

SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING AGENDA

Monday, September 12, 2016 3:00 p.m.

Town of Danville 510 La Gonda Way, Danville, CA

Any document provided to a majority of the members of the Southwest Area Transportation Committee (SWAT) regarding any item on this agenda will be made available for public inspection at the meeting and at the San Ramon Permit Center, 2401 Crow Canyon Road, San Ramon, CA during normal business hours.

1. CONVENE MEETING/SELF INTRODUCTIONS

2. PUBLIC COMMENT:

Members of the public are invited to address the Committee regarding any item that is not listed on the agenda. (*Please complete a speaker card in advance of the meeting and hand it to a member of the staff*)

3. BOARD MEMBER COMMENT

4. ADMINISTRATIVE ITEMS

5. CONSENT CALENDAR

5.A Approval of Minutes: SWAT Minutes of May 9, 2016

5.B Approval of Minutes: SWAT Minutes of May 17, 2016

5.C Approval of Minutes: SWAT Minutes of August 1, 2016

End of Consent Calendar

6. REGULAR AGENDA ITEMS

- 6.A Review and Approve 511 Contra Costa FY 2016-17 SWAT Transportation Demand Management Programs and Budget (Attachments Action)
- 6.B Review and Approve FY 16/17 SWAT Administrative Services MOU with the City of San Ramon (Attachments –Action)

7. WRITTEN COMMUNICATIONS (Attachments – Action as determined necessary)

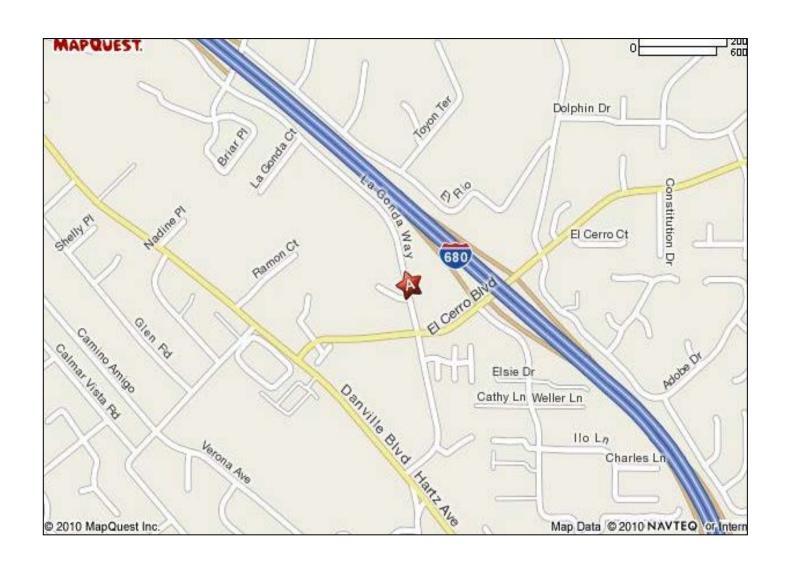
- Contra Costa Transportation Authority Meeting Summary, July 20, 2016;
- Better BART. Better Bay Area. Telephone and Online Town Hall Meetings;
- BART to Antioch Train Preview, Wednesday, September 21, 2016.
- 8. DISCUSSION: Next Agenda
- 9. ADJOURNMENT to Monday, October 3, 2016 3:00 p.m. at Town of Danville

SOUTHWEST AREA TRANSPORTATION COMMITTEE

MEETING LOCATION MAP

PLEASE NOTE NEW MEETING LOCATION

DANVILLE TOWN OFFICES, LARGE CONFERENCE ROOM 510 LA GONDA WAY, DANVILLE



AGENDA ITEM 5.A





Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

SUMMARY MINUTES May 9, 2016 – 3:00 p.m. Town of Danville Office 510 La Gonda Way Danville, California

Committee members present: Karen Stepper, Town of Danville (Chair); Don Tatzin, City of Lafayette; Mike Metcalf, Town of Moraga, Dave Hudson; City of San Ramon; Amy Worth, City of Orinda, Candace Andersen; Contra Costa County.

Staff members present: Lisa Bobadilla, City of San Ramon; Darlene Amaral, City of San Ramon; Andy Dillard, Town of Danville; James Hinkamp, City of Lafayette; Joe Calabrigo, Town of Danville; Robert Sarmiento, Contra Costa County; Ellen Clark, Town of Moraga.

Others present: Grace Schmidt, Alamo Resident; Smitty Schmidt, Alamo Resident

- 1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Stepper at 3:01 p.m.
- **2. PUBLIC COMMENT:** No public comment.
- **3. BOARD MEMBER COMMENT:** No board member comment.
- 4. **ADMINISTRATIVE ITEMS:**
- 5. CONSENT CALENDAR:

End of Consent Calendar

6. REGULAR AGENDA ITEMS:

6.A Contra Costa Transportation Authority (CCTA) Development of a Potential Transportation Expenditure Plan (TEP):

Don Tatzin provided an overview on the following language changes to the Draft TEP dated May 6, 2016:

No. 3 BART Capacity, Access and Parking Improvements

This category is intended to provide funding to increase the capacity and ridership of public transit on the BART corridors and for BART station, access and parking improvements in Contra Costa County. Funds in this category are primarily intended to be allocated by the Authority for the acquisition of new BART cars and associated advanced train control systems that can be shown to increase capacity and ridership on BART lines serving Contra Costa, provided that: 1) BART agrees to fund

a minimum of \$100 million in BART station, access and parking improvements in Contra Costa County from other BART revenues, and 2) a regional approach, that includes

commitments of equal funding shares from both Alameda and San Francisco counties and additional regional funding from the Metropolitan Transportation Commission, is developed and approved no later than December 31, 20262021.—If an agreement is not approved by December 31, 2021, BART may request and the Authority may approve extending this deadline to no later than December 31, 2026.

BART station, access and parking improvements may include station capacity, safety and operational improvements; infrastructure improvements that facilitate Transit Oriented Development at or near BART stations; additional on or off site parking; last mile shuttle or shared vehicles that provide alternatives to driving singleoccupant vehicles to BART stations; and bicycle/ pedestrian facilities that provide access to BART stations. The use of these funds for other than new BART cars and associated advanced train control systems will not be considered unless After the time limitations have been exceeded, or if before that date BART informs the Authority it is no longer pursuing the additional BART cars, the Authority may allocate all remaining and associated advanced train control systems project or after December 31, 2026, whichever occurs earlier. BART station, access and parking improvements may include station capacity, safety and operational improvements; infrastructure improvements that facilitate Transit Oriented Development at or near BART stations; additional on or off site parking; last mile shuttle or shared vehicles that provide alternatives to driving single occupant vehicles to BART stations; and bicycle/ pedestrian facilities that provide access to BART stations. Funds funds not used for BART cars or associated advance train controls, or for BART station, access and parking improvements or may be used for alternate public transit services that access BART.

Prior to the allocation of funds to BART, the Authority shall make a finding that BART has continued with its maintenance of effort in the use of farebox revenues for capital project improvements that benefit Contra Costa County.

Don Tatzin stated that BART is developing a Maintenance of Effort (MOE) agreement.

Don Tatzin noted the following title change just for West Contra Costa.

- No 11. Bus Transit and Other Non-Rail Transit Enhancements in West Contra Costa
- No 12. Bus Transit and Other Non-Rail Transit Enhancements

This title change does not affect SWAT directly, but Amy Worth expressed concern about putting two different transit items in the measure. SWAT would like to see consistency for both Project Categories No. 11 and No. 12.

No. 16 Pedestrian, Bicycle and Trail Facilities

The Authority adopted a proposal to reduce funding for the East Bay Regional Park District share to 25%.

One-third of the funds are to be allocated to the East Bay Regional Park District (EBRPD) for the development and rehabilitation of paved regional trails. EBRPD is to spend its allocation proportionally in each sub-region, subject to the review and

approval of the applicable sub-regional committee, prior to funding allocation by the Authority. The Authority in conjunction with EBRPD will develop a maintenance-of-effort requirement for funds under this component of the funding category.

Don Tatzin suggested that SWAT withdrawal their proposal of one quarter, and recommends that SWAT support one-third for the EBRPD share.

Lisa Bobadilla will include the following language change in the SWAT Summary letter to CCTA:

EBRPD is to spend its allocation proportionally in each sub-region, subject to the review and approval of the conceptual planning/design phase by the applicable sub-regional committee, prior to funding allocation by the Authority.

No. 17 Community Development Transportation Program

This category is intended to provide funding to implement a new Community Development Transportation Program (CDTP) to be administered by the Authority in conjunction with the Authority's Transportation for Livable Communities Program (TLC) with projects identified by the Authority's Regional Transportation Planning Committees (RTPC's). Funds will be allocated by the Authority on a competitive basis to transportation projects or programs that promote economic development, job creation and/or housing within planned or established (or planned) centers that are supported by transit, or that support economic development and job creation in Contra Costa County. supportive community centers. Project sponsors must demonstrate that at least 20% of the project is funded from other than local transportation sales tax revenue. Additional priority will be given to projects where the sponsor can demonstrate that the project supports and facilitates development of jobs or housing for all income levels and for additional matching funds. including proposals to secure grants for the Affordable Housing Sustainable Communities Program (AHSC) administered by the State's Strategic Growth Council (SCG) and/or other similar programs. Working with the RTPCs, the Authority will prepare guidelines and establish overall criteria for the program with the intent of complementing and administering the program in conjunction with the Authority's Measure J TLC program no later than December 31, 2017.

SWAT supports this language as written.

Don Tatzin requested SWAT feedback/comments on the letter from Gray Bowen Scott, dated May 6, 2016 related to Supplemental Review of the Draft TEP, dated April 29, 2016.

Major Streets/Completed Streets/Traffic Signal Synchronization Grant Program

The Authority will adopt program guidelines that will include information regarding how to evaluate the range of possible project components. All projects will be selected through a competitive project selection process within each subregion with the Authority approving the final program of projects, allowing for a comprehensive countywide approach while recognizing subregional needs to achieve the overall program goal. All projects funded through this program must comply with the Authority's Complete Streets Policy and include complete street elements whenever possible.

SWAT supports language change submitted by Gray Bowen Scott.

Policies: Urban Limit Line (ULL)

- 4. Local jurisdictions may, without voter approval, enact a Minor Adjustments to their applicable ULL subject to a vote of at least 4/5 of the jurisdiction's legislative body and the following requirements:
- a. Minor Adjustment may include one or several parts that in total shall not exceed 30 acres;
- b. Adoption of at least one of the findings listed in the County's Measure L (§82-1.018 of County Ordinances 2006-06 § 3, 91-1 § 2, 90-66 § 4);
- c. Adoption of a finding that the Minor Adjustment is for a clearly defined public benefit.
- e.d. The Minor Adjustment is not contiguous to one or more non-voter approved Minor Adjustments that in total exceed 30 acres;
- <u>d.e.</u> The Minor Adjustment does not create a pocket of land outside the existing urban limit line, specifically to avoid the possibility of a jurisdiction wanting to fill in those subsequently through separate adjustments;
- e.f. Any jurisdiction <u>proposing to process an that approves a minor</u> adjustment to its applicable ULL that impacts designated agricultural lands <u>shall have</u> is required to have an adopted Agricultural Protection Ordinance or must demonstrate how the loss of the designated agricultural lands will be mitigated by permanently protecting farmland.

SWAT seeks further clarification on what constitutes a "public benefit."

Policies: Growth Management Program (GMP)

SWAT continues to express concern of proposed GMP language, specifically:

To insure the protection of agricultural lands, the following should be added to the Authority's Growth Management Checklist - any jurisdiction with agricultural lands (farming and ranching) within its **designated Planning Area** must have adopted an Agricultural Impact Policy. The Policy would require local agencies to identify and disclose the impacts of converting agricultural land to other uses and will provide information about the impact of future land use decisions on the County's important agricultural lands.

SWAT recommends the following language:

The Policy would require local agencies, that initiates a project within its Planning Area, to identify and disclose the impacts of converting agricultural land to other uses and will provide information about the impact of future land use decisions on the County's important agricultural lands.

ACTION: SWAT will meet on the following date:

o Tuesday, May 17, 2016 at 2:00pm, Town of Danville Offices

7. WRITTEN COMMUNICATIONS: The following written communication items were made available:

ACTION: None

- **8. DISCUSSION:** Next agenda
- **9. ADJOURNMENT:** to Tuesday, May 17, 2016 at 2:00pm, Town of Danville Offices

ACTION: Meeting adjourned by Chair Stepper at 4:23 p.m.

Staff Contact:

Lisa Bobadilla City of San Ramon P (925) 973-2651 F (925) 838-3231

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Alternate Staff Contact:

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AGENDA ITEM 5.B



SWAT

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SUMMARY MINUTES
May 17, 2016 – 2:00 p.m.
Town of Danville Office
510 La Gonda Way
Danville, California

Committee members present: Karen Stepper, Town of Danville (Chair); Don Tatzin, City of Lafayette; Mike Metcalf, Town of Moraga; Amy Worth, City of Orinda, Candace Andersen; Contra Costa County.

Staff members present: Lisa Bobadilla, City of San Ramon; Darlene Amaral, City of San Ramon; Andy Dillard, Town of Danville; James Hinkamp, City of Lafayette; Joe Calabrigo, Town of Danville; Robert Sarmiento, Contra Costa County; Ellen Clark, Town of Moraga; Chuck Swanson, City of Orinda.

Others present: Smitty Schmidt, Alamo Resident.

- 1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Stepper at 2:01 p.m.
- 2. **PUBLIC COMMENT:** Smitty Schmidt, Alamo Resident requested copies from the May 2, 2016 agenda under Written Communications. Staff will email Mr. Schmidt the SWAT Meeting Summary Report to Contra Costa Transportation Authority, April 19, 2016 and the Correspondence email from Alamo Resident, Sandy Fink, regarding the Alamo Project SWAT Expenditure Plan.
- **3. BOARD MEMBER COMMENT:** No board member comment.
- 4. ADMINISTRATIVE ITEMS:
- 5. <u>CONSENT CALENDAR:</u>
 - **5.A Approval of Minutes:** SWAT Minutes of May 2, 2016

ACTION: APPROVED – Worth/Andersen/unanimous

End of Consent Calendar

6. <u>REGULAR AGENDA ITEMS:</u>

6.A Contra Costa Transportation Authority (CCTA) Development of a Potential Transportation Expenditure Plan (TEP):

Lisa Bobadilla recommended that SWAT provide feedback and comment on the following items.

Don Tatzin provided an overview on the following language changes to the Draft TEP dated May 18, 2016:

No 3 BART Capacity, Access and Parking Improvements

This category is intended to provide funding to increase the capacity of and ridership of public transit on the BART corridors and for BART station, access and parking improvements in Contra Costa County. Funds in this category are intended to be allocated by the Authority for the acquisition of additional new BART cars, provided that: 1) BART agrees to fund a minimum of \$100 million in BART station, access and parking improvements in Contra Costa County from other BART revenues, and 2) a regional approach, that includes commitments of equal funding shares from both Alameda and San Francisco counties and additional regional funding from the Metropolitan Transportation Commission, is developed and approved no later than December 31, 2021 2024. If an agreement is not approved by December 31, 2021, BART may request and the Authority may approve extending this deadline to no later than December 31, 2026.

BART station, access and parking improvements may include station capacity, safety and operational improvements; infrastructure improvements that facilitate Transit Oriented Development at or near BART stations; additional on or off site parking; last mile shuttle or shared vehicles that provide alternatives to driving single-occupant vehicles to BART stations; and bicycle/pedestrian facilities that provide access to BART stations. After the time limitations have been exceeded, or if before that date BART informs the Authority it is no longer pursuing the additional BART cars, the Authority may allocate all remaining funds for BART station, access and parking improvements or alternate public transit services that access BART.

Prior to the allocation of funds to BART, the Authority shall make a finding that BART has continued with its maintenance of effort in the use of its farebox increase revenues, or an equivalent amount, for capital project improvements that benefit Contra Costa County, except in years in which BART is unable to make a finding that it has continued its efforts specifically due to a decrease in ridership or an economic downturn or a natural disaster occurs.

Don Tatzin noted that the Authority continues to deliberate with BART on language for this category. The new language changes will be presented at the Authority Board meeting on May 18, 2016.

SWAT supports the language changes as proposed.

No 16 Community Development Transportation Program

Lisa Bobadilla noted that SWAT's previous suggestion regarding additional language has not been included in the last version of the TEP.

Funds will be allocated by the Authority on a competitive basis within each subregion to transportation projects or programs that promote housing within planned or established centers that are supported by transit, or that support economic development and job creation in Contra Costa County.

SWAT recommends that the following language, within each sub-region, be added to either the Geographic Equity or within in No. 15 Pedestrian, Bicycle and Trail Facilities and No. 16 Community Development Transportation Program:

All projects will be selected through a competitive project selection process within each subregion with the Authority approving the final program of projects, allowing for a comprehensive countywide approach while recognizing subregional needs to achieve the overall program goal.

The Growth Management Program

Lisa Bobadilla noted that SWAT's previous suggestion to remove the following language has not been removed, a Hillside Development Policy, a Ridgeline Protection Policy, a policy to protect wildlife corridors and a policy related to the protection of blue line creeks.

Allocation of Funds

Each jurisdiction shall demonstrate its compliance with all of the components of the Growth Management Program in a completed compliance checklist. In addition to current requirements, the Growth Management Program compliance checklist will require jurisdiction's, within 24 months of the effective date of this measure, to have the following adopted policies in place (where applicable); a Hillside Development Policy, a Ridgeline Protection Policy, a policy to protect wildlife corridors and a policy related to the protection of blue line creeks. In addition to the above, the Growth Management compliance checklist will also require jurisdictions with designated prime agricultural lands (as defined by the California Department of Conservation) within their planning areas (but outside of city limits or the ULL in the case of the County) to have (within 24 months of the effective date of this measure) an adopted Agricultural Impact Policy. Said Agricultural Impact Policy must identify and disclose the impacts of converting prime agricultural land to other uses and provide information about the impact of future land use decisions on the County's important agricultural lands. The jurisdiction shall submit, and the Authority shall review and make findings regarding the jurisdiction's compliance with the requirements of the Growth Management Program, consistent with the Authority's adopted policies and procedures.

SWAT supports the language as written.

Urban Limit Line (ULL) Definitions and Compliance Requirements

- 4. Local jurisdictions may, without voter approval, enact & Minor Adjustments to their applicable ULL subject to a vote of at least 4/5 of the jurisdiction's legislative body and the following requirements:
 - a. Minor adjustment may include one or several parts that in total shall not exceed 30 acres;
 - b. Adoption of at least one of the findings listed in the County's Measure L (§82-1.018 of County Ordinances 2006-06 § 3, 91-1 § 2, 90-66 § 4);
 - c. <u>Adoption of a finding that the Minor Adjustment is for a clearly defined public benefit.</u>
 - b.d. The Minor Adjustment is not contiguous to one or more non-voter approved Minor Adjustments that in total exceed 30 acres;

<u>e.e.</u> The Minor Adjustment does not create a pocket of land outside the existing urban limit line, specifically to avoid the possibility of a jurisdiction wanting to fill in those subsequently through separate adjustments;

d.f.Any jurisdiction proposing to process a minor that approves a minor adjustment to its applicable ULL that impacts designated prime agricultural lands or agricultural lands of statewide significance agricultural lands (as defined by the California Department of Conservation) is required to have an adopted Agricultural Protection Ordinance or must demonstrate how the loss of these designated agricultural lands will be mitigated by permanently protecting farmland.

The County is recommending the Authority to provide a broader definition of "public benefit" and not a narrow definition.

Advance Mitigation Program

Lisa Bobadilla noted that the following new language was added:

2. Development of a Project Impacts Assessment that identifies the portfolio of projects to be included in the Advance Mitigation Program and the estimated costs for mitigation of the environmental impacts of the projects. The Authority will review and approve the Project Impacts Assessment prior to the allocation of funds for the Advance Mitigation Program. The Assessment and estimated costs This estimate does not in any way limit the amount of mitigation that may be necessary or undertaken for the environmental impacts of the projects. The Authority will review and approve the Project Impacts Assessment prior to the allocation of funds for the Advance Mitigation Program.

SWAT supports language as written.

- **7. WRITTEN COMMUNICATIONS:** The following written communication items were made available:
 - SWAT Meeting Summary Report to CCTA, May 2, 2016;
 - SWAT Meeting Summary Report to CCTA, May 9, 2016;
 - SWAT Transportation Demand Management (TDM) Annual Report, F/Y 2014-2015.

ACTION: None

- **8. DISCUSSION:** Next agenda
- **9. ADJOURNMENT:** to Monday, June 6, 2016 at 3:00pm, Town of Danville Offices

ACTION: Meeting adjourned by Chair Stepper at 2:50 p.m.

Staff Contact:

Lisa Bobadilla City of San Ramon P (925) 973-2651 F (925) 838-3231

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Alternate Staff Contact:

Darlene Amaral City of San Ramon P (925) 973-2655 F (925) 838-3231

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AGENDA ITEM 5.C



SWAT

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SUMMARY MINUTES

August 1, 2016 – 3:00 p.m. Town of Danville Office 510 La Gonda Way Danville, California

Committee members present: Karen Stepper, Town of Danville (Chair); Mike Metcalf, Town of Moraga; Candace Andersen; Contra Costa County.

Staff members present: Lisa Bobadilla, City of San Ramon; Andy Dillard, Town of Danville; James Hinkamp, City of Lafayette; Robert Sarmiento, Contra Costa County; Chuck Swanson, City of Orinda; Larry Theis, City of Orinda; Thomas Valdriz, Town of Danville; Sarah Mondloch, Town of Danville.

Others present:

- 1. **CONVENE MEETING/SELF INTRODUCTIONS:** Meeting called to order by Chair Stepper at 3:05 p.m.
- **2. PUBLIC COMMENT:** No public comment.
- **3. BOARD MEMBER COMMENT:** No board member comment.
- 4. **ADMINISTRATIVE ITEMS:**
- 5. CONSENT CALENDAR:
 - **5.A Approval of Minutes:** SWAT Minutes of May 9, 2016
 - **5.B** Approval of Minutes: SWAT Minutes of May 17, 2016

ACTION: DUE TO LACK OF QUORUM; NO ACTION TAKEN

End of Consent Calendar

6. REGULAR AGENDA ITEMS:

6.A Review and Approve 511 Contra Costa FY 2016-17 SWAT Transportation Demand Management Programs and Budget

ACTION: DUE TO LACK OF QUORUM; NO ACTION TAKEN

6.B Contra Costa Transportation Authority (CCTA) Transportation Expenditure Plan (TEP)

Lisa Bobadilla stated that all the Cities and Towns have approved the draft TEP. The draft TEP will be considered for approval by Contra Costa Board of Supervisors on Tuesday, August 2, 2016; with final approval on August 9, 2016. If approved, ballot measure will be on the November election.

Mike Metcalf asked if the ballet language has been approved by the Authority. Lisa Bobadilla stated that the language for the expenditure plan was approved and adopted at the Authority meeting dated July 27, 2016.

Lisa Bobadilla reviewed the Contra Costa County Voter Telephone Survey Summary Report.

ACTION: Lisa Bobadilla will forward the TEP language to SWAT.

6.C Update on the OBAG 2 Status

Lisa Bobadilla provided a brief update on OBAG 2 funding. Lisa Bobadilla and Andy Dillard are on the OBAG 2 Working Group. James Hinkamp is the alternate. The next Working Group meeting will take place in September.

Andy Dillard stated that OBAG 2 funding will include two sources of funding:

- 1. STP
 - a. Local Streets and Roads
 - b. 70% of funds will need to be spent on PDA
- 2. CMAQ Air Quality component
 - a. Competitive funds

ACTION: None

- **7. WRITTEN COMMUNICATIONS:** The following written communication items were made available:
 - Contra Costa Transportation Authority Meeting Summary, April 6, 2016;
 - Town of Danville Request for Comments, General Plan Amendment (GPA15-0001), Preliminary Development Plan Rezoning (PID15-0001), Major Subdivision, and a Final Development Plan (DEV15-0065) to allow for the development of a maximum 38-unit townhouse development, April 12, 2016;
 - Contra Costa County, Draft Environmental Impact Report for Tassajara Parks Project, May 12, 2016;
 - SWAT Meeting Summary Report to CCTA, May 17, 2016;
 - City of Concord, Draft Environmental Impact Report for The Veranda Shopping Center, June 1, 2016;
 - Contra Costa Transportation Authority Meeting Summary, May 18, 2016;
 - Contra Costa County, Draft Environmental Impact Report Request for Comments for Tassajara Parks Project, June 3, 2016;
 - Town of Moraga, Planning Commission, Public Meeting Notice for the Moraga Town Center Homes project, June 6, 2016;
 - City of San Ramon, Planning Commission, Public Hearing Notice San Ramon Valley Apartments, June 7, 2016;

- Contra Costa County, Notice of Public Review and Intent to Adopt a Proposed Mitigated Negative Declaration for County File #DP15-3023 Bay Point Family Apartments, July 13, 2016;
- Town of Moraga, Planning Commission, Public Meeting Notice for the Moraga Town Center Homes project, July 18, 2016.

ACTION: None

8. DISCUSSION: Next agenda

9. ADJOURNMENT: to Monday, September 12, 2016 at 3:00pm, Town of Danville Offices

ACTION: Meeting adjourned by Chair Stepper at 3:45 p.m.

Staff Contact:

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Alternate Staff Contact:

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AGENDA ITEM 6.A



SWAT

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DATE: September 12, 2016

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee

By: Darlene Amaral, SWAT Transportation Analyst

SUBJECT: 511 Contra Costa - FY 2016-17 SWAT Transportation Demand

Management (TDM) Program and Budget

RECOMMENDED ACTION

The SWAT TAC recommends SWAT approve the following:

- 1. Approve FY 2016-17 SWAT TDM programs and budget; and
- 2. Authorize staff to submit applications to the Contra Costa Transportation Authority for Measure J, Transportation Fund for Clean Air (TFCA), and Congestion Mitigation Air Quality (CMAQ) funds.

BACKGROUND AND ANALYSIS

With the passage of Measure C in 1988 and Measure J in 2004, the voters of Contra Costa County approved the county's half cent transportation sales tax and established a Growth Management Program (GMP). Through its countywide and sub-regional TDM programs, 511 Contra Costa provides essential support to Contra Costa jurisdictions in the following areas:

- 1. Compliance with the TDM ordinance requirements of the Measure J Growth Management Program Compliance Checklist;
- 2. Implementation of TDM measures in the sub-regional Action Plans;
- 3. Fulfillment of the TDM priorities of each of the Regional Transportation Planning Committee's (RTPC), including Countywide and local TDM ordinances;
- 4. Implementation of cost effective Bay Area Air Quality Management District (BAAQMD) TFCA programs to reduce Greenhouse Gas (GHG) emissions;
- 5. Implementation of the MTC-delegated Employer Outreach Program;
- 6. Support and implementation of the TDM elements of the Sustainable Community Strategies of SB 375; and

7. Support SWAT employers, with 50 or more employees, to comply with the Bay Area Commuter Benefit Program (SB 1339), by offering commute incentives through the 511 Contra Costa Programs.

FISCAL ANALYSIS

Primary funding for the 511 Contra Costa TDM program is derived from Transportation Fund for Clean Air (TFCA) which is provided by the Bay Area Air Quality Management District (BAAQMD) Program Manager Funds and administered locally by the Contra Costa Transportation Authority (CCTA). The incentive programs (transit, vanpool, carpool, guaranteed ride home) and employer outreach programs are funded with TFCA dollars. The employer outreach program is also supported by federal Congestion Mitigation Air Quality (CMAQ) funds from MTC to the Transportation Authority. In addition to these sources Measure J Commute Alternative funding is available to 511 Contra Costa to cover indirect costs associated with programs funded with TFCA grant money, as well as local TDM projects, approved by the RTPCs.

The CCTA and BAAQMD allocate funding for purposes of implementing TDM related projects/programs that meet the goals and objectives to reduce traffic congestion and improve air quality. Current BAAQMD TFCA policy allows the use of TFCA funds for program and project direct costs but are limited in use for program indirect costs.

Funding for the 511 Contra Costa programs is allocated sub-regionally based on a formula which includes 50% population and 50% jobs within each sub-region. The current allocation distribution is:

Central/East County (TRANSPAC/TRANSPLAN)	57.10%
West County (WCCTAC)	22.70%
Southwest County (SWAT)	20.20%

The BAAQMD allows the Congestion Management Agency's (CCTA) to use 5% of the county allocation for program administration. Therefore, the Authority takes funding "off the top" to cover Authority administration of the program. Once each RTPC is made aware of how much funding it is to receive, the 511 Contra Costa Program Managers take recommended programs/projects which meet BAAQMD criteria, to each RTPC for approval. Projects that can be funded with TFCA funds and meet the strict criteria and cost effectiveness requirements are presented to the Transportation Authority for final approval in accordance with BAAQMD policies. Measure J Commute Alternative Program and CMAQ funds (per MTC requirements for Employer Outreach implementation), are allocated annually to the 511 Contra Costa programs within each sub-region based on RTPC recommendations.

The proposed FY 2016-17 SWAT TDM programs/budget have been reviewed by SWAT TAC and are forwarded to SWAT for review/approval. The proposed SWAT TDM program expenditure plans and budget for FY 2016-17 is attached.

A summary of TDM program funding for FY 2016-17 is as follows:

TFCA	\$283,602
Measure J	\$141,400
CMAQ	\$14,140
TOTAL:	\$439,142

STEPS FOLLOWING APPROVAL

- 1. Forward FY 2016-17 SWAT TDM Programs and Financial Plan to the Contra Costa Transportation Authority. Authority staff will forward the 511 Contra Costa Countywide TDM program applications to the Bay Area Air Quality Management District;
- 2. Upon approval by the Bay Area Air Quality Management District, the Air District will enter into an agreement with the Contra Costa Transportation Authority; and
- 3. Subsequently, the Contra Costa Transportation Authority will enter into an agreement with the City of San Ramon for the implementation and oversight of the SWAT TDM programs for FY 2016-17.

ATTACHMENT

1. FY 2016-2017 SWAT TDM program expenditure plans and budget

511 CONTRA COSTA - SWAT SUBREGION SUMMARY OF PROGRAMS & PROJECTS

Procedable & Procedable Pro	JUMMARY OF PROGRAMS & PROJECTS	FY2016-20	FY2016-2017 Proposed Budget	udget					FY2015-2016 Budget	udget	
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Production Pro		Emissions/Trip					Emissions/Trip	TFCA			
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\$ 283,602 \$ 15,972 \$ 139,568 \$ 439,142 \$	Total Program Expenditures:			ı	\$ 439,142			45	5 15,972	\$ 173,253	\$ 470,540
	Allocated Amounts by Project		2000	18000	\$ 439,142		\$	2,287	\$ 1	\$ (33,685	
											\$ (31,398)

TFCA Funds	\$ 283,602
Measure J Funds FY16-17	\$ 141,400
CMAQ Funds	\$ 14,140
Total Program Revenues:	\$ 439,142

- 1 No new funding requested. Previous year funding will be used (\$2,600)
 2 No new funding requested. Previous year funding will be used (\$15,000)
 3 No new funding requested. Previous year funding will be used (\$33,000)
 4 No new funding requested. Previous year funding will be used (\$13,200)
 5 No new funding requested. Previous year funding will be used (\$60)
 6 No new funding requested. Previous year funding will be used (\$11,238)
 7 Ne New funding requested. Previous year funding will be used (\$3,900)

8 Temporary P/T (SWAT Employer Outreach & Marketing)

Update SWAT Employer database (SR Business License, SWAT Chambers) Market "new" Employers within SWAT

Schedule and attend Employer & Community Outreach Events

Examples:

Lafayette Earth Day, 10:30am - 3:30pm (includes setup & take down)

Moraga Community Faire & Car Show, 10:30am - 4:30pm (includes setup & take down)

5 hrs 6 hrs 22.42 18 not to exceed 18 hours per week samount per week \$\frac{\\$}{5}\$ Office Technician 1 \$

403.63

403.63 78 total weeks 31,483.02 18 months x 4 weeks in a month Estimate of cost (NOT TO EXCEED) \$

City of San Ramon - can't exceed 1,000 hours in a fiscal year

AGENDA ITEM 6.B



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

DATE: September 12, 2016

TO: Southwest Area Transportation Committee (SWAT)

FROM: SWAT Technical Advisory Committee

SUBJECT: SWAT Administrative Services for Contract Service Year 2016-17

BACKGROUND

On July 1, 2015, SWAT and the City of San Ramon entered into a Memorandum of Understanding (MOU) for SWAT administrative services. Subsequently, the City of San Ramon has served as the SWAT Administrative Staff from July 1, 2015 through June 30, 2016. The current MOU between SWAT and the City of San Ramon expired June 30, 2016.

The City of San Ramon is prepared to provide SWAT administrative services effective July 1, 2016 through June 30, 2017 and has prepared a Memorandum of Understanding for the Contact Service Year July 1, 2016 through June 30, 2017 (Attachment A). The MOU between SWAT reflects San Ramon's desire to provide "Basic Administrative Services (Tier 1)" in the amount of \$32,500.

RECOMMENDATION

Authorize SWAT Chair and SWAT Vice Chair to execute MOU between SWAT and City of San Ramon for SWAT Administrative Services.

Attachments: A – City of San Ramon Memorandum of Understanding (MOU) for SWAT Administrative Services for Contract Service Year July 1, 2016 through June 30, 2017.

Staff Contact:

Lisa Bobadilla, City of San Ramon

Phone: (925) 973-2651

Email: lbobadilla@sanramon.ca.gov

Web: www.CCTA-SWAT.net

ATTACHMENT A MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of the 12th day of September 2016, by and between the Southwest Area Transportation Committee, therein called the "SWAT Committee", and City of San Ramon herein called the "City".

RECITALS

WHEREAS, SWAT Committee is a Regional Transportation Planning Committee (RTPC) of the Contra Costa Transportation Authority (CCTA); and

WHEREAS, SWAT Committee consists of the communities of the southwest Contra Costa County area including Danville, Lafayette, Moraga, Orinda, San Ramon, and the unincorporated areas of Contra Costa County in the southwest area; and

WHEREAS, SWAT Committee desires to obtain the City for services related to the Southwest Area Transportation Committee administration and activities; and

WHEREAS, SWAT Committee authorized the SWAT Chair and Vice Chair to review and execute this contract at its September 12, 2016 meeting.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. <u>Scope of Services</u>: The City shall provide administrative services, through a two-tiered approach, as set out in the Administrative Services Proposal Scope of Work, attached thereto as Exhibit A and incorporated herein by reference.
- 2. <u>Time of Performance</u>: The services of the City are to commence on July 1, 2016 following the execution of this Memorandum of Understanding (MOU) and to be completed by June 30, 2017 (defined as the "Contract Service Year").

3. Compensation and Method of Payment:

- A. <u>Compensation</u>: The compensation to be paid to the City shall be at the rate and schedule of payment as set forth in Exhibit A, which is attached hereto and incorporated herein. Compensation will be provided in a two-tiered structure:
 - i. *Basic Administrative Services* (Tier 1): Not-to-exceed cost of Thirty-two Thousand Five Hundred Dollars (\$32,500.00) for Basic Administrative Services, which includes the cost of labor, materials, supplies and postage for 10 SWAT TAC and 10 SWAT meetings during the Contract Service Year; and

ii. Supplemental Services (Tier 2): Appropriation of Ten Thousand Dollars (\$10,000.00), to be drawn down on an as-need basis, for any additional administrative services above and beyond the 10 SWAT TAC and 10 SWAT meetings outlined in Section 3A(i) above, and for tasks outlined in the Supplemental Services section of Exhibit A. These services shall be provided at \$125.00 per hour, inclusive of labor, materials, supplies and postage.

In no event shall City's compensation exceed Thirty-two Thousand Five Hundred Dollars (\$32,500.00) for Basic Administrative Services or Ten Thousand Dollars (\$10,000.00) for Supplemental Services during the Contract Service Year (for both labor and direct costs), without additional authorization from the SWAT Committee. Payment by SWAT Committee under this MOU shall not be deemed a waiver of defects, even if such defects were known to the SWAT Committee at the time of payment. The SWAT Committee shall not compensate for mileage and travel time.

B. <u>Method of Payment:</u>

- 1. <u>Basic Administrative Services</u>: As a condition precedent to any payment to City under this MOU, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, at the beginning of the Contract Service Year, for basic administrative services. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- 2. <u>Supplemental Services</u>: As a condition precedent to any payment to City under this Agreement, City shall submit an invoice to the SWAT Committee's designated Fiscal Agent, or each of the SWAT agencies, for any supplemental administrative services provided at the end of the Contract Service Year. This invoice shall detail the hourly rate of \$125.00 per hour (inclusive of labor, materials, supplies and postage), itemize the tasks associated with the expenditure of staff time, and shall include the remaining balance of the annual supplemental services appropriation. The cost of services shall be split among the six jurisdictions, on an equal pro-rata basis.
- 3. <u>Timing of Payment</u>: SWAT Committee's designated Fiscal Agent, or each SWAT jurisdiction, shall pay the City for services rendered hereunder at the rates and schedules outlined in accordance with SWAT's approval. Payment shall be made to Contractor within 30 business days after receipt of the monthly statement.

4. **Termination of MOU**:

- A. This MOU shall be valid until the end of the Contract Service Year. However, all obligations hereunder may be terminated at any time, with or without cause, by the SWAT Committee upon 10 days' written notice to the other party.
- B. If City fails to perform any of its material obligations under this MOU, in addition to all other remedies provided by law, SWAT Committee may terminate this MOU immediately upon written notice.
- C. In the event termination is without cause, City shall be entitled to any compensation owed up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payments; provided, however, that City shall be entitled to compensation for work in progress at the time of termination.
- D. During the term of this MOU, the City may terminate this MOU by providing the SWAT Committee with 30 days written notice.
- 5. <u>MOU Renewal:</u> Sixty days prior to the end of the contract period, City shall provide written notice to the SWAT Committee of the City's desire to extend the term of this MOU.
- 6. <u>Amendment</u>: This MOU constitutes the complete and exclusive statement of the MOU to SWAT Committee and City. It may be amended or extended from time to time by written agreement of the parties hereto.
- 7. **Time of the Essence**: Time is of the essence of this MOU.
- 8. Written Notification: Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to SWAT Committee: SWAT Chair

c/o City of Lafayette, SWAT Fiscal Agent 3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

If to City: City of San Ramon

c/o Transportation Division Manager

2401 Crow Canyon Road San Ramon, CA 94583 IN WITNESS WHEREOF, the SWAT Committee and Contractor have executed this MOU as of the date first above written.

SOUTHWEST AREA TRANSPORTION COMMITTEE	CITY OF SAN RAMON
By: Karen Stepper, SWAT Chair	By: Joseph Gorton, Interim City Manager
By: Amy Worth, SWAT Vice Chair	
	The foregoing MOU has been reviewed and approval is recommended: By:
	By: Maria Fierner, Public Works Department Director
	APPROVED AS TO FORM
	By:Bob Saxe, Interim City Attorney
	ATTEST
	By: Renee Beck, City Clerk

EXHIBIT A

Southwest Area Transportation Committee Administrative Services Proposal – Scope of Work

Basic Administrative Services (Tier 1)

\$32,500.00

This is a not-to-exceed structure for basic administrative services, based on a historic average of 10 SWAT meetings and SWAT TAC meetings per year. These services would be split among the six jurisdictions, on an equal pro-rata share basis, and invoiced at the beginning of the fiscal year.

- 1. Agenda Packet Preparation: Work with CCTA and SWAT TAC to coordinate agenda items, assemble agenda, copy and mail packets, post agenda and upload onto SWAT web site;
- 2. SWAT TAC Meetings: Attend and facilitate SWAT TAC Meetings;
- 3. SWAT Meetings: Attend and assist Chair in facilitation of SWAT Meetings;
- 4. SWAT Summary Minutes and Correspondences: Generate summary minutes of SWAT meeting, generate follow-up correspondences as necessary and appropriate in coordination with the Chair and the SWAT TAC;
- 5. General Administration: Correspond with CCTA, Chair and SWAT TAC as necessary and appropriate, serve as direct contact for SWAT, maintain all SWAT files and documentation, respond to inquiries and requests of SWAT, and refer public and agencies to appropriate individual or agency if inquiries extend beyond the realm of an administrative nature.
- 6. SWAT Website administration, maintenance, and domain service fees.

Supplemental Services (Tier 2)

\$10,000.00

These supplemental services include the facilitation of any additional meetings or coordination, above and beyond the basic service level of 10 meetings per year. It is structured to be a pre-authorized appropriation by SWAT and would be drawn down as work load dictates. The costs associated with provision of these supplemental services will be invoiced to each agency within SWAT, on an equal pro-rata share basis, semi-annually.

- 1. *Measure J Renewal*: Facilitate any additional meetings and/or correspondences necessary for SWAT and SWAT TAC's review and development of the Measure J Renewal Process;
- 2. *I-680 Transit Investment/Congestion Relief Study*: Facilitate any additional meetings and/or correspondence necessary for SWAT and SWAT TAC's review of, and coordinate comments to the final document;
- 3. Attend CCTA related meetings as directed by SWAT; and
- 4. Supplemental services would be provided as work load dictates for the pre-authorized work tasks described above or as approved by SWAT.

AGENDA ITEM 7



COMMISSIONERS

MEMORANDUM

Dave Hudson, Chair

Tom Butt Vice Chair

Janet Abelson

Newell Americh

David Durant

Federal Glover

Karen Mitchoff

Julie Pierce

Kevin Romick

Don Tatzin

Robert Taylor

Randell H. Iwasaki, Executive Director

To: Anita Tucci-Smith, TRANSPAC

Lisa Bobadilla, SWAT

Jamar Stamps, TRANSPLAN, TVTC

John Nemeth, WCCTAC

Ellen Clark, LPMC

Randell H. Iwasaki, Executive Director

Date: August 4, 2016

From:

Re:

Items of interest for circulation to the Regional Transportation Planning

Committees (RTPCs)

At its July 20, 2016 special meeting, following review and approval of revised language presented at the meeting, and after making the necessary finding under CEQA that the approval of the Resolutions and Ordinances is not a project or, alternatively, is exempt from environmental review, the Authority unanimously approved the following:

- Resolution 16-40-A, adopting the Authority's final calculation of the appropriations limit for Fiscal Year 2016-17;
- Ordinance 16-02 Adopting the 2016 Transportation Expenditure Plan (TEP);
- Ordinance 16-03 Imposing a Transactions and Use Tax to be Administered by the State Board of Equalization; and
- Resolution 16-41-P Requesting the Board of Supervisors of Contra Costa County to Call and Consolidate an Election Submitting to the Qualified Voters a Ballot Measure Seeking Approval of a One-Half Percent Transactions and Use Tax.

Final documents (as revised) will be available at www.keepcontracostamoving.net website in early August.

2999 Oak Road Suite 100 Walnut Creek CA 94597 PHONE: 925.256.4700 FAX: 925.256.4701 www.ccta.net



IT'S TIME TO REBUILD.

BART connects you to people you love, places you enjoy, and to the countless opportunities the Bay Area has to offer. We have a plan to rebuild and reinvest in our aging system, but we can't do it alone. Join us for a telephone and online town hall to learn more about the plan to rebuild and improve service.

BETTER BART. BETTER BAY AREA.Telephone and Online Town Hall Meeting

During the Telephone Town Hall Meetings, you'll hear from BART's General Manager and Board Directors, plus BART riders on why system reinvestment is so important. This is also your opportunity to ask questions and hear about what's in the plan for you and your county.

Dial toll-free **1-877-353-4701** to participate.

Wednesday, August 24 | 6:30pm – Alameda County Spanish simulcast available by dialing 1-855-312-2107

Thursday, September 15 | 6:30pm – San Francisco County Chinese simulcast available by dialing 1-855-312-2107

Tuesday, October 4 | 6:30pm – Contra Costa County

You can also view the events live online. Visit **bart.gov/telephonetownhall** for webcast information.









MEJORAS EN BART. MEJORAS EN EL ÁREA DE LA BAHÍA

REUNIÓN TELEFÓNICA DE AUTORIDADES Y CIUDADANOS

BART te conecta con la gente que amas, con los lugares que disfrutas, y con las innumerables oportunidades que ofrece el área de la bahía. Tenemos un plan para renovar y reinvertir en nuestro envejecido sistema, pero no podemos hacerlo solos. Únase a nosotros durante la reunión comunitaria telefónica y en línea para conocer más acerca del plan de renovación y mejora del servicio.

Durante las reuniones telefónicas de autoridades y ciudadanos, usted podrá escuchar al director general de BART, a los directivos de la Junta, y también a usuarios de BART, acerca de por qué reinvertir en el sistema es tan importante. Esta es también su oportunidad para hacer preguntas y conocer más sobre lo que el plan tiene para ofrecerles a usted y a su condado.

Si desea participar, marque el número gratuito 1-877-353-4701

Miércoles 24 de agosto | 6:30pm—Condado de Alameda Transmisión simultánea en español disponible llamando al 1-855-312-2107

Jueves, 15 de septiembre: | 6:30pm—Condado de San Francisco *Transmisión simultánea en chino disponible llamando al 1-855-312-2107*

Martes, 4 de octubre | 6:30pm—Condado de Contra Costa

También puede ver los eventos en vivo por Internet. Si desea obtener más información sobre la retransmisión vía Internet, visite **bart.gov/telephonetownhall**.

更好的BART。更好的灣區 電話和網路市政會議

BART 帶您去見您愛的人,去您喜愛的場所,並且帶您在灣區探索無數新的可能。我們計劃從新整修和翻新日益老化的系統,但我們無法獨立完成。請加入我們的電話和網路市政會議,了解有關重建和提升服務事宜。

在電話市政會議期間,會有 BART 總經理、董事以及 BART 乘客說明再投資系統的重要性。您也可以趁此機會發問,聆聽計劃中與您和全郡相關的內容。

有意參與者,請撥免費專線 1-877-353-4701。

8 月 24 日星期三|下午6:30 – Alameda 郡 撥 1-855-312-2107 可聽取西班牙文聯播

9月15日星期四I下午6:30-San Francisco 郡

撥 1-855-312-2107 可聽取中文聯播

10月4日星期二I下午6:30 - Contra Costa 郡

您也可以上網觀看活動直播。

如需瞭解網路廣播資訊,請造訪 bart.gov/telephonetownhall。

Trains are coming...





BART to Antioch Train Preview

Wednesday, September 21, 2016, 5:00-7:00pm Please join us and tour the new BART to Antioch Train!

Testing has begun on this new Diesel Multiple Unit (DMU) vehicle - you may have already seen it traveling in the center median of Hwy 4. This is your opportunity to view it in person at a public open house.

Wednesday, September 21, 2016 5:00-7:00pm

BART's Antioch Maintenance Facility End of Sunset Drive, Antioch

Just east of the Park & Ride lot at the new Antioch BART Station at Hillcrest Avenue and Sunset Drive, Antioch, CA.

To RSVP please visit:

eventbrite.com/e/bart-to-antioch-train-preview-open-house-tickets-27182466489 or call (510) 464-6257.

DIRECTIONS (click below)

