

## Contra Costa Transportation Authority **STAFF REPORT**

**Meeting Date:** May 15, 2019

<b>Subject</b>	<b>Consideration of Development of a New Transportation Expenditure Plan (TEP) and Next Steps</b>
<b>Summary of Issues</b>	<p>At its February 2019 Authority Board meeting, the Authority authorized staff to begin exploring development of a new TEP and conduct public opinion research, propose guiding principles, and prepare a work plan, schedule and cost estimate for development of a new TEP. Staff has conducted public opinion research, developed proposed guiding principles, and prepared a work plan, schedule, and budget for development of a new TEP.</p>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. Staff seeks direction from the Authority Board to proceed with the development of a new TEP and placement on the March 2020 ballot.</li> <li>2. Staff seeks authorization for the Chair to execute Amendment No. 3 to Agreement No. 468 with Convey, Inc. (Convey) in the amount of \$700,000 for public and stakeholder outreach, as well as preparation of informational material for a new TEP.</li> <li>3. Staff seeks authorization for the Chair to execute Amendment No. 4 to Agreement No. 278 with Kittelson and Associates, Inc. (Kittelson) in the amount of \$200,000 to perform traffic analysis and understand the benefits of a new TEP.</li> </ol>
<b>Financial Implications</b>	<p>The total budget for developing a new TEP and placement on the March 2020 ballot is estimated to be \$2.95 million. Anticipated costs include consultants to support the development of a new TEP, public outreach, and stakeholder outreach. Estimated fees in the amount of \$1.5 million will be paid to the Registrar of Voters and County Clerk-Recorder to place a new TEP on the March 2020 ballot.</p> <p>Measure C reserves are approximately \$3 million and will be used to fund \$2.6 million of the proposed budget. The remaining \$350,000 of the proposed \$2.95 million budget will be funded by Measure J Transportation Planning funds.</p>

<b>Options</b>	Defer TEP development
<b>Attachments</b>	<b>A.</b> Guiding Principles for Development of a new TEP <b>B.</b> TEP Work Plan
<b>Changes from Committee</b>	N/A

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### **Background**

At its February 2019 Authority Board meeting, the Authority authorized staff to begin exploring development of a new TEP and conduct public opinion research, propose guiding principles, and prepare a work plan, schedule and cost estimate for development of a new TEP.

Staff presented the initial public opinion research, proposed guiding principles and work plan at the April 2019 Authority Board meeting. Based on feedback received, the guiding principles and work plan have been finalized for Authority Board consideration and approval.

### **Guiding Principles for Development of a New Transportation Expenditure Plan (TEP)**

An initial step in developing a new TEP is to adopt guiding principles. Development of a new TEP should be guided by principles that build on the Mission, Vision, and Goals, and embrace the values of collaboration between the Authority, its partner agencies, and the public.

Development of a new TEP will require technical, political, public and stakeholder outreach. The guiding principles will help guide the Authority through the regional, stakeholder, public outreach, and TEP development process. In Attachment A, the proposed guiding principles have been updated based on feedback received in April 2019 for consideration by the Authority Board.

### **Process for Developing a New Transportation Expenditure Plan (TEP)**

Authority staff has developed a TEP Work Plan outlining the outreach plan, stakeholder outreach, public outreach, regional outreach and input, TEP development, and a schedule. Developing a new TEP is a process that will require a significant level of regional, stakeholder and public outreach. In Attachment B, an Outreach Plan graphic has been developed to show the general flow of information among the participants involved in the development of a new TEP.

Based on direction received from the Authority Board in April 2019, it is anticipated that a new TEP will be placed on the March 2020 ballot. For the March 2020 ballot, staff estimates that the process of developing a new TEP will take about six months and the Authority will hold Special Authority Board meetings to guide the development and approve a TEP. In Attachment B, the TEP Work Plan outlines the proposed detailed schedule for placing a new TEP on the March 2020 ballot.

To develop a new TEP, Authority staff will review other recently approved measures such as Regional Measure 3 (RM3) and Senate Bill 1 (SB1), new methods for balancing flexibility and accountability, investing for new mobility solutions, planning for emerging technologies, and maximizing funding through leveraging opportunities.

### **Proposed Budget**

The total budget for developing a new TEP and placement on the March 2020 ballot is estimated to be \$2.95 million. Anticipated costs include consultants to support the development of a new TEP, public outreach, and stakeholder outreach. Staff seeks authorization for the Chair to execute Amendment No. 3 to Agreement No. 468 with Convey in the amount of \$700,000 for public and stakeholder outreach, as well as preparation of informational material for a new TEP. A future agreement for a Program and Project Management consultant will be brought to the Authority Board for approval in June 2019, which will include \$400,000 to develop a new TEP. Staff seeks authorization for the Chair to execute Amendment No. 4 to Agreement No. 278 with Kittelson in the amount of \$200,000 to perform traffic analysis and understand the benefits of a new TEP. A budget of \$50,000 will be used from Agreement No. 465 with Placeworks, Inc. to support the traffic analysis of a new TEP. It is estimated that \$100,000 will be needed to perform an economic analysis of a new TEP and a future agreement will be brought to the Authority Board for approval. Estimated fees in the amount of \$1.5 million will be paid to the Registrar of Voters and County Clerk-Recorder to place a new TEP on the March 2020 ballot. The proposed budget is summarized as follows:

	<b>Budget</b>	<b>Total</b>	<b>Funds</b>
Convey (Agreement No. 468)	\$700,000	\$2.6 million	Measure C Reserves
Future Agreement for PPM Consultant	\$400,000		
Registrar of Voters and County Clerk- Recorder	\$1.5 million		
Kittelson (Agreement No. 278)	\$200,000	\$350,000	Measure J Transportation Planning
Placeworks (Agreement No. 465)	\$50,000		
Future Agreement for Economic Analysis	\$100,000		
<b>Total Budget</b>	<b>\$2.95 million</b>		

**Public Opinion Research Update**

At its March 2019 Authority Board meeting, the Authority directed staff to conduct public opinion research concurrently with the development of a new TEP Work Plan. On behalf of the Authority, EMC Research has completed the public opinion research and will provide an update at the meeting.

# Contra Costa Transportation Authority Guiding Principles for Development of a Transportation Expenditure Plan



May 2019

## MISSION

To advance transportation, ease congestion, and prepare Contra Costa County for future safe mobility.

## VISION

Strive to preserve and enhance the quality of life of local communities with integrated, reliable, and accessible transportation that optimizes the existing transportation system, leverages emerging technologies and provides seamless multimodal choices.

## BUILDING A NEW TRANSPORTATION FUTURE

We strive to achieve this vision and fulfill our mission by focusing on the following goals:

- ✓ **Ease traffic congestion**, improve freeway traffic flow, and reduce bottlenecks.
- ✓ **Make public transportation more accessible**, convenient, and affordable for seniors, students, commuters, and the disabled; and provide better mobility options for all.
- ✓ **Optimize the transportation system**, enhance local, regional, and express bus service; improve connections between modes; and leverage technology.
- ✓ **Improve air quality, create jobs, and generate economic benefits**; increase personal quality time and overall quality of life.
- ✓ **Repave local streets, repair potholes, and synchronize signals**; smooth traffic flow, improve neighborhood streets and intersections, and enhance bike and pedestrian connections.

## A ROADMAP TO THE FUTURE

The Contra Costa Transportation Authority (Authority) will apply the following principles to meet the goals of a potential new local transportation sales tax measure for Contra Costa County:



**Defined Benefits.** Use transportation sales tax to achieve defined outcomes and benefits.



**Public Participation.** Conduct a public outreach program to collect input from stakeholders, residents and the communities throughout Contra Costa County.



**Accountability and Transparency.** Protect and monitor the public's investment.



**Balanced Approach.** Balance the needs and benefits for all people and areas of Contra Costa County to provide an equitable and sustainable transportation system.



**Maximize Available Funding.** Use transportation sales tax to leverage regional, state, and federal funding opportunities and private investments to maximize the amount of overall funds available for transportation projects in Contra Costa County.



**Commitment to Technology and Innovation.** Continue to incorporate advanced technologies and emerging innovations into the transportation system.



**Commitment to Growth Management.** Manage growth to sustain Contra Costa's economy, preserve its environment, and support its communities.

## BENEFITS OF FUTURE MOBILITY

Investments will be well defined to achieve the following defined benefits of a potential new local transportation sales tax measure. While specific benefits will be developed upon conducting public opinion research, possible benefits may include:



**Improve Pavement Condition.** Smoother roads in Contra Costa.



**Improve Air Quality.** Reduce the number of vehicles on the road and encourage the use of zero emission vehicles.



**Mode Share and Increased Transit Trips.** Expand safe, convenient and affordable alternatives to the single occupant vehicle.



**Improve Transit Efficiency and Accessibility.** Provide more frequent, reliable and on-demand transit services.



**Improve Mobility.** Maximize efficiency of the transportation system by increasing movement of more people and goods through vital congested corridors.



**Reduce Travel Times and Improve Travel Time Reliability on Congested Corridors.**



**Improve Economic Activity and Create Jobs.** Transportation sales tax investments could result in direct and indirect economic benefits, including jobs, business expansion and attract new businesses.

# Contra Costa Transportation Authority Transportation Expenditure Plan Work Plan

May 2019



## Principles for Development of a Transportation Expenditure Plan

The Principles for Development of a Transportation Expenditure Plan (TEP) will guide the preparation of a TEP. The mission, vision, goals, and principles will be identified, as well as potential benefits from the TEP investments.

### Deliverables:

- ✓ Draft Document, Final Document.

### Key Milestones:

- ✓ Draft Principles were presented to the Contra Costa Transportation Authority (Authority) Board for input at the April 17, 2019 Authority Board meeting.
- ✓ Receive comments, revise and approve Principles for Development of a TEP at the May 15, 2019 Authority Board meeting.



## Outreach Plan

The Outreach Plan graphic shows the general flow of information among the participants involved in the development of a TEP.

### Deliverables:

- ✓ Outreach Plan graphic.

### Key Milestones:

- ✓ Draft Outreach Plan graphic was presented to the Authority Board for input at the April 17, 2019 Authority Board meeting.
- ✓ Receive comments and revise Outreach Plan graphic for the May 15, 2019 Authority Board meeting.



## Schedules, Budget, and Funding

- 1 **Schedule** | A schedule has been developed in consideration of the March 2020 election. The schedule includes key dates and milestones for a TEP development process and placing it on the ballot.

- 2 **Budget for TEP Development** | Estimated costs and budget have been developed for consideration of the March 2020 election. The costs include consultant support services and outreach efforts.
- 3 **Budget to place a TEP on Ballot** | Estimated costs and budget have been developed to place a potential TEP on the March 2020 ballot.
- 4 **Funding** | A potential funding source has been identified to support the budget for potential TEP Development and to place a TEP on the March 2020 ballot.

**Deliverables:**

- ✓ March 2020 election schedule
- ✓ Cost estimate for TEP development
- ✓ Cost estimate for placing a TEP on the ballot
- ✓ Proposal for funding necessary activities

**Key Milestones:**

- ✓ The schedule for the March 2020 ballot was presented to the Authority Board for input at the April 17, 2019 Authority Board meeting.
- ✓ The schedule, budget, and funding will be presented to the Authority Board for approval at the May 15, 2019 Authority Board meeting.



## **Public Outreach**

- 1 **Community Conversations** | The Authority will use an innovative approach to reach residents and seek input from the public through a variety of methods throughout the County.
- 2 **Public Opinion Research** | The Authority will conduct public opinion research including focus groups and polling.
- 3 **Informational Materials** | Informational materials will be created to educate residents and the public about the proposed TEP.

**Deliverables:**

- ✓ Public Outreach Plan
- ✓ Public Opinion Research
- ✓ Informational Materials

**Key Milestones:**

- ✓ A focus group update was presented to the Authority Board at the April 17, 2019 Authority Board Meeting.



- ✓ An update on public opinion research will be presented to the Authority Board at the May 15, 2019 Authority Board Meeting.



## Stakeholder Outreach

The Authority will reach out to key stakeholder groups and key elected officials to schedule meetings and not form an Expenditure Plan Advisory Committee.

- 1 **Key Stakeholder Groups** | Authority Board members, staff and other designated individuals will reach out early in a TEP development process to groups representing various interests.
- 2 **Key Elected Officials** | Authority Board members, staff and other designated individuals will reach out throughout a TEP development process to key elected officials to provide updates for the development of a proposed TEP.

### Deliverables:

- ✓ Stakeholder Toolkits (including overview of Work Plan and schedule, informational materials, etc.).

### Key Milestones:

- ✓ Initial Stakeholder Toolkit with work plan and schedule to be available after the May 15, 2019 Authority Board meeting, and updated throughout the TEP development process.



## Regional Input

- 1 **Public Managers Association (PMA) and Contra Costa Engineers Advisory Committee (CCEAC)** | Authority staff will provide updates on TEP development and seek input from the PMA (and CCEAC through the PMA) through regularly scheduled monthly PMA meetings.
- 2 **County** | Authority staff will coordinate outreach, seek input and provide updates on TEP development to the County Board of Supervisors and County staff, including presentations as requested at scheduled Board of Supervisors meetings.
- 3 **Cities/Towns** | Authority staff will coordinate outreach, seek input and provide updates on TEP development to the Cities/Towns in Contra Costa County including presentations as needed at City/Town Council meetings.
- 4 **Regional Transportation Planning Committees (RTPCs)** | Authority staff will coordinate outreach, seek input and provide updates on TEP development to the RTPCs at scheduled Technical Advisory Committees (TACs) and Board meetings. When possible, the outreach will be coordinated with the Authority's effort to seek input on the Regional Transportation Plan (RTP) development.

**RTPC Review/Comment on subsequent Draft TEPs** | Authority staff will make presentations and solicit input from RTPC TACs and Boards throughout a TEP development process.

- 5 Transit Operators** | Authority staff will coordinate outreach, seek input and provide updates on TEP development to transit operators through Authority Standing Committees (such as the Bus Transit Coordinating Committee).

#### Deliverables:

- ✓ As needed Presentations.

#### Key Milestones:

- ✓ Initial Presentations and materials to be developed and presented for regional input after the Authority Board approves an initial Draft TEP.



## TEP Development

- 1 Authority Board, Staff and Designated Individuals** | If the Authority Board approves the TEP Guiding Principles and Work Plan at the May 2019 Authority Board meeting, Authority staff and other designated individuals will begin development of an initial draft of a TEP. The Authority will hold Special Authority Board meetings to guide the development and approve a TEP. An initial draft TEP will be presented to the Authority Board for consideration and input. After input is received on the initial draft TEP, Authority staff and other designated individuals will seek regional input into the draft TEP through outreach efforts including presentations to Cities/Towns, County, RTPCs, PMA, Transit Operators and Stakeholders. A final TEP will be presented to the Authority Board at a special meeting in August 2019 for consideration and approval.
- 2 Consultant Assistance** | Consultant resources will be used to support Authority staff efforts for development of a TEP, schedules and budget; informational materials, technical support for projects and programs costs and schedules, presentations, and administrative tasks.
- 3 Updates to Transportation Needs and Funding Outlook** | The Authority will update the 2016 TEP and prepare an initial draft TEP based on unfunded transportation needs, focus group and survey data received in April/May 2019, and anticipated funding amounts of recently approved transportation funding programs such as Senate Bill 1 (SB1), Regional Measure 3 (RM3), etc.  
**TEP Strategies** | Authority staff will review other recently approved TEPs, new methods for balancing flexibility and accountability, investing for new mobility solutions, planning for emerging technologies, and maximizing funding leverage opportunities. Staff may present information regarding strategies to developing a TEP, such as:

- ✓ Programmatic funding categories of project and program investments (i.e. transit, return to source)
  - ✓ Performance-based and incentive-based funding programs
  - ✓ Emerging mobility and technologies
  - ✓ Intelligent transportation systems
- 4 **Final TEP** | Authority staff will update a draft TEP based on Authority Board, regional and stakeholder input. A final TEP will be presented to the Authority Board for consideration and approval at a special meeting in August 2019.
  - 5 **Update Revenue Forecast** | Authority staff will update revenue forecasts for various scenarios of a possible new sales tax measure.
  - 6 **Update Costs/Schedules for Current and Future Projects/Programs** | Authority staff and project sponsors will update costs and schedules for projects and programs to be considered for inclusion in a TEP. When possible, this task will be coordinated with the RTP Call for Projects currently underway.

**Deliverables:**

- ✓ Authority staff report on Transportation Needs and Funding Outlook (may be consolidated with other staff report topics).
- ✓ Authority staff report on TEP Strategies for consideration (may be consolidated with other staff report topics).
- ✓ Draft and final TEP.
- ✓ Revenue forecasts for various scenarios.
- ✓ Updated projects and programs costs and schedules.

**Key Milestones:**

- ✓ Draft Work Plan was presented to the Authority Board for input at the April 17, 2019 Authority Board meeting.
- ✓ Final Work Plan will be presented to the Authority Board for approval at the May 15, 2019 Authority Board meeting.
- ✓ Initial draft TEP will be presented to the Authority Board for consideration and input at the June 19, 2019 Authority Board meeting.
- ✓ The final TEP will be presented to the Authority Board for approval at a special meeting of the Authority Board in August 2019.



## March 2020 Ballot Election Schedule Authority Board Actions

- April 17, 2019** Provide input on Guiding Principles and Work Plan.
- May 15, 2019** Approve Guiding Principles, development of a TEP, Work Plan and funding.
- June 19, 2019** Approve circulation of initial and subsequent draft TEP for review and comment.
- August 2019** Adoption of proposed TEP, approve circulation to Cities/Towns and County for approval - SPECIAL AUTHORITY BOARD MEETING in August 2019.
- Oct. 30, 2019** Approve TEP, authorization to put Measure on ballot - SPECIAL AUTHORITY BOARD MEETING on October 30, 2019.

### Other Agency Actions

- Sep. – Oct. 2019** **City/Town and County Consider Proposed TEP** | Cities and Towns with majority population and the County Board of Supervisors must approve the TEP.
- Nov. 19, 2019** **County Board of Supervisors Considers County Ordinance to Place a TEP on Ballot** | County Board of Supervisors would consider and adopt potential County Ordinance to consolidate special election on Authority Tax measure for the March 2020 election.
- December 6, 2019** **Registrar of Voters** | If approved by Cities/Towns and Counties, consolidate election, place Measure on Ballot.

### Attachments

- ✓ Outreach Plan graphic

# Development of a Transportation Expenditure Plan (TEP)

