints, this item will be carried forward to a future meeting.

### **8. TRANSPAC CCTA Representative Reports.**

During the meeting, Commissioner Noack discussed several topics related to transportation legislation and upcoming projects. She discussed SB 1031, the now merged Senate Bill that will enable MTC to release a measure for transportation starting as early as 2026. This bill merged the transportation funding bill authored by Senator Wiener with a bill introduced by Senator Wahab, creating a required consolidation plan and follow-up requirements.

Commissioner Noack also mentioned her involvement in discussions about the distribution of funds, emphasizing the need for sufficient return to source funding to handle safe streets and first and last mile projects within counties. The bill is in its third or fourth version and continues to be fine-tuned.

Commissioner Carlson inquired about the bill's progress in committees, and Commissioner Noack confirmed that the bill will be reviewed in upcoming committee meetings, including transportation and revenue and taxation.

### **9. Metropolitan Transportation Commission Report.**

### **10. TAC Oral Reports by Jurisdiction**

No comments from the TAC.

### **11. Board member Comments**

No comments from the Board

### **12. Managing Director's Report**

Tiffany Gephart informed the group about an upcoming closure on I-680 southbound scheduled for April 26 through the 29th, between I-580/I-680 connector in Pleasanton and State Route 84 in Sunol.

**13. Adjourn / Next Meeting** The meeting adjourned at 11:00 a.m. The next regular meeting will be held on May 9, 2024, at the City of Pleasant Hill Large Community Room – 100 Gregory Lane, Pleasant Hill. Remote teleconferencing information for members of the public will be included in the posted meeting materials.

**THIS PAGE INTENTIONALLY BLANK**



## EXECUTIVE DIRECTOR'S REPORT April 17, 2024

### **On the Patio Podcast with Alameda-Contra Costa Transit District (AC Transit):** March 19, 2024

Following through with our transit series featured as part of the On the Patio podcast, I interviewed Michael Hirsch, the General Manager of AC Transit. We discussed the state of transit, their bus rapid transit operations called Tempo, and their plans for the future. AC Transit just received the Outstanding Agency Award from the American Public Transportation Association.

### **Mokelumne Pedestrian Overcrossing (POC) Ribbon Cutting Ceremony:** March 20, 2024

This was a great day for a long-awaited project and had great participation from the Authority Board, local officials, advocates, and partners. Authority Board Chair Newell Arnerich, Brentwood Mayor Joel Bryant, and Contra Costa County Board of Supervisor Diane Burgis celebrated the project and commitments to completing this important gap in the trail network. The Mokelumne POC not only closes a gap in the trail network but is also a catalyst for economic growth in East Contra Costa County and becomes a shared mobility hub for future transit.

### **Meeting with the United States Department of Transportation (USDOT):** March 21, 2024

I met Carlos Monje the Under Secretary for the USDOT. I provided him with an update of our projects with a focus on three upcoming grant opportunities for Innovate 680 and the Countywide Shared Mobility Hubs projects. We also discussed GoMentum Station 2.0, workforce development, and our proposed regulatory framework to the National Highway Traffic Safety Administration.

### **Meeting with the Province of North Holland:** March 21, 2024

I was invited to speak with a delegation from the Province of North Holland. We discussed our shared vision for a more connected transportation system providing personal mobility options including advanced air mobility. The mission of this delegation was specially focused on advanced air mobility and opportunities to partner with the Bay Area. They were excited to hear our vision for GoMentum 2.0 and testing at the Byron Airport. We are planning a workshop peer exchange later in the fall to identify additional partnership opportunities.

### **East Bay Innovation Awards:** March 28, 2024

Authority Board Chair Newell Arnerich, Vice Chair Lamar Hernandez-Thorpe, Commissioner Paul Fadelli, Commissioner Chris Kelley, Lindy Johnson, Colin Clarke, Matt Kelly, Stephanie Hu, and I attended the East Bay Innovation Awards where the Authority received the Legacy Innovation Award. The Authority received great recognition and it was a wonderful opportunity to showcase all of the great work we are doing with our innovation program and GoMentum Station.

### **GoMentum Station Transition and Operations:** April 1, 2024

I am happy to report that we were open for business at GoMentum Station on April 1<sup>st</sup> providing a seamless transition to our partners. The staff are working hard and diligently to ensure a successful transition with the American Automobile Association Northern California, Nevada, and Utah.

**Federal Transit Administration (FTA) Workshop:** April 4, 2024

I was invited to participate in a dynamic workshop with FTA and other innovative leaders across the country to discuss data management, autonomous vehicles, workforce development, and artificial intelligence.

**America Public Transportation Association (APTA) Legislative Conference:** April 9, 2024

I attended meetings at the APTA Legislative Conference and the Automated.Connected.Electric.Shared (ACES) Mobility Coalition. As part of ACES, I led our quarterly board meeting and attended meetings with the Transportation Housing Urban Development Committee. I also met with our federal delegation to discuss community benefit projects and upcoming grant opportunities.

**Innovate 680 Policy Advisory Committee (PAC) Meeting:** April 10, 2024

The 16<sup>th</sup> meeting was held for the Innovate 680 PAC. Stephanie Hu, Director, Projects, provided general updates on the Innovate 680 program with an emphasis of moving from planning to implementation of the program with several deployments occurring this year. The PAC was provided updates on key project challenges and milestones for the program including the phased deployment of coordinated adaptive ramp metering and the California Department of Transportation ramp metering projects, circulation of the draft environmental document for the Northbound Express Lanes Completion project, and deployment of Automated Driving Systems.

**Presto Update**

In the month of March 2024, Presto carried 62 riders, continuing to trend below the approximately 100 monthly riders in the Fall months. Weather impacted shuttle availability during the month, with service interruptions due to weather experienced on six of the 21 operating days in March. The Presto service continued to improve on key performance indicators during the hours it was in operation, including on-time performance and the number of loops completed daily.

**Website Update**

During the month of March 2024, ccta.net saw an increase in users (5.9%), with a notable increase in new users. Overall, more than 4,000 people visited the website in March. This is likely due to the media attention on the Mokelumne Overcrossing – the project page for the overcrossing was the third most visited with a 207% increase in views.

Most users continue to find our website through organic search, but there was an increase this month in users coming to the site via links from social media or news articles.

**Social Media Update**

LinkedIn's top performing post highlighted CCTA staff's participation at the Autonomous Vehicles in Public Transit Conference. Posts about the Mokelumne Trail Bicycle and POC and the USDOT Safe Streets and Roads for All Grant also contributed to a slight increase in engagement.

The Authority's X (formerly Twitter) tweet metric was down slightly but overall X saw significant increases in post impressions with slight increases in post engagements.

On Facebook, metrics were up with page engagements and impressions seeing increases. A notable result considering there was only a slight increase in posts. The increases are due in part to a post celebrating the East Bay Economic Development Alliance 2024 Legacy Award.

| Metric                            | Mar 1 - Mar 31, 2024 | vs Previous Period |
|-----------------------------------|----------------------|--------------------|
| <b>@CCTA LinkedIn</b>             |                      |                    |
| Followers                         | 1,524                | +1.7%              |
| Posts                             | 11                   | 0.0%               |
| Impressions                       | 7,640                | -11.3%             |
| Engagement Rate                   | 9.23%                | +10%               |
| Total Engagements                 | 360                  | +9.1%              |
| <b>@CCTA X (Formerly Twitter)</b> |                      |                    |
| Followers                         | 1,157                | 1.4%               |
| Posts                             | 13                   | -13.3%             |
| Impressions                       | 3,422                | +193%              |
| Engagement Rate                   | 3.01%                | -47.4%             |
| Total Engagements                 | 69                   | +46.8%             |
| <b>@CCTA Facebook</b>             |                      |                    |
| Followers                         | 2,235                | +0.4%              |
| Posts                             | 20                   | +25%               |
| Impressions                       | 28,853               | +147%              |
| Engagement Rate                   | 48.35%               | +725%              |
| Total Engagements                 | 1,360                | +285%              |

*Staff Out-of-State Travel: Ivan Ramirez attended the Autodesk University Conference in Las Vegas, NV from November 13-16, 2023, for a total amount of 3,845.64. Ying Smith attended the Ferries Conference in Seattle, Washington from September 26-October 3, 2023, for a total amount of \$1,785.17. Commissioner Arnerich attended the Transportation Research Board (TRB) meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$247.07. Matt Kelly attended the TRB meeting in Washington, D.C. from January 7-11, 2024, for a total amount of \$2,779.84. Hisham Noeimi attended the TRB meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$3,254.85. Ivan Ramirez attended the TRB meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$2,742.57. Stephanie Hu attended the TRB meeting in Washington, D.C. from January 7-11, 2024, for a total amount of \$2,868.52. Timothy Haile attended the TRB meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$4,333.84. Lindy Johnson attended the TRB meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$2,333.39. Colin Clarke attended the TRB meeting in Washington, D.C. from January 6-11, 2024, for a total amount of \$2,988.76. Timothy Haile attended the Federal Advocacy meetings in Washington, D.C. from March 12-14, 2024, for a total amount of \$3,283.35. Lindy Johnson attended the Federal Advocacy meetings in Washington, D.C. from March 12-14, 2024, for a total amount of \$1,563.88.*

**THIS PAGE INTENTIONALLY BLANK**

---

# MEMORANDUM

---

To: Matt Todd, TRANSPAC  
Chris Weeks, SWAT  
Robert Sarmiento, TRANSPLAN  
Sai Midididdi, TVTC  
John Nemeth, WCCTAC  
Sivakumar Natarajan, LPMC

From: Timothy Haile, Executive Director



Date: April 30, 2024

Re: Items of interest for circulation to the Regional Transportation Planning Committees (RTPCs)

---

At its April 17, 2024 meeting, the Authority discussed and approved the following agenda item recommendations, which may be of interests to the Regional Transportation Planning Committees:

- A. *The Authority Board received two informational Quarterly Project Status Reports providing the status of the current Measure Projects.*
- B. *The Authority Board authorized the Chair to execute Agreement No. 694 with OpenGov, Inc. in the amount of \$379,535, to provide budgeting software solutions, training, and support services, and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- C. *The Authority Board authorized the Chair to execute Funding Agreement No. 674 with the City of Concord, to provide local match funding in the amount of \$155,473 to match the \$1.2 million in awarded Community Project*

*Funding/Congressionally Directed Spending Grant funds, which will be applied towards all phases of the Intelligent Transportation Systems/Traffic Signal Modernization (Project 31007), and allowed the Executive Director or designee to make any non-substantive changes to the language.*

- D.** *The Authority Board authorized the Chair to execute Funding Agreement No. 672 with the Town of Danville, to provide local match funding in the amount of \$129,561 to match the \$1 million in awarded Community Project Funding/Congressionally Directed Spending Grant funds, which will be applied towards all phases of the Intelligent Transportation Systems/Traffic Signal Modernization (Project 31008), and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- E.** *The Authority Board approved Resolution 24-17-P, which will appropriate \$115,000 in Measure J Program 28b funds for the Richmond Parkway Transportation Plan.*
- F.** *The Authority Board authorized the Chair to execute Real Property Services Agreement No. 692 with Contra Costa County in the amount of \$320,000, for Right-of-Way acquisition services for the Interstate 680/State Route 4 Interchange Improvements, Phases 1, 2A, and 4 (Project 6001), and allowed the Executive Director or designee to make any non-substantive changes to the language.*
- G.** *The Authority Board approved Resolution 24-15-G supporting Eastern Contra Costa Transit Authority's allocation request for Regional Measure 3 funds in the amount of \$6,670,000 for bus replacement and a hydrogen fueling station and approved forwarding the resolution and recommendation to the Metropolitan Transportation Commission*
- H.** *The Authority Board approved sending the preliminary draft fiscal year 2024-25 Congestion Management Agency budget to the Chair of the Public Managers' Association for circulation and approval from each member and authorized staff to make minor refinements to the budget as-needed prior to circulation.*

- I. *The Authority Board authorized the Chair to execute Agreement No. 693 with Zoon, in an amount not-to-exceed \$4 million, to provide PPM services for the construction program from April 17, 2024 through June 30, 2029, and allowed the Executive Director or designee to make any non-substantive changes to the language.*

**\*To view the full meeting packet with additional agenda item information, please visit our meetings webpage [here](#). Attachments to the Authority Board packet can be found in the Administration and Projects Committee and Planning Committee packets as referenced in the staff report.**

**THIS PAGE INTENTIONALLY BLANK**



**TRANSPAC**  
**Transportation Partnership and Cooperation**  
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
1320 Mount Diablo Blvd, Suite # 206, Walnut Creek, CA 94596  
(925) 937-0980

April 11, 2024

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

**RE: Status Letter for TRANSPAC Meeting – April 11, 2024**


Dear Mr. Haile:

The TRANSPAC Committee met on April 11, 2024. The following is a summary of the meeting and action items:

1. Received information on TRANSPAC Workplan for Fiscal Year 2024/2025;
2. Received information on the Measure J Line 20A Funds Program - FY 2024/2025 And FY 2025/2026. The TRANCPAC Board also received presentations from the following Measure J Line 20a Fund Program applicants:
  - a. Golden Rain Foundation (Rossmoor) – Downtown Walnut Creek Service;
  - b. Mobility Matters – Rides for Seniors/Rides 4 Veterans;
  - c. Choice in Aging – Mt. Diablo Mobilizer;
  - d. County Connection - Central Contra Costa Rural Lifeline Transportation Program;
3. Received information on the Travel Demand Management 2.0 and CCTA Transportation Fund for Clean Air Policy.

Please contact me at (925)-937-0980, or email at [matt@graybowenscott.com](mailto:matt@graybowenscott.com) if you need additional information.

Sincerely,



Matthew Todd  
Managing Director

cc: TRANSPAC Representatives; TRANSPAC TAC and staff  
Matt Kelly and Hisham Noemi, CCTA Staff  
Robert Sarmiento, TRANSPLAN; Lamar Hernandez-Thorpe, Chair, TRANSPLAN  
Chris Weeks, SWAT; Renata Sos, Chair, SWAT  
John Nemeth, WCCTAC; Rita Xavier, Chair, WCCTAC  
Tarienne Grover, CCTA Staff  
Ethan Bindernagel, Diane Bentley (City of Pleasant Hill)

# TRANSPLAN COMMITTEE

## EAST COUNTY TRANSPORTATION PLANNING

Antioch • Brentwood • Oakley • Pittsburg • Contra Costa County  
30 Muir Road, Martinez, CA 94553

---

April 17, 2024

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

Dear Mr. Haile:

The TRANSPLAN Committee undertook the following activities during its meeting on April 11, 2024:

Received a presentation on BART's Safe and Clean Plan. The Committee expressed its appreciation for the presentation to Mark Foley, BART District 2 Board Member.

Should you have any questions, please feel free to contact me at 925-655-2918 or [robert.sarmiento@dcd.cccounty.us](mailto:robert.sarmiento@dcd.cccounty.us).

Sincerely,



Robert Sarmiento  
TRANSPLAN Staff

|                        |                   |                 |
|------------------------|-------------------|-----------------|
| c: TRANSPLAN Committee | M. Todd, TRANSPAC | T. Grover, CCTA |
| S. Midididdi, TVTC     | J. Nemeth, WCCTAC | TRANSPLAN TAC   |
| C. Weeks, SWAT         | J. Hoang, CCTA    |                 |

---

Phone: 925.655.2918 :: robert.sarmiento@dcd.cccounty.us :: www.transplan.us

---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** May 9, 2024

|                          |   |
|--------------------------|---|
| <b>Subject:</b>          | <b>TRANSPAC QUARTERLY FINANCIAL REPORTS</b>   |
| <b>Summary of Issues</b> | The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023-2024 for the period ended March 31, 2024. The attached material also includes additional information regarding expenses related to the TRANSPAC budget. |
| <b>Recommendations</b>   | Accept the Quarterly Financial Report for the period ended March 31, 2024.  |
| <b>Attachment(s)</b>     | A. TRANSPAC Quarterly Financial Report for period ended March 31, 2024;<br>B. TRANSPAC FY 2023-2024 Expenditure Status.   |

TRANSPAC Quarterly Financial Reports

The TRANSPAC JPA calls for the reporting of certain financial information on a quarterly basis. The attached reports contain a summary of the amount of funds held, receipts and expenses of TRANSPAC for FY 2023-2024 for the period ended March 31, 2024. The attached material also includes additional information regarding expenses related to the budget.

# City of Pleasant Hill

## FY2023/24 Income Statement Summary by Quarter

Accounting Structure:

|      |                            |             |              |
|------|----------------------------|-------------|--------------|
| Fund | Department or Revenue Code | Cost Center | Expense Code |
| XXX  | XXXX                       | 0000        | XXXX         |

**FUND:85** Name :TRANSPAC

| OLD Revenue                    | OLD Description | NEW ACCT CODE (ERP10) | Revenue Description         | Activity in 1st Quarter | Activity in 2nd Quarter | Activity in 3rd Quarter | Activity in 4th Quarter | YTD thru 6/30/2024   |
|--------------------------------|-----------------|-----------------------|-----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|
| DEPT Id                        | OBJ Id          |                       |                             |                         |                         |                         |                         |                      |
| 3510                           |                 | 801-0000-0000-450010  | INTEREST REV                | (79.97)                 | 2,816.70                | 3162.12                 |                         | \$ 5,898.85          |
| 4570                           |                 | 801-0000-0000-460020  | CONTRIB FROM OTHER AGENCIES | 298,001.00              |                         |                         |                         | \$ 298,001.00        |
| <b>Total Revenue -----&gt;</b> |                 |                       |                             |                         |                         |                         |                         | <b>\$ 303,899.85</b> |

| OLD Expense                    | OLD Description | NEW ACCT CODE (ERP10) | Expense Description      | Activity in 1st Quarter | Activity in 2nd Quarter | Activity in 3rd Quarter | Activity in 4th Quarter | YTD thru 6/30/2024   |
|--------------------------------|-----------------|-----------------------|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|
| DEPT Id                        | OBJ Id          |                       |                          |                         |                         |                         |                         |                      |
| 7085                           | 0100            | 801-6002-0000-611010  | SALS-PERMANENT           | 17,094.75               | 88,691.28               | 24,806.57               |                         | \$ 130,592.60        |
| 7085                           | 1110            | 801-6002-0000-        | OUTSIDE CONSL/LITG       | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 1140            | 801-6002-0000-630015  | AUDITING SVCS            | -                       |                         | 4,250.00                |                         | \$ 4,250.00          |
| 7085                           | 1198            | 801-6002-0000-630038  | CONSULTANT/OTHR          | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 1300            | 801-6002-0000-630040  | CONTRACTUAL SVC          | 562.50                  | 587.50                  | 300.00                  |                         | \$ 1,450.00          |
| 7085                           | 1486            | 801-6002-0000-650014  | MAINT                    | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 2400            | 801-6002-0000-620113  | POSTAGE                  | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 4200            | 801-6002-0000-660014  | SUPLS/OPERATING          | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 6800            | 801-6002-0000-620141  | ADMIN OVERHEAD           | 3,000.00                |                         |                         |                         | \$ 3,000.00          |
| 7085                           | 6905            | 801-6002-0000-800110  | CONTINGENCIES            | -                       |                         |                         |                         | \$ -                 |
| 7085                           | 6985            | 801-6002-0000-800115  | TRANSPAC-PROJECT RESERVE | -                       |                         |                         |                         | \$ -                 |
| <b>Total Expense -----&gt;</b> |                 |                       |                          |                         |                         |                         |                         | <b>\$ 139,292.60</b> |
| Net Rev/(Exp)                  |                 |                       |                          |                         |                         |                         |                         | <b>\$ 164,607.25</b> |



Pleasant Hill, CA

# Balance Sheet

## Account Summary

As Of 03/31/2024

| Account                             | Name  | Balance           |                          |
|-------------------------------------|---|-------------------|--------------------------|
| <b>Fund: 801 - TRANSPAC FUND</b>    |   |                   |                          |
| <b>Assets</b>                       |   |                   |                          |
| <a href="#">801-101010</a>          | CASH  | 0.00              |                          |
| <a href="#">801-101060</a>          | INVESTMENT IN LAIF  | 301,371.37        |                          |
| <a href="#">801-101065</a>          | INVESTMENTS-CHANDLER/BNY COLOMBI                                | 0.00              |                          |
| <a href="#">801-101100</a>          | Claim On Cash   | -41,386.84        |                          |
| <a href="#">801-101999</a>          | CASH BAL.ADJ.   | 0.00              |                          |
| <a href="#">801-111020</a>          | ACCOUNTS RECEIVABLE   | 0.00              |                          |
| <a href="#">801-111090</a>          | MISCELLANEOUS RECEIVABLE (ACCRUALS)                             | 0.00              |                          |
| <a href="#">801-113090</a>          | INTEREST RECEIVABLE AT YEAR END (LAIF)                          | 0.00              |                          |
| <a href="#">801-115010</a>          | DUE FROM OTHER AGENCIES   | 0.00              |                          |
|                                     | <b>Total Assets:</b>  | <b>259,984.53</b> | <b><u>259,984.53</u></b> |
| <b>Liability</b>                    |   |                   |                          |
| <a href="#">801-200000</a>          | WORKING PAYABLES  | 0.00              |                          |
| <a href="#">801-200002</a>          | ACCOUNTS PAYABLE PENDING  | 0.00              |                          |
| <a href="#">801-200090</a>          | MISC PAYABLES   | 0.00              |                          |
| <a href="#">801-230010</a>          | DEFERRED REVENUE  | 0.00              |                          |
| <a href="#">801-240077</a>          | DUE TO TRANSPAC   | 0.00              |                          |
| <a href="#">801-240080</a>          | DUE TO OTHER FUNDS (SHORT-TERM LOA                              | 0.00              |                          |
|                                     | <b>Total Liability:</b>   | <b>0.00</b>       |                          |
| <b>Equity</b>                       |   |                   |                          |
| <a href="#">801-300000</a>          | FUND BALANCE  | 0.00              |                          |
| <a href="#">801-300300</a>          | RESTRICTED FUND BALANCE   | 95,377.28         |                          |
|                                     | <b>Total Beginning Equity:</b>                                  | <b>95,377.28</b>  |                          |
| Total Revenue                       |   | 303,899.85        |                          |
| Total Expense                       |   | 139,292.60        |                          |
| <b>Revenues Over/Under Expenses</b> |   | <b>164,607.25</b> |                          |
|                                     | <b>Total Equity and Current Surplus (Deficit):</b>              | <b>259,984.53</b> |                          |
|                                     | <b>Total Liabilities, Equity and Current Surplus (Deficit):</b> |                   | <b><u>259,984.53</u></b> |

| <b>TRANSPAC 2023-2024 - Expenditure Status</b>  |  |  |  |                     |                     |               |                          |  |
|---|--|--|--|---------------------|---------------------|---------------|--------------------------|--|
| <b>Through 3/31/24 (including expenses incurred with payment pending)</b>   |  |  |  |                     |                     |               |                          |  |
|   |  |  |  | <b>EXPENDITURES</b> |                     |               |                          |  |
|   |  |  |  | <b>2023-2024</b>    | <b>2023-2024</b>    |               |                          |  |
|   |  |  |  | <b>BUDGET</b>       | <b>EXPENDITURES</b> |               | <b>Notes</b>             |  |
| Managing Director / Admin Support Contract<br>(time and material based expenses)<br>(includes printing, postage & supplies)   |  |  |  | \$ 286,000          | \$ 225,988          | 79.0%         | Invoices through 3/31/24 |  |
| Legal Services - expenses would be incurred on a time and material basis  |  |  |  | \$ -                | \$ -                | 0.0%          |                          |  |
| Web Site - Maintain / Enhance<br>(time and material based expenses)   |  |  |  | \$ 5,000            | \$ 1,750            | 35.0%         | Invoices through 3/31/24 |  |
| Audit Services  |  |  |  | \$ 4,500            | \$ 4,250.00         | 94.4%         | Invoices through 3/31/24 |  |
| City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance  |  |  |  | \$ 10,000           | \$ -                | 0.0%          |                          |  |
| Pleasant Hill City/Fiscal Administration  |  |  |  | \$ 3,000            | \$ 3,000            | 100.0%        | Invoices through 3/31/24 |  |
| <b>Subtotal</b>   |  |  |  | <b>\$ 308,500</b>   | <b>\$ 234,988</b>   | <b>76.2%</b>  |                          |  |
| Contingency   |  |  |  | \$ 25,000           | \$ -                | 0.0%          |                          |  |
| 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 |  |  |  | \$ 41,500           | \$ -                | 0.0%          |                          |  |
| <b>Total</b>  |  |  |  | <b>\$ 375,000</b>   | <b>\$ 234,988</b>   |               |                          |  |
|   |  |  |  | <b>REVENUES</b>     |                     |               |                          |  |
|   |  |  |  | <b>2023-2024</b>    | <b>2023-2024</b>    |               |                          |  |
|   |  |  |  | <b>BUDGET</b>       | <b>ACTUALS</b>      |               |                          |  |
| Member Agency Contributions   |  |  |  | \$ 298,000          | \$ 298,001          | 100.0%        |                          |  |
| Carryover Balance   |  |  |  | \$ 35,500           | \$ 53,877           | 151.8%        |                          |  |
| Interest Earned   |  |  |  |                     | \$ 5,899            |               |                          |  |
| Project Reserve Carryover Balance   |  |  |  | \$ 41,500           | \$ 41,500           | 100.0%        |                          |  |
| <b>Total</b>  |  |  |  | <b>\$ 375,000</b>   | <b>\$ 399,277</b>   | <b>106.5%</b> |                          |  |

5/1/2024

| TRANSPAC 2022-2023 and 2023-2024 - Expenditure Status   |  |  |  |  |  |  |                   |                   |                          |  |  |  |
|---|--|--|--|--|--|--|-------------------|-------------------|--------------------------|--|--|--|
| (includes 2023-2024 expenses incurred with payment pending)   |  |  |  |  |  |  |                   |                   |                          |  |  |  |
| EXPENDITURES  |  |  |  |  |  |  |                   |                   |                          |  |  |  |
|   |  |  |  |  |  |  | 2022-2023         | 2023-2024         |                          |  |  |  |
|   |  |  |  |  |  |  | EXPENDITURES      | EXPENDITURES      |                          |  |  |  |
|   |  |  |  |  |  |  | THRU 3/31/23      | THRU 3/31/24      | Notes                    |  |  |  |
| Managing Director / Admin Support Contract<br>(time and material based expenses)<br>(includes printing, postage & supplies)   |  |  |  |  |  |  | \$ 170,461        | \$ 225,988        | Invoices through 3/31/24 |  |  |  |
| Legal Services - expenses would be incurred on a time and material basis  |  |  |  |  |  |  | \$ -              | \$ -              |                          |  |  |  |
| Web Site - Maintain / Enhance<br>(time and material based expenses)   |  |  |  |  |  |  | \$ 613            | \$ 1,750          | Invoices through 3/31/24 |  |  |  |
| Audit Services  |  |  |  |  |  |  | \$ 4,250          | \$ 4,250          | Invoices through 3/31/24 |  |  |  |
| City of Martinez - Pacheco Transit Hub / Park & Ride Lot Maintenance  |  |  |  |  |  |  | \$ -              | \$ -              |                          |  |  |  |
| Pleasant Hill City/Fiscal Administration  |  |  |  |  |  |  | \$ 2,856          | \$ 3,000          | Invoices through 3/31/24 |  |  |  |
| <b>Subtotal</b>   |  |  |  |  |  |  | <b>\$ 178,180</b> | <b>\$ 234,988</b> |                          |  |  |  |
| Contingency   |  |  |  |  |  |  | \$ -              | \$ -              |                          |  |  |  |
| 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 |  |  |  |  |  |  | \$ 510            | \$ -              |                          |  |  |  |
| <b>Total</b>  |  |  |  |  |  |  | <b>\$ 178,690</b> | <b>\$ 234,988</b> |                          |  |  |  |
| REVENUES  |  |  |  |  |  |  |                   |                   |                          |  |  |  |
|   |  |  |  |  |  |  | 2022-2023         | 2023-2024         |                          |  |  |  |
| Member Agency Contributions   |  |  |  |  |  |  | \$ 277,001        | \$ 298,001        |                          |  |  |  |
| Carryover Balance   |  |  |  |  |  |  | \$ 38,957         | \$ 53,877         |                          |  |  |  |
| Interest Earned   |  |  |  |  |  |  | \$ 2,840          | \$ 5,899          |                          |  |  |  |
| Project Reserve Carryover Balance   |  |  |  |  |  |  | \$ 41,625         | \$ 41,500         |                          |  |  |  |
| <b>Total</b>  |  |  |  |  |  |  | <b>\$ 360,423</b> | <b>\$ 399,277</b> |                          |  |  |  |

5/1/2024

**THIS PAGE INTENTIONALLY BLANK**



---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** May 9, 2024

|                               |   |
|-------------------------------|---|
| <b>Subject:</b>               | <b>TRANSPAC MEASURE J LINE 20A LAPSED PROGRAMMING COMMITMENTS</b>   |
| <b>Summary of Issues</b>      | Since 2011, the Measure J Line 20a Program has funded approximately \$6.8 million in support of transportation projects and programs for seniors and people with disabilities within the TRANSPAC area. The Contra Costa Transportation Authority (CCTA) holds the Measure J funds, generates agreements with grantees upon TRANSPAC programming approval, and processes reimbursement requests for eligible 20a program costs. Recently, TRANSPAC staff was contacted by CCTA staff to review the status of lapsed programming commitments involving projects that were either not completed, not billed against, or were completed under budget. The total balance of funding remaining from these projects is \$239,266.                 |
| <b>Recommendation(s)</b>      | Release the encumbrance on the unexpended funds from expired funding agreements from the Measure J Line 20A programming from 2018 and earlier that will allow that balance to be considered in the 2024-2025 & 2025-2026 programming cycle. It is also recommended that additional policies are approved for Line 20A program to promote the timely use of funds , including: <ul style="list-style-type: none"><li>• Require that Line 20A program recipients submit a reimbursement request to CCTA at a minimum of every 6 months,</li><li>• At the time of programming, establish a project end date for expenses to be incurred, and</li><li>• Require execution of a funding agreement within 120 days of program approval.</li></ul> |
| <b>Financial Implications</b> | TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used in the TRANSPAC subregion. The program resulting from the Line Item 20A program will commit Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities in the TRANSPAC subregion.   |
| <b>Attachment(s)</b>          | A. None   |

## Background

The Measure J Line 20a Program has funded approximately \$6.8 million in projects supporting transportation projects and programs for seniors and people with disabilities provided by local organizations and jurisdictions in the TRANSPAC area since 2011. The Contra Costa Transportation Authority (CCTA) holds the Measure J funds, and upon a programming determination by the TRANSPAC Committee, the CCTA Board takes action to approve the programming of the funds as recommended. CCTA staff then generate funding agreements with the selected grantees. Once a funding agreement is signed, organizations will submit reimbursement requests for their eligible Line 20A program costs to CCTA for reimbursement.

Recently, TRANSPAC staff was contacted by CCTA to discuss the status of unclaimed encumbrances for previously programmed Line 20A projects with expired agreements and unclaimed funds. In reviewing the programming history, there are a few cases where it appears that projects were either not completed, not billed against, or completed under budget and in all cases a balance of funds remains in the accounting system with an expired agreement. All these cases involve funds programmed in 2018 or earlier. TRANSPAC staff has not been involved in the invoicing process once the funds are obligated by CCTA. Staff, however, has requested project sponsors to confirm the status of expended funds during programming cycles. During the recent programming cycles impacted by COVID, project sponsors reported that funding would not be fully utilized due to a change in program participation or other exceptional circumstances. Such cases were accounted for and reported balances were carried forward to the next programming cycle. This process relies on the accuracy of reporting from the project sponsors.

Below is a table of unclaimed commitments to date:

| TRANSPAC Measure J Line 20a Unclaimed Commitments |                  |                              |                   |                   |  |
|---|------------------|------------------------------|-------------------|-------------------|--|
| Fiscal Year of Programming                        | Project          | Jurisdiction/Organization    | Programmed Amount | Remaining Balance | Status                                 |
| <b>Closed Projects</b>                            |                  |                              |                   |                   |  |
| FY 2011-2012                                      | Vehicle Purchase | City of Pleasant Hill        | \$56,000          | \$19,874          | Vehicle purchased with funds remaining |
| FY 2012-2013                                      | Vehicle Purchase | City of Martinez             | \$68,000          | \$68,000          | Vehicle purchase not implemented       |
| FY 2020-2021                                      | Vehicle Purchase | City of Pleasant Hill        | \$55,000          | \$1,552           | Vehicle purchased with funds remaining |
|   |                  | <b>Subtotal</b>              |                   | <b>\$89,426</b>   |  |
| <b>Expired Agreements</b>                         |                  |                              |                   |                   |  |
| FY 2016-2017                                      | Bus Operations   | Choice in Aging              | \$90,000          | \$56,730          | Agreement Expired                      |
| FY 2018-2019                                      | Bus Operations   | Choice in Aging              | \$90,000          | \$59,965          | Agreement Expired                      |
| FY 2016-2017                                      | Van Operations   | Contra Costa ARC Vistability | \$82,340          | \$12,229          | Agreement Expired                      |
| FY 2018-2019                                      | Van Operations   | Contra Costa ARC Vistability | \$41,170          | \$20,916          | Agreement Expired                      |
|   |                  | <b>Subtotal</b>              |                   | <b>\$149,840</b>  |  |
|   |                  | <b>Grand Total</b>           |                   | <b>\$239,266</b>  |  |

### Closed Projects

The current unclaimed funding for closed projects is \$89,426. These projects were either completed with remaining unspent balance or were not implemented. It is recommended these funds be returned to the Measure J Line 20a Program and made available for new programming in the current programming cycle.

### Expired Agreements

There are multiple projects with expired agreements for operations in the 2016 and 2018 programming years (outlined in the table above). Staff has identified that the Contra Costa ARC/Vistability program has \$33,145 of balance that is recommended to be returned to the Measure J Line 20a program and that can be made available for new programming in the current programming cycle. The amount of balance remaining accounts for \$15,000 that Contra Costa ARC/Vistability requested to rollover in the 2022 programming action to fund operations in the last two years. Staff has identified that the Choice in Aging (CIA) program has \$116,695 of balance that is recommended to be returned to the program and that can be made available for new programming in the current programming cycle. CIA indicated all funds were expended and no

funding was available to rollover in the last programming cycle (2022) and the TRANSPAC fully funded the CIA request of \$117,700 in 2022. As noted previously, CIA submitted a late application for funding in the amount of \$117,700 in the current programming cycle and the Board agreed to consider CIA's application pending the review of on-time applications. Given that the current Fiscal Years (FY) 2024-2025 & 2025-2026 Measure J Line 20a program is oversubscribed by \$206k (\$324k including CIA's request), the return of the aforementioned funds would allow for funding additional programs in the current Measure J Line 20 programming cycle.

### Policy

Through this review of the status of previous programming, staff is also proposing to establish a process to promote timely use of funds for the Line 20A programming and to ensure we identify previous programming that has not been fully utilized. To achieve this, it is recommended to add the following to the Line 20A guidelines and policies:

- Require that Line 20A program recipients submit a reimbursement request to CCTA at a minimum of every 6 months. Grant recipients will be required to provide a copy of the reimbursement request to TRANSPAC.
- At the time of programming, a project end date for project receiving Line 20A programming will be identified and specified that no expenses incurred after that date will be eligible for reimbursement. This can be included in the action that approves the 2024-2025 & 2025-2026 program. Any unexpended funds will be returned to the program and could be used for new projects.
- A policy added in the recent programming cycle included having an executed funding agreement with CCTA within 120 days of TRANSPAC Board fund programming approval. It is recommended to add to this requirement, that the project sponsor send a copy of the executed agreement to TRANSPAC.

### Next steps

Staff is also contacting project sponsors for the FY 2022-2023 & FY 2023-2024 programming cycle to report any anticipated balances at the end of FY 2023-2024. This information will be brought to the Board for consideration at the next meeting.

---

**TRANSPAC Board Meeting STAFF REPORT**

**Meeting Date:** May 9, 2024

|                               |   |
|-------------------------------|---|
| <b>Subject:</b>               | <b>MEASURE J LINE 20A FUND DRAFT PROGRAM –<br/>FY 2024/2025 AND FY 2025/2026<br/>PROGRAMMING CYCLE</b>  |
| <b>Summary of Issues</b>      | The CCTA Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used. The TRANSPAC Board approved the program guidelines and release of a call for projects in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Staff received eight applications for nine programs totaling \$1.5 million in fund requests. At this meeting, staff will present a draft program for review and approval. |
| <b>Recommendation(s)</b>      | Approve the Draft FY 2024-2025 & FY 2025-2026 Measure J Line 20a Fund Program and release for comment.  |
| <b>Options</b>                | <ol style="list-style-type: none"><li>1. Approve a modified programming scenario.</li><li>2. Direct staff to consider other factors and provide an alternate program recommendation at a later meeting.</li></ol>   |
| <b>Financial Implications</b> | TRANSPAC is responsible for recommendations on how the Line Item 20a funds are to be used in the TRANSPAC subregion. The program resulting from the above process will commit Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities for the two-year period in the TRANSPAC subregion.   |
| <b>Attachment(s)</b>          | <ol style="list-style-type: none"><li>A. FY 2024-2024 – FY 202/2026 Draft Programming Scenarios</li><li>B. Line 20a Program Descriptions</li><li>C. Line 20a Program Fund Estimate</li><li>D. Measure Line 20a Program Guidelines</li><li>E. Measure J TEP Program Description</li></ol>  |

**Background**

The Measure J Expenditure Plan includes a program, line 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program funds. There is an additional program in Measure J, line 20a: Additional Transportation Services for Seniors &

People with Disabilities, which provides the TRANSPAC area an additional 0.5% of Measure J revenue for these types of services. TRANSPAC is responsible for recommendations on how the Line 20a funds are to be used.

TRANSPAC issued a call for projects for the FY 2024/2025 and FY 2025/2026 period of program/project operations in December. Measure J Line 20a funds are expected to generate about \$1.2 million over the upcoming two-year programming. Program applications were required to be submitted by January 19, 2024. Staff received 8 applications for 9 programs requesting approximately \$1.5 million in funding. The eight applications received include one late submission from Choice in Aging (CIA) which will be considered pending the review of the initial applications submitted as directed by the Board.

#### Line 20a Program/Project Summary

Line 20a projects cover a variety of service types including fixed-route and curb-to-curb shuttle van service, door through door volunteer driver programs, paratransit supplemental service and subsidized on-demand TNC programs meeting a variety of needs for seniors and people with disabilities throughout Central Contra Costa County. Table 1.1 outlines the projects submitted for this cycle and Attachment B includes a summary of each project/program. Each project sponsor has received funding in previous cycles, however in some instances programs have been added or expanded as indicated with an asterisk.

| <b>Table 1.1 Projects Submitted</b> |   |                                       |                        | <b>FY 2024-2025 Projections</b>                |                                  |                                   |                                |
|-------------------------------------|---|---------------------------------------|------------------------|--|----------------------------------|-----------------------------------|--------------------------------|
|                                     | <b>Project Name</b>   | <b>Sponsor</b>                        | <b>Funding Request</b> | <b>Projected Individuals Served (TRANSPAC)</b> | <b>Project Type</b>              | <b>Projected Trips (TRANSPAC)</b> | <b>Projected Cost Per Trip</b> |
| 1                                   | City of Walnut Creek Social Services Transportation Program | City of Walnut Creek                  | \$237,000              | 154  | TNC/Van Service Door-to-Door     | 5,656                             | \$35.10                        |
| 2                                   | Go Go Concord Fixed Route Van Service*                      | City of Concord                       | \$198,000              | 720  | Van Service Door-to-Door         | 1,728                             | \$57.29                        |
| 3                                   | Go Go Concord TNC*  | City of Concord                       | \$22,750               | 140  | TNC – Curb to Curb               | 1,560                             | \$13.46                        |
| 4                                   | Central Contra Costa Rural Lifeline Transportation Program* | County Connection                     | \$50,000               | 2-10   | Door-to-Door, Paratransit        | 360                               | \$63.83                        |
| 5                                   | Downtown Walnut Creek Service                               | Golden Rain Foundation                | \$230,000              | 1,200  | On-demand shuttle, Curb-to-Curb  | 27,600                            | \$47.34                        |
| 6                                   | Midday Free Rides Program                                   | County Connection                     | \$79,200               | 350  | Curb-to-Curb, Fixed-route        | N/A                               | \$1.10                         |
| 7                                   | Rides for Seniors / Rides for Veterans                      | Mobility Matters                      | \$240,000              | 275  | Volunteer Driver, Door-thru-Door | 4,500                             | \$54.57                        |
| 8                                   | Central Contra Costa County Transportation Initiative       | Center for Elders' Independence (CEI) | \$350,000              | 82   | Door-thru-Door, on-demand        | 3,500                             | \$62.18                        |
| <b>Tier 2</b>                       |   |                                       |                        |  |                                  |                                   |                                |
| 9                                   | Mt. Diablo Mobilizer  | Choice in Aging                       | \$117,700              | 60   | Door-thru-door                   | 5,525                             | \$21.30                        |
| <b>Total Requested</b>              |   |                                       | <b>\$1,406,950</b>     |  |                                  |                                   |                                |
| <b>(Including Late Submission)</b>  |   |                                       | <b>\$1,524,650</b>     |  |                                  |                                   |                                |
| <b>Funding Available</b>            |   |                                       | <b>\$1,200,000</b>     | <b>Total Projected Trips (TRANSPAC)</b>        |                                  | <b>44,779</b>                     |                                |

At the March / April Board meetings, Measure J Line 20a program applicants presented their programs. Concurrently, TRANSPAC staff held three meetings with the TAC Scoring Subcommittee to review the submitted applications in detail and prepare preliminary recommendations for TAC review. The applications were evaluated using criteria outlined in the program policies with particular attention to new equity considerations as discussed in the policy development process. Tables 1.2 and 1.3 outline the evaluation topics considered for each project.

| Table 1.2 Evaluation Topics |  |
|-----------------------------|--|
| 1                           | Does the program/project fill and identified Gap?  |
| 2                           | Does the program/project coordinate with other transit entities?                                 |
| 3                           | Does the program/project report a Cost Per Trip (Less than Link \$75)?                           |
| 4                           | Does the program/project complement existing LINK service?                                       |
| 5                           | Does the program/project have a funding strategy beyond the grant period?                        |
| 6                           | Does the program/project demonstrate matching funds (examined but not required)?                 |
| 7                           | Does the program/project meet identified ATSP goals?   |
| 8                           | Does the program/project service the equity priority communities of Martinez and Concord?        |
| 9                           | Does the program/project meet other equity Criteria outlined in the application? (see table 1.3) |

| Table 1.3 Additional Equity Questions |  |
|---------------------------------------|--|
| 1                                     | What percentage of individuals served are completely dependent on the proposed transportation program or service?  |
| 2                                     | If the transportation program or service was not available, how would the users be impacted by the loss of service. Or if this service does not currently exist how are people making these trips now. |
| 3                                     | If the proposed transportation program or service is new, how are target users completing trips currently?   |
| 4                                     | Percentage of users that can't afford to pay for the service.  |
| 5                                     | Provide information about trips provided that serve areas identified as Equity Priority Communities by MTC (see Equity Priority Maps on pages 17-19).  |

### Preliminary Applicant Scores

Upon review of the applications, projects were preliminarily scored High, Medium, and Low based on how closely they met the outlined criteria. It is understood however, that each program operates on a continuum and services can vary greatly from one program to another. Programs that scored higher generally met all the basic criteria including equity criteria, projects that scored medium to low typically met the basic criteria but did not fully meet the equity criteria to the same extent as other projects or operated in a narrower service area for a specific population. Other considerations were the acuteness of need within the population and the availability of data to demonstrate the programs reach within the TRANSPAC area including trip data, equity data, and demographic data. Table 1.4 outlines the initial scores of the scoring committee.



| Table 1.4 Preliminary Measure J Line 20a Applicant Scores   |                                       |        |
|---|---------------------------------------|--------|
| Project   | Sponsor                               | Score  |
| City of Walnut Creek Social Services Transportation Program | City of Walnut Creek                  | High   |
| Go Go Concord Fixed Route Van Service*                      | City of Concord                       | High   |
| Go Go Concord TNC*  | City of Concord                       | High   |
| Central Contra Costa Rural Lifeline Transportation Program* | County Connection                     | Low    |
| Downtown Walnut Creek Service                               | Golden Rain Foundation                | Low    |
| Midday Free Rides Program                                   | County Connection                     | Medium |
| Rides for Seniors / Rides for Veterans                      | Mobility Matters                      | Medium |
| Central Contra Costa County Transportation Initiative       | Center for Elders' Independence (CEI) | High   |
| Tier 2  |                                       |        |
| Mt. Diablo Mobilizer  | Choice in Aging                       | High   |

The projects that scored low operated in a narrower service area and served a limited demographic within the TRANSPAC area overall. These projects also scored lower on equity considerations overall. Though all programs serve vulnerable populations including seniors and people with disabilities, not all programs serve communities that meet the demographic factors outlined in the MTC Equity Priority criteria. It is understood that this is not the entirety of factors to consider. However, in weighing the programs overall this was the determination of the scoring committee.

Projects that scored medium met the minimum criteria across most or all categories but presented less data to adequately measure the service in relation to other programs. Such data includes user specific demographic and/or trip data by area and a demonstrated presence in EPC areas.

Using the scoring determination as a baseline, Attachment A outlines three programming scenarios which are constrained to the \$1.2 million fund estimate determined in December 2023. As outlined in Table 1.1, the funding requested exceeds the available funding by approximately \$325,000. Given this shortfall, the current programming scenarios exclude Choice in Aging's request of \$117,700. Scenario 1 funds project requests at 85%, Scenario 2 funds projects ranking high at 100%, medium at 70% and low at 60%. The first two scenarios were recommended to be forwarded by the Scoring Subcommittee. Scenario 3 is an additional submission put forth by

TRANSPAC staff which adjusts the project ranking of the scoring subcommittee and provides a third funding scenario (projects that scored high/medium at at 88% and low at 75%).

At the April 25<sup>th</sup> TAC meeting, the TAC reviewed the initial scoring scenarios and after discussion, recommended scenario 2 as the preferred option given that it took into consideration the initial application rankings and kept the total programming within the \$1.2 million funding constraint.

Fund Estimate:

At the time of the release for the call for projects (December 2023) it was estimated that annual Measure J Line 20a funding would amount to \$600,000 per year. Based on updated projections from CCTA, the annual revenue collection of the sales tax for 2023/24 is coming in higher than anticipated with an additional \$32,500 projected to be collected. So based on that update, staff is recommending the update of the fund estimate available to program from \$1,200,000 to \$1,232,500. Additional information on the fund projection revision is included in the attached material.

Next steps:

As in past years, staff is actively working with current and prior project sponsors to identify cost-savings, including exploring any unclaimed commitments in the TRANSPAC Measure J Fund examining the projected fund estimates for improvements in revenue trends (as previously mentioned), and exploring the availability and potential usage of reserve funds to increase the available funding for the current cycle. Staff will continue to update the TRANSPAC Committees regarding fund balances as information becomes available. Below is the current programming schedule through June.

| <b>Schedule</b>         |   |
|-------------------------|---|
| <b>January 2024</b>     | Application Workshop (January 9, 2023)<br>Applications Due (January 19, 2023)<br>Finalize TAC Scoring Committee |
| <b>February</b>         | Projects Summary - February 29 TAC  |
| <b>February / March</b> | Scoring Committee Meetings<br>Projects Summary - March 14 Board<br>Applicant Presentations March 14 Board       |
| <b>April</b>            | Applicant Presentations - April 11 Board<br>Review Draft Program - April 25 TAC                                 |
| <b>May 2024</b>         | Review and Release Final Draft Program - May 9 Board<br>Review Final Program - May 30 TAC                       |
| <b>June 2024</b>        | Approve Final Program - June 13 Board   |

**Scenarios: Measure J Line 20A Call for Projects**

| Ref. # | Project Name  | Sponsor                               | FY 24/25   | FY 25/26   | Total Request | Scenario 1 (85%) | Scenario 2 (High 100%, Medium 70% and Low 60%) | Scenario 3 (High/Medium 88% and Low 75%) |
|--------|---|---------------------------------------|------------|------------|---------------|------------------|--|--|
| 1      | City of Walnut Creek Social Services Transportation Program | City of Walnut Creek                  | \$ 118,500 | \$ 118,500 | \$ 237,000    | \$ 202,161       | \$ 237,000                                     | \$ 208,323                               |
| 2      | Go Go Concord Fixed Route Van Service                       | City of Concord                       | \$ 99,000  | \$ 99,000  | \$ 198,000    | \$ 168,894       | \$ 198,000                                     | \$ 174,042                               |
| 3      | Go Go Concord TNC   | City of Concord                       | \$ 11,375  | \$ 11,375  | \$ 22,750     | \$ 19,406        | \$ 22,750                                      | \$ 19,997                                |
| 4      | Central Contra Costa Rural Lifeline Transportation Program  | County Connection                     | \$ 25,000  | \$ 25,000  | \$ 50,000     | \$ 42,650        | \$ 30,000                                      | \$ 37,500                                |
| 5      | Downtown Walnut Creek Service                               | Golden Rain Foundation                | \$ 115,000 | \$ 115,000 | \$ 230,000    | \$ 196,190       | \$ 138,000                                     | \$ 172,500                               |
| 6      | Midday Free Rides Program                                   | County Connection                     | \$ 39,600  | \$ 39,600  | \$ 79,200     | \$ 67,558        | \$ 55,440                                      | \$ 69,617                                |
| 7      | Rides for Seniors / Rides for Veterans                      | Mobility Matters                      | \$ 120,000 | \$ 120,000 | \$ 240,000    | \$ 204,720       | \$ 168,000                                     | \$ 210,960                               |
| 8      | Central Contra Costa County Transportation Initiative       | Center for Elders' Independence (CEI) | \$ 175,000 | \$ 175,000 | \$ 350,000    | \$ 298,550       | \$ 350,000                                     | \$ 307,650                               |

|                             |    |                |    |                |                  |                  |                  |                  |    |                  |    |                  |
|-----------------------------|----|----------------|----|----------------|------------------|------------------|------------------|------------------|----|------------------|----|------------------|
| <b>FISCAL YEAR SUBTOTAL</b> | \$ | <b>703,475</b> | \$ | <b>703,475</b> | \$               | <b>1,406,950</b> | \$               | <b>1,200,128</b> | \$ | <b>1,199,190</b> | \$ | <b>1,200,589</b> |
|                             |    |                |    |                | Available        | \$               | <b>1,200,000</b> |                  |    | High             |    |                  |
|                             |    |                |    |                | <b>SHORTFALL</b> | \$               | <b>(206,950)</b> |                  |    | Medium           |    |                  |
|                             |    |                |    |                |                  |                  |                  |                  |    | Low              |    |                  |

| Ref. # | Project Name          | Sponsor         | FY 24/25  | FY 25/26  | Total Request |
|--------|-----------------------|-----------------|-----------|-----------|---------------|
| 9      | Mt. Diablo Mobilizer* | Choice in Aging | \$ 58,850 | \$ 58,850 | \$ 117,700    |

\*Not included in initial scenarios

|                             |    |                |    |                |    |                  |    |                  |
|-----------------------------|----|----------------|----|----------------|----|------------------|----|------------------|
| <b>FISCAL YEAR SUBTOTAL</b> | \$ | <b>762,325</b> | \$ | <b>762,325</b> | \$ | <b>1,524,650</b> | \$ | <b>(324,650)</b> |
|-----------------------------|----|----------------|----|----------------|----|------------------|----|------------------|

| <b>DESCRIPTIONS OF PROGRAM / PROJECT REQUESTS</b>   |   |  |
|---|---|--|
| <b>TRANSPAC Measure J Line 20A Program 2024/2025 and 2025/2026 Cycle Program Applications</b> |   |  |
| <b>City of Walnut Creek</b>   |   |  |
| 1   | City of Walnut Creek Social Services Transportation Program | The City of Walnut Creek, under the stewardship of the Walnut Creek Recreation Social Services Division, offers a comprehensive transportation program catering to seniors and individuals with developmental, physical, and/or mental disabilities providing rides to all areas of the TRANSPAC region with specific focus on equity neighborhoods. By providing both Lyft TNC and a shared minibus, we are able to provide a wide variety of options to individuals with varying needs and abilities. This program embodies our commitment to fostering inclusivity and independence, recognizing the diverse mobility needs of our community members by providing transportation services which are easy to access, fills gaps left by other service providers and excellent customer service where seniors can speak directly to a supportive human to get services and answers promoting safety and community engagement. |
| <b>City of Concord</b>  |   |  |
| 2   | GoGo Concord Fixed Route Van Service                        | The expanded GoGo Concord Transportation Program with a Fixed Route Van Service will subsidize all ride fares offered through our partnership with GoGo Grandparent. The subsidy provides matching funds of up to \$30 monthly (\$360/yr). The additional GoGo Concord Fixed Route Van Service will be free for GoGo Concord Senior Transportation members after the initial \$15 yearly enrollment fee (Scholarships available). A schedule of locations will be produced and distributed, including the Concord Senior Center, at least one shopping location, one public place/park (e.g., Concord Library), and one medical office location.   |
| 3   | GoGo Concord TNC  | Rides through the GoGo Grandparent portion of the program will continue to be reserved by phone, and users can secure rides for the Fixed Route Van Service by telephone or using the currently utilized registration software.  |

| County Connection                 |  |   |
|-----------------------------------|--|---|
| 4                                 | Central Contra Costa Rural Lifeline Transportation Program | The Central Contra Costa Rural Lifeline Transportation program will provide lifeline accessible transportation to disabled residents of the rural/unincorporated portions of TRANSPAC's jurisdiction, particularly including the Morgan Territory portions of Clayton and unincorporated Contra Costa County southeast of Mt. Diablo, as well as the Alhambra Valley and Briones areas west of Martinez and Reliez Valley, west of Lafayette. Transportation will be provided to certified ADA paratransit eligible riders who reside in these areas on a pre-scheduled, shared ride basis, for the same fare as County Connection LINK riders pay. |
| 5                                 | Midday Free Rides Program                                  | The Midday Free Program, (10am-2pm) currently available to Mt. Diablo Unified School District's Bridge Program and RES Success, a non-profit organization, allows students and their instructors to ride County Connection buses for free while they are engaging in these programs that provide individuals with the knowledge and skills they need in order to make a successful transition to an independent, adult life. A key part of this is learning how to navigate and use public transit, which also helps to reduce dependency on paratransit services.  |
| Golden Rain Foundation - Rossmoor |  |   |
| 6                                 | Downtown Walnut Creek Service                              | The service provides rides to and from downtown Walnut Creek to enable senior adults in the Rossmoor Community to achieve and maintain their independence for commuting, shopping, medical, civil service, and entertainment destination of their choice. The bus service connects residents to the public transit systems, Bart and County Connection bus lines. The Downtown service is operated using 12-18 passengers cut aways that are all equipped with wheelchair lifts.  |

| Mobility Matters                |  |  |
|---------------------------------|--|--|
| 7                               | Rides for Seniors/<br>Rides 4 Veterans                       | Mobility Matters is a nonprofit 501(c) 3 organization that provides mobility management services throughout Contra Costa County by matching riders to transportation providers that meet their individual needs. In addition, we operate the only countywide volunteer driver programs that provide free, escorted, one-on-one, door-through-door rides for seniors and disabled veterans, including their service dogs, who cannot access other forms of transportation. Home safety, falls/injury prevention, and emergency planning and evacuation, are major components of our rides programs.   |
| Center for Elders' Independence |  |  |
| 8                               | CEI Central Contra Costa County<br>Transportation Initiative | CEI services under the PACE model of care provide a fully integrated care program for older adults. Our mission is to ensure our clients remain at home in their communities as long as they are able. We provide transportation to and from our PACE Centers, to multiple specialist physicians' visits, dialysis, hospital, emergency room, and nursing home care. CEI provides professionally operated transportation to participants Mon-Fri, 9am-5pm, but may start as early as 6am (early morning hospital procedure) through 7pm (after dialysis/late appointment). CEI handles scheduling/coordination, and after-hours taxi vouchers. There are fees for service – transportation is part of our all-inclusive care covered by Medi-Cal/Medicare capitation. Our vehicles or contracted ride service/taxis provide all transportation without any need for transfers enroute. |
| Choice in Aging                 |  |  |
| 9                               | Mt. Diablo Mobilizer   | <p>Service #1: Mt. Diablo Mobilizer provides door through door wheelchair accessible transportation to Mt. Diablo Center participants. The trips are to and from the Adult Day Health Care program, Monday through Friday. The bus comes to the center in the morning and takes participants home in the afternoon.</p> <p>Service #2: Mid-day shopping trips are provided for low-income seniors residing in local housing facilities. This service operates weekdays as well.</p>  |

## TRANSPAC Line 20A Program

**FUND ESTIMATE**

(updated April 23, 2024)

| <i>INITIAL FUND BALANCE</i>  |           |                           |                    |
|--|-----------|---------------------------|--------------------|
| Carryover Balance  | \$        | 851,830                   |                    |
| Adjustment for Actual Funding Received through FY 22/23*                   | \$        | 77,506                    |                    |
| <small>* Prior projected revenue assumption was \$540,000 per year</small> |           |                           |                    |
| Adjustment for Projected Funding to be Received through FY 23/24*          | \$        | <del>45,000</del>         | \$77,500           |
| <small>* Prior projected revenue assumption was \$540,000 per year</small> |           |                           |                    |
| <b>TOTAL</b>   | <b>\$</b> | <b><del>974,336</del></b> | <b>\$1,006,836</b> |
| <b>Program Balance</b>   | <b>\$</b> | <b><del>974,336</del></b> | <b>\$1,006,836</b> |

| <i>NEW REVENUE PROJECTION</i>    |           |                             |                    |
|----------------------------------|-----------|-----------------------------|--------------------|
| 2024/2025 - Projected Revenue    | \$        | 600,000                     |                    |
| 2025/2026 - Projected Revenue    | \$        | 600,000                     |                    |
| <b>TOTAL</b>                     | <b>\$</b> | <b>1,200,000</b>            |                    |
| <b>Projected Program Balance</b> | <b>\$</b> | <b><del>2,174,336</del></b> | <b>\$2,206,836</b> |

| <i>NEW PROGRAMMING</i>               |           |                  |  |
|--------------------------------------|-----------|------------------|--|
| 2024/2025 - PROPOSED New programming | \$        | 600,000          |  |
| 2025/2026 - PROPOSED New programming | \$        | 600,000          |  |
| <b>TOTAL</b>                         | <b>\$</b> | <b>1,200,000</b> |  |

| <i>PROPOSED FUND BALANCE - AFTER PROGRAMMING</i>   |           |                           |                    |
|--|-----------|---------------------------|--------------------|
| Cash Flow Reserve  | \$        | 600,000                   |                    |
| Operations/Capital Reserve *   | \$        | <del>374,336</del>        | \$406,836          |
| <small>* Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn</small> |           |                           |                    |
| <b>TOTAL</b>   | <b>\$</b> | <b><del>974,336</del></b> | <b>\$1,006,836</b> |

**2024-2025 and 2025-2026****Call for Projects****TRANSPAC Measure J Line 20a Funds****Additional Transportation Services for Seniors and People with Disabilities**

1. **TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa** is issuing a Call for Projects for Measure J Line 20a funds "*Additional Transportation Services for Seniors & People with Disabilities*" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters (in 2004) for the two-year period of FY 2024-2025 and 2025-2026.
2. **Funds will generally be used** in support of transportation services and related capital expenditures for seniors and people with disabilities provided by TRANSPAC jurisdictions and public and private non-profit agencies operating in the TRANSPAC area (map attached). Funds must be spent in a manner consistent with the Contra Costa Transportation Authority's Measure J Program 15 Transportation for Seniors & People With Disabilities<sup>1</sup>. Examples of eligible expenditures include but are not necessarily limited to: vehicle purchase/lease/maintenance, mobility management activities, travel training, facilitation of countywide travel and integration with other public transit.
3. **According to Measure J**, 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. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.
4. **Eligible Applicants**: TRANSPAC jurisdictions, public non-profit and private non-profit transportation service agencies, duly designated by the State of California and operating in TRANSPAC area in Central Contra Costa may submit application(s) for operating funds for transportation services and/or capital funding projects necessary to continue and/or support existing services for the proposed twenty-four (24) month period. Transportation services and projects must directly benefit seniors and disabled residents of Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Unincorporated Central Contra Costa County). Please see attached map.

<sup>1</sup> Full program description is available in the Measure J Sales Tax Expenditure Plan: <https://ccta.net/wp-content/uploads/2018/10/5297b121d5964.pdf>



5. **Funding Available:** The total funding available for this two-year grant/project period is estimated to be \$1,200,000 (\$600,000 annually).
6. **Evaluation Criteria:** Applications will be evaluated on the following criteria which should be addressed in the grant application:
- Proposed service fills an identified gap in transportation/transit network.
  - Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
  - Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
  - The costs of operations relative to the cost of the LINK Paratransit service
    - Per Revenue Hour
      - \$81.41 (FY 2022/2023)
    - Per Passenger
      - \$75.18 (FY 2022/2023)
  - Is the service currently being funded by the 20a program?
  - Demonstration of the capacity, commitment, and funding strategy to continue service beyond the grant period.
  - Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
  - Consider multiple equity factors of the proposed service to be provided in the TRANSPAC Subregion (see equity priority area maps on pages 20-22).

Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).

7. **Applications:** Applicants are required to complete the attached application form and may attach additional information in support of the application. The TRANSPAC Board will request application review and a program recommendation from TRANSPAC TAC. The TRANSPAC Board will make funding recommendations to Contra Costa Transportation Authority (CCTA) and request allocation action(s).
- a. Applications should be mailed, or emailed (preferred, pdf format), to:  
Tiffany Gephart, TRANSPAC Clerk  
1211 Newell Avenue, Suite 200  
Walnut Creek, CA 94596  
[tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com)
- b. **Applications must be received by 3:00 pm on Friday, January 19, 2024.**
- c. Electronic copies of the application will be available by download or email. Please contact Tiffany Gephart, Board Clerk, at [tiffany@graybowenscott.com](mailto:tiffany@graybowenscott.com) for the electronic version.

d. Late applications will not be accepted.

8. **Contra Costa Transportation Authority Allocation Process:** Successful applicants will be required to execute a Funding Agreement with the CCTA within 120 days of the fund program approval and must comply with all of its requirements (see sample Master Agreement attached), including, but not limited to, audits, compliance with the Measure J Expenditure Plan as it pertains to the project, insurance (see attachment section 1.9 of sample master agreement insurance requirements), indemnification, and reporting. Pursuant to CCTA policies and procedures established in the Funding Agreement referenced above, project sponsors will be reimbursed for eligible, documented expenses pursuant to the approved program/project budget and scope, schedule and/or project description.
  
9. **Reports to TRANSPAC and the Contra Costa Transportation Authority:** First and second year grantees will be required to report on a quarterly basis to TRANSPAC and/or the CCTA on the transportation services and related capital projects funded through this Call for Projects. For grantees with two years of 20a grant funding history, the reporting requirement is semi-annually contingent upon no issues identified by TRANSPAC or CCTA.

## MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

---

### 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.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

---

- 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.

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).

**16 Express Bus..... 4.3% (\$86 million)**

Provide express bus service and Bus Rapid Transit (BRT) service to transport commuters to and from residential areas, park & ride lots, BART stations/transit centers and key employment centers. Funds may be used for bus purchases, service operations and/or construction/management/operation of park & ride lots and other bus transit facilities. Reserves shall be accumulated for periodic replacement of vehicles consistent with standard replacement policies.

**17 Commute Alternatives..... 1% (\$20 million)**

This program will provide and promote alternatives to commuting in single occupant vehicles, including carpools, vanpools and transit.

Eligible types of projects may include but are not limited to: parking facilities, carpooling, vanpooling, transit, bicycle and pedestrian facilities (including sidewalks, lockers, racks, etc.), Guaranteed Ride Home, congestion mitigation programs, SchoolPool, and clean fuel vehicle projects. Program and project recommendations shall be made by each subregion for consideration and funding by the Authority.

**18 Congestion Management, Transportation Planning, Facilities and Services..... 3% (\$60 million)**

Implementation of the Authority’s GMP and countywide transportation planning program; the estimated incremental costs of performing the Congestion Management Agency (CMA) function currently billed to local jurisdictions; costs for programming federal and state funds; project monitoring; and the facilities and services needed to support the Authority and CMA functions.

**Subregional Projects and Programs**

The objective of the Subregional Projects and Programs category is to recognize the diversity of the county by allowing each subregion to propose projects and programs critical to addressing its local transportation needs. There are four subregions within Contra Costa: Central, West, Southwest and East County, each represented by a Regional Transportation Planning Committee (RTPC). Central County (the TRANSPAC subregion) includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated portions of Central County. West County (the WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (the SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (the TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Each subregion has identified specific projects and programs which include: school bus programs, safe routes to school activities, pedestrian and bicycle facilities, incremental transit services over the base program, incremental transportation services for seniors and people with disabilities over the base program, incremental local street and roads maintenance using the population and road-miles formula, major streets traffic flow, safety, and capacity improvements, and ferry services.

With respect to the Additional Bus Service Enhancements and Additional Transportation Services for Seniors and People with Disabilities Programs, the Authority will allocate funds on an annual basis. The relevant RTPC, in cooperation with the Authority, will establish subregional guidelines so that the additional revenues will fund additional service in Contra Costa. The guidelines may require reporting requirements and provisions such as maintenance of effort, operational efficiencies including greater coordination promoting and developing a seamless service, a specified minimum allowable farebox return on sales tax extension funded services, and reserves for capital replacement, etc. The relevant RTPC will determine if the operators meet the guidelines for allocation of the funds.

For an allocation to be made by the Authority for a subregional project and program, it must be included in the Authority’s Strategic Plan.

**CENTRAL COUNTY (TRANSPAC)**

*19a Additional Bus Service Enhancements..... 1.2% (\$24 million)*

Funds will be used to enhance bus service in Central County, with services to be jointly identified by TRANSPAC and County Connection.

In years when revenues have declined from the previous year, funds may be used for enhanced, existing, additional and/or modified bus service; in years when funding allows for growth in service levels, these funds would be used

## 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.

---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** May 9, 2024

|                               |  |
|-------------------------------|--|
| <b>Subject:</b>               | <b>TRANSPAC 511 CONTRA COSTA TRANSPORTATION DEMAND MANAGEMENT PROPOSAL FOR THE FY 2024-2025 TRANSPORTATION FUND FOR CLEAN AIR FUNDING CYCLE</b>  |
| <b>Summary of Issues</b>      | Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use. As a strategic priority of the CCTA, they are examining the current TDM program model and funding strategy to explore challenges and opportunities to better address the diverse transportation needs within the county. As part of this effort, CCTA staff is proposing to create a formal Transportation Fund for Clean Air (TFCA) funding program policy. At this meeting, staff seeks approval of a proposed FY 2024-2025 511 Contra Costa TDM programs for the TRANSPAC subregion. |
| <b>Recommendation</b>         | Approve the outline of the 2024-2025 TDM program proposal for TRANSPAC subregion that will be the basis for the anticipated application for a CCTA 2024-2025 TFCA grant application.   |
| <b>Financial Implications</b> | TRANSPAC is making a recommendations on how to utilize the funds available for TDM activities in the TRANSPAC subregion. Any program resulting from the recommendation will commit CCTA TFCA and CCTA Measure J revenue to implement the program.  |
| <b>Attachment(s)</b>          | <ul style="list-style-type: none"><li>A. FY 2023/2024 TRANSPAC 511 Contra Costa Programs</li><li>B. TFCA Program Proposal FYE25– 511 Contra Costa (Presentation)</li><li>C. 511 Contra Costa TRANSPAC TDM Program Proposal</li><li>D. Active4Me Toolkit (Proposed)</li></ul>   |

**Background:**

Transportation Demand Management (TDM) includes strategies and initiatives that aim to reduce greenhouse gas (GHG) emissions and Vehicle Miles Traveled (VMT) through the reduction of single occupancy vehicle use.

The current TDM program for central county is implemented by 511 Contra Costa under a contract administered by the CCTA. In the past (circa 2014) TRANSPAC directly administered the 511 program in central county, and with the organizational change to a JPA agreement agency, came to an agreement with CCTA and they have administered the program since that time. The current TDM program is funded by Measure J, Program 17 (1% of annual fund revenue of about \$1 million annually) which is designated to support alternative commute modes of transportation, and Air District TFCA (County Program Manager Funds of about \$1.5 million annually), intended for efforts to reduce greenhouse gas emissions from automobiles which also fits within the goals of TDM. CCTA applies a job/housing formula to determine the division of funding by subregion outlined in the Measure J Tax Expenditure Plan (TEP). It has been a practice to apply the same formula to distributing TFCA funding, but it is not in written policy.

As a strategic priority of the CCTA, CCTA staff is examining the current TDM program model and funding strategy to explore challenges and opportunities to better address the diverse transportation needs within the county. As part of this effort, CCTA staff is proposing to create a formal Transportation Fund for Clean Air (TFCA) funding program policy.

There has been much discussion about the proposed TFCA program policy at TRANSPAC with multiple presentations since January. The TFCA programming policy was discussed at the April CCTA Board meeting, with the item being carried over to the May CCTA Board meeting. Though the final policy and process have not yet been approved, it is expected that a call for projects will be released, and that countywide programs will be selected that will utilize funding “off the top” and that some level of funds will remain that will be available for projects/programs in the TRANSPAC subregion. It is also expected that there will be an equity formula applied and that TRANSPAC will have input into the prioritization of projects through the evaluation process (details still to be determined).

In the discussion about the TFCA programming policy, our Contra Costa 511 staff has also provided information about the TDM programs that have been in place in Contra Costa and the TRANSPAC subregion. Working with the Contra Costa 511 staff, we requested a high-level summary of the programs that we may want to see continue. The menu of TDM / 511 program services that would be expected to be available in central county include:

- Countywide Programming
  - 511 Contra Costa brand (managed by CCTA’s TDM contractor)
  - Guaranteed Ride Home (managed by WCCTAC)
  - Pass2Class free student bus passes (management entity TBD)
  - Vanpool incentives (managed by SWAT)
  - New \$511 Big Win incentive (this program would also support Summer Bike and Winter Walk Challenges and Bike to Work Day programming (managed by CCTA’s TDM contractor))
- TRANSPAC Subregional Programming (managed by CCTA’s TDM contractor)



- School Trip Reduction Program (biking, walking, carpooling) using the 'Active4me' platform and program methods designed and successfully piloted at Pleasant Hill Elementary in 2022/23 and 2023/24 school years. The 511 Contra Costa team would use subregional funding to pay for start-up costs and volunteer training to implement the program at other elementary schools in the TRANSPAC subregion.
- 511 Contra Costa tabling at TRANSPAC region employer and community events. Examples of past events include PH Library's "Tinkers & Thinkers," Concord's Chamber of Commerce presentations, Martinez Earth Day event at John Muir House, Leadership Contra Costa presentations in Walnut Creek, Concord PD's Youth Bike Giveaway event; employer events at Shadelands, Contra Costa Centre, CC Office of Education in PH, etc.
- Continuation of employer support such as Bay Area Commuter Benefits guidance, on-site transit fairs, and site visits for bike infrastructure to Central county employers.

In anticipation of the implementation of this new TFCA policy, TRANSPAC staff is requesting review and approval of the outline of what the 511 Contra Costa TDM program proposal for TFCA funding will be for the TRANSPAC subregion.

**FY 2023/20024 TRANSPAC 511 Contra Costa Programs - 20 Programs**

| REF # | Program  | Fund Source |      |       |
|-------|--|-------------|------|-------|
|       |  | TFCA        | MJ17 | MJ21A |
| 1     | 511 Contra Costa Brand: website, social media, eNewsletter | X           | X    |       |
| 2     | Drive Less Incentive                                       | X           |      |       |
| 3     | Winter Walk Challenge                                      | X           |      |       |
| 4     | Discover & Go  | X           |      |       |
| 5     | SchoolPool Youth Carpool                                   | X           |      |       |
| 6     | Summer Bike Challenge                                      | X           |      |       |
| 7     | Summer Youth Pass  | X           |      |       |
| 8     | Pass2Class Free Student Transit                            | X           |      |       |
| 9     | E-bike Rebates   |             | X    |       |
| 10    | Bike to Work Day   | X           |      |       |
| 11    | Take 10 Free Transit Rides                                 | X           |      |       |
| 12    | Street Smarts Diablo Youth bike-ped safety                 | X           |      | X     |
| 13    | Personalized Commute Planning                              | X           |      |       |
| 14    | Bike Locker and Rack Program                               |             | X    |       |
| 15    | Employer Outreach Program & Green Business                 | X           | X    |       |
| 16    | Community Outreach Programs                                | X           | X    |       |
| 17    | Electric Vehicle Charging Infrastructure                   | X           | X    |       |
| 18    | Agency-specific Transit Programs                           | X           |      |       |
| 19    | Corridor-specific Rideshare Programs                       | X           |      |       |
| 20    | Guaranteed Ride Home Program                               | X           |      |       |

**County Level Funding Sources**

- \$1.5 M      TFCA County Program Manager Funds  
(TRANSPAC program receives about 30%)
- \$1 M        Measure J Program 17 – Commute Alternatives  
(TRANSPAC portion about 30%)
- \$4.5 M      Measure J Program 21A – Safe Transportation For Children  
(TRANSPAC portion about 10%)



TDM 2.0

# TFCA Program Proposal, FYE25

TRANSPAC TAC  
March 28, 2024

# Overview



## NEW

Countywide Transit Incentive Program:

**\$511 Transit Challenge**

## CONTINUE

Student Bus Passes:  
**Pass2Class**

**Seasonal Promotional Campaigns** for all modes

Traffic Safety Education:  
**Street Smarts Diablo**  
(MJ21 funded in TRANSPAC)

**E-Bike Rebate Program**  
(MJ17 funded)

## CONTINUE

(with **NEW** cost sharing between all regions)

Countywide Marketing / 511  
Contra Costa Brand:

**Website**

**Monthly Newsletter**

**Social media**

**Customer Service**

## DISCONTINUE

**Summer Youth Pass**

**Discover & Go**  
Clipper cards

**Redundant Commuter Incentives**

# Proposed NEW Countywide Incentive Program



NEW

**\$511 CONTRA COSTA**

Spare the Air Transit Challenge

*A \$511 winner EVERY week!*

+ Supportive  
seasonal promotions  
& campaigns

## Replaces:

“Drive Less”  
\$25 Commuter Incentive

“BOGO” Bus Passes

“Try Transit”\*  
\$25 Clipper card Commuter Incentive

“Secure Your Cycle”\*  
\$20 BikeLink Commuter Incentive

Take 10 Free Rides\*  
Bus Commuter Incentives

\*TBD by WCCTAC

# Proposed NEW Countywide Incentive Program



NEW

**\$511** **CONTRA  
COSTA**

Spare the Air Transit Challenge

*A \$511 winner EVERY week!*

+ Bonus  
Incentives on  
official Spare  
the Air Days

## How it works:

Every week, upload a screenshot of your mobile Clipper that shows dated transit rides starting or ending in Contra Costa.

Every transit ride earns an entry into the weekly drawing. *The more rides, the better your chances to win!*

“Bonus” rewards on official Spare the Air Days (TBD!)

# CONTINUED

## + Seasonal Promotions & Campaigns

Examples:

Bike to Work/Wherever Days/ National Bike Month

Summer Bike & Winter Walk Challenges

Earth Day events

Transit Month

Back to School Carpool

Back to School Safety



**\$511 CONTRA COSTA**  
Spare the Air Transit Challenge  
A \$511 winner EVERY week

+ Supportive seasonal promotions & campaigns



**BAY AREA**  
**BIKE TO WHEREVER DAYS 2024**  
30 YEARS  
Thursday **MAY 16** May is National Bike Month  
**BIKE TO WORK**



**SUMMER BIKE CHALLENGE 2024**  
Explore your town from the seat of a bike!  
**FREE**  
**FUN! + Prizes**  
Noncompetitive | All Ages | Bike at your own pace June-August  
Join the fun! Download Your Free Gameboard at [511cc.org/sbc](http://511cc.org/sbc)



**SchoolPool**  
Youth Carpool  
Carpool to School for a chance to win a  
**\$250 Target Shopping Spree**  
10 Winners!



**winter walk challenge**  
[511cc.org/walk](http://511cc.org/walk)  
Funded by CONTRA COSTA transportation authority

**Pass2Class**  
Free bus rides to school for up to two months!  
**Apply Now!**

No changes for participants

Street Smarts  
DIABLO REGION



No additional funds requested



**E bike**  
Rebate Program

Continued, MJ17 funded





# CONTINUED (with new cost sharing between all regions)

Countywide Marketing / 511 Contra Costa Brand:

**Website**

**Monthly Newsletter**

**Social media**

**Customer Service**



[511ContraCosta.org](http://511ContraCosta.org)

## DISCONTINUE

**Summer Youth Pass**

**Discover & Go**  
Clipper cards

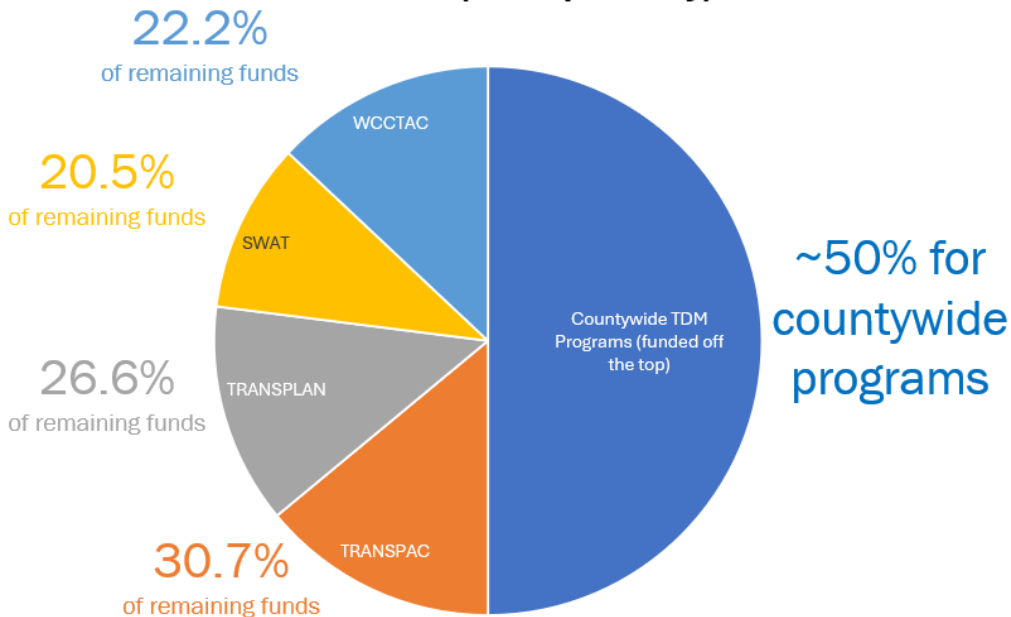
**Redundant Incentives**  
(Drive Less, BOGO bus passes, Try Transit\*, Take 10\* bus passes, Secure Your Cycle\*)

\*TBD by WCCTAC

# CCTA Fund Allocation Principles

## Funding

TFCA 2025 (Example Only)



| Subregion      | % of Program |
|----------------|--------------|
| Central County | 30.70%       |
| East County    | 26.60%       |
| Southwest      | 20.50%       |
| West County    | 22.20%       |

**Geographic Equity:** Subregions should receive proportional TFCA benefit based on the jobs-housing formula (Formula)

**Countywide Benefit:** Projects that benefit all geographic areas will be *funded from the total of TFCA county funds*.

**Subregional Projects** that benefit one or more subregions, but not the entire population in the County: after subtracting the cost of the countywide projects, the *remaining funds will be allocated to subregional projects* using the Formula.

**Role of the Regional Transportation Planning Committees (RTPC):** Prioritize Subregional projects and *submit recommendations to CCTA*. Projects with the highest Cost Effectiveness (CE) ratio should be given priority consideration.

**Role of Authority Board:** *Approves projects* and CE findings.



# Questions

TDM 2.0

## TFCA Program Proposal, FYE25

TRANSPAC TAC  
March 28, 2024

## **Background**

In 1997, TRANSPAC and TRANSPLAN signed an MOU agreeing that TRANSPAC would implement Eastern Contra Costa region Transportation Demand Management (TDM) programs on its behalf, along with its own Central region programs. In 2016, the CCTA Board Authority approved a request from TRANSPAC to transition the oversight of both the Central and East County 511 Contra Costa TDM and Safe Transportation for Children (Street Smarts Diablo) programs to the Authority. The Authority engaged a contractor to design, implement and manage those programs on their behalf.

These programs are funded by CCTA's Measure J 17 and Transportation Fund for Clean Air (TFCA) 40% funds. The fund allocation is calculated based on a jobs/housing formula. Funds are allocated directly to the RTPCs, or in the case of TRANSPAC and TRANSPLAN, to CCTA's TDM contractor on their behalf. The TRANSPAC allocation is currently 30.70% of total available funds.

## **Proposed TFCA Fund Policy**

CCTA staff have presented a proposal to the Board Authority for a TFCA Fund Policy. That policy would alter the existing allocation practice by inviting public entities to apply for TFCA 40% funds through a Call for Projects process. TRANSPAC would be eligible to apply for TFCA funds through this process.

The proposal was discussed at the April Board Authority meeting and was carried over to May. If approved, the FY24/25 TFCA funds totaling \$1,747,938 would be allocated through the Call for Projects. Projects can be either countywide - benefiting residents and commuters of all geographic regions of the county, or subregional – focused on benefits to residents of one or more of the county's four subregions. Countywide projects would be funded off the top of the total and the remaining available funds would be allocated to subregional projects using the job/housing formula.

The policy will not impact Measure J 17 funding. The FY24/25 fund of \$1,000,000 will be allocated as it currently is to the four subregions. Those funds are generally used to implement TDM and Childrens Safe Transportation programs that don't qualify under the strict Air District TFCA guidelines.

## **Budget**

From the FY24/25 total TFCA funding of \$1,747,938, TRANSPAC would receive a benefit of 30.70% or \$536,617. After proposed countywide projects are deducted from the total of available funds and the jobs/housing allocation is applied to the remainder, approximately \$250,000 could remain for TRANSPAC to apply toward the selection of subregional projects. The final value will be determined through the process of project selection.

## **Proposed Programs Under the New Policy**

CCTA wants to ensure continuity of existing TDM programming and retain those programs that have proven successful. CCTA proposes to retain the following countywide programs with TFCA funds:

- 511 Contra Costa brand, managed by CCTA's TDM contractor
- Guaranteed Ride Home, managed by WCCTAC
- Pass2Class free student bus passes, management entity TBD
- Vanpool incentives, managed by SWAT
- New \$511 Big Win incentive, including supporting Summer Bike and Winter Walk Challenges and Bike to Work Day programming managed by CCTA's TDM contractor

After the cost of the selected countywide programs is deducted from the total of TFCA 40% funds, the remaining funds will be allocated to the four subregions. For the sample allocation table provided by CCTA, after the cost of maintaining the 511 Contra Costa brand is also deducted from countywide funds, TRANSPAC or another entity could have approximately \$250,000 to sponsor one or more Central County subregional projects.

#### **TRANSPAC Role Under New Policy - Options**

- TRANSPAC, along with the other RTPCs, will collaborate with CCTA to recommend the countywide programs to be implemented with TFCA funds.
- TRANSPAC will select which, if any, of the submitted central subregional projects to fund with their remaining subregional money
- TRANSPAC can choose to develop, implement and manage a new subregional program on their own

In the event that no subregional projects are submitted and TRANSPAC elects not to manage their own program, TRANSPAC can elect to continue its current practice of giving oversight of the remaining funds to CCTA to be managed to the benefit of the Central region by its TDM contractor with guidance from TRANSPAC on how to best use those funds.

#### **Recommendation**

TRANSPAC staff recommends that following review and selection of any submitted Central County subregional projects, that any remaining TFCA subregional funds be directed to CCTA's TDM contractor for continued delivery of programs benefitting Central County. Those funds would be added to annual Measure J17 funds that the contractor will continue to receive to implement programs on our behalf.

With those funds, the TDM contractor has identified a few services and programs dedicated to the Central region, including:

- Proposed implementation of a Local School Trip Reduction Pilot program for biking, walking and carpool in Central County schools using the Active4me program. The program is being successfully piloted at Pleasant Hill Elementary School and could be expanded across the subregion. The program could serve as a model for a future countywide program.
- Continuation of outreach at community events such as Earth Day, Thinkers and Tinkers, and Bike Swaps to promote transit and active transportation.
- Continuation of employer support such as Bay Area Commuter Benefits guidance, on-site transit fairs, and site visits for bike infrastructure to Central county employers.

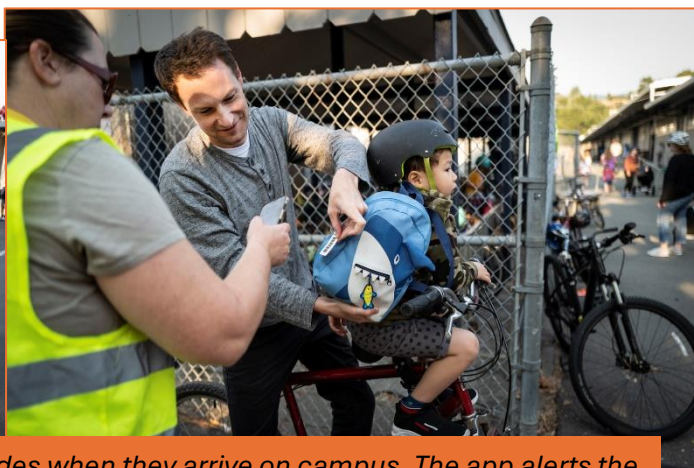


## Creating a Weekly Walk & Roll Program: Active4me Case Study: Pleasant Hill Elementary School

### About

Bike.PHE is the PTA sponsored bike club at Pleasant Hill Elementary School (PHE) that runs various events, including **Walk and Roll Wednesdays**. This program was created by parent volunteer **Cara DeJong**: [mrsscaradejong@gmail.com](mailto:mrsscaradejong@gmail.com).

Walk and Roll Wednesdays occur weekly at PHE, rain or shine. Using the Active4me app, volunteers greet and scan participating students when they arrive on bikes, scooters, or by walking. Active4me records students' trips, miles traveled, and CO2 saved. The app is easy to use, and the dashboard allows schools to customize their incentives. PHE students, for example, receive a "dino charm" for every fourth trip that gets recorded. Students can collect new charms all year and keep them on a Bike.PHE key ring which attaches to backpacks. The app can also send notifications to parents when their children are checked in at school.



*Student and adult volunteers scan students' barcodes when they arrive on campus. The app alerts the scanner if a student has earned a "Dino Charm," and if so, the student immediately receives a charm.*



*A collection of "Dino Charms" can be seen on a student's key ring at the end of the school year.*

*Key Rings are provided to participating students and attach to students' backpacks. Each key ring tag has a unique barcode on the back.*



## Start Up Toolkit: The Steps to Success

### 1. Gauge Interest and Get Approval

- Meet with your site's principal, staff members and/or funding body to receive approval and funding. Funding may be available from [Street Smarts Diablo](#). The cost to start PHE's Walk and Roll program was \$1500 and was initially funded by the Parent Teacher Association and later reimbursed by Street Smarts Diablo. See [Budget page](#) for cost break down.
- School district approval may also be required to approve the Active4me app; **MDUSD has already granted its approval.**

### 2. Set Program Goals: How often? What modes will be rewarded?

- PHE's Walk and Roll Wednesday runs every week from 7:30-8:05am. The goal of this event is to encourage the whole PHE community to get to school in an active way on Wednesdays (walk or roll).
- Schools in Davis use the Active4me app to record bicycle trips only.
- Schools could also choose to reward students who use public transport.

**4. Build Support:** If possible, find a teacher, principal, or staff member who is willing to act as a co-coordinator for help with communications and school-wide organization.

### 5. Create Logo for Branding and Outreach



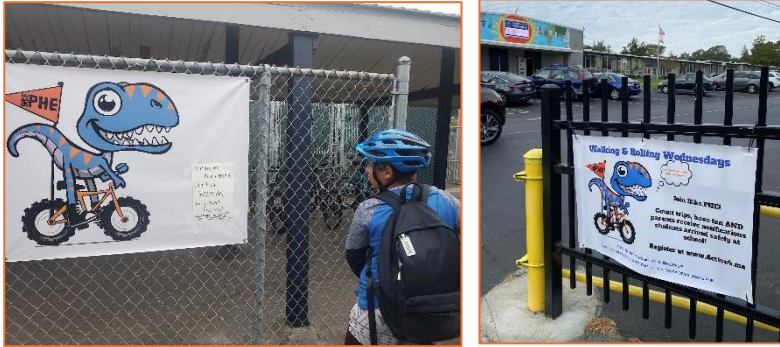
A parent or teacher may be able to help design a program logo. PHE hired the comic and video game illustrator [Dave Clifford](#). Use the logo on key rings, banners, social media, and other forms of outreach to advertise the program.

### 6. Supplies

- Purchase [key rings](#) and [barcode key tags](#) which will be scanned by the Active4me app and can be affixed to backpacks.
- Purchase vinyl banners:
  - **Communication Banner** to hang at your school's 'hub site,' where student check in will occur. (PHE's hub site is at the bike cage.) Leave a blank space on the banner for affixing news updates.



- **Advertising Banner** to hang in front of school for parent information.



## 7. Incentives: Trip Charms

PHE’s “Dino Charms” have been very successful in motivating and rewarding students.

- Incentive an action that is equitable, like ‘Trips’
  - PHE students, for example, earn a Dino Charm that can be added to their Bike.PHE key ring every 4 trips (on average once per month)...it’s exciting, collectable and ***doesn’t end up in the garbage.***
- Program your prize into the Active4me Dashboard.
- When a student’s trip qualifies for a prize, the person scanning barcodes receives an instant alert that a milestone has been achieved.
- Prizes should be awarded at the moment of achievement. (Bonus: This eliminates follow-up issues for the volunteers!)
- Other incentives could include weather incentives, games for grades, contests between classes, goals for the school, etc.



Trip Charms (PHE’s “Dino Charms”)



Weather Charms awarded on rainy or extra cold days at PHE)

## 7. Purchase **Active4me Subscription** and Notification Package

- Note: The Active4me scan app only works on iPhones and iPads.
- A one-year subscription costs \$249 for up to 500 students. If parents register their phone numbers, they can opt in to receive notifications that are sent by the app when their child’s barcode is scanned. The base subscription allows 2,500 text notifications per year; schools may need to purchase additional notifications if usage is high.



- PHE spent \$260 for a one-year subscription and an additional 500 notifications in the first year.
- The Active4me platform allows organizers to create prizes for defined accomplishments. The app automatically keeps track of students' progress and alerts the scanner when a prize should be awarded.
  - At PHE, students earn a Dino Charm on every fourth trip.

## 8. Advertise

- Use your school's communications channels to advertise (enews, social media sites, website, etc.)
  - Making a [video](#) promoting the program with school staff or principal can be exciting for your community and demonstrates the school's support.
  - A [social media page](#) can inform parents of news and build excitement.
  - Include a registration station at All-in-One Day and/or Back to School Night

## 9. Register Students

- Registration process can vary:
  - **“Quick start”** automatically creates student accounts when a barcode is scanned, using default stats for trip distance and mode when recording trip data. To use the Quick Start method, simply distribute key rings and barcode key tags to every student. No paperwork is needed, parents do not have to provide any data, and all students can participate immediately. Notifications will not be sent unless a parent enters their student's barcode to create a free account on Active4me website. Quick and easy!
  - **Individualized registration** requires parents to enter their student's user name (can be anonymous), distance traveled (home address not required), grade, mode of travel, and parent's phone number for text notifications (optional).
- Active4.me enables parents to register directly on their website. The [form](#) can be edited by your school's Active4me administrator to include school specifics. If required by your school, parents can print out the form, sign it and turn it in at school.
  - PHE requires a wet signature from parents, so participants must print and return a hard copy to school.

## 10. Recruit Volunteers

Ask for volunteers when advertising the program. Seek volunteers at All-In-One Day, Back to School Night, on event days, etc. Parents who cannot volunteer during the work day may enjoy an opportunity to volunteer for 30-minutes before work.

- The Active4me dashboard allows administrators to directly email registered parents
- Use a Signup Genius for volunteers to register for shifts
  - PHE uses a paper [registration form](#) and asks for volunteer support on the form.



### 11. Other: 5th grade Scan Club

Bike.PHE started scan club for 5th graders in which they arrive early every Wednesday to scan. See [Schedule here](#), see [Scanner training](#) doc. Monthly lunch meetings include skills training: leadership, responsibility, community service, communication, and more.



### In Conclusion....

**Pre-program:** PHE *averaged 20* bikes and scooters per day

### Year 1, 2022/23

In the first 6 weeks of school, PHE had 217 students enrolled with an average of 120 students participating each week. A **high of 90** bikes and scooters and an **average of 44** bikes and scooters on non-Wednesdays



### Year 2, 2023/24

In the first 6 weeks of school, PHE had 350 students enrolled with an average of 200 students participating each week. A **high of 113** bikes and scooters and an **average of 60** bikes and scooters on non-Wednesdays.



### The Future

Imagine a school where every child has been exposed to the idea that getting to school in an active way is normal and encouraged...what could that look like?!

**“One person can make a difference, and everyone should try.”**

-John F. Kennedy



---

**TRANSPAC Board Meeting *STAFF REPORT***

**Meeting Date:** May 9, 2024

|                               |   |
|-------------------------------|---|
| <b>Subject:</b>               | <b>TRANSPAC WORK PLAN AND BUDGET PROCESS FOR FISCAL YEAR 2024/2025</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. To prepare for the upcoming 2024/2025 budget process, the TRANSPAC Board reviewed the overall process schedule and provided input for the upcoming work plan at their April meeting. The TRANSPAC Board is requested to review the draft work plan and budget materials proposed for FY 2024/2025. |
| <b>Recommendations</b>        | For Information Only.   |
| <b>Financial Implications</b> | The final budget is scheduled to be considered at the June TRANSPAC Board meeting. 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 2024/2025 Budget. 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.   |
| <b>Options</b>                | Options include: <ul style="list-style-type: none"><li>• Direct staff to modify the draft workplan or budget</li></ul>  |
| <b>Attachment(s)</b>          | A. TRANSPAC FY 2023/2024 Work Plan<br>B. TRANSPAC FY 2023/2024 Budget<br>C. TRANSPAC FY 2024/2025 DRAFT Work Plan<br>D. TRANSPAC FY 2024/2025 DRAFT 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 2024/2025 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), Transportation Demand Management (TDM), Safe Routes to School Program (SR2S), EV technology and Infrastructure and regional project coordination. Items also include tasks that TRANSPAC would perform in any event (i.e. Measure J Line 20a programming cycle).

At the April 11, 2024 TRANSPAC Board and TAC meetings, staff presented a draft 2024/2025 workplan for review and comment. The discussion at the April meetings covered topics for consideration including:

- Regional coordination regarding the Accessible Transportation Strategic Plan;
- TDM 2.0 coordination with CCTA on Transportation Fund for Clean Air (TFCA) funding priorities, subregional programs/projects; and
- Monitoring the Concord Naval Weapons Station Development
- Coordination related to major arterial corridors

The Draft FY 2024/2025 TRANSPAC Work Plan is included in the attached material. The work plan for the current fiscal year is also included for reference. The Board is requested to review and comment on the Draft FY 2024/2025 TRANSPAC Work Plan. Staff will present the final work plan at the June TRANSPAC Board meeting for consideration of the Board.

### *Budget*

The FY 2024/2025 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 \$312,000. This is a 9% increase over the current year contract. The increase in the contract is based on a combination of factors including additional tasks associated with programs like the Line 20A program and TFCA/511 program, resources for in person meetings (TRANSPAC has transitioned to all in person meetings at the start of 2024), staff rate increases, and economy/inflation factors. In reviewing the contract history, this proposed contract reflects an average 6.3% growth rate of the contract over the last six years. The term of the multiyear audit contract ended with the 2022/2023 TRANSPAC audit and staff is working to identify a new auditor and securing a new multiyear contract. The budget assumes an increased cost to the annual audit.. 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 (\$30,000) represents about 9% of the operations budget, a slight increase over last year that allows the maintenance of a contingency in the 8-9% level relative to the operations budget. The Project Reserve funds that

supported the completed 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 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.

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 \$309,000 in member contributions for the upcoming fiscal year, about a 3.7% 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       | \$ 315,885            | 5.10%       | \$ 25,750                             | \$ 7,887                       | \$ 33,637                 |
| Concord       | \$ 2,156,177          | 34.84%      | \$ 25,750                             | \$ 53,833                      | \$ 79,583                 |
| Martinez      | \$ 747,525            | 12.08%      | \$ 25,750                             | \$ 18,663                      | \$ 44,413                 |
| Pleasant Hill | \$ 766,361            | 12.38%      | \$ 25,750                             | \$ 19,134                      | \$ 44,884                 |
| Walnut Creek  | \$ 1,297,423          | 20.97%      | \$ 25,750                             | \$ 32,393                      | \$ 58,143                 |
| a             | \$ 904,840            | 14.62%      | <b>\$ 25,750</b>                      | <b>\$ 22,591</b>               | <b>\$ 48,341</b>          |
| <b>TOTAL</b>  | <b>\$ 6,188,211</b>   | <b>100%</b> | <b>\$ 25,750</b>                      | <b>\$ 154,500</b>              | <b>\$ 309,000</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**

| JURISDICTION                             | PAST              |                   |                   |                   |                   | Proposed          |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|  | 19/20             | 20/21             | 21/22             | 22/23             | 23/24             | 24/25             |
| Clayton                                  | \$ 24,969         | \$ 23,292         | \$ 27,150         | \$ 30,372         | \$ 32,488         | \$ 33,637         |
| Concord                                  | \$ 57,910         | \$ 54,064         | \$ 63,449         | \$ 71,788         | \$ 76,781         | \$ 79,583         |
| Martinez                                 | \$ 32,590         | \$ 30,411         | \$ 35,363         | \$ 39,737         | \$ 42,843         | \$ 44,413         |
| Pleasant Hill                            | \$ 32,927         | \$ 30,726         | \$ 35,765         | \$ 40,225         | \$ 43,342         | \$ 44,884         |
| Walnut Creek                             | \$ 42,065         | \$ 39,263         | \$ 45,947         | \$ 51,993         | \$ 55,959         | \$ 58,143         |
| CC County                                | \$ 34,539         | \$ 32,245         | \$ 37,822         | \$ 42,883         | \$ 46,588         | \$ 48,341         |
| <b>TOTAL</b>                             | <b>\$ 225,000</b> | <b>\$ 210,000</b> | <b>\$ 245,496</b> | <b>\$ 277,000</b> | <b>\$ 298,000</b> | <b>\$ 309,000</b> |
|  |                   | -6.67%            | 16.90%            | 12.83%            | 7.58%             | 3.69%             |
| Measure J Annual Revenue (\$ x millions) |                   |                   |                   |                   |                   |                   |
|  | \$ 96.6           | \$ 93.5           | \$ 107.3          | \$ 120.3          | \$ 123.5          | TBD               |
|  |                   | -3.25%            | 14.75%            | 12.16%            | 2.66%             | TBD               |

Notes

May include errors due to rounding

The Draft FY 2024/2025 TRANSPAC budget is included in the attached material. The budget for the current fiscal year is also included for reference. The Board is requested to review and comment on the proposed budget. Staff will present the final budget at the June TRANSPAC Board meeting for consideration of the Board.

The overall schedule proposed for the work plan and budget process for fiscal year 2024/2025 is detailed below.

|                   | <b>Board Action</b>  |
|-------------------|--|
| <b>April 2024</b> | Review of 2024/2025 work plan and budget process schedule<br>Review draft 2024/2025 work plan<br>Schedule Managing Director Review |
| <b>May 2024</b>   | Closed Session for Employee Review<br>Review draft 2024/2025 work plan<br>Review draft 2024/2025 budget                            |
| <b>June 2024</b>  | Approve final 2024/2025 work plan and budget<br>Approve FY 2024/2025 Managing Director contract                                    |

### **Strategic Planning Discussion Identified Work**

- 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.
- Project Delivery Coordination
  - Continue researching opportunities for local agency coordination and project delivery efficiencies
    - 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
- Transportation and Housing
  - Support regarding transportation issues related to regional housing targets
- 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 2023-2024 BUDGET   |  |                   |                   |  |  |  |
|---|--|-------------------|-------------------|--|--|--|
| EXPENDITURES  |  |                   |                   |  |  |  |
|   |  | 2022-2023         | 2023-2024         |  |  |  |
| Managing Director / Admin Support Contract<br>(time and material based expenses)<br>(includes printing, postage & supplies)   |  | \$ 267,000        | \$ 286,000        |  |  |  |
| Legal Services - expenses would be incurred on a time and material basis  |  | \$ -              | \$ -              |  |  |  |
| Web Site - Maintain / Enhance<br>(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</b> |  |  |    |                         |
|   |  | <b>MEMBER AGENCY</b>       |  |  |    |                         |
| <b>JURISDICTION</b>   |  | <b>CONTRIBUTION BUDGET</b> |  |  |    | <b>PER JURISDICTION</b> |
|   |  | <b>PER JURISDICTION</b>    |  |  |    | <b>EQUALS</b>           |
|   |  |                            |  |  |    | <b>(R)</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<br/>RTS \$s</b> | <b>MEASURE J<br/>RTS %</b> | <b>\$<br/>FROM RTS</b> |  |               | <b>Total<br/>for<br/>Jurisdiction</b> |
| <b>JURISDICTION</b>   | <b>Allocation</b>            |                            | <b>PART B</b>          |  | <b>PART A</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

## DRAFT 2024 / 2025 WORK PLAN

### Strategic Planning Discussion Identified Work

- 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
        - [Accessible Transportation Strategic Plan](#)
        - SR239 Project
        - Countywide Smart Signals Project
        - Countywide VMT Mitigation Framework
      - [TDM 2.0](#)
        - [Coordination with CCTA on TFCA funding priorities for Countywide as well as subregional programs/projects](#)
        - Coordination with 511 Contra Costa to maximize benefits of the available Transportation Demand Management Tools, [including identifying projects to submit to be funded with TFCA](#)
      - [Monitor Concord Naval Weapon Station Development](#)
      - Coordination with MTC
        - Regional Active Transportation Network
    - SWAT
      - Items of interest could include the INNOVATE 680 Program.
- Project Delivery Coordination
  - Continue researching opportunities for local agency coordination and project delivery efficiencies
    - 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
  - Coordinate with CCTA, [511 Contra Costa](#) 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 TDM 2.0](#))
  - Prioritize funding opportunities for school related improvements, including SR2S and complete streets
  - Explore the role of transit services and how they facilitate safe routes to schools

# TRANSPAC

## DRAFT 2024 / 2025 WORK PLAN

- Arterial Coordination
  - Coordination within the TRANSPAC sub area for major arterials (Routes of Regional Significance)
- 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
- Transportation and Housing
  - Support regarding transportation issues related to regional housing targets
- 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 202~~3~~/202~~4~~ Audit
- Procure new contact for auditing services
- 202~~5~~ Meeting Schedule
- Administration of Conflict of Interest Form 700 process
- 202~~4~~/202~~5~~ Workplan and Budget
- Administration of Contracts and Invoices

| TRANSPAC 2024-2025 BUDGET   |  |                   |                   |  |
|---|--|-------------------|-------------------|--|
| EXPENDITURES  |  |                   |                   |  |
|   |  | 2023-2024         | 2024-2025         |  |
| Managing Director / Admin Support Contract<br>(time and material based expenses)<br>(includes printing, postage & supplies)   |  | \$ 286,000        | \$ 312,000        |  |
| Legal Services - expenses would be incurred on a time and material basis  |  | \$ -              | \$ -              |  |
| Web Site - Maintain / Enhance<br>(time and material based expenses)   |  | \$ 5,000          | \$ 5,000          |  |
| Audit Services  |  | \$ 4,500          | \$ 6,000          |  |
| 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>\$ 308,500</b> | <b>\$ 336,000</b> |  |
| Contingency   |  | \$ 25,000         | \$ 30,000         |  |
| 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 |  | \$ 41,500         | \$ 41,500         |  |
| <b>Total</b>  |  | <b>\$ 375,000</b> | <b>\$ 407,500</b> |  |
| REVENUES  |  |                   |                   |  |
|   |  | 2023-2024         | 2024-2025         |  |
| Member Agency Contributions   |  | \$ 298,000        | \$ 309,000        |  |
| Carryover Balance   |  | \$ 56,877         | \$ 57,000         |  |
| Project Reserve Carryover Balance   |  | \$ 41,500         | \$ 41,500         |  |
| <b>Total</b>  |  | <b>\$ 396,377</b> | <b>\$ 407,500</b> |  |
| NOTES:  |  |                   |                   |  |
| -TRANSPAC does not have any direct employees. Staff positions provided through contract.  |  |                   |                   |  |

| <b>TRANSPAC 2024-2025 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.   |  |  |  |  | \$ | 154,500                            |
| <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. |  |  |  |  | \$ | 154,500                            |
| <b>PART A ALLOCATION FORMULA FOR MEMBER AGENCY CONTRIBUTION REVENUE BUDGET</b> |  |  |  |  |  |    |                                    |
| <b>50% SHARE OF ANNUAL MEMBER AGENCY CONTRIBUTION BUDGET PER JURISDICTION</b>  |  |  |  |  |  |    |                                    |
| <b>JURISDICTION</b>  | <b>PER JURISDICTION</b>  |  |  |  |  |    | <b>PER JURISDICTION EQUALS (R)</b> |
| <b>CLAYTON</b>   | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>CONCORD</b>   | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>MARTINEZ</b>  | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>PLEASANT HILL</b>   | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>WALNUT CREEK</b>  | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>CONTRA COSTA COUNTY</b>   | 1/6  |  |  |  |  | \$ | 25,750                             |
| <b>TOTAL</b>   |  |  |  |  |  | \$ | <b>154,500</b>                     |

| <b>TRANSPAC 2024-2025 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>  | \$ 315,885        | 5.10%            | \$ 7,887         | \$ 25,750       | \$ 33,637     |                     |
| <b>CONCORD</b>  | \$ 2,156,177      | 34.84%           | \$ 53,833        | \$ 25,750       | \$ 79,583     |                     |
| <b>MARTINEZ</b>   | \$ 747,525        | 12.08%           | \$ 18,663        | \$ 25,750       | \$ 44,413     |                     |
| <b>PLEASANT HILL</b>  | \$ 766,361        | 12.38%           | \$ 19,134        | \$ 25,750       | \$ 44,884     |                     |
| <b>WALNUT CREEK</b>   | \$ 1,297,423      | 20.97%           | \$ 32,393        | \$ 25,750       | \$ 58,143     |                     |
| <b>CONTRA COSTA COUNTY ^</b>  | \$ 904,840        | 14.62%           | \$ 22,591        | \$ 25,750       | \$ 48,341     |                     |
| <b>TOTAL</b>  | \$ 6,188,211      |                  | \$ 154,500       | \$ 154,500      | \$ 309,000    |                     |
| ^Estimated at 25% of allocation (\$3,619,360)                           |                   |                  |                  |                 |               |                     |
| Based on DRAFT - FY 2024-25 Return To Source Projections                |                   |                  |                  |                 |               |                     |

DRAFT