

MEETING NOTICE AND AGENDA

DATE & TIME: June 24, 2022 • 8:00 AM – 10:00 AM

REMOTE ACCESS:

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>

MEETING ID#: 732 105 8840

PASSWORD (if requested): WCCTAC2020

Shelter-In-Place Order and Teleconference

The Contra Costa County Health Officer issued an order directing residents to **shelter in place**, due to COVID-19. The order limits activity, travel, and business functions to only those that are essential.

Remote Participation Only

As a result of the COVID-19 public health emergency, including the County Health Officer and Governor's directives for everyone to shelter in place, **there will be no physical location for the Board Meeting**. Board members will attend via teleconference and members of the public are invited to attend the meeting and **participate remotely**.

Pursuant to the Governor's Executive Order N-29-20, Board members: Chris Kelley, Norma Martinez-Rubin, Rita Xavier, Tom Butt, Demnlus Johnson, Eduardo Martinez, Paul Fadelli, John Gioia, Jovanka Beckles, Maureen Powers, and Lateefah Simon may be attending this meeting via teleconference, as may WCCTAC Alternate Board Members. Any votes conducted during the teleconferencing session will be conducted by roll call.

The public may observe and address the WCCTAC Board in the following ways:

Remote Viewing/Listening

Webinar:

To observe the meeting by video conference, utilizing the Zoom platform, please click on this link (same link as shown above) to join the webinar at the noticed meeting time:
<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJyd1BoYk0yYWVlZWVlWHZ4Zz09>

Phone:

Dial the following number, enter the participant PIN followed by # to confirm:

+1 669 900 6833

Meeting ID: 732 105 8840

Password: 066620

Public Comment via Teleconference

Members of the public may address the Board during the initial public comment portion of the meeting or during the comment period for agenda items.

Participants may use the chat function on Zoom or physically raise their hands to indicate if they wish to speak on a particular item.

Written Comment (accepted until the start of the meeting, unless otherwise noted on the meeting agenda). Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTAC Board and heard before Board action. Comments may be submitted by email to vjenkins@wcctac.org.

Comments may also be submitted via e-mail to vjenkins@wcctac.org at any time prior to closure of the public comment portion of the item(s) under consideration. All written comments will be included in the record.

Reading of Public Comments: WCCTAC staff will read aloud email comments received during the meeting that include the subject line "FOR THE RECORD" as well as the item number for comment, provided that the reading shall not exceed three (3) minutes, or such other time as the Board may provide.

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1. **Call to Order and Board Member Roll Call.** *(Demnlus Johnson III – Chair)*
 2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda.

CONSENT CALENDAR

3. **Minutes of May 27, 2022 Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTAC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for May 2022. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** None *(No attachment; Information only).*
7. **AB 361 Resolution to Continue Teleconferenced Meetings.** AB 361 allows the Board to continue meeting virtually during a State of Emergency upon the Board making certain findings that meeting in person would present imminent risks to the health or safety as attendees. Resolution No 22-08 provides the necessary findings for the Board of Directors and TAC to continue meeting virtually. *(Attachment; Recommended Action: Adopt Resolution 22-08).*

8. **Fiscal Year 2023 Measure J 19b Funds for WestCAT and AC Transit.** Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. In previous years, the operators have submitted claim forms to explain how the funds available will be used in the upcoming year. Due to the hardships on transit operators from COVID-19, this year CCTA has eliminated claim forms for many return-to-source allocations. WCCTAC staff has also determined that waiving the claim forms for 19b funds is appropriate for Fiscal Year 2023. *(Attachment, Recommend Action: Approve FY23 Measure J 19b allocations for AC Transit and WestCAT).*
9. **Purchase Order for the Pass2Class Program.** Staff is seeking Board authorization to use a purchase order to buy AC Transit bus passes for Pass2Class, which is part of the 511 Contra Costa TDM Program *(Attachment; Recommended Action: Adopt Resolution 22-09).*
10. **Resolution 22-10 for Caltrans Planning Study.** Caltrans awarded WCCTAC funds for the Richmond Parkway Environmental Justice and Regional Mobility Study and requires the adoption of a resolution to authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments with Caltrans. *(Attachment; Recommended Action: Adopt Resolution 22-10).*
11. **Fiscal Year 2023 Work Program, Budget, and Dues.** At its May 2022 meeting, the WCCTAC Board approved the release of the draft work program, budget, and dues for Fiscal Year 2023 to member agencies. Staff received no comments on these documents and is now bringing them back to the Board for final approval. *(Attachments; Recommended Action: Adopt Resolution 22-11).*

REGULAR AGENDA ITEMS

12. **Developer Request to Reclassify STMP Fee Land Use Category for Project at 6055 Giant Road, Richmond, CA.** A developer for a project at 6065 Giant Road in Richmond has submitted an appeal of the STMP land use category selected by City of Richmond to calculate the fee amount. *(Leah Greenblat, WCCTAC Staff; Attachments; Recommended Action: Deny the request to reclassify the STMP Fee Land Use Category for the project at 6055 Giant Road, Richmond.)*
13. **Updated Salary Schedule for FY 2022.** The WCCTAC salary schedule will be updated to reflect a cost-of-living adjustment for Fiscal Year 23, subject to the Board's approval of the FY23 WCCTAC budget. *(Kris Kokotaylo, WCCTAC Counsel; Attachments; Recommended Action: Adopt Resolution 22-12).*

14. **WCCTAC Compensation Review.** Staff has conducted an in-house review of compensation, comparing it with other organizations. The conclusion is that total compensation is competitive for most positions at WCCTAC. For two positions, however, staff is proposing to add two additional steps to better align compensation with peer positions in other agencies. *(John Nemeth, Attachments; Recommended Action: Direct staff to return with formal changes to the WCCTAC salary structure for two positions).*
15. **WCCTAC Board Meeting Format.** Staff is seeking input from the WCCTAC Board on the format of its meetings, both for the remainder of 2022 and looking ahead to 2023. Some options for the Board include: continuing to meet virtually, returning to regular physical meetings, conducting hybrid meetings, or some combination. *(John Nemeth, Attachments; Recommended Action: Provide direction to staff).*
16. **TDM Program Update.** Staff will provide an update on the 511 Contra Costa TDM program, including current program activities this year and a look ahead to Fiscal Year 2023. *(Coire Reilly, WCCTAC Staff; No Attachments; Recommended Action: Information only).*

STANDING ITEMS

17. **Board and Staff Comments.**
 - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives *(Directors Kelley & Butt)*
 - c. Executive Director's Report
18. **General Information Items.**
 - a. Letter to CCTA Executive Director with May 27, 2022 Summary of Board Actions
 - b. Acronym List
19. **Adjourn.** The next regular meeting will be held on July 22, 2022 @ 8:00 a.m

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.

- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Advisory Committee
Board of Directors Meeting
Meeting Minutes: May 27, 2022**

MEMBERS PRESENT: Demnlus Johnson III, Chair (Richmond); Paul Fadelli, Vice-Chair (El Cerrito); Chris Kelley (Hercules); Norma Martinez-Rubin (Pinole); Chris Peeples (AC Transit), Rita Xavier (San Pablo), Maureen Powers (WestCAT).

STAFF PRESENT: John Nemeth, Joanna Pallock, Valerie Jenkins, Leah Greenblat, Kris Kokotaylo (Legal Counsel)

ACTIONS LISTED BY: Valerie Jenkins

Meeting Called to Order: 8:00 am

Public Comment: None

Item #3. Approved Proclamation: Najari Smith, Contra Costa County's Bicycle Champion of the Year

Yes-D. Johnson, P. Fadelli, C. Kelley, N. Martinez-Rubin, R. Xavier, M. Powers

No-None

Abstention-None

Motion passed

CONSENT CALENDAR

Motion by ***Director Peeples***; seconded by ***Director Xavier***, to approve Consent Calendar.

Yes- D. Johnson III, P. Fadelli, N. Martinez-Rubin, R. Xavier, C. Kelley, C. Peeples, M. Powers

No- None

Abstentions- None

Motion passed unanimously

Item #4. *Approved* Minutes of April 22, 2022 Board Meeting.

Item #5. *Received* Monthly Update on WCCTAC Activities.

Item #6. *Received* Financial Reports for April 2022.

Item #7. *Received* Reporting of Payment of Invoices over \$10,000 (None).

Item #8. *Approved* Adopt Resolution 22-07, AB 361 Resolution to Continue Teleconferenced Meetings.

Item #9. *Approved* Allan Panganiban (San Pablo) to serve as a Technical Coordinating Committee representative, with John Nemeth (WCCTAC) to serve as the alternate for Leah Greenblat (WCCTAC).

Item #9. *Approved* the release of the WCCTAC Draft Fiscal Year 2023 Work Program, Budget, and Dues, to the member agencies.

REGULAR AGENDA ITEMS

ITEM/DISCUSSION	ACTION
Item #10 Draft Fiscal Year 2023 Work Program, Budget, and Dues	<p>John Nemeth (WCCTAC), presented the draft work program, budget, and dues for FY 22-23 to the WCCTAC Board. He proposed a 3.5% COLA for WCCTAC staff and a 4.5% dues increase for member agencies. Executive Director Nemeth discussed each of WCCTAC's four funds, with some particular attention paid to the status of the STMP budget.</p> <p>Motion by Director Peebles, 2nd by Director Martinez-Rubin; to release the draft work program, budget, and dues for FY 2023 to the member agencies for review.</p> <p>Yes- D. Johnson, P. Fadelli, C. Kelley, N. Martinez-Rubin, R. Xavier, M. Powers No- None Abstention- None Motion passed</p>
Item #11 Bike to Wherever Days	<p>Information Only</p> <p>Coire Reilly (WCCTAC) shared information on the Bike to Wherever Days event that was held on May 20, 2022. He stated that this year's participation was about half of what it was before the pandemic, probably due to more people working remotely. He also noted that event date was changed this year to coincide with the national date for Bike to Wherever day. Lastly, Mr. Reilly provided information on summer youth programs sponsored by 511 Contra Costa.</p>

<p>Item #12 Richmond Moves Shuttle Service</p>	<p><i>Information Only</i> Denée Evans (Richmond) presented information on Richmond Moves, an on-demand, plug-in hybrid EV shuttle service, that will serve a 5.6 sq. mile area in Richmond. She explained that the program will provide affordable, accessible transportation options and assist in reducing traffic congestion. Ms. Evans also shared that the City is looking for funding to extend the program beyond the 5 year period, and for opportunities to extend the service area.</p>
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Meeting Adjourned: 9:52am

TO: WCCTAC Board

DATE: June 24, 2022

FR: John Nemeth, Executive Director

RE: Monthly Update on WCCTAC Activities

Summer Bike Challenge Events

The Summer Bike Challenge is fully underway across Contra Costa County. This program is fun and family-friendly and encourages people to bike around their communities to various institutions, landmarks, parks, libraries, and other locations. Each week there is a themed photo contest that people can participate in for raffle prizes. One resident of each city, within the county, will win an iPad at the end of the summer. Additionally, each city has three, in-person tabling events over the summer where participants can receive gift cards if they bike to a specific place at a specific time. Interested participants can register for the challenge here:

<https://511contracosta.org/SBC/>



Ferry Fest in Richmond



WETA held its first Annual Ferry Fest at the Richmond Ferry Terminal on Saturday, June 11 between 9 a.m. and 3 p.m. The highlight of the event was the free ferry rides offered to the hundreds of event goers. The weather was warm and clear as the ferry took full boats of passengers, of all ages, out onto the bay for a 25-minute tour. Many were first-time riders. The event also included music, information booths, and a Rich City Ride bike clinic.

West County Student Bus Pass Program

The West Contra Costa Unified School District (WCCUSD) is working with WCCTAC staff to prepare an update on the Student Bus Pass Program for the WCCTAC Board. The draft presentation includes information about trends in student bus pass usage over the last few years. Given savings in expenditures on the program (Measure J 21b) during the pandemic, the school district and WCCTAC are also evaluating the possibility of expanding of the bus pass program to qualifying low-income middle school students.

Holiday Review

WCCTAC staff is currently conducting a review of its holiday schedule and comparing it with WCCTAC member agencies and other transportation organizations. Staff may propose adjustments to this schedule at a future Board meeting. Under consideration is the inclusion of Juneteenth as an official holiday.

General Ledger

Monthly Budget Report

User: DelenaL

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Period 11 - 11

Fiscal Year 2022

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
7700	WCCTAC Operations								
7700-7700-41000	Salary	\$ 538,707.00	\$ -	\$ 538,707.00	\$ 341,982.49	\$ 196,724.51	\$ -	\$ 196,724.51	36.52%
7700-7700-41200	PERS Retirement	\$ -	\$ -	\$ -	\$ 85,278.67	\$ (85,278.67)	\$ -	\$ (85,278.67)	0.00%
7700-7700-41310	Medical Insurance	\$ -	\$ -	\$ -	\$ 61,676.79	\$ (61,676.79)	\$ -	\$ (61,676.79)	0.00%
7700-7700-41311	Retiree Healthcare	\$ -	\$ -	\$ -	\$ 1,537.42	\$ (1,537.42)	\$ -	\$ (1,537.42)	0.00%
7700-7700-41400	Dental	\$ -	\$ -	\$ -	\$ 3,787.97	\$ (3,787.97)	\$ -	\$ (3,787.97)	0.00%
7700-7700-41500	Flexible Spending Account	\$ -	\$ -	\$ -	\$ 159.45	\$ (159.45)	\$ -	\$ (159.45)	0.00%
7700-7700-41800	LTD Insurance	\$ -	\$ -	\$ -	\$ 3,672.21	\$ (3,672.21)	\$ -	\$ (3,672.21)	0.00%
7700-7700-41900	Medicare	\$ -	\$ -	\$ -	\$ 4,944.05	\$ (4,944.05)	\$ -	\$ (4,944.05)	0.00%
7700-7700-41901	Other Insurances	\$ -	\$ -	\$ -	\$ 6,897.68	\$ (6,897.68)	\$ -	\$ (6,897.68)	0.00%
7700-7700-41904	Life Insurance	\$ -	\$ -	\$ -	\$ 1,259.54	\$ (1,259.54)	\$ -	\$ (1,259.54)	0.00%
7700-7700-41911	Liability Insurance	\$ 5,175.00	\$ -	\$ 5,175.00	\$ -	\$ 5,175.00	\$ -	\$ 5,175.00	100.00%
7700-7700-41912	Unemployment Insurance	\$ -	\$ -	\$ -	\$ 595.00	\$ (595.00)	\$ -	\$ (595.00)	0.00%
	Salary and Benefits	\$ 543,882.00	\$ -	\$ 543,882.00	\$ 511,791.27	\$ 32,090.73	\$ -	\$ 32,090.73	5.90%
7700-7700-43500	Office Supplies	\$ 4,800.00	\$ -	\$ 4,800.00	\$ 3,875.94	\$ 924.06	\$ -	\$ 924.06	19.25%
7700-7700-43501	Postage	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,250.09	\$ 249.91	\$ -	\$ 249.91	16.66%
7700-7700-43520	Copies/Printing/Shipping/Xerox	\$ 3,800.00	\$ -	\$ 3,800.00	\$ 2,280.26	\$ 1,519.74	\$ -	\$ 1,519.74	39.99%
7700-7700-43600	Professional Services	\$ 59,085.00	\$ -	\$ 59,085.00	\$ 58,646.06	\$ 438.94	\$ -	\$ 438.94	0.74%
7700-7700-43900	Rent/Building	\$ 23,025.00	\$ -	\$ 23,025.00	\$ 20,039.46	\$ 2,985.54	\$ -	\$ 2,985.54	12.97%
7700-7700-44000	Special Department Expenses	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 1,522.49	\$ 8,477.51	\$ -	\$ 8,477.51	84.78%
7700-7700-44320	Travel/Training Staff	\$ 4,800.00	\$ -	\$ 4,800.00	\$ 50.00	\$ 4,750.00	\$ -	\$ 4,750.00	98.96%
	Service and Supplies	\$ 107,010.00	\$ -	\$ 107,010.00	\$ 87,664.30	\$ 19,345.70	\$ -	\$ 19,345.70	18.08%
	Expense	\$ 650,892.00	\$ -	\$ 650,892.00	\$ 599,455.57	\$ 51,436.43	\$ -	\$ 51,436.43	7.90%
7700	WCCTAC Operations	\$ 650,892.00	\$ -	\$ 650,892.00	\$ 599,455.57	\$ 51,436.43	\$ -	\$ 51,436.43	7.90%
7720	WCCTAC TDM								
772-7720-41000	Salary	\$ 317,825.00	\$ -	\$ 317,825.00	\$ 170,235.41	\$ 147,589.59	\$ -	\$ 147,589.59	46.44%

772-7720-41200	PERS Retirement	\$	-	\$	-	\$	57,866.16	\$	(57,866.16)	\$	-	\$	(57,866.16)	0.00%
772-7720-41310	Medical Insurance	\$	-	\$	-	\$	33,217.51	\$	(33,217.51)	\$	-	\$	(33,217.51)	0.00%
772-7720-41400	Dental Insurance	\$	-	\$	-	\$	1,995.48	\$	(1,995.48)	\$	-	\$	(1,995.48)	0.00%
772-7720-41800	LTD Insurance	\$	-	\$	-	\$	1,265.54	\$	(1,265.54)	\$	-	\$	(1,265.54)	0.00%
772-7720-41900	Medicare	\$	-	\$	-	\$	2,458.21	\$	(2,458.21)	\$	-	\$	(2,458.21)	0.00%
772-7720-41901	Other Insurances	\$	-	\$	-	\$	6,897.68	\$	(6,897.68)	\$	-	\$	(6,897.68)	0.00%
772-7720-41904	Life Insurance	\$	-	\$	-	\$	312.46	\$	(312.46)	\$	-	\$	(312.46)	0.00%
772-7720-41911	Liability Insurance	\$	5,175.00	\$	-	\$	-	\$	5,175.00	\$	-	\$	5,175.00	100.00%
	Salary and Benefits	\$	323,000.00	\$	-	\$	274,248.45	\$	48,751.55	\$	-	\$	48,751.55	15.09%
772-7720-43300	Memberships/Subscriptions	\$	200.00	\$	-	\$	1,725.00	\$	(1,525.00)	\$	-	\$	(1,525.00)	-762.50%
772-7720-43500	Office Supplies	\$	5,000.00	\$	-	\$	796.05	\$	4,203.95	\$	-	\$	4,203.95	84.08%
772-7720-43501	TDM Postage	\$	-	\$	-	\$	712.82	\$	(712.82)	\$	-	\$	(712.82)	0.00%
772-7720-43502	TDM Postage	\$	1,100.00	\$	-	\$	-	\$	1,100.00	\$	-	\$	1,100.00	100.00%
772-7720-43520	Copies/Printing/Shipping/Xerox	\$	18,900.00	\$	-	\$	2,865.13	\$	16,034.87	\$	-	\$	16,034.87	84.84%
772-7720-43600	Professional Services	\$	71,900.00	\$	-	\$	86,704.37	\$	(14,804.37)	\$	-	\$	(14,804.37)	-20.59%
772-7720-43900	Rent/Building	\$	23,025.00	\$	-	\$	20,039.34	\$	2,985.66	\$	-	\$	2,985.66	12.97%
772-7720-44000	Special Department Expenses	\$	117,939.00	\$	59,976.00	\$	154,886.52	\$	23,028.48	\$	30,600.00	\$	(7,571.52)	-4.26%
772-7720-44320	Travel/Training Staff	\$	1,000.00	\$	-	\$	723.96	\$	276.04	\$	-	\$	276.04	27.60%
	Service and Supplies	\$	239,064.00	\$	59,976.00	\$	268,453.19	\$	30,586.81	\$	30,600.00	\$	(13.19)	0.00%
7720	Expense	\$	562,064.00	\$	59,976.00	\$	542,701.64	\$	79,338.36	\$	30,600.00	\$	48,738.36	7.84%
7730	WCCTAC TDM	\$	562,064.00	\$	59,976.00	\$	542,701.64	\$	79,338.36	\$	30,600.00	\$	48,738.36	7.84%
	STMP													
773-7730-41000	Salary	\$	65,000.00	\$	-	\$	-	\$	65,000.00	\$	-	\$	65,000.00	100.00%
	Salary and Benefits	\$	65,000.00	\$	-	\$	-	\$	65,000.00	\$	-	\$	65,000.00	100.00%
773-7730-44000	Special Department Expense	\$	6,950,000.00	\$	-	\$	101,295.70	\$	6,848,704.30	\$	-	\$	6,848,704.30	98.54%
	Service and Supplies	\$	6,950,000.00	\$	-	\$	101,295.70	\$	6,848,704.30	\$	-	\$	6,848,704.30	98.54%
	Expense	\$	7,015,000.00	\$	-	\$	101,295.70	\$	6,913,704.30	\$	-	\$	6,913,704.30	98.56%
7730	STMP	\$	7,015,000.00	\$	-	\$	101,295.70	\$	6,913,704.30	\$	-	\$	6,913,704.30	98.56%
7740	WCCTAC Special Projects													
774-7740-43500	Office Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%
774-7740-44000	Special Department Expense	\$	230,000.00	\$	-	\$	60,000.00	\$	170,000.00	\$	-	\$	170,000.00	73.91%
	Service and Supplies	\$	230,000.00	\$	-	\$	60,000.00	\$	170,000.00	\$	-	\$	170,000.00	73.91%
	Expense	\$	230,000.00	\$	-	\$	60,000.00	\$	170,000.00	\$	-	\$	170,000.00	73.91%
7740	WCCTAC Special Projects	\$	230,000.00	\$	-	\$	60,000.00	\$	170,000.00	\$	-	\$	170,000.00	73.91%
Expense Total		\$	8,457,956.00	\$	-	\$	1,303,452.91	\$	7,214,479.09	\$	30,600.00	\$	7,183,879.09	8433.83%

General Ledger

Monthly Budget Report

User: DelenaL

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Period 11 - 11

Fiscal Year 2022

Account Number	Description	Adopted	Budget Adjustments	Adjusted	YTD Actual	Variance	Encumbered	Available	% Avail
0000	Non Departmental								
773-0000-34315	El Cerrito STMP Fees	\$ -	\$ -	\$ -	\$ (86,978.13)	\$ 86,978.13	\$ -	\$ 86,978.13	0.00%
773-0000-34320	Hercules STMP Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
773-0000-34330	Richmond STMP Fees	\$ -	\$ -	\$ -	\$ (443,288.96)	\$ 443,288.96	\$ -	\$ 443,288.96	0.00%
773-0000-34335	San Pablo STMP Fees	\$ -	\$ -	\$ -	\$ (136,406.34)	\$ 136,406.34	\$ -	\$ 136,406.34	0.00%
	Licenses and Permits	\$ -	\$ -	\$ -	\$ (666,673.43)	\$ 666,673.43	\$ -	\$ 666,673.43	0.00%
770-0000-36102	Interest	\$ -	\$ -	\$ -	\$ (52.04)	\$ 52.04	\$ -	\$ 52.04	0.00%
773-0000-36102	Interest	\$ -	\$ -	\$ -	\$ (5,721.97)	\$ 5,721.97	\$ -	\$ 5,721.97	0.00%
	Use of Property and Money	\$ -	\$ -	\$ -	\$ (5,774.01)	\$ 5,774.01	\$ -	\$ 5,774.01	0.00%
770-0000-34010	STMP Administration	\$ -	\$ -	\$ -	\$ (26,666.93)	\$ 26,666.93	\$ -	\$ 26,666.93	0.00%
770-0000-34111	Member Contributions	\$ -	\$ -	\$ -	\$ (531,744.00)	\$ 531,744.00	\$ -	\$ 531,744.00	0.00%
770-0000-39906	Other Revenue	\$ -	\$ -	\$ -	\$ (40,771.27)	\$ 40,771.27	\$ -	\$ 40,771.27	0.00%
772-0000-39906	Other Revenue	\$ -	\$ -	\$ -	\$ (462,294.73)	\$ 462,294.73	\$ -	\$ 462,294.73	0.00%
773-0000-34010	STMP Administration	\$ -	\$ -	\$ -	\$ 26,666.93	\$ (26,666.93)	\$ -	\$ (26,666.93)	0.00%
774-0000-39906	Other Revenue	\$ -	\$ -	\$ -	\$ (60,000.00)	\$ 60,000.00	\$ -	\$ 60,000.00	0.00%
	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ (1,094,810.00)	\$ 1,094,810.00	\$ -	\$ 1,094,810.00	0.00%
	Revenue	\$ -	\$ -	\$ -	\$ (1,767,257.44)	\$ 1,767,257.44	\$ -	\$ 1,767,257.44	0.00%
0000	Non Departmental	\$ -	\$ -	\$ -	\$ (1,767,257.44)	\$ 1,767,257.44	\$ -	\$ 1,767,257.44	0.00%
7700	WCCTAC Operations								
770-7700-34111	Member Contributions	\$ (531,744.00)	\$ -	\$ (531,744.00)	\$ -	\$ (531,744.00)	\$ -	\$ (531,744.00)	100.00%
	Intergovernmental	\$ (531,744.00)	\$ -	\$ (531,744.00)	\$ -	\$ (531,744.00)	\$ -	\$ (531,744.00)	100.00%
770-7700-39906	Other Revenue	\$ (86,649.00)	\$ -	\$ (86,649.00)	\$ -	\$ (86,649.00)	\$ -	\$ (86,649.00)	100.00%
	Miscellaneous Revenue	\$ (86,649.00)	\$ -	\$ (86,649.00)	\$ -	\$ (86,649.00)	\$ -	\$ (86,649.00)	100.00%

	Revenue	\$	(618,393.00)	\$	-	\$	(618,393.00)	\$	-	\$	(618,393.00)	100.00%
7700	WCCTAC Operations	\$	(618,393.00)	\$	-	\$	(618,393.00)	\$	-	\$	(618,393.00)	100.00%
7720	WCCTAC TDM											
772-7720-33403	Grants	\$	(562,064.00)	\$	-	\$	(562,064.00)	\$	-	\$	(562,064.00)	100.00%
	Grants	\$	(562,064.00)	\$	-	\$	(562,064.00)	\$	-	\$	(562,064.00)	100.00%
	Revenue	\$	(562,064.00)	\$	-	\$	(562,064.00)	\$	-	\$	(562,064.00)	100.00%
7720	WCCTAC TDM	\$	(562,064.00)	\$	-	\$	(562,064.00)	\$	-	\$	(562,064.00)	100.00%
7730	STMP											
773-7730-34310	County STMP Fees	\$	(100,000.00)	\$	-	\$	(100,000.00)	\$	-	\$	(100,000.00)	100.00%
773-7730-34320	Hercules STMP Fees	\$	(446,300.00)	\$	-	\$	(446,300.00)	\$	-	\$	(446,300.00)	100.00%
773-7730-34330	Richmond STMP Fees	\$	(100,000.00)	\$	-	\$	(100,000.00)	\$	-	\$	(100,000.00)	100.00%
773-7730-34335	San Pablo STMP Fees	\$	(700,000.00)	\$	-	\$	(700,000.00)	\$	-	\$	(700,000.00)	100.00%
	Licenses and Permits	\$	(1,346,300.00)	\$	-	\$	(1,346,300.00)	\$	-	\$	(1,346,300.00)	100.00%
773-7730-34315	El Cerrito STMP Fees	\$	(246,697.00)	\$	-	\$	(246,697.00)	\$	-	\$	(246,697.00)	100.00%
773-7730-34325	Pinole STMP Fees	\$	(20,000.00)	\$	-	\$	(20,000.00)	\$	-	\$	(20,000.00)	100.00%
	Grants	\$	(266,697.00)	\$	-	\$	(266,697.00)	\$	-	\$	(266,697.00)	100.00%
773-7730-36102	Interest - LAIF	\$	(20,000.00)	\$	-	\$	(20,000.00)	\$	-	\$	(20,000.00)	100.00%
	Use of Property and Money	\$	(20,000.00)	\$	-	\$	(20,000.00)	\$	-	\$	(20,000.00)	100.00%
	Revenue	\$	(1,632,997.00)	\$	-	\$	(1,632,997.00)	\$	-	\$	(1,632,997.00)	100.00%
7730	STMP	\$	(1,632,997.00)	\$	-	\$	(1,632,997.00)	\$	-	\$	(1,632,997.00)	100.00%
7740	WCCTAC Special Projects											
774-7740-39906	Other Revenue	\$	(230,000.00)	\$	-	\$	(230,000.00)	\$	-	\$	(230,000.00)	100.00%
	Miscellaneous Revenue	\$	(230,000.00)	\$	-	\$	(230,000.00)	\$	-	\$	(230,000.00)	100.00%
	Revenue	\$	(230,000.00)	\$	-	\$	(230,000.00)	\$	-	\$	(230,000.00)	100.00%
7740	WCCTAC Special Projects	\$	(230,000.00)	\$	-	\$	(230,000.00)	\$	-	\$	(230,000.00)	100.00%
Expense Total		\$	-	\$	-	\$	-	\$	-	\$	-	0.00%

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 22-08**

**RESOLUTION FINDING THAT THERE IS A PROCLAIMED STATE OF
EMERGENCY; FINDING THAT MEETING IN PERSON WOULD PRESENT
IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AS A
RESULT OF THE STATE OF EMERGENCY; AND AUTHORIZING REMOTE
TELECONFERENCED MEETINGS OF THE LEGISLATIVE BODIES OF THE
WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR
THE 30 DAY PERIOD BEGINNING MAY 27, 2022 PURSUANT TO AB 361**

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"); and

WHEREAS, all WCCTAC meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch WCCTAC's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus disease 2019 ("COVID-19"); and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all WCCTAC Board meetings and meetings of all WCCTAC legislative bodies; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, ends the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the WCCTAC Board make specified findings. AB 361 (2021) took effect immediately; and

WHEREAS, on October 22, 2021, the WCCTAC Board of Directors made the continued finding that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees at WCCTAC Board meetings and meetings of WCCTAC's other legislative bodies, including the Board and staff, should the Board hold and permit in person meetings; and

WHEREAS, the WCCTAC Board of Directors continued this finding as well as a number of other findings on multiple occasions through May 27, 2022; and

WHEREAS, AB 361 (2021) requires that the Governor declare a State of Emergency pursuant to Government Code section 8625; and

WHEREAS, AB 361 (2021) further requires that state or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in WCCTAC's jurisdiction, specifically, Governor Newsom has declared a State of Emergency due to COVID-19; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least 6 feet from others outside of the household and the Contra Costa County Health Officer strongly recommends online meetings and distancing; and

WHEREAS, the highly contagious Omicron variant and sub-variants have resulted in the greatest nationwide infection rate since the beginning of the COVID-19 pandemic; and

WHEREAS, because of the rise in cases due to the Omicron variant and sub-variants of COVID-19, the WCCTAC Board of Directors are concerned about the health and safety of all individuals who intend to attend WCCTAC Board meetings and meetings of WCCTAC's other legislative bodies; and

WHEREAS, the WCCTAC Board of Directors hereby finds that the presence of COVID-19 and the increase of cases due to the Omicron variant and sub-variants would present imminent risks to the health or safety of attendees, including the legislative bodies and staff, should WCCTAC's legislative bodies hold in person meetings; and

WHEREAS, WCCTAC shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West Contra Costa Transportation Advisory Committee as follows:

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the WCCTAC Board of Directors makes the following findings:
 - a) The WCCTAC Board of Directors has considered the circumstances of the state of emergency; and
 - b) The state of emergency, as declared by the Governor, continues to directly impact the ability of the WCCTAC Board of Directors and WCCTAC's legislative bodies, as well as staff and members of the public, from meeting safely in person; and
 - c) The CDC continues to recommend physical distancing of at least six feet due to COVID-19 and the Contra Costa County Health Officer strongly recommends online meetings and distancing. As a result of the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants, meeting in person would present imminent risks to the health or safety of attendees, the legislative bodies and staff.
3. The WCCTAC Board of Directors and WCCTAC's legislative bodies may continue to meet remotely in compliance with AB 361, in order to better ensure the health and safety of the public.
4. The WCCTAC Board of Directors will revisit the need to conduct meetings remotely within 30 days of the adoption of this resolution.

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Demnlus Johnson III, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher J. Kokotaylo, General Counsel

5106286.2

TO: WCCTAC Board

MEETING DATE: June 24, 2022

FR: Joanna Pallock, Program Manager

RE: Fiscal Year 2023 Measure J 19b Funds for WestCAT and AC Transit

REQUESTED ACTION

Approve Fiscal Year 2023 Measure J Program 19b allocation for WestCAT and AC Transit.

BACKGROUND AND DISCUSSION

Measure J Program 19b, *Additional Bus Service Enhancements*, dedicates 2.2% of total annual sales tax revenues to enhance local bus service in West County. The WCCTAC Board has a policy to apportion 80% of available funding to AC Transit and 20% to WestCAT. The operators submit claim forms annually to clarify how the funds available will be used in the upcoming year.

Based on the split, the amount of Program 19b funds available in FY 2023 for AC Transit is \$2,151,703. WestCAT would receive \$489,023. As with the past two years, WCCTAC and CCTA staff have bypassed the claim form requirement considering the impact of the Covid-19 pandemic on transit services.

Staff affirms that the conditions have been met by both operators for use of the funds to maintain existing services or expand services. Staff recommends approval of funding allocations for these two transit operators.

Attachments:

A. CCTA Program 19b chart for FY 2023

PROGRAM: 19b - West County Additional Bus Services				FY 2023
Sales Tax Revenue Estimate				\$110,000,000
		%	Year	
Original Program Revenue Estimate		2.20%		\$2,420,000
Revised Program Revenue Estimate		2.160%		\$2,376,000
Previous Year Allocation Adjustment				see below
Available for Allocation (Programmed by WCCTAC)				\$2,376,000
Note: The revised program revenue percentage is based on WestCAT's "capitalization" of a portion of program funds in the 2009 Strategic plan. AC Transit's allocation is held harmless from this "capitalization" so its allocation is based on the original program percentage of 2.2%				

FY 2020-21				Allocation Adjustment from FY 2020-21	TOTAL ALLOCATION
Agency	Coop #	Percent of Program	100% Amount	90% Amount	
AC Transit	60.00.02	calc 1 below	\$ 1,936,000	\$ 1,742,400	\$ 2,151,703
WestCAT	60.00.04	calc 2 below	\$ 440,000	\$ 396,000	\$ 489,023
Total Allocation			\$ 2,376,000	\$ 2,138,400	\$ 2,640,726

Calc 1: AC Transit receives 80% of original program revenue (2.2%)

Calc 2: WestCAT receives remainder based on revised program revenue (2.16%)

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 22-09**

**AUTHORIZING THE WCCTAC EXECUTIVE DIRECTOR TO PURCHASE AC
TRANSIT BUS PASSES FOR THE PASS2CLASS PROGRAM , IN THE AMOUNT
NOT TO EXCEED SIXTY THOUSAND DOLLARS (\$60,000)**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) manages the 511 Contra Costa transportation demand management (“TDM”) program for West Contra Costa County; and

WHEREAS, Pass2Class provides West County students with bus passes at the beginning of the school year and requires the purchase of a large number of physical passes; and

WHEREAS, Pass2Class is one of the TDM program’s largest annual programs; and

WHEREAS, the WCCTAC Board provides general direction to implement TDM program elements; and

WHEREAS, the WCCTAC Board desires to authorize the purchase of bus passes for Pass2Class as part of the TDM program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the West Contra Costa Transportation Advisory Committee does hereby authorize the Executive Director or designee to purchase bus passes for Pass2Class as part of the TDM program in an amount not to exceed \$60,000.

2. The Executive Director or designee is authorized to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 24, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Demnlus Johnson III, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

3770143.1

TO: WCCTAC Board of Directors

MEETING DATE: June 24, 2022

FR: Leah Greenblat, Transportation Planning Manager

RE: Resolution 22-10 for Caltrans Planning Study

REQUESTED ACTION

Adopt Resolution 22-10 to authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments with the California Department of Transportation for WCCTAC's Richmond Parkway Environmental Justice and Regional Mobility Study.

BACKGROUND AND DISCUSSION

Caltrans awarded WCCTAC \$562,650 in grant funds to conduct the Richmond Parkway Environmental Justice and Regional Mobility Study. The grant requires a local match of \$72,897. The WCCTAC Board previously discussed using Measure J, 28b funds for that match. WCCTAC staff will bring a formal funding request for the use of matching funds to the Board at an upcoming meeting. While the Caltrans grant funding is not available until the Fall, WCCTAC staff are beginning to work on preparations for the study's initiation.

In addition to a local match, the Caltrans grant requires the adoption of a Board resolution to authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments with the California Department of Transportation. Caltrans provides a template for the resolution which staff used as the basis for Resolution 22-10, attached.

ATTACHMENTS:

A. Resolution 22-10

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 22-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST CONTRA
COSTA TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS
WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR
WCCTAC'S RICHMOND PARKWAY ENVIRONMENTAL JUSTICE AND
REGIONAL MOBILITY STUDY**

WHEREAS, the Board of Directors of the West Contra Costa Transportation Advisory Committee is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation;

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs;

WHEREAS, WCCTAC wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of WCCTAC, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 24, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Demnlus Johnson III, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel
2975319.2

TO: WCCTAC Board

DATE: June 24, 2022

FR: John Nemeth, Executive Director

RE: Fiscal Year 2023 Work Program, Budget, and Dues

REQUESTED ACTION

Adopt Resolution 22-11: FY 2022-2023 Work Program, Budget, and Member Agency Dues.

DISCUSSION

On May 27, 2022, the WCCTAC Board approved the subject documents for circulation and review by member agencies. Staff did not receive any comments. The STMP budget worksheet was modified slightly to fix a minor tabulation error. The May 27, 2022 staff report to the Board, as well as the PowerPoint presentation to the Board, both included corrected STMP information.

Attachments:

A: Resolution 22-11

B: FY 2023 Budget

C: FY 2023 Member Agency Dues Schedule

D: FY 2023 Work Program

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 22-11

**ADOPTION OF FISCAL YEAR 2022-2023 WORK PROGRAM, BUDGET, AND
MEMBER DUES**

WHEREAS, the West Contra Costa Transportation Advisory Committee (“WCCTAC”) is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District (“AC Transit”), San Francisco Bay Area Rapid Transit (“BART”), and West Contra Costa Transit Authority (“WestCAT”); and

WHEREAS, the WCCTAC Joint Exercise of Powers Agreement (“Agreement”) authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants; develop and administer the Transportation Demand Management (“TDM”) Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program (“STMP”); and

WHEREAS, the Fiscal Year 2022-2023 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2022-2023 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 24, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____

Demnlus Johnson III, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form: _____

Kristopher J. Kokotaylo, General Counsel

**DETAIL: WCCTAC Operations FY
2022-23 DRAFT Final Budget**

Activity	Actual FY 2020-2021	Original FY 2021-2022	Estimated 2021-2022	Proposed 2022-2023	Notes
REVENUES					
34111 Member Contributions	523,670	531,744	531,744	556,329	(a)
36102 Interest - LAIF	788	-	-	-	
39906 Other - Measure J (20b & 21b)	29,706	30,147	29,000	29,000	(b)
Other - Measure J 28b	61,940	56,502	18,503	71,150	(c)
TOTAL REVENUES	616,104	618,393	579,247	656,479	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	545,348	538,707	491,443	564,484	(d)
41911 Liability Insurance	4,050	5,175	5,175	4,639	
Total Salaries, Benefits & Insurance	549,398	543,882	496,618	569,123	
Professional Services					
43600 Professional Services					
<i>Financial - City of San Pablo</i>	18,631	19,160	19,200	19,500	
<i>IT / VOIP phone</i>	10,768	9,400	12,135	12,500	
<i>Audit</i>	13,200	12,975	13,125	13,250	
<i>Attorney Services</i>	10,125	12,000	11,932	12,000	
<i>Accounting Services</i>	4,158	5,200	5,800	6,000	
<i>Other</i>	2,251	350	1,400	1,000	
Total Professional Services	59,133	59,085	63,592	64,250	
Special Department Expenses					
44000 Special Dept. Expense					
<i>Contingency</i>	-	10,000	3,672	10,000	(e)
Total Special Department Expenses	-	10,000	3,672	10,000	
Training & Mileage					
44320 Training/Mileage	587	4,800	985	4,000	(f)
Total Training/Mileage	587	4,800	985	4,000	
Office Expenses & Supplies					
43500 Office Supplies	3,430	4,800	4,216	4,500	
43501 Postage	592	1,500	1,355	1,500	
43520 Printing, Copier Lease	2,731	3,800	2,358	3,200	
43900 Rent/Building	21,285	23,025	21,544	22,750	
Total Office Expense & Supplies	28,038	33,125	29,473	31,950	
TOTAL EXPENSES	637,156	650,892	594,340	679,323	
REVENUES - EXPENSES	(21,052)	(32,499)	(15,093)	(22,844)	

Beginning Fund Balance \$183,713

Ending Fund Balance \$160,869

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$20,869

Notes:

- (a) FY 23 dues are proposed to be increased by 4.5%
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work; expected to ramp up in FY23.
- (d) Higher expenses are mainly due to partly the resumption of the travel training program
- (e) Contingency per Board Reserve Policy.
- (f) Professional development and mileage/transit reimbursement expected to increase in FY23

DETAIL: TDM
FY 2022-23 DRAFT Final Budget

Activity	Actual 2020-2021	Original 2021-2022	Estimated 2021-2022	Proposed 2022-2023	Note
REVENUES					
33403 Grants	422,262	562,064	562,064	525,095	(a)
33403 Grant Reallocation				252,561	
36102 Interest - LAIF	-	-	-	-	
TOTAL REVENUES	422,262	562,064	562,064	777,656	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	295,343	317,825	308,876	332,637	
41911 Liability Insurance	5,156	5,175	5,175	4,639	
Total Salaries, Benefits, and Insurance	300,499	323,000	314,051	337,276	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	22,800	24,000	23,405	24,000	
<i>Audit</i>	-	-	-	-	
<i>Attorney Services</i>	406	1,000	-	1,000	
<i>Accounting Services</i>	4,158	6,000	5,110	6,000	
<i>Program-related services</i>	50,738	40,900	53,420	35,000	
<i>Other</i>	-	-	-	-	
Total Professional Services	78,102	71,900	81,935	66,000	
TDM Program Work					
44000 Program Expenses					(b)
<i>Commute Incentives / Marketing</i>	30,285	117,939	127,701	89,169	
<i>TFCA Special Project(s)</i>				252,561	
Total TDM Program Work	30,285	117,939	127,701	341,730	
Travel & Training					
44320 Travel/Training/Mileage	969	1,000	85	3,000	
44300 Memberships/Subscriptions	-	200	1,512	1,750	
Total Travel/Training	969	1,200	1,597	4,750	
Office Expenses & Supplies					
43500 Office Supplies	374	5,000	1,195	1,400	
43502 TDM Postage	587	1,100	1,160	1,500	
43520 Printing, Copier Lease	5,123	18,900	2,512	3,000	
43900 Rent / Building	21,285	23,025	21,249	22,000	
Total Office Exp & Supplies	27,369	48,025	26,116	27,900	
TOTAL EXPENSES	437,224	562,064	551,400	777,656	
REVENUES - EXPENSES	(14,962)	-	10,664	-	
Beginning Fund Balance				0	
Ending Fund Balance				0	

(a) These funds are carryover/reallocated from FY 21

(b) These funds are expected to fund a bicycle pathway capital project in West County

DETAIL: STMP
FY 2022-23 DRAFT Final Budget

Activity	Actual FY 2020-2021	Original FY 2021-2022	Estimated 2021-2022	Proposed FY2022-23	Note
REVENUES					
34310 County STMP Fees	2,916,655	100,000	50,000	50,000	
34315 El Cerrito STMP Fees	278,595	246,697	87,000	800,000	
34320 Hercules STMP Fees	-	446,300	-	-	
34325 Pinole STMP Fees	25,694	20,000	290,000	20,000	
34330 Richmond STMP Fees	761,204	100,000	200,000	1,600,000	
34335 San Pablo STMP Fees	92,156	700,000	131,000	1,300,000	
36102 Interest - LAIF	14,546	20,000	17,500	18,000	
TOTAL REVENUES	4,088,851	1,632,997	775,500	3,788,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	55,000	65,000	65,000	75,000	
Total Salaries and Benefits	55,000	65,000	65,000	75,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
BART - Del Norte Modernization	21,955				
Hercules RITC - Ph.3 Design		750,000		750,000	
San Pablo Ave. Bridge (Pinole)		1,600,000	80,000	1,520,000	
Pinole Bay Trail at Tennent Ave.		100,000	38,444	61,556	
Richmond I-80/Central Ave. Ph.2		750,000		750,000	
Cycle 1 2019 STMP Projects:		3,750,000			
Appian Wy Complete St- PE				100,000	
Bay Trail: Pinole Pt. to Pt. Wilson				500,000	
Richmond Ferry to Bridge				241,000	
Hercules RITC: Utility/Track/Signal				300,000	
EC Plaza: Fare gates / Elevator				750,000	
Del Norte TOD: Complete Sts.				1,189,980	
SPA Bridge (City of San Pablo)				668,000	
Total Project Funding	21,955	6,950,000	118,444	6,830,536	
TOTAL EXPENSES	76,955	7,015,000	183,444	6,905,536	
REVENUES - EXPENSES	7,757,319	(5,382,003)	8,349,375	(3,117,536)	
Beginning Fund Balance				8,349,375	
Ending Fund Balance				5,231,840	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of STMP revenues can be used for admin, but a max. of \$75K will be used in FY23.

DETAIL: Other Reimbursable (Special Projects)
FY 2022-23 DRAFT Final Budget

Activity	Actual FY 2020-21	Original FY 2021-22	Estimated FY 2021-2022	Proposed FY 2022-23	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	25,434	50,000	42,000	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	48,000	
<i>San Pablo Ave. Corridor Study</i>	8,166	120,000	117,834	24,000	(a)
<i>Richmond Prkwy Corridor Study</i>	-	-	-	127,109	(b)
TOTAL REVENUES	93,600	230,000	219,834	249,109	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	25,434	50,000	42,000	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	48,000	
<i>San Pablo Ave. Corridor Study</i>	8,166	120,000	117,834	24,000	(a)
<i>Richmond Prkwy Corridor Study</i>	-	-	-	127,109	(b)
Total Special Project Expenses	93,600	230,000	219,834	249,109	
TOTAL EXPENSES	93,600	230,000	219,834	249,109	
REVENUES - EXPENSES	-	-	-	-	
Beginning Fund Balance				-	
Ending Fund Balance				-	

Notes:

- (a) Phase 2 of the San Pablo Ave. Corridor Study to conclude in the upcoming fiscal year.
- (b) Study expected to launch in the upcoming fiscal year

**SUMMARY OF ALL ACCOUNTS FY
2022-2023 DRAFT Final Budget**

Activity	Actual FY 2020-21	Original FY 2021-22	Estimated FY 2021-22	Proposed FY 2022-23	Note
REVENUES					
33403 Grants (TDM)	422,262	562,064	562,064	525,095	
33403 TDM Grant Reallocation	-	-	-	252,561	
34111 Member Contributions	523,670	531,744	531,744	556,329	
343xx STMP Fees	4,074,305	1,612,997	758,000	3,770,000	
36102 Interest (LAIF)	15,334	20,000	17,500	18,000	
39906 Other Grants	93,600	230,000	219,834	249,109	
39906 Measure J 20b, 21b, 28b for Admin	91,646	86,649	47,503	100,150	
TOTAL REVENUES	5,220,817	3,043,454	2,136,645	5,471,244	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	895,691	921,532	866,319	972,121	
41911 Liability Insurance	8,100	10,350	10,350	9,278	
Total Salaries, Benefits & Insurance	903,791	931,882	876,669	981,399	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	52,199	52,560	54,740	55,105	
<i>Audit</i>	13,200	12,975	11,000	13,125	
<i>Attorney Services</i>	10,531	13,000	11,932	13,000	
<i>Accounting Services</i>	8,316	11,200	12,610	11,800	
<i>Program Related Services (TDM)</i>	50,738	40,900	53,420	35,000	
<i>Other</i>	2,251	350	1,400	1,000	
Total Professional Services	137,235	130,985	145,102	129,030	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	30,285	117,939	127,701	89,169	
<i>TFCA Special Project</i>				252,561	
<i>Misc. STMP Project Funding</i>	21,955	6,950,000	123,444	6,825,536	
<i>Student Bus Pass Program - WCCUSD</i>	25,434	50,000	42,000	50,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	60,000	60,000	48,000	
<i>San Pablo Ave Corridor Study</i>	8,186	120,000	117,834	24,000	
<i>Richmond Prkwy Corridor Study</i>	-	-	-	127,109	
<i>Contingency (WCCTAC Operations)</i>	-	10,000	3,672	10,000	
Total Special Expenses	145,860	7,307,939	474,651	7,426,375	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	1,556	6,000	2,582	8,750	
Total Travel/Training	1,556	6,000	2,582	8,750	
Office Expenses & Supplies					
43500 Office Supplies	3,804	9,800	5,411	5,900	
43501 Postage	592	1,500	1,355	1,500	
43502 TDM Postage	587	1,100	1,160	1,500	
43520 Printing, Copier Lease	7,854	22,700	4,873	6,200	
43900 Rent/Building	42,570	42,570	42,498	44,000	
Total Office Exp & Supplies	55,407	77,670	55,297	59,100	
TOTAL EXPENSES	1,243,849	8,454,476	1,554,301	8,604,654	
REVENUES - EXPENSES	3,976,968	(5,411,022)	582,344	(3,133,410)	

Beginning Fund Balance 5,929,395

Ending Fund Balance 2,795,985

Notes:

See notes in the attached detail sheets by account.

DRAFT
FY2023 MEMBER AGENCY DUES SCHEDULE

WCCTAC Member Agency	Percent Share	Proposed FY 23 Dues
City of El Cerrito	9.1%	\$51,899
City of Hercules	9.1%	\$51,899
City of Pinole	9.1%	\$51,899
City of Richmond	27.2%	\$155,697
City of San Pablo	9.1%	\$51,899
Contra Costa County	9.1%	\$51,899
AC Transit	9.1%	\$51,899
BART	9.1%	\$51,899
WestCAT	9.1%	\$51,899
<i>discount</i>		<i>(\$14,560)</i>
WestCAT Subtotal		\$37,339
Total	100.0%	\$556,329

Recent Dues History

For a Regular 9.1% Share Member:

Fiscal Year	Dues Amount
FY 18-19	\$47,049
FY 19-20	\$48,930
FY 20-21	\$48,930
FY 21-22	\$49,664

**WCCTAC
FISCAL YEAR 2022-23
DRAFT WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of an updated West County Action Plan and Countywide Transportation Plan.
3. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
4. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program checklist compliance
5. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
6. Monitor the Link21 effort to improve and coordinate the regional rail network in Northern California and provide input as needed.
7. Participate in follow-up activities, related to the countywide Accessible Transportation Study, to improve senior and disabled transportation.
8. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

I-80 and I-580 CORRIDORS

9. Participate in follow-up activities and adjustments related to the I-80 Smart Corridors (Integrated Corridor Mobility) project.
10. Serve on the Technical Advisory Committee for the I-80 Design Alternatives Assessment process, led by CCTA, ACTC, and MTC, and keep the TAC and Board informed.
11. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County (such as bus on shoulder).
12. Work with Hercules, CCTA, and CCJPA on securing funding for the Regional Intermodal Transportation Center in Hercules.
13. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
14. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
15. Continue participation in the I-580 Open Road Tolling and HOV project led by MTC.

SUB-REGIONAL ACTIVITIES

16. Complete work on Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions. Following presentations to local councils, identify next steps and potential funding sources.
17. Serve on BART's TAC for the Caltrans-funded Berkeley-El Cerrito Corridor Access Plan (BECCAP)
18. Continue advancement of recommendations of: the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and soon to be completed San Pablo Avenue Multimodal Corridor Study, Phase 2.
19. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.
20. Monitor plans for transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.

GRANTS

21. Monitor grant opportunities, inform member agencies, assist with grant applications, provide letters of support, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include Active Transportation Program (ATP) grants for pedestrian and bicycle improvements,

Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.

FORMAL BODIES

22. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, I-80 Smart Corridor TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), The Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Resume the Travel Training Program funded by Measure J 28b funds. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services. Coordinate with the City of San Pablo's City run Travel Training efforts. Work with the County on a potential countywide coordinated Travel Training program.
2. Subject to WCCTAC Board approval, initiate the Richmond Parkway Environmental Justice and Regional Mobility Plan.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Continue to implement partnership with smartphone app-based trip planner, Metropia/GoEZY.
3. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.

4. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
5. Co-lead Bike to Wherever Days 2023 with other regional partners.
6. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as a shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Work with community groups and employers to explore the feasibility of providing bicycle repair education classes and bicycle safety awareness to increase bicycling as a viable mode of transportation.
8. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
9. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
10. Work with transit providers to provide digital incentive options, where possible.
11. Assist in the promotion of the new City of Richmond e-shuttle service that allows students and seniors to ride for free.
12. Focus on developing new incentives and promotions/marketing for return-to-transit efforts.
13. Identify opportunities to use reallocated Air District funds, from last year, to make small capital improvements to West County's bicycle network.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.

TO: WCCTAC Board

MEETING DATE: June 24, 2022

FR: Leah Greenblat, Project Manager

RE: **Developer Request to Reclassify STMP Fee Land Use Category for Project at 6055 Giant Road, Richmond, CA**

REQUESTED ACTION

WCCTAC staff recommends denying the request to reclassify the STMP Fee Land Use Category for the project at 6055 Giant Road, Richmond.

BACKGROUND AND DISCUSSION

Details Related to Applicant's Request

A developer for a building at 6065 Giant Road in Richmond has submitted an appeal of the STMP land use category selected by the City of Richmond to calculate the fee amount due.

The proposed development is a 121,300 SF building of which approximately 115,300 SF is proposed as a warehouse and 6,000 SF for office use (the "Project"). The City of Richmond staff applied the STMP "Industrial" land use category to the entire project and collected a STMP fee totaling \$675,854.19. Richmond could have calculated the fee based on the industrial square footage and office square footage, but instead classified the entire project as "Industrial" for the purpose of calculating the STMP Fee. This is not WCCTAC Staff's preferred approach, but each city is responsible for determining the calculation, not WCCTAC Staff.

Subsequently, the applicant submitted a request to the City of Richmond seeking a partial refund of \$512,854.19 in fees contending that an incorrect STMP land use category was used. The applicant proposes that the Project be classified in STMP's "Other" land use category. When a project is classified in the "Other" land use category, the STMP fee is calculated based on an individualized trip generation study. The applicant had a transportation engineering firm estimate the proposed project's AM peak hour trip generation which is the measurement used for calculating the STMP fee using the "Other" land use category. The applicant believes the fee should be \$163,000.00, based on its methodology. The applicant asserts that the Project should not be classified as "Industrial" because "Industrial" and "Warehouse" are different uses under the Institute of Transportation Engineers ("ITE") manuals. The applicant further argues that this Project, should it have to pay the STMP fee amount as calculated by the City of Richmond, would bear a disproportionate financial

burden compared to other previous projects in the Master Planned Pinole Pointe Business Park.

Staff Assessment

It is WCCTAC's staff's assessment that the City of Richmond staff was correct in applying the "Industrial" land use category.

To ease the applicants' and participating jurisdictions' burden in calculating and collecting STMP fees, the WCCTAC Board, and its participating agencies, agreed to use a set of broadly defined land use categories for calculating fee amounts. The 2019 STMP has the following land use categories: Single family, Multi-family, Senior Housing, Hotel, Retail/Service, Office, Industrial, Storage Facility, and Other. The "Storage Facility" category relates to personal self-storage facilities. STMP does not have a land use category specifically for warehousing. However, the STMP Administrative Guidelines (attached), used by jurisdictions to make STMP fee determinations, notes that the "Industrial" category includes, "manufacturing, processing, fabrication, and *distribution*." A project's land use classification for the purposes of calculating the STMP fee is based upon the STMP Ordinance, Cooperation Agreement, and STMP Administrative Guidelines; the land use classifications in the ITE Manual or local zoning code are not directly relevant.

The applicant noted in their letter of February 9, 2022 (attached), that a potential tenant would be involved in "tire storage and distribution" while other potential tenants include a "robotics warehouse use and a furniture warehouse use by a national high-end retailer"

Early on, when determining the fee, Richmond staff sought WCCTAC staff's concurrence with the land use designation. At that time, WCCTAC staff indicated that the project appeared to be rightly categorized by Richmond. WCCTAC staff also consulted with staff at other STMP participating jurisdictions. All affirmed that they, too, would apply the STMP's "Industrial" land use for a similar type of project. In other words, the decision made by City of Richmond staff was not unique.

STMP land use categories are intended to capture a range of development types that may have a range of characteristics. The approach of using broad, comprehensive land use categories was selected for ease of calculation, both for the applicant and jurisdiction staff, and due to the variations in land use zoning categories among participating jurisdictions. Using broad categories is not unusual for a fee of this type and has legal precedent. Different land use categorization systems (city zoning, the myriad ITE land use categories, STMP land use categories, etc.) are unique and one-to-one comparisons across them are not appropriate.

The STMP Administrative Guidelines explicitly anticipate that most proposed development projects will fit within the standard STMP categories, and only the rare project will be classified as "Other". It is impractical for a small fee program, such as STMP, to calculate a fee for every possible land use variation, so similar land use categories are grouped, and a

typical trip generation rate is applied. As the fee is organized using broad land uses, there are always projects that meet the trip generation rate and others that are above the rate, or below the rate. Using a typical rate for a common group of land uses permits the highs and lows to average over time and it also helps to account for potential changes in building use over time. This approach is supported by the nexus fee study prepared when the STMP fee was adopted.

The STMP “Other” land use category was intended for development projects with land uses that do not fit within any standard residential or non-residential category. That is not the case with the Giant Road project.

As this is the first appeal of its kind since the adoption of the 2019 STMP, the Board is not only making a decision about this particular project but also potentially setting a precedent for how STMP’s land use categories are applied going forward by all participating jurisdictions. Should the Board decide to grant the appeal, then there would be precedent for future applicants to begin to use the STMP’s “Other” land use category whenever the STMP fee would be lower, regardless of which STMP land use category a jurisdiction believes may apply. The concept of using general categories for ease of implementation would be overridden by those applicants willing to pay for a transportation engineering report that shows a different method for calculating the fee, resulting in a lesser fee due. This situation could result in the methodology used for calculating fees to vary between jurisdictions and also to vary between similar projects within a jurisdiction.

ATTACHMENTS:

- A. Applicants February 9, 2022, submittal to the City of Richmond
- B. STMP Fee Administrative Guidelines, June 11, 2020

February 9, 2022

VIA EMAIL

Lina_Velasco@ci.richmond.ca.us

Ms. Lina Velasco
Community Development Director
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

RE: STMP Impact Fee
Pinole Pointe Phase 2/Building B Expansion ("Project")
Building Permit No. B20-00908 | Expansion Permit No. BP21-00133
6065 Giant Road, Richmond, CA 94806
APN: 405-030-046

Dear Ms. Velasco,

I am writing to you as Applicant in regard to the Subregional Transport Mitigation Program (STMP) Impact Fee collected for our Project as required by the City of Richmond (City) for our initial Building Permit No. B20-00908 in the amount of \$655,755.31. This fee was based on WCCTAC's classification of our Project as "Industrial". As discussed below, the Project was misclassified at that time of fee calculation. Therefore, we are writing to request a refund of excess fees paid in the amount of \$512,854.19.

In support of this request, we engaged a traffic consultant, KD Anderson and Associates, Inc (KDA) and our CEQA counsel, Harrison Temblador Hungerford, and Johnson (HTHJ) to review WCCTAC's May 9, 2019 Update to the STMP Fee Administrative Guidelines, together with Fehr & Peers' December 2018 Nexus Update for same. The Project's February 16, 2017 Conditions of Approval and its December 23, 2016 Mitigated Negative Declaration were also reviewed and considered.

I have attached HTHJ's March 4, 2021 letter, which includes KDA's March 1, 2021 findings. KDA finds no basis for the Project to be classified as "Industrial", given the Project's impacts closely follow the December 23, 2016 Mitigated Negative Declaration, which characterized the Project as Warehouse. Present tenant interest in the project supports this categorization. For example, three (3) potential tenants considering the Project include a tire storage and distribution use, a robotics warehouse use, and a furniture warehouse use by a national high-end retailer. After careful review and in recognition of the Project's size, which is not consistent with high traffic volume tenants, KDA's report determined that, at the time its Report was prepared, the appropriate STMP fee for our 121,300 SF Project to be **\$154,350**. Given recent updates to the fee, the current fee calculation for our Project is now \$163,000.

Since our initial building permit was issued, circumstances surrounding an easement allowed for Applicant to square the building off from its original design. Our permit for the building expansion to 121,300 has been issued, and the City has collected an additional STMP Fee of \$20,098.88. KDA's fee calculation considers the expanded building. To advance issuance of our Building Expansion Permit, Applicant has paid the additional fee. However, Applicant is requesting the City and WCCTAC's review and consideration of HTHJ and KDA's findings and consideration of a refund of all fees paid, which are in excess KDA's determination as follows:

Initial Permit STMP Fee Paid:	\$655,755.31
Expansion Permit STMP Fee:	<u>\$20,098.88</u>
Total STMP Fees Paid and Pending	\$675,854.19
<u>Supported Fee (2022 Updated Rates)</u>	<u>(\$163,000.00)</u>
Refund Requested by Applicant	<u>\$512,854.19</u>

We appreciate WCCTAC's review and consideration of the STMP Fees collected for our Project. It is Applicant's belief that should our fees remain as calculated, our Project which is the last building in the Master Planned Pinole Pointe Business Park, would bear a remarkably disproportionate burden to all other building projects in the park, even though our Project is anticipated to have equal or less traffic impacts to our peers.

I would be happy to discuss this matter with you, with the hopes we may resolve this at the WCCTAC management level. HTHJ and KDA are also available to answer WCCTAC's questions, by phone or in writing.

Thank you.

Sincerely,
Ridgeline Property Group



Steve Arthur
Partner

CC: Chris Castanchoa, Building Official, City of Richmond

March 4, 2021

VIA ELECTRONIC MAIL

Steve Arthur, Ridgeline Property Group
915 Highland Pointe Drive
Suite 250
Roseville, CA 95678

***Re: Pinole Point Giant Road Project, Phase II
STMP Fee Calculations***

Dear Mr. Arthur:

You have asked this firm to perform due diligence work associated with the Phase II of the Pinole Point Project ("the Project"). In the course of our review of the Project, we have retained KDAnderson & Associates to complete an assessment of the trip generation associated with the Project's development.

You will find attached the findings and recommendation from KDAnderson & Associates. Accordingly, we believe that the a.m. peak hour trip rate for Code 150 Warehouse should be applied to the entire Project. Based on this assumption, the STMP fee for the Project is \$154,350.

We trust this information is helpful. As always, should you have any questions or concerns, do not hesitate to contact me directly by telephone at 916-70-2639 or email at dtemblador@hthjlaw.com.

Sincerely,

HARRISON TEMBLADOR HUNGERFORD & JOHNSON LLP



By:
David P. Temblador, Esq.

cc: Tiffany Michou, Esq., Harrison, Temblador, Hungerford & Johnson LLP.

March 1, 2021

Ms. Tiffany Michou, Esq.
Harrison Temblador Hungerford & Johnson
2801 T Street
Sacramento, Ca 95816

RE: STMP FEE – PINOLE POINT MIXED USE DEVELOPMENT – PHASE 2, RICHMOND, CALIFORNIA

Dear Ms. Michou:

As requested, KDAAnderson & Associates has completed this assessment of the trip generation associated with development of the Pinole Pointe Phase 2 project. As we understand, the proposed project involves construction of a 121,300sf building at 6065 Giant Road. The project site plan (attached) suggests the building would be used as warehouse space (115,300sf) and for ancillary office uses (6,000 sf). The on-site parking totals 82 automobile spaces per City code for warehouse and office space along with 9 trailer spaces. 16 truck loading docks are also provided.

As we understand, the City collects the West Contra Costa Transportation Advisory Committee (WCCTAC) Subregional Transportation Mitigation Program (STMP) fee. The fee is determined based on the a.m. peak hour trip generation characteristics of eight general residential and non-residential land use categories. Of these categories ITE Code 110-Light Industrial is the closest related use. However, the STMP fee program includes consideration of an “Other Land Uses” category for Development Projects with land uses that do not fit within the standard residential or non-residential categories. We further understand that the City characterized the Project as a “Warehouse” in its December 23, 2016 IS/MND using ITE Code 150-Warehouse. As a result, you have asked for an estimate of the proposed project’s a.m. peak hour trip generation based on trip generation rates that are most applicable to the identified use.

Trip Generation Rates. The Institute of Transportation Engineer’s publication *Trip Generation Manual, 10th Edition* provides the a.m. peak hour trip generation rates that STMP identifies for Office (Code 710) uses as well as rates for various types of Warehouse. The rates currently presented by ITE are presented in Table 1, and the ITE description of the land uses within each category are also summarized below.

Warehousing (Code 150). A warehouse is primarily devoted to the storage of materials, but it may also include office and maintenance areas. High-cube transload and short-term storage warehouse (Land Use 154), high-cube fulfillment center warehouse (Land Use 155), high-cube parcel hub warehouse (Land Use 156), and high-cube cold storage warehouse (Land Use 157) are related uses.

High Cube Warehouse (Code 154). A high-cube warehouse (HCW) is a building that typically has at least 200,000 gross square feet of floor area, has a ceiling height of 24 feet or more, and is used primarily for the storage and/or consolidation of manufactured goods (and to a lesser extent, raw materials) prior to their distribution to retail locations or other warehouses. A typical HCW has a high level of on-site automation and logistics management. The automation and logistics enable highly-efficient processing of

goods through the HCW. The HCWs included in this land use include transload and short-term facilities. Transload facilities have a primary function of consolidation and distribution of pallet loads (or larger) for manufacturers, wholesalers, or retailers. They typically have little storage duration, high throughput, and are high-efficiency facilities. Short-term HCWs are high-efficiency distribution facilities often with custom/special features built into structure for movement of large volumes of freight with only short-term storage of products. Warehousing (Land Use 150), high-cube fulfillment center warehouse (Land Use 155), high-cube parcel hub warehouse (Land Use 156), and high-cube cold storage warehouse (Land Use 157) are related land uses.

General Office Building (Code 710) . A general office building houses multiple tenants; it is a location where affairs of businesses, commercial or industrial organizations, or professional persons or firms are conducted. An office building or buildings may contain a mixture of tenants including professional services, insurance companies, investment brokers, and tenant services, such as a bank or savings and loan institution, a restaurant, or cafeteria and service retail facilities. A general office building with a gross floor area of 5,000 square feet or less is classified as a small office building (Land Use 712). Corporate headquarters building (Land Use 714), single tenant office building (Land Use 715), office park (Land Use 750), research and development center (Land Use 760), and business park (Land Use 770) are additional related uses.

TABLE 1 AVERAGE TRIP GENERATION RATES AND FORECASTS FOR ALTERNATIVE ITE LAND USE CATEGORIES						
ITE Code	Land Use Description	Unit	Quantity	Trips per Unit / Trips		
				AM Peak Hour		
				In	Out	Total
150	Warehousing	ksf	1	0.13	0.04	0.17
	Proposed Project		121.300	16	5	21
154	High-Cube Transload and Short-term Storage	ksf	1	0.06	0.02	0.08
	Proposed Project		121.300	7	3	10

Source: ITE Trip Generation Manual, 10th Edition

Trip Generation Forecast. Table 1 identifies the a.m. peak hour trip generation forecasts for the project using two land use trip generation rate categories: Warehousing and High-Cube Transload and Short-term Storage.

As noted in the ITE description of Warehouse, this use commonly includes a small amount of office space that supports the warehouse functions and is not a separate business. Thus, it is common practice to assume that the trips associated with this element of a warehouse are already included in the overall Warehouse trip generation rate and that a separate office calculation is not needed. Assuming Warehouse (Code 150) for the entire building, the project could generate 21 trips in the a.m. peak hour. Alternatively, using ITE's High Cube Warehouse (Code 154) rate, the project is expected to generate 10 a.m. peak hour trips.

KDA

Calculation of STMP Fee. The STMP fees applicable to the Project (i.e., Warehouse (Code 150) and alternatively High-Cube Warehouse) are identified in Table 2 based on the “other” fee per a.m. peak hour trip presented in *Appendix B STMP Fee Submittal Form* (i.e., \$7,350 per a.m. peak hour trip) from the STMP Fee Administrative guidelines (2019-5-09).

As noted, by applying the Warehouse (Code 150) trip generation rate to the project the STMP fee is \$154,350 based on a per trip fee rate of \$7,350. If the project was treated as High-Cube Warehouse (Code 154) the fee would be \$73,500.

TABLE 2 STMP FEE CALCULATION FOR PINOLE POINT PHASE 2 FORECASTS BASED ON ALTERNATIVE ITE LAND USE CATEGORIES						
ITE Code	Land Use Description	Unit	Quantity (ksf)	AM Peak Hour Trips	Fee Rate	Fee
150	Warehousing	ksf	121.30	21	\$7,350/trip ¹	\$154,350
154	High-Cube Transload and Short-term Storage	ksf	121.30	10	\$7,350/trip	\$73,500
¹ per AM peak hour trips fee from Appendix B: STMP Submittal Form						

Recommendation. The Project has already been identified by the City as “warehouse”. Because the project is somewhat smaller than the range of sizes considered by ITE in its High-Cube Warehouse rate, we recommend that Code 150 Warehouse be applied to the project. Because a small amount of office space is a common ancillary element for Warehouses, we recommend that the a.m. peak hour trip rate for Code 150 Warehouse be applied to the entire project. Based on this determination, the STMP fee for the Project should be \$154,350.

Please feel free to contact me if you have any questions or need more information.

Sincerely Yours,

KD Anderson & Associates, Inc.



Kenneth D. Anderson, P.E.
President

Attachment: Site Plan; ITE Trip Generation worksheets; Appendix B: STMP Fee Submittal Form

KDA



VICINITY MAP



PROJECT DATA

SITE AREA		282,524 s.f.
In Square feet		672 ac
Developable Area		270,835 s.f.
BUILDING AREA		
Office		6,000 s.f.
Warehouse		115,300 s.f.
TOTAL		121,300 s.f.
		41.5%
COVERAGE		
AUTO PARKING REQUIRED		
Office	3/1000 s.f.	18 stalls
Warehouse	1st 30k @ 1/1,500 s.f.	20 stalls
	Above 30k @ 1/2,000 s.f.	43 stalls
TOTAL		81 stalls
AUTO PARKING PROVIDED		
Standard (9' x 19')		72 stalls
Accessible Standard (9' x 20')		2 stalls
Accessible Van (12' x 20')		2 stalls
EV/Clean Air/Vanpool (8% Req'd)		2 stalls
Future EV Charging Station (6% Req'd)		3 stalls
Future EVCS (Standard Accessible)		1 stalls
Future EVCS (Van)		1 stalls
TOTAL		83 stalls
TRAILER PARKING PROVIDED		
Trailer (10' x 55')		9 stalls
MAXIMUM FLOOR AREA RATIO		
F.A.R. - TBD		
MAXIMUM HEIGHT ALLOWED		
Height - TBD		
SETBACKS		
Building		
Giant Rd - 25'		
Side - 0'		
Rear - 0'		
ZONING ORDINANCE FOR CITY		
Zoning Designation - PA Planned Area		
LANDSCAPE REQUIREMENT		
Percentage - TBD		

Graph Look Up

ITETripGen Web-based App

Graph Look Up

Technical Support

Add Users

Comments

Add-ons to do more

Try OTISS Pro

Data Plot and Equation

Query Filter

DATA SOURCE: Trip Gen Manual, 10th Ed + Supplement

SEARCH BY LAND USE CODE: 150

LAND USE GROUP: (100-199) Industrial

LAND USE: 150 - Warehousing

LAND USE SUBCATEGORY: All Sites

INDEPENDENT VARIABLE (IV): 1000 Sq. Ft. GFA

TIME PERIOD: Weekday, Peak Hour of Adjacent Street Traffic

SETTING/LOCATION: General Urban/Suburban

TRIP TYPE: Vehicle

ENTER IV VALUE TO CALCULATE TRIPS: Calculate

DATA STATISTICS

Land Use: Warehousing (150) Click for more details

Independent Variable: 1000 Sq. Ft. GFA

Time Period: Weekday
Peak Hour of Adjacent Street Traffic
One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Trip Type: Vehicle

Number of Studies: 34

Avg. 1000 Sq. Ft. GFA: 451

Average Rate: 0.17

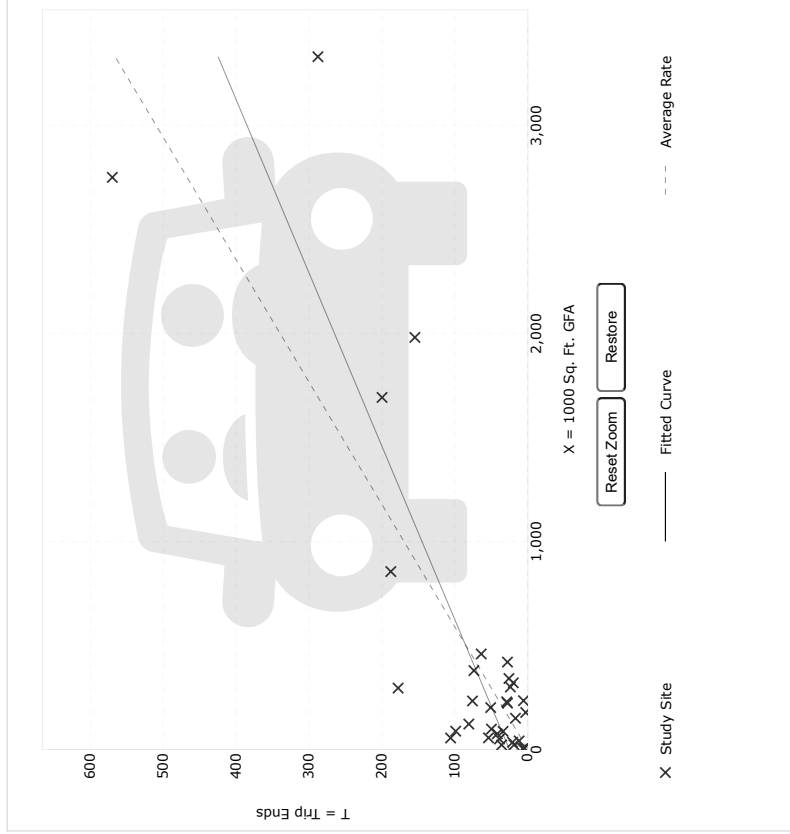
Range of Rates: 0.02 - 1.93

Standard Deviation: 0.20

Fitted Curve Equation: $T = 0.12(X) + 25.32$

R²: 0.69

Directional Distribution: 77% entering, 23% exiting



Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

Graph Look Up

ITETripGen Web-based App

Graph Look Up

Technical Support

Add Users

Comments

Add-ons to do more

Try OTISS Pro

Data Plot and Equation

Query Filter

DATA SOURCE: Trip Gen Manual, 10th Ed + Supplement

SEARCH BY LAND USE CODE: 154

LAND USE GROUP: (100-199) Industrial

LAND USE: 154 - High-Cube Transload and Short-Term S

LAND USE SUBCATEGORY: All Sites

INDEPENDENT VARIABLE (IV): 1000 Sq. Ft. GFA

TIME PERIOD: Weekday, Peak Hour of Adjacent Street Traffic

SETTING/LOCATION: General Urban/Suburban

TRIP TYPE: Vehicle

ENTER IV VALUE TO CALCULATE TRIPS: Calculate

DATA STATISTICS

Land Use: High-Cube Transload and Short-Term Storage Warehouse (154) Click for more details

Independent Variable: 1000 Sq. Ft. GFA

Time Period: Weekday
Peak Hour of Adjacent Street Traffic
One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Trip Type: Vehicle

Number of Studies: 102

Avg. 1000 Sq. Ft. GFA: 846

Average Rate: 0.08

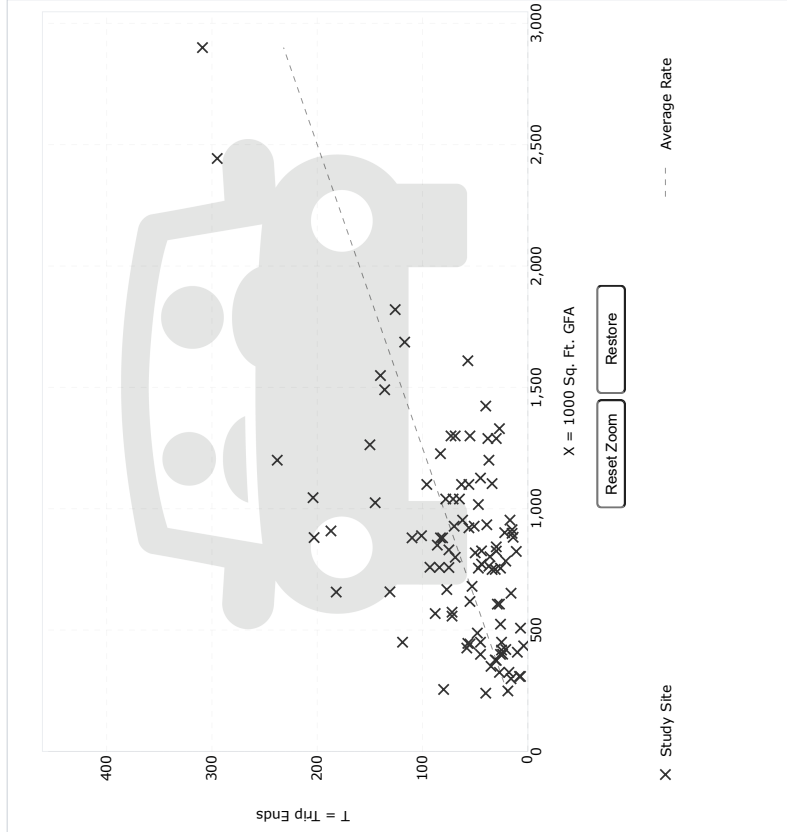
Range of Rates: 0.01 - 0.31

Standard Deviation: 0.05

Fitted Curve Equation: Not Given

R²: ****

Directional Distribution: 77% entering, 23% exiting



Use the mouse wheel to Zoom Out or Zoom In.
Hover the mouse pointer on data points to view X and T values.

APPENDIX B: STMP FEE SUBMITTAL FORM

West County Subregional Transportation Mitigation Program (STMP) Developer Fees JURISDICTION'S QUARTERLY TRANSMITTAL REPORT FORM

Jurisdictions are required to submit this completed form to WCCTAC no later than 30 days following the close of each calendar quarter; whether or not there are fees to submit, continuing through the life of the Master Cooperative Agreement.

Check Appropriate Box:

All sections of the report must be completed.
Attach check, payable to WCCTAC, to this report.
Submit check and completed transmittal report to:
WCCTAC
6333 Potrero Ave., Suite 100
El Cerrito, CA 94530

Fiscal Year: _____
Reporting Period: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY Q1	FY Q2	FY Q3	FY Q4
July-Sept	Oct-Dec	Jan-Mar	Apr-June
31-Oct	30-Jan	30-Apr	31-Jul

Fee Submittal Due Date: _____


Jurisdiction's Name: _____

Contact Name: _____

Contact Email: _____

☐ **No development to report this period. OR** **Notes:**
Insert below the # of Units or # of Sq. Ft. to calculate the amnt. of fee collected.
List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family			\$ 5,439			\$ -
Multi Family			\$ 2,679			\$ -
Senior Housing			\$ 1,469			\$ -
Hotel (per room)			\$ 3,481			\$ -
Retail / Service				\$ 6.59		\$ -
Office				\$ 8.72		\$ -
Industrial				\$ 5.56		\$ -
Storage Facility				\$ 0.76		\$ -
Other (per AM pk hr trip)			\$ 7,350			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC. 

During the reporting period, has your agency granted:

1. STMP Fee Credits to any development? ☐ Yes ☐ No
2. STMP Fee Waivers/Exemptions to any development? ☐ Yes ☐ No

If yes to either of the above, please respond to the questions on the next page.

If STMP Credits were granted, for each development complete the questions below:

1. What is the name and address of the development project receiving the credit?
2. What was the dollar value of the credit?
3. Which of the 20 STMP Projects was the credit used for?
4. What elements of the STMP project were completed with the credited funds?

If Waivers/Exemptions of STMP Fees were granted, for each development, complete the questions below:

1. Were all other local fees waived/exempted for the development project? ☐ Yes ☐ No
2. Briefly explain why the development project's STMP fee was waived/exempted?

Respond to Credit and Waiver/Exemption Questions here:



CITY OF RICHMOND

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(510) 620-6868

INVOICE

HPA, INC.

600 GRAND AVE SUITE 302
OAKLAND, CA 94610

Permit Number: **B20-00908**
Address: 6065 GIANT ROAD
Invoice Date: February 02, 2021
Permit Tech: BM

BLD REGULATIONS PERMIT FEE

Fee Description

Account	Units	Amount
CERTIFICATE OF OCCUPANCY	0	\$108.00
COST TO ADMIN SB1473	0	\$31.30
FILING 2 OR MORE RES ADDS ALL OTHERS	0	\$189.00
OCCUPANCY PROGRAM FEE	0	\$4,510.40
TECHNOLOGY FEE	0	\$14,647.11
BLDG - BUILDING PERMIT FEE	0	\$45,104.00
FILING FEE	0	\$128.00
Subtotal for BLD REGULATIONS PERMIT FEE		64,717.81

BLDG PLUMBING/ELECTRICAL/MECHANICAL FEES

Fee Description

Account	Units	Amount
ELECTRICAL NEW CONSTRUCTION	0	\$19,955.00
MECHANICAL NEW CONSTRUCTION	0	\$19,056.00
PLUMBING NEW CONSTRUCTION	0	\$20,604.00
Subtotal for BLDG PLUMBING/ELECTRICAL/MECHANICAL FEES		59,615.00

BLDG SUBREGIONAL TRANSPORT MITIGATION PROGRAM

Fee Description

Account	Units	Amount
INDUSTRIAL	0	\$655,755.31
Subtotal for BLDG SUBREGIONAL TRANSPORT MITIGATION PROGRAM		655,755.31

CA STATE BUILDING STANDARDS

Fee Description

Account	Units	Amount
COMPREHENSIVE PLANNING FEE	0	\$14,647.11
CAL ADMIN REVOLVING FUND	0	\$313.00
SMIP COMMERCIAL	0	\$2,187.30
Subtotal for CA STATE BUILDING STANDARDS		17,147.41

PUBLIC FACILITY DEVELOPER IMPACT FEES

Fee Description

Account	Units	Amount
WAREHOUSE DEVELOPMENT FIRE FACILITIES	0	\$19,884.91
WAREHOUSE DEVELOPMENT LIBRARY	0	\$5,697.36
WAREHOUSE DEVELOPMENT POLICE FACILITIES	0	\$121,320.32
WAREHOUSE DEVELOPMENT STORM DRAINAGE	0	\$83,673.04
WAREHOUSE DEVELOPMENT TRAFFIC	0	\$167,346.07
Subtotal for PUBLIC FACILITY DEVELOPER IMPACT FEES		397,921.70

TOTAL for Permit B20-00908: \$1,195,157.23

Outstanding Fees: from Permit BP20-00311

PermitType: BLD PLAN CHECK SubType: BLD COMMERCIAL Desc: CONSTRUCT NEW 118,000SQ FT TILT UP BUILDING -

Fee Description	Account	Units	Amount
BLDG PLAN CHECK FEES			
PLAN CHECK ALL OTHERS	15063619320239		\$4,560.00
			<u>4,560.00</u>

AMOUNT PAID: 128.00

TOTAL AMOUNT DUE: \$1,199,589.23



Unpaid fees from Project LD20-093 in the amount of 19,161.79. Cannot issue Permit.

PAID
FEB 02 2021
CITY OF RICHMOND
FINANCE DEPARTMENT

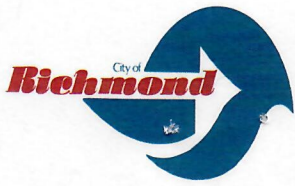
Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official.

Fees are assessed in accordance with the provisions set forth in the fee schedule adopted by resolution by the City of Richmond.

Visit <http://www.ci.richmond.ca.us/2503/Master-Fee-Schedule>

The laws of the City of Richmond are codified in its City Charter and Municipal Code, which is comprised of ordinances passed by the City Council.

Visit <https://library.municode.com/ca/richmond>



CITY OF RICHMOND

450 CIVIC CENTER PLAZA • RICHMOND, CA 94804
(510) 620-6706

INVOICE

APPLICANT

KIER + WRIGHT CIVIL ENGINEE
2850 COLLIER CANYON RD
LIVERMORE, CA 94551

Project Number: LD20-093

Address: 6065 GIANT RD

Invoice Date: 2/2/2021

Project Name

GRADING PERMIT FOR NEW CONCRET

CONTACT: Planning Division

Fee Description

Comments

Account

Qty/ Units

Amount

GRADING PLAN REVIEW 1001 TO10K CY

INTERWEST

15063619320240

0.00

\$2,180.00

GRADING PLAN REVIEW 1001 TO10K CY

15063619320240

0.00

\$1,401.00

GRADING INSP > 1000 CUBIC YARDS < 10K

APM-GRADING
INSPECTION

15063619320240

0.00

\$2,320.00

GRADING INSP > 1000 CUBIC YARDS < 10K

15063619320240

0.00

\$719.86

LSPC - (100,001 - 500K) VALUATION

INTERWEST

15061219340408

0.00

\$1,460.00

IMPROVEMENT PLAN REVIEW \$500,001 - \$1,000,00 INTERWEST

15061219340404

0.00

\$2,940.00

LSPC - (100,001 - 500K) VALUATION

15061219340408

0.00

\$2,779.00

IMPROVEMENT PLAN REVIEW \$500,001 - \$1,000,00

15061219340404

0.00

\$5,326.00

TECHNOLOGY FEE

15061219320248

0.00

\$35.93

TOTAL AMOUNT DUE:

\$19,161.79

PAID

FEB 02 2021

CITY OF RICHMOND
FINANCE DEPARTMENT

Fees are assessed in accordance with the provisions set forth in the fee schedule adopted by resolution by the City of Richmond.

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CITY OF RICHMOND

450 CIVIC CENTER PLAZA • RICHMOND, CA 94804
(510) 620-6868

INVOICE

HPA, INC.

600 GRAND AVE SUITE 302
OAKLAND, CA 94610

Permit Number: **B20-00908**

Address: 6065 GIANT ROAD

Invoice Date: April 08, 2021

Permit Tech: BM

BLD REGULATIONS PERMIT FEE

Fee Description	Account	Units	Amount
CERTIFICATE OF OCCUPANCY	15063619320232	0	\$108.00
COST TO ADMIN SB1473	15063619320232	0	\$31.30
FILING 2 OR MORE RES ADDS ALL OTHERS	15063619320232	0	\$189.00
OCCUPANCY PROGRAM FEE	15063619340403	0	\$4,510.40
TECHNOLOGY FEE	15063619320248	0	\$14,647.11
BLDG - BUILDING PERMIT FEE	15063619320232	0	\$45,104.00
FILING FEE	15063619340431	0	\$128.00
Subtotal for BLD REGULATIONS PERMIT FEE			64,717.81

BLDG PLUMBING/ELECTRICAL/MECHANICAL FEES

Fee Description	Account	Units	Amount
ELECTRICAL NEW CONSTRUCTION	15063619320234	0	\$19,955.00
MECHANICAL NEW CONSTRUCTION	15063619320243	0	\$19,056.00
PLUMBING NEW CONSTRUCTION	15063619320235	0	\$20,604.00
Subtotal for BLDG PLUMBING/ELECTRICAL/MECHANICAL FEES			59,615.00

BLDG PUBLIC FACILITY DEVELOPER IMPACT FEES

Fee Description	Account	Units	Amount
WAREHOUSE DEVELOPMENT LIBRARY	21741055340498	0	\$5,697.36
WAREHOUSE DEVELOPMENT FIRE FACILITIES	21301022340498	0	\$19,884.91
PUBLIC ART DEVELOPER FEE 1% DEVELOPMENT COST	13564165340445	0	\$1,250.00
WAREHOUSE DEVELOPMENT POLICE FACILITIES	21491021340498	0	\$121,320.32
WAREHOUSE DEVELOPMENT STORM DRAINAGE	21923431340498	0	\$83,673.04
WAREHOUSE DEVELOPMENT TRAFFIC	21136031340498	0	\$167,346.07
PUBLIC ART DEVELOPER FEE 1% DEVELOPMENT COST	13564165340445	0	\$78,117.92
WAREHOUSE DEVELOPMENT FIRE FACILITIES	21301022340498	0	\$609.47
WAREHOUSE DEVELOPMENT LIBRARY	21741055340498	0	\$174.62
WAREHOUSE DEVELOPMENT POLICE FACILITIES	21491021340498	0	\$369.79
WAREHOUSE DEVELOPMENT STORM DRAINAGE	21923431340498	0	\$2,564.58
WAREHOUSE DEVELOPMENT TRAFFIC	21136031340498	0	\$5,129.15
Subtotal for BLDG PUBLIC FACILITY DEVELOPER IMPACT FEES			486,137.23

BLDG SUBREGIONAL TRANSPORT MITIGATION PROGRAM

Fee Description	Account	Units	Amount
INDUSTRIAL	150 208821	0	\$20,098.88
INDUSTRIAL	150 208821	0	\$655,755.31
Subtotal for BLDG SUBREGIONAL TRANSPORT MITIGATION PROGRAM			675,854.19



CITY OF RICHMOND

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(510) 620-6868

INVOICE

HPA, INC.

600 GRAND AVE SUITE 302
OAKLAND, CA 94610

Permit Number: **B20-00908**

Address: 6065 GIANT ROAD

Invoice Date: April 08, 2021

Permit Tech: BM

CA STATE BUILDING STANDARDS

Fee Description

	Account	Units	Amount
CAL ADMIN REVOLVING FUND	150 208813	0	\$313.00
COMPREHENSIVE PLANNING FEE	15062019340457	0	\$14,647.11
SMIP COMMERCIAL	150 208812	0	\$2,187.30
Subtotal for CA STATE BUILDING STANDARDS			17,147.41

AMOUNT PAID: 1,273,275.15

TOTAL AMOUNT DUE: **\$30,196.49**

Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official.

Fees are assessed in accordance with the provisions set forth in the fee schedule adopted by resolution by the City of Richmond.

Visit <http://www.ci.richmond.ca.us/2503/Master-Fee-Schedule>

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Visit <https://library.municode.com/ca/richmond>

BUILDING REGULATIONS



CITY OF RICHMOND

450 Civic Center Plaza
Richmond, CA 94804
Phone : (510) 620-6868
Fax : (510) 621-1239

PERMIT

ESTIMATE2-AA

Job Site Address:

Permit Technician:

Parcel APN:

Permit: ESTIMATE2-AA
Type of Permit: BLD PLAN CHECK

Type of Construction:

Today's Date: 05/02/2019

Date Applied: 08/25/2015

Date Issued:

PROPERTY OWNER:

Street Address:

City/St/Zip:

Owner Phone:

CONTRACTOR:

Street Address:

City/St/Zip:

Daytime Phone:

Business License:

Exp:

Description of Work: ESTIMATE ONLY: NEW 116,020 SQ. FT. WAREHOUSE - VALUATION: \$1,668.160

Permit Fee Details:

TOTAL VALUATION: \$ 9,281,600.00

TOTAL FEES: \$ 914,043.31

Owner Builder Declaration:

I hereby affirm under penalty of perjury that I am exempt from the Contractors' License Law for the following reason (Section 7031.5, Business and Professions Code states that any City or County which requires a permit to construct, alter, improve, demolish, or repair any structure prior to its issuance also requires the applicant for such permit to file a signed statement that he or she is a license pursuant to the provisions of the Contractor's License Law (Chapter 9 commencing with section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than (\$500).)

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Section 7044 Business and Professions Code: The Contractors' State License Law does not apply to the owner of the property who builds or improves their own, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner Builder will have the burden of proving that he she did not build or improve for the purpose of sale.)

I, as owner of the property, and exclusively contracting with licensed contractors to construct the project (Section 7044, Business and Professions and Codes states that the current Contractors' State License Law does not apply to an owner of property who builds or improves as thereon, and who contracts for such projects with a licensed contractor pursuant to the Contractors' License Law).

I am exempt under section _____ Business and Professions Code for this reason _____

Applicant _____ Date: _____

Workers Compensation Declaration:

I hereby affirm under penalty of perjury one of the following declarations: I have and will maintain a certificate of consent to self insure for workers compensation, as provided for by (Section 3700) of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain Workers Compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued, my workers compensation carrier and policy numbers are:

Carrier: _____ Policy# _____ Expires _____

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in a manner so as to become subject to the workers compensation laws of California, and agree that if I should become subject to the workers compensation provisions of section 3700 of the labor code, and I shall forthwith comply with these provisions.

Date: _____ Applicant: _____

Warning: Failure to secure workers compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines of up to \$1000 in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest and attorneys fees.

I certify that I have read this application and state that the above information is correct. I agree to comply with all City ordinances and other laws relating to this permit and hereby authorize representatives of the City of Richmond to enter upon the above mentioned property for inspection purposes. This permit will expire on unless revoked, renewed or extended by the Building Official.

Customer No:

Signature of applicant or agent _____ Date _____

Building Dept. by _____ Date _____



CITY OF RICHMOND

450 CIVIC CENTER PLAZA • RICHMOND, CA 94804
(510) 620-6868

INVOICE

DO NOT DELETE PLEASE

Permit Number: **ESTIMATE2-AA**

Address:

Invoice Date: May 02, 2019

Permit Tech: AA

CERTIFICATE OF OCCUPANCY

Fee Description

	Account	Units	Amount
CERTIFICATE OF OCCUPANCY	15063619320232	0	\$102.00
Subtotal for CERTIFICATE OF OCCUPANCY			102.00

BUILDING REGULATIONS PERMIT FEE

Fee Description

	Account	Units	Amount
BLDG - BUILDING PERMIT FEE	15063619320232	0	\$52,164.00
COST TO ADMIN SB1473	15063619320232	0	\$37.20
FILING 2 OR MORE RES ADDS ALL OTHERS	15063619320232	0	\$300.00
OCCUPANCY PROGRAM FEE	15063619340403	0	\$5,216.40
TECHNOLOGY FEE	15063619320248	0	\$17,403.00
Subtotal for BUILDING REGULATIONS PERMIT FEE			75,120.60

CA STATE BUILDING STANDARDS

Fee Description

	Account	Units	Amount
COMPREHENSIVE PLANNING FEE	15062019340457	0	\$17,403.00
SMIP COMMERCIAL	150 208812	0	\$2,598.85
CAL ADMIN REVOLVING FUND	150 208813	0	\$334.80
Subtotal for CA STATE BUILDING STANDARDS			20,336.65

ENGINEERING PLAN CHECK REVIEW FEES

Fee Description

	Account	Units	Amount
PLUMBING FIXTURE PLAN REVIEW	40322831340408	0	\$178.00
Subtotal for ENGINEERING PLAN CHECK REVIEW FEES			178.00

FD - SECTION III.3 - BUILDING CONST - NEW ; IMPROVEMENTS

Fee Description

	Account	Units	Amount
PR - 3.1- NEW CONST OR BUILDING ADDL PR	01203022340439	0	\$9,854.60
Subtotal for FD - SECTION III.3 - BUILDING CONST - NEW ; IMPROVEMENTS			9,854.60

PLAN CHECK FEES

Fee Description

	Account	Units	Amount
PLAN CHECK ALL OTHERS	15063619320239	0	\$49,650.00
Subtotal for PLAN CHECK FEES			49,650.00



CITY OF RICHMOND

450 CIVIC CENTER PLAZA • RICHMOND, CA 94804
(510) 620-6868

INVOICE

DO NOT DELETE PLEASE

Permit Number: **ESTIMATE2-AA**

Address: \$

Invoice Date: May 02, 2019 \$1

Permit Tech: AA

PLUMBING/ELECTRICAL/MECHANICAL FEES

Fee Description	Account	Units	Amount
ELECTRICAL NEW CONSTRUCTION	15063619320234	0	\$44,358.00
PLUMBING NEW CONSTRUCTION	15063619320235	0	\$44,890.00
MECHANICAL NEW CONSTRUCTION	15063619320243	0	\$43,383.00
Subtotal for PLUMBING/ELECTRICAL/MECHANICAL FEES			132,631.00

PUBLIC FACILITY DEVELOPER IMPACT FEES

Fee Description	Account	Units	Amount
WAREHOUSE DEVELOPMENT FIRE FACILITIES	21301022340498	0	\$20,071.46
WAREHOUSE DEVELOPMENT LIBRARY	21741055340498	0	\$5,801.00
WAREHOUSE DEVELOPMENT POLICE FACILITIES	21491021340498	0	\$12,182.10
WAREHOUSE DEVELOPMENT SEWER	22022031340498	0	\$122,633.14
WAREHOUSE DEVELOPMENT STORM DRAINAGE	21923431340498	0	\$84,578.58
WAREHOUSE DEVELOPMENT TRAFFIC	21190031340498	0	\$169,273.18
PUBLIC ART DEVELOPER FEE 1% DEVELOPMENT COST		0	\$92,816.00
Subtotal for PUBLIC FACILITY DEVELOPER IMPACT FEES			507,355.46

SUBREGIONAL TRANSPORT MITIGATION PROGRAM

Fee Description	Account	Units	Amount
WAREHOUSE	150 208821	0	\$116,020.00
Subtotal for SUBREGIONAL TRANSPORT MITIGATION PROGRAM			116,020.00

WWR SERVICES FEES

Fee Description	Account	Units	Amount
SEWER CONNECTION FEE (RMC §12.20)	40322631340443	0	\$2,795.00
Subtotal for WWR SERVICES FEES			2,795.00

AMOUNT PAID: .00

TOTAL AMOUNT DUE: **\$914,043.31**

**WEST CONTRA COSTA
TRANSPORTATION ADVISORY
COMMITTEE**

**SUBREGIONAL
TRANSPORTATION
MITIGATION PROGRAM
(STMP) FEE
ADMINISTRATIVE
GUIDELINES**

**APPROVED BY WCCTAC EXECUTIVE
DIRECTOR JUNE 11, 2020**

REVIEWED BY WCCTAC TAC 6/11/2020

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A. INTRODUCTION

The purpose of these Administrative Guidelines is to assist WCCTAC and Agency staff with implementation of the STMP Fee. These Guidelines provide additional detail not included in the Master Cooperative Agreement (“Coop Agreement”), and the Coop Agreement is an integral part of these Guidelines. “Agency” or “Agencies” is used in these Guidelines as the term is used in the Master Cooperative Agreement to indicate the cities and the County that are members of WCCTAC and responsible for collecting the STMP Fee and for sponsoring certain capital projects funded by the STMP Fee. The term Agencies excludes AC Transit and the Bay Area Rapid Transit District that are also members of WCCTAC because these agencies have no role in collecting the STMP Fee. Future modifications to these Guidelines will be reviewed by the WCCTAC Technical Advisory Committee (TAC) before approval by the WCCTAC Executive Director.

B. DEVELOPMENT PROJECTS

Agencies shall apply the STMP Fee to building permits associated with all Development Projects as defined in this section, unless exempt under Section D.9 of the Coop Agreement.

1. New Construction
Includes construction of new building space for either residential or non-residential use(s), including the addition of building space to existing developed property.
2. Intensification of Use
Includes the intensification of use of all or part of an existing building, whether vacant or not. An intensification of use occurs when a Development Project would pay a higher fee under the proposed use compared to the existing permitted use based on the current STMP Fee schedule. All accessory dwelling units are not considered an intensification of use and no STMP Fee would be applied.

In the case of the re-use of a vacant building, the building’s current use shall be the use when the building was occupied if the vacancy had occurred within three years prior to the date of the building permit application. If the vacancy had occurred greater than three years prior to the date of the building permit application, then the STMP Fee shall be applied as if the project was New Construction. The building permit applicant bears the burden of demonstrating that the building was in use within this time period through submittal of documents acceptable to the Agency such as executed lease agreements or lease payment records.

C. LAND USE CATEGORIES

The Agency, as part of their typical process of reviewing a proposed Development Project, shall determine the land use categories that are applicable and shall calculate the STMP fee. This applies to both private and public Development Projects. The following sections offer guidance to the Agency as they make those determinations.

1. Residential Land Uses

- i. Single Family Residential: Dwelling units that are one single family detached unit on a parcel, and excluding Senior Housing.
- ii. Multi-Family Residential: Dwelling units that are apartments, condominiums, townhomes, multiplexes, or mobile homes in mobile home parks, except Senior Housing. Accessory dwelling units are not required to pay the STMP Fee.
- iii. Senior Housing: All senior age-restricted dwelling units regardless of type of housing.

2. Non-residential Land Uses

- i. Hotel: Temporary lodging establishments including hotels, motels, resorts and bed and breakfast establishments.
- ii. Office: Office facilities where the primary use is not direct service to customers, including branch and head offices, multi-tenant buildings, and business parks.
- iii. Retail/Service: Neighborhood, community, and thoroughfare commercial districts, including retail and personal service businesses, restaurants, and medical offices.
- iv. Industrial: Light and heavy industrial uses, including manufacturing, processing, fabrication, and distribution.
- v. Storage Facility: Facilities used for the purposes of renting or leasing individual storage space.

3. Other Land Uses

- i. Other: The Other land use category is intended for Development Projects with land uses that do not fit within the standard residential or non-residential categories defined above where number of dwelling units or building square footage are the usual measures of trip generation. It is anticipated that most Development Projects will fit within the standard STMP categories, but it is understood that some Projects will contain land uses with trip generation characteristics that are not adequately captured by the standard STMP categories. Examples of such land uses could include gas stations, drive-through facilities, private schools, and theaters or other entertainment venues, among others. The Agency will determine whether a particular Development Project involves land uses that should be treated within the Other category; conferral with WCCTAC staff is highly recommended if there are questions or discussion items. Application of the

Other category will require the estimation of the number of AM peak hour trips that will be generated by the proposed land use.

D. FEE CALCULATION

1. New Construction

$$\text{STMP Fee} = \frac{\text{STMP Fee per Dwelling Unit or per Square Foot Based on Applicable Land Use Category}}{\text{Applicable Land Use Category}} \times \text{New Dwelling Units or New Square Feet}$$

For Development Projects with multiple land use categories, the STMP Fee equals the sum of STMP Fees applied to each land use category.

2. Intensification of Use

First calculate the STMP Fee for the proposed new use, using the formula provided in the section above on New Construction. Then calculate what the STMP Fee would be for the existing permitted use (that is, the existing square footage multiplied by the STMP Fee per square foot for the existing permitted land use category). Subtract the existing permitted use fee from the proposed new use fee. If the difference is greater than zero, that difference represents the STMP Fee due as a result of the intensification of use. If the difference is less than zero, then no STMP Fee is due, nor will there be any STMP Fee refund or credit.

3. Other Land Use Category

$$\text{STMP Fee} = \frac{\text{STMP Fee per AM Peak Hour Trip}}{\text{Peak Hour Trip}} \times \frac{\text{Number of New AM Peak Hour Trips Estimated for Proposed Use}}{\text{Estimated for Proposed Use}}$$

As described above, the Agency will determine the applicability of the Other category, as part of its typical process of evaluating the transportation and other impacts of a proposed Development Project. Transportation impact analysis requires the processes and methods outlined in the *Technical Procedures* adopted by the Contra Costa Transportation Authority.

Part of a transportation impact analysis involves estimating the trip generation of the proposed Development Project. This typically involves reference to the most current edition of *Trip Generation* published by the Institute of Transportation Engineers (ITE), but may also involve conducting trip generation surveys at other sites that share the Development Project's characteristics, as further described in the ITE manual and in the *Technical Procedures*. For reference purposes, see the Appendix for the trip generation rates used in the STMP nexus study for each land use category.

E. CREDITS AND REIMBURSEMENTS

Refer to the approved Master Cooperative Agreement, Section D. Fees, paragraph 10. Credits and Reimbursements.

F. APPEALS FOR FEE EXEMPTIONS AND WAIVERS

No exemption or waiver of the STMP Fee for a development project is allowed except as permitted by this section.

1. If the Agency exempts or waives all other local impact fees, then the STMP fee may also be exempted or waived; the Agency must report this action to WCCTAC.
2. Otherwise, to be granted a STMP fee exemption or waiver, the Agency or the development project applicant must:
 - Pay the STMP Fee pursuant to these Administrative Guidelines under protest pending the resolution of the appeal.
 - Appeal the STMP Fee no later than the date of application for the building permit for the Development Project.
 - Bear the burden of establishing satisfactory factual proof of the basis for the appeal based on the opinion of a registered traffic engineer.
 - Submit all information in support of the appeal necessary for WCCTAC's consideration of the appeal. The Agency or applicant may submit any documentation it thinks WCCTAC should consider as part of the appeal. Additional issues raised once the appeal is submitted will not be considered by WCCTAC. WCCTAC may require, at the expense of the Project Applicant, review of the submitted materials by a third party with appropriate technical knowledge.
 - Pay the cost of processing the appeal, as determined by WCCTAC.
 - The appeal will be considered by the WCCTAC Board within 180 days. The appellant may, at the sole discretion of WCCTAC, have the opportunity to present oral testimony, in addition to the written documents submitted in support of the appeal.
 - If all other local impact fees are not waived, then any STMP fee exemption or waiver must receive approval from the WCCTAC Board.

G. ANNUAL FEE ADJUSTMENT

The annual fee adjustment provided for in Section D.8 of the Master Cooperative Agreement is based on the annual percentage change in the Engineering News-Record Construction Cost Index for the San Francisco Bay Area. WCCTAC staff will annually calculate the increase and is responsible for notifying all Agencies of the change bringing the adjusted STMP Fee schedule to a regular meeting of the WCCTAC Board as an

information item, and providing the adjusted STMP fee schedule to the Agencies in a timely manner each year so that Agencies can begin collecting the updated adjusted fees by July 1.

H. CONCEPTUAL PROCESS FOR STMP FUNDING

WCCTAC is responsible for implementing the STMP. Periodically, WCCTAC will issue a call for projects to invite Agencies to submit requests for funding for STMP-eligible projects. Under normal circumstances, a call for projects will occur every 1-3 years, at WCCTAC's discretion and depending on fund availability.

Evaluation of the projects submitted will be undertaken by WCCTAC staff at the direction of the WCCTAC Board, with input from the WCCTAC TAC. The Board will make the final decisions about which projects will receive STMP funds and in what amounts. Factors to be considered in evaluating projects may include (but not be limited to) characteristics such as project readiness, ability to use funds quickly, amount of funds requested compared to amount available, reasonable distribution of funds across all project categories, and reasonable distribution of funds across all Agencies.

APPENDIX A. A.M. PEAK HOUR TRIP GENERATION RATES

A.M. Peak Hour Trip Generation Rates for STMP Land Use Categories

Land Use Category	ITE Land Use Code	Unit	A.M. Peak Hour Vehicle Trip Generation Rate
Single-Family Residential	210	Dwelling Unit	0.74
Multi-Family Residential	221	Dwelling Unit	0.36
Senior Housing	252	Dwelling Unit	0.20
Hotel	310	Room	0.47
Retail/Service	820	1,000 Square Feet	0.94
Office	710	1,000 Square Feet	1.16
Industrial	110	1,000 Square Feet	0.70
Storage Facility	151	1,000 Square Feet	0.10

Source: Institute of Transportation Engineer, *Trip Generation* (10th Edition). Note that no trip adjustments have been applied to these trip generation rates; adjustments might be appropriate depending on the characteristics of the Development Project being evaluated.

APPENDIX B: STMP FEE SUBMITTAL FORM

West County Subregional Transportation Mitigation Program (STMP) Developer Fees JURISDICTIONS' QUARTERLY TRANSMITTAL REPORT FORM

Jurisdictions are required to submit this completed form to WCCTAC no later than 30 days following the close of each calendar quarter; whether or not there are fees to submit, continuing through the life of the Master Cooperative Agreement.

Check Appropriate Box:

All sections of the report must be completed.
Attach check, payable to WCCTAC, to this report.
Submit check and completed transmittal report to:
WCCTAC
6333 Potrero Ave., Suite 100
El Cerrito, CA 94530

Fiscal Year: _____
Reporting Period: _____

Fee Submittal Due Date: _____

Jurisdiction's Name: _____

Contact Name: _____

Contact Email: _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FY Q1	FY Q2	FY Q3	FY Q4
July-Sept	Oct-Dec	Jan-Mar	Apr-June
31-Oct	30-Jan	30-Apr	31-Jul

☐ No development to report this period. OR Notes:
Insert below the # of Units or # of Sq. Ft. to calculate the amt. of fee collected.
List each project or project component separately. Add rows as needed.

Type of Fee	Project Address	Development Name	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family			\$ 5,744			\$ -
Multi Family			\$ 2,829			\$ -
Senior Housing			\$ 1,551			\$ -
Hotel (per room)			\$ 3,676			\$ -
Storage Facility				\$ 0.80		\$ -
Retail / Service				\$ 6.96		\$ -
Industrial				\$ 5.87		\$ -
Office				\$ 9.21		\$ -
Other (per AM pk hr trip)			\$ 7,762			\$ -
TOTAL FEES COLLECTED:						\$ -

This should be the amount of your check to WCCTAC.

If a jurisdiction is collecting STMP fees for a development application at a rate different than what is currently in effect, provide on the following page the name and address of each development and which reason applies:

- The development project is subject to a development agreement executed on _____;
- The development submitted a vesting tentative map that was approved on _____;
- Other (explain legal basis for development not paying current adopted rates; n.b., a development application submitted in a prior year alone is an insufficient explanation) _____.

Page 1 of 2

During the reporting period, has your agency granted:

- STMP Fee Credits to any development? ☐ Yes ☐ No
- STMP Fee Waivers/Exemptions to any development? ☐ Yes ☐ No

If yes to either of the above, please respond to the questions on the next page.

If STMP Credits were granted, for each development complete the questions below:

- What is the name and address of the development project receiving the credit?
- What was the dollar value of the credit?
- Which of the 20 STMP Projects was the credit used for?
- What elements of the STMP project were completed with the credited funds?

If Waivers/Exemptions of STMP Fees were granted, for each development, complete the questions below:

- Were all other local fees waived/exempted for the development project? ☐ Yes ☐ No
- Briefly explain why the development project's STMP fee was waived/exempted?

Respond to Different Fee Rates/Credit and Waiver/Exemption Questions here:

**WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
RESOLUTION NO. 22-12**

**APPROVING AN AMENDMENT TO THE WEST CONTRA COSTA
TRANSPORTATION ADVISORY COMMITTEE'S SALARY SCHEDULE TO
REFLECT A COST OF LIVING ADJUSTMENT IN CONFORMANCE WITH
CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5**

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"); and

WHEREAS, the WCCTAC Board of Directors has considered and approved a fiscal year 2022-2023 budget that includes a 3.5% cost of living adjustment for all WCCTAC employee classifications; and

WHEREAS, the WCCTAC Board of Directors has determined that a 3.5% cost of living adjustment is appropriate given recent increases in the Bay Area cost of living; and

WHEREAS, the WCCTAC Board of Directors finds that the cost of living adjustment is proper and in the best interests of WCCTAC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Contra Costa Transportation Advisory Committee:

1. Does hereby approve an amendment to WCCTAC's Salary Schedule to include a 3.5% increase for all employee classifications, effective July 1, 2022, as attached in Exhibit A.
2. Does hereby authorize the Executive Director to take all actions necessary to effectuate the intent of this Resolution including any necessary revisions to WCCTAC documents and any other necessary actions.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 24, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Demnlus Johnson III, Chair

Attest:

John Nemeth, Executive Director

Approved as to Form:

Kristopher Kokotaylo, General Counsel

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

Monthly Salary Schedule

Fiscal Year 2022-2023

JOB CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	13068	13720	14406	15128	15882	16677	17512
Transportation Planning Manager	8878	9322	9787	10277	10792		
Project Manager	8878	9322	9787	10277	10792		
TDM Program Manager	7583	7962	8361	8780	9218		
Administrative Assistant	5328	5617	5903	6190	6477		
Travel Training Coordinator (temp, part-time)	\$35-\$50 per hour						

TO: WCCTAC Board

DATE: June 24, 2022

FR: John Nemeth, Executive Director

RE: WCCTAC Compensation Review

REQUESTED ACTION

Direct staff to return to the Board with formal changes to the WCCTAC salary structure for two positions.

DISCUSSION

Background and Summary

The WCCTAC Personnel Policies Manual states that *“In reviewing pay rates, the Board may have staff undertake pay studies or contract with outside consultants to perform such services. In arriving at salary ranges, consideration shall be given to prevailing rates of pay for comparable work in similar agencies in the Bay Area”*

Although there have been evaluations of salaries for certain positions, there’s has not been a review of total compensation for all positions at WCCTAC in at least a decade and a half. Consequently, in consultation with the previous WCCTAC Board Chair, staff initiated an in-house compensation review at the start of 2022.

Staff compared the salaries and key benefits for positions at WCCTAC to similar positions in other agencies. The conclusion was that for three of five positions, the total compensation package for WCCTAC remains competitive. These include the Executive Director, Program Manager, and Administrative Assistant. No changes are proposed for these positions.

However, for two of five positions, the Transportation Planning Manager and TDM Program Manager, total compensation lags peer positions. Staff is concerned about the impact of this difference on retention and potential future recruitment. Consequently, staff is recommending that two salary steps be added to the top of the range for those two positions. Each step at WCCTAC represents a 5% increase over the previous step. Step increases are discretionary and based on merit.

Subject to the Board’s concurrence, staff will bring a resolution to the Board’s next meeting in July, making the formal change to the salary schedule. Over the longer term, it may be worthwhile for WCCTAC to expand this in-house compensation review or to engage consultants to ensure that the overall WCCTAC compensation package is optimally structured.

Comparable Positions

WCCTAC is mainly involved in transportation planning, the programming of funds, and program delivery. It has similarities with the other Regional Transportation Planning Committees (RTPCs) in Contra Costa County in its work activities. However, the other RTPCs are structured and staffed so differently, in some cases using consultant services or city and county staff, that their positions are not easily comparable with WCCTAC positions.

WCCTAC also has similarities with county-level transportation authorities, as these organizations are involved in transportation planning, the programming of funds, and program delivery. For this compensation review, staff used comparable positions at the two most proximate transportation authorities, the Contra Costa Transportation Authority (CCTA) and Alameda County Transportation Commission (ACTC). Staff also used comparable positions at the Metropolitan Transportation Commission (MTC), which is also involved in transportation planning, programming, and program delivery.

The Executive Director position at WCCTAC compares to certain management positions in local transportation authorities, particularly those that oversee small numbers of employees and are focused on planning, programming, or programs. Some comparable positions include the CCTA Director of Planning, the CCTA Director of Programs, and the ACTC Director of Planning.

The Transportation Planning Manager position at WCCTAC is most analogous to Senior Planner positions at CCTA, ACTC, and MTC. The Program Manager position at WCCTAC is analogous to a Senior Program Coordinator position at MTC and has some similarities to planning positions at transportation authorities. The TDM Program Manager position has similarities to the CCTA and ACTC Associate Planners and MTC Associate Program Coordinator. Lastly, the WCCTAC Administrative Assistant position is comparable to the CCTA Administrative Assistant, the CCTA Administrative Clerk, and MTC Administrative Assistants, levels 1, 2, and 3.

Adjusting for Benefit Differences

Staff compared the salary ranges of WCCTAC positions to comparable positions in other agencies. However, to compare total compensation, staff also considered variations in employee benefits. Those benefits that were either highly similar, or very small in value, were excluded from the analysis.

The three benefits that were included in the review, given a combination of high value and variation across agencies, included: 1) the PERS retirement benefit formula, 2) the required employee contribution to PERS retirement, and 3) the required employee health care premium contribution.

Overall, WCCTAC's benefits are generous compared to peers. Like MTC, WCCTAC provides a 2.5% at 55 PERS retirement benefit formula, while 2% at 55 is more typical of peer agencies. Like ACTC, WCCTAC only requires a small employee contribution to PERS for classic members (WCCTAC's requirement is 3.3%) while other agencies typically require higher employee contributions. Lastly, WCCTAC has the most generous health care benefit, paying 100% of the

employee premium for any available CalPERS health plan. Other agencies have dollar caps on employer contributions or required employee contributions.

After comparing salary ranges alone, the compensation analysis adjusted those ranges to account for differences in benefits. First, salaries were reduced by the required employee contributions to PERS. Secondly, the salaries in agencies offering a 2.5% @ 55 PERS benefit formula for retirement were increased by 2% over those offering 2% @ 55. It should be noted that the value of a higher retirement benefit formula varies by employee, and could be either lower or higher than 2%, depending on age, longevity, etc. The analysis also considered what WCCTAC employees would need to spend to retain their existing health care plan in comparable outside positions, and adjusted salaries accordingly. Lastly, some sensitivity analyses were conducted to determine how conclusions might differ between classic PERS members and employees subject to PEPRA.

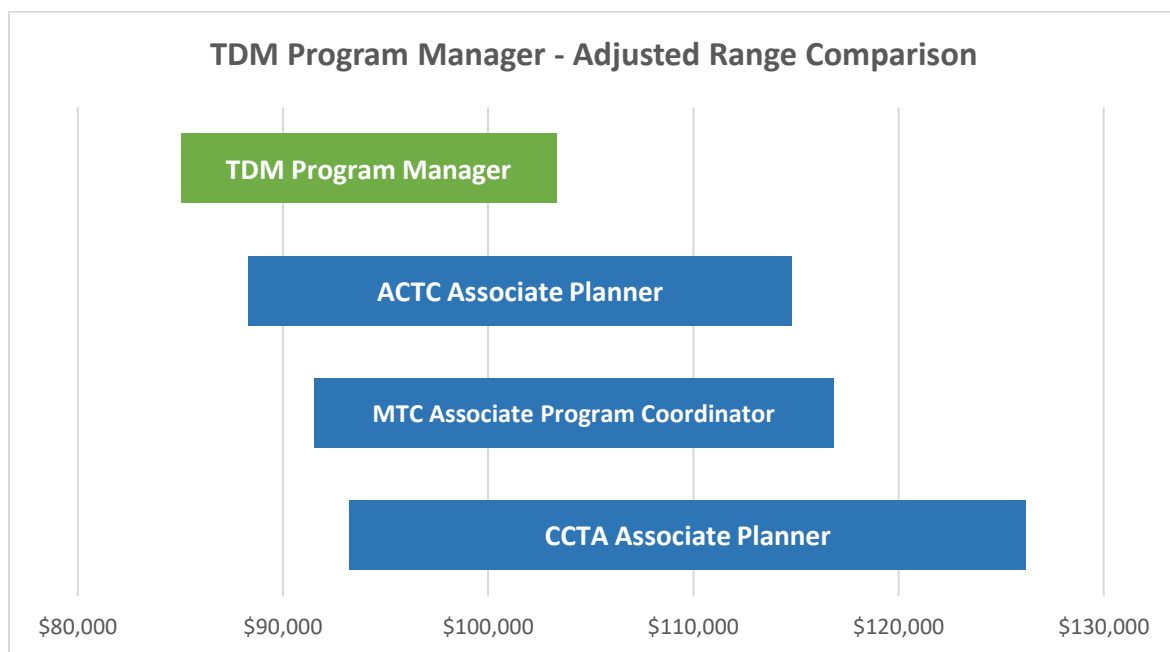
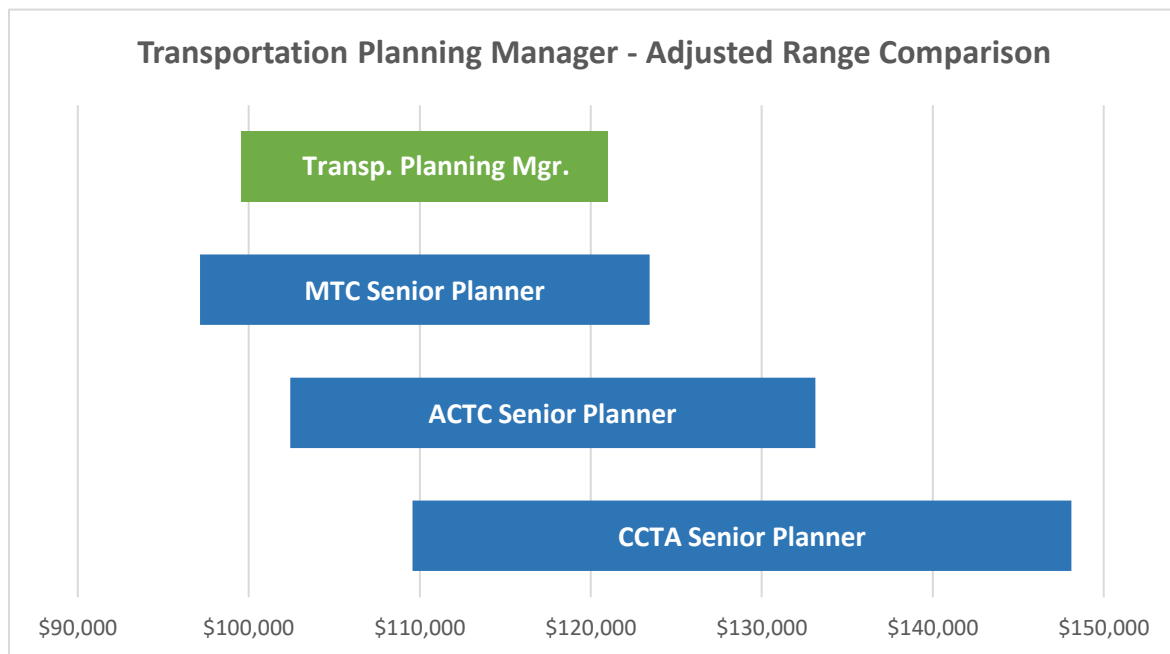
Conclusions

Generally, salaries at WCCTAC are lower than those of comparable positions in other agencies. In this compensation review, when ranking positions by the mid-point of the salary range, the Executive Director position was 7th of 7 positions compared. The Transportation Planning Manager, Program Manager, and TDM Program Manager were all 4th of 4 positions compared. Only the Administrative Assistant compensation was competitive on salary alone, ranking 4th of 6 positions compared.

WCCTAC's relatively generous benefits, however, typically make up for the lower salaries, bringing total compensation into the market competitive range for most positions. This is less true for PEPRA employees, however, since their PERS benefit formulas and required PERS employee contributions differ. In short, WCCTAC's strong retirement-related benefits are not as useful to non-classic PERS members.

When salary ranges were adjusted to account for benefit differences, using the methodology described earlier, the Executive Director position ranked 4th out of 7, the Program Manager position ranked 2nd out of 4, and the Administrative Assistant position ranked 2nd out of 6. All these positions are competitive enough that no changes to salary ranges are recommended at this time.

In the case of the Transportation Planning Manager and TDM Program Manager positions, however, total compensation still lagged, even when adjusting for WCCTAC's benefits. This was true regardless of whether employees were classic PERS members or subject to PEPRA. Those two positions ranked 4th of 4 positions, even after benefit adjustments. The charts on the following page show the adjusted salary ranges of these two positions.



It is not surprising that these two WCCTAC positions, in particular, are less competitive than similar positions in peer agencies. The current TDM Program Manager was recruited with a different, and lower, salary range than previous WCCTAC TDM Program Managers. The Transportation Planning Manager position, meanwhile, has evolved from its origins as a WCCTAC Program Manager position. The position's revised title reflects its broader responsibilities.

Next Steps

Staff is seeking the Board's concurrence with the proposed changes to salary ranges for two positions. With the Board's direction, staff would bring a resolution to an upcoming meeting making formal changes to the WCCTAC Salary Schedule, as reflected in the table below. The highlighted cells reflect the proposed changes.

Proposed Monthly Salary Schedule

JOB CLASS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	13068	13720	14406	15128	15882	16677	17512
Transportation Planning Manager	8878	9322	9787	10277	10792	11332	11898
Project Manager	8878	9322	9787	10277	10792		
TDM Program Manager	7583	7962	8361	8780	9218	9679	10163
Administrative Assistant	5328	5617	5903	6190	6477		
Travel Training Coordinator	\$35-\$50 per hour						

TO: WCCTAC Board

MEETING DATE: June 24, 2022

FR: John Nemeth, Executive Director

RE: WCCTAC Board Meeting Format

REQUESTED ACTION

Staff is seeking Board direction on the format of WCCTAC Board meetings for the remainder of 2022 and looking ahead to 2023.

BACKGROUND AND DISCUSSION

Prior to the pandemic, WCCTAC held board meetings in the El Cerrito City Council Chambers. Since April 2020, WCCTAC has held all its meetings virtually, via Zoom. Recently, staff was informed that the El Cerrito City Council Chambers are once again available to WCCTAC. The set-up in the facility adheres to County public health guidelines and includes plastic partitions. The Chambers also now has technology for conducting hybrid meetings. This gives WCCTAC a variety of choices for conducting Board meetings in the future.

Some options are as follows:

1. Conduct meetings virtually for as long as possible. WCCTAC's counsel has suggested that the state of California's Covid-19 state of emergency, which provides a basis for virtual meetings, is unlikely to end during the 2022 calendar year. As a result, WCCTAC could continue with its current practice of meeting virtually for the foreseeable future. Over the very long term, conducting meetings virtually would be dependent on legislative changes to the Brown Act.
2. Return to regular physical meetings in the El Cerrito City Council Chambers.
3. Conduct hybrid meetings in the El Cerrito City Council Chambers, given the presence of hybrid meeting capabilities. WCCTAC previously paid the City of El Cerrito a nominal fee of \$40 per meeting for use of the Council Chambers. However, that fee would likely not include the assistance of City of El Cerrito technical support staff, which may be necessary to ensure successful hybrid meetings. At the time of writing, WCCTAC is waiting to hear what additional fees may be required to receive technical support.
4. Conduct physical or hybrid meetings occasionally, for selected meetings, while keeping most Board meetings virtual.



El Cerrito

Hercules

Pinole

June 8, 2022

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

RE: May 2022 WCCTAC Board Meeting Summary

Dear Tim:

The WCCTAC Board, at its meeting on May 27, 2022, took the following actions that may be of interest to CCTA:

1. Approved Proclamation for Najari Smith, Contra Costa County's Bicycle Champion of the Year.
2. Adopted Resolution 22-07 AB 361 Resolution to Continue Teleconferenced Meetings.
3. Approved Allan Panganiban (San Pablo) to serve as Technical Coordinating Committee (TCC) Representative for West County. John Nemeth (WCCTAC) will serve as the second alternate to Leah Greenblat (WCCTAC).
4. Authorized release for member agency review of the WCCTAC Draft Fiscal Year 2023 Work Program, Budget, and Dues.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "John Nemeth".

John Nemeth
Executive Director

cc: Tarien Grover, CCTA

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ACRONYM LIST. Below are acronyms frequently utilized in WCCTAC communications.

ABAG: Association of Bay Area Governments
ACTC: Alameda County Transportation Commission
ADA: Americans with Disabilities Act
APC: Administration and Projects Committee (CCTA)
ATP: Active Transportation Program
AV: Autonomous Vehicle
BAAQMD: Bay Area Air Quality Management District
BATA: Bay Area Toll Authority
BCDC: Bay Conservation and Development Commission
Caltrans: California Department of Transportation
CBTP: Community Based Transportation Plan
CCTA: Contra Costa Transportation Authority
CEQA: California Environmental Quality Act
CIL: Center for Independent Living
CMAAs: Congestion Management Agencies
CMAQ: Congestion Management and Air Quality
CMIA: Corridor Mobility Improvement Account (Prop 1B bond fund)
CMP: Congestion Management Program
CSMP: Corridor System Management Plan
CTC: California Transportation Commission
CTP: Contra Costa Countywide Comprehensive Transportation Plan
CTPL: Comprehensive Transportation Project List
DEIR: Draft Environmental Impact Report
EBRPD: East Bay Regional Park District
EIR: Environmental Impact Report
EIS: Environmental Impact Statement
EVP: Emergency Vehicle Preemption (traffic signals)
FHWA: Federal Highway Administration
FTA: Federal Transit Administration
FY: Fiscal Year
HOV: High Occupancy Vehicle Lane
ICM: Integrated Corridor Mobility
ITC or RITC: Hercules Intermodal Transit Center
ITS: Intelligent Transportations System
LOS: Level of Service (traffic)
MOU: Memorandum of Understanding
MPO: Metropolitan Planning Organization
MTC: Metropolitan Transportation Commission
MTSO: Multi-Modal Transportation Service Objective

NEPA: National Environmental Policy Act
O&M: Operations and Maintenance
OBAG: One Bay Area Grant
PAC: Policy Advisory Committee
PASS: Program for Arterial System Synchronization
PBTF: Pedestrian, Bicycle and Trail Facilities
PC: Planning Committee (CCTA)
PCC: Paratransit Coordinating Committee (CCTA)
PDA: Priority Development Areas
PSR: Project Study Report (Caltrans)
RHNA: Regional Housing Needs Allocation (ABAG)
RPTC: Richmond Parkway Transit Center
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
RTPC: Regional Transportation Planning Committee
SCS: Sustainable Communities Strategy
SHPO: State Historic and Preservation Officer
SOV: Single Occupant Vehicle
STA: State Transit Assistance
STIP: State Transportation Improvement Program
STMP: Subregional Transportation Mitigation Plan
SWAT: Regional Transportation Planning Committee for Southwest County
TAC: Technical Advisory Committee
TCC: Technical Coordinating Committee (CCTA)
TDA: Transit Development Act funds
TDM: Transportation Demand Management
TFCA: Transportation Fund for Clean Air
TEP: Transportation Expenditure Plan
TLC: Transportation for Livable Communities
TOD: Transit Oriented Development
TRANSPAC: Regional Transportation Planning Committee for Central County
TRANSPLAN: Regional Transportation Planning Committee for East County
TSP: Transit Signal Priority (traffic signals and buses)
VMT: Vehicle Miles Traveled
WCCTAC: West County Costa Transportation Advisory Committee
WETA: Water Emergency Transportation Authority