



AGENDA

REGULAR CITY COUNCIL MEETING Tuesday, March 19, 2019 – 7:00 p.m. City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Rochelle Pardue-Okimoto – Mayor

Mayor Pro Tem Greg Lyman
Councilmember Paul Fadelli

Councilmember Janet Abelson
Councilmember Gabriel Quinto

7:00 PM ROLL CALL - CONVENE REGULAR CITY COUNCIL MEETING

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – *Councilmember Quinto*

2. COUNCIL/STAFF COMMUNICATIONS
Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

3. ORAL COMMUNICATIONS FROM THE PUBLIC
All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. ADOPTION OF THE CONSENT CALENDAR
All items on the consent calendar shall be acted upon in one motion, unless a member of the City Council or staff request separate consideration.

A. Approval of Minutes

Action Proposed: Pass a motion to approve the minutes for the meeting of February 5, 2019.

Contact: Holly M. Charléty, City Clerk, City Management

B. Stop Sign Installation at Various Locations

Action Proposed: Pass a motion to adopt four separate resolutions authorizing the Public Works Director/City Engineer to install stop signs at 1) Gladys Avenue at Norvell Street, establishing an all-way stop; 2) Norvell Street at Schmidt Lane, establishing a one-way stop; 3) Everett Street at Schmidt Lane, establishing a one-way stop; and 4) Tulare Avenue at Jordan Avenue, establishing a one-way stop.

Contact: Anna Bernardes, Engineering Manager/Senior Engineer; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

C. Award Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040

Action Proposed: Pass a motion to approve a resolution 1) Approving plans and specifications for the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project (Project); 2) Rejecting the bid submitted by Gruendl Inc. DBA, Ray's Electric as non-responsive and accepting the two other submitted bids for the Project; and 3) Authorizing the City Manager to execute a contract in the amount of \$121,100 with AJW Construction and to approve change orders in an amount not to exceed \$14,900 for construction of the Project.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

D. Authorize Annual Report for Landscape and Lighting Assessment District for Fiscal Year 2019-20

Action Proposed: Pass a motion to adopt a resolution directing NBS Local Government Solutions (NBS) to prepare and file the annual Landscape and Lighting Assessment District No. 1988-1 report for Fiscal Year (FY) 2019-20.

Contact: Shannon Collins, Accounting Supervisor, Finance Department; Mark Rasiah, Finance Director, Finance Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department.

E. Annual Progress Report on the General Plan 2018

Action Proposed: Receive and File.

Contact: Jeff Ballantine, Associate Planner; Sean Moss, Acting Planning Manager, Community Development Department.

F. Classification Update

Action Proposed: Pass a motion to adopt a resolution amending the City's Classification Plan to 1) Revise and retitle the classifications of Account Clerk and Account Clerk Technician to Finance Technician I and Finance Technician II, respectively; 2) Establish the class of Senior Finance Technician; 3) Revise and retitle the classification of Accounting Supervisor to Finance Supervisor; and 4) Authorize the reclassification of

one Account Clerk Technician to Senior Finance Technician in the Finance Department and one Administrative Clerk to Administrative Clerk – Specialist in the Recreation Department.

Contact: Kristen Cunningham, Human Resources Manager, City Management; Mark Rasiah, Finance Director/City Treasurer, Finance Department; Chris Jones, Recreation Director, Recreation Department

G. Proclamation Recognizing March as American Red Cross Month

Action Proposed: Pass a motion to approve a proclamation declaring March 2019 as American Red Cross Month in the City of El Cerrito and encouraging all Americans to support this organization and its noble humanitarian mission.

Contact: Holly M. Charléty, City Clerk, City Management

5. PRESENTATIONS – None

6. PUBLIC HEARINGS

A. 2019 West Contra Costa County Subregional Transportation Mitigation Program (STMP) Fee Update *Notice published on 3/9/19 and 3/14/19*

Action Proposed: Conduct a public hearing and upon conclusion pass a motion to 1) introduce and hold the first reading by title only, and approve an ordinance amending Chapter 4.52 - West County Subregional Transportation Mitigation Program (STMP) of the El Cerrito Municipal Code; and 2) Adopt a resolution authorizing the City Manager to execute the Master Cooperative Agreement by and among the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo, the County of Contra Costa, and the West Contra Costa Transportation Advisory Committee (WCCTAC) for the 2019 Subregional Transportation Mitigation Fee Program with minor changes as approved by the City Attorney.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department; John Nemeth, Executive Director, WCCTAC; Julie Morgan, Fehr & Peers

B. Correction to Calendar Year 2019 Adopted East Bay Sanitary (EBS) Garbage Rate *Notice published on 3/9/19 and 3/14/19*

Action Proposed: 1) Conduct a public hearing and upon conclusion, 2) pass a motion to adopt a resolution establishing the maximum allowable EBS Post-Collection rate for two-cubic yard garbage containers, effective immediately.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer; Will Provost, Acting Operations + Maintenance Services Manager, Public Works Department

7. POLICY MATTERS – None

8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison

assignments and committee reports.

9. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, April 2, 2019 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28 and AT&T Uverse Channel 99. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/streamingmedia> and is streamed with closed caption. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email cityclerk@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

EL CERRITO CITY COUNCIL DRAFT MINUTES

SPECIAL CITY COUNCIL MEETING
Tuesday, February 5, 2019 – 6:00 p.m.
Hillside Conference Room

REGULAR CITY COUNCIL MEETING
Tuesday, February 5, 2019 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

6:00 p.m. ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING
Mayor Pardue-Okimoto called the meeting to order at 6:06 p.m.
Present: Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto.

1. ORAL COMMUNICATIONS FROM THE PUBLIC - None

2. COMMISSION INTERVIEWS, STATUS AND APPOINTMENTS

Action Proposed: Conduct interviews of candidates for City Boards and Commissions. Interviews may result in an announcement of appointment at the meeting.

Contact: Holly M. Charléty, City Clerk, City Management

Action: Conducted three interviews and passed a motion to 1) appoint Ben Chuaqui to Parks and Recreation Commission for a second term of 3/1/2019 - 3/1/2023 and 2) appoint W. Mina Wilson to Human Relations Commission for a second term of 3/1/2019 - 3/1/2023 **Moved/Seconded:** Councilmember Lyman/Quinto **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

3. ADJOURN SPECIAL CITY COUNCIL MEETING

The meeting adjourned at 6:53 p.m.

7:00 p.m. ROLL CALL - CONVENE REGULAR CITY COUNCIL MEETING
Mayor Pardue-Okimoto called the meeting to order at 7:01 p.m.
Present: Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – Councilmember Fadelli

2. COUNCIL/STAFF COMMUNICATIONS

City Manager Pinkos introduced Alexandra Orologas, the new Assistant City Manager.

Fire Chief Pighi provided an update on recent and upcoming mitigating activities regarding fire safety including controlled burns, brush removal, and increasing buffer zones; seeking funds to continue advanced vegetation management; and meeting with the Make El Cerrito Fire Safe citizen group.

Police Chief Keith provided an update on staff attendance at neighboring city community evacuation drills; met with the Make El Cerrito Fire Safe citizen group and discussed concerns and ideas for future fire safety ideas; working on evacuation routes and specific evacuation zones; planning an evacuation drill for the city, and future public meetings to discuss fire safety.

Councilmember Fadelli reported attendance at the staff appreciation event, the Recreation Department crab feed, the East Bay League of Cities Division meeting, and AC Transit outreach meeting on rate changes.

Councilmember Lyman reported on the Martin Luther King (MLK) day events, RecycleMore upcoming events, and locations where controlled substances can be turned in for disposal.

Councilmember Quinto reported attendance at the Environmental Quality Committee meeting with League of CA Cities and their work on disaster preparedness; attendance at historical society event, and the East Bay League of Cities Division meeting.

Councilmember Abelson reported attendance at the Community Services Policy Committee and Housing Committee meetings for the League of CA Cities, MLK day parade, the East Bay League of Cities Division meeting, West Contra Costa Transportation Advisory Committee (WCCTAC) meeting, Recreation Department crab feed, Arts and Culture Commission meeting; participated in the strategic planning meeting for Contra Costa Transportation Authority (CCTA) discussing plans for spending Measure J money; and attended employee appreciation event.

Mayor Pardue-Okimoto reported attendance at the MLK event, shared origin of events, recognized Black History month and thanked the hard work of those who started El Cerrito events; attended the new mayors academy in Sacramento; led West County Mayor's group meeting, the first of six months being held in El Cerrito; attended the staff appreciation dinner, sweetheart dance and crab feed.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Dave Weinstein regarding a Historical Society update of prior year accomplishments and focus of the group in the upcoming year.

Susan Duncan regarding recent activities of the Make El Cerrito Fire Safe group.

Nick Zamorano regarding fire safety, prevention and risk of wildfires.

Paul Duncan regarding El Cerrito – Kensington Wild Fire Action Plan and its contents.

Buddy Akacic regarding a permanent location for a Senior Center.

Al Miller regarding Creedence fan club visit last summer.

4. ADOPTION OF THE CONSENT CALENDAR

Action: Passed a motion to approve consent items A, B, F, G, H and I as indicated below. **Moved/Seconded:** Councilmembers Abelson/Lyman **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto
Noes: None

A. Proclamation – Black History Month

Action Proposed: Pass a motion to approve a proclamation recognizing February as Black History Month in the City of El Cerrito.

Contact: Kristen Cunningham, Human Resources Manager, City Management

Action: Approved proclamation

B. Proclamation – Lunar New Year

Action Proposed: Pass a motion to approve a proclamation recognizing the Cultural and Historical Significance of Lunar New Year in the City of El Cerrito.

Contact: Kristen Cunningham, Human Resources Manager, City Management

Action: Approved proclamation

C. Proclamation – Officer of the Year

Action Proposed: Pass a motion to approve a proclamation commending and congratulating Officer Edward Perales as the 2018 Officer of the Year.

Contact: Robert De La Campa, Captain, Police Department

Action: Removed from consent by Councilmember Lyman. Passed a motion to approve the proclamation. **Moved/Seconded:** Councilmembers Lyman/Quinto **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

D. Proclamation – Professional Staff Member of the Year

Action Proposed: Pass a motion to approve a proclamation commending and congratulating Community Service Officer Michael Olivieri as the 2018 Professional Staff Member of the Year.

Contact: Robert De La Campa, Captain, Police Department

Action: Removed from consent by Councilmember Lyman. Passed a motion to approve the proclamation. **Moved/Seconded:** Councilmembers Lyman/Quinto **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

E. Proclamation – Volunteer of the Year

Action Proposed: Pass a motion to approve a proclamation commending and congratulating Jerry Duda as the 2018 Volunteer of the Year.

Contact: Robert De La Campa, Captain, Police Department

Action: Removed from consent by Councilmember Lyman. Passed a motion to approve the proclamation. **Moved/Seconded:** Councilmembers Lyman/Quinto **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

F. Appointment of Member to Economic Development Committee

Action Proposed: Pass a motion to approve the appointment of Eric Wright to the Economic Development Committee, effective February 5, 2019.

Contact: Jennifer Peat, Management Assistant and Committee Liaison; Melanie Mintz, Community Development Director, Community Development Department

Action: Approved appointment

G. Annual Payment for El Cerrito's Share of the West Contra Costa Integrated Waste Management Authority Operating Expenses for the Calendar Year 2018

Action Proposed: Adopt a resolution authorizing payment for the City of El Cerrito's share of the West Contra Costa Integrated Waste Management Authority's operating expenses for calendar year 2018 in an amount not to exceed \$76,400.

Contact: Maria Sanders, Operations & Environmental Division Manager;
Yvetteh Ortiz, Public Works Director/City Engineer, Public Works
Department

Action: Approved Resolution 2019-03

H. Amendments to the City Classification Plan

Action Proposed: Adopt a resolution amending the City's Classification Plan to 1) Restore and revise the class specification of Planning Manager; 2) Establish the class of Senior Accountant and establish with an initial control point of \$8,750; and 3) Authorize the reclassification of one Accountant II to Senior Accountant in the Finance Department

Contact: Kristin Cunningham, Human Resources Manager, City Administration

Action: Approved Resolution 2019-04

I. Professional Services Agreement with Urban Planning Partners, Inc.

Action Proposed: Adopt a resolution authorizing the City Manager to amend the Professional Services Agreement between the City of El Cerrito and Urban Planning Partners, Inc. in an amount not to exceed \$100,000 bringing the total contract to an amount not to exceed \$145,000 and extending the term of the Agreement through June 30, 2019.

Contact: Sean Moss, Acting Planning Manager; Melanie Mintz, Community Development Director, Community Development Department

Action: Approved Resolution 2019-05

Mayor Pardue-Okimoto reported on the following commission appointments made by the City Council at the 6:00 special meeting:

1. Reappoint Ben Chuaqui to Parks and Recreation Commission for the term of 3/1/2019 thru 3/1/2023
2. Reappoint W. Mina Wilson to Human Relations Commission for the term of 3/1/2019 thru 3/1/2023.

5. PRESENTATIONS

A. Bay Area Rapid Transit (BART) Plaza Access and Transit-Oriented Development - Request for Proposal Update

Action Proposed: Receive and File.

Contact: Melanie Mintz, Community Development Director, Community Development Department; Sean Brooks, Real Estate and Property Development Manager, Bay Area Rapid Transit.

Presentation and Discussion: Sean Brooks, BART Real Estate and Property Manager, and Charlie Reams, BART Principal Planner provided a presentation on BART's Transit-Oriented Development (TOD) goals, status and strategy for the El Cerrito Plaza station TOD. Presenters responded to questions raised by members of the council regarding the role of BART versus the developer, timing, funding, plaza survey conducted and its results, accommodation of increased ridership, parking, and collaboration with plaza merchants.

Public Comments:

George Gager – regarding identified funds for grants research on things such as TOD and other funding sources.

Action: Receive and File.

6. PUBLIC HEARINGS – None

7. POLICY MATTERS

A. On-Street Parking Studies-Priority Development Area Implementation

Action Proposed: Accept and provide feedback on the *2019 On-Street Parking Studies*.

Contact: Melanie Mintz, Community Development Director, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Presentation and Discussion: Melanie Mintz, Community Development Director, introduced and overviewed the item. Alex Sweet, with Nelson Nygaard, provided a presentation and overview of the On-Street Parking study conducted. Presenters and staff responded to questions raised by members of the council regarding residential permit parking program and parameters, lack of information on role of transit in report, intent of report, senior center parking, use and goal of grant funds received, intended next steps, parklets, parking violation statistics, parking enforcement, potential BART rider permitting, and parking evacuation zones.

Public Comments:

Howdy Goudey - regarding importance of looking at parking and managing public open space.

Action: Receive and File.

B. San Pablo Avenue Specific Plan Update

Action Proposed: Receive presentation regarding implementation of the San Pablo Avenue Specific Plan, provide staff feedback on the proposed update, and direct staff to update the Plan and Programmatic Environmental Impact Report.

Contact: Melanie Mintz, Community Development Director; Sean Moss, Acting Planning Manager, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Action: Passed a motion to extend the meeting by 30 minutes to 11:00 p.m. **Moved/Seconded:** Councilmembers Abelson/Quinto **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

Presentation and Discussion: Melanie Mintz, Community Development Director, and Sean Moss, Acting Planning Manager, provided a presentation on current status of development, and focus areas for specific plan updates. Staff responded to questions raised by members of the council regarding success of current plan, plan updates needed, collaboration with Richmond, open space, Environmental Impact Review (EIR) requirements and triggers, need for close accommodations and amenities, and residential permitting based on housing type.

Action: Passed a motion to extend the meeting by 15 minutes to 11:30 p.m. **Moved/Seconded:** Councilmembers Quinto/ Abelson **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

Action: Passed a motion to extend the meeting by 15 minutes to 11:45 p.m. **Moved/Seconded:** Councilmembers Quinto/ Abelson **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, Lyman, and Quinto **Noes:** None

Public Comments:

Howdy Goudey regarding participation and support of the development process.

Action: Passed a motion directing staff to move forward with an update to the Plan and Programmatic Environmental Impact Report.

Moved/Seconded: Councilmembers Abelson/Fadelli **Ayes:** Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, and Quinto

Abstention: Councilmember Lyman **Noes:** None

8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS - None

9. ADJOURN REGULAR CITY COUNCIL MEETING

The meeting was adjourned at 11:48 p.m. recognition of former Mayor Ken Berndt.

Rochelle Pardue-Okimoto, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the special and regular City Council meetings of February 5, 2019 as approved by the El Cerrito City Council.

Holly M. Charléty, MMC, City Clerk



Date: March 19, 2019

To: El Cerrito City Council

From: Ana Bernardes, Engineering Manager/Senior Engineer
Yvetteh Ortiz, Public Works Director/City Engineer

Subject: Stop Sign Installation at Various Locations

ACTION REQUESTED

Adopt four separate resolutions authorizing the Public Works Director/City Engineer to install stop signs at 1) Gladys Avenue at Norvell Street, establishing an all-way stop; 2) Norvell Street at Schmidt Lane, establishing a one-way stop; 3) Everett Street at Schmidt Lane, establishing a one-way stop; and 4) Tulare Avenue at Jordan Avenue, establishing a one-way stop.

BACKGROUND & ANALYSIS

The Public Works Department evaluates and implements modifications and enhancements to existing traffic control devices, such as stop signs, to address operations and safety issues identified by residents, businesses, City staff and adopted City plans. Most recently, Public Works staff has looked for opportunities to implement enhancements identified in the Active Transportation Plan, adopted by City Council in 2016. We also regularly receive requests from residents concerned about lack of stop signs at intersections throughout town.

State Requirements

In order for Public Works to recommend installation of stop signs, the intersection must meet one or more specific traffic criteria established by the State of California, Department of Transportation in the California Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD indicates that stop signs should be used if engineering judgment indicates that one or more of several conditions exist:

- Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- Street entering a through highway or street;
- Unsignalized intersection in a signalized area; and/or
- High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

The MUTCD provides additional criteria for all-way stop control. All-way (also known as multi-way) stop control can be useful as a safety measure at intersections if certain traffic conditions exist. The MUTCD criteria indicates that all-way stop control should be installed where the number of vehicles approaching the intersection from all directions is approximately equal or where there is a collision problem as indicated by a specific number and types of incidents. Other criteria that may be considered in an engineering study include the need to control left-turn conflicts; the need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volume; locations where a road user, after stopping, cannot see conflicting traffic and is not able to safely negotiate the intersection unless conflicting cross traffic is also required to stop; and an intersection of two residential collector streets of similar design and operating characteristics where all-way stop control would improve traffic operational characteristics of the intersection.

Public Works staff has evaluated near Korematsu Middle School and another neighborhood intersection.

Intersections near Korematsu Middle School

Since the West Contra Costa Unified School District opened Korematsu Middle School at its new location at 7125 Donal Avenue, the El Cerrito Public Works Department has been working with the School District and the El Cerrito Police Department to improve the safety and circulation on the streets surrounding the school. Walking and biking is being encouraged as a mode of transportation to the Korematsu Middle School in order to reduce typical automobile congestion around the school, as well as to fulfill various goals of the City's Strategic Plan, Climate Action Plan, and Active Transportation Plan. These various City plans all support biking and walking as being practical, healthy, and environmentally-sustainable modes of transportation. Prior to the school opening, City staff applied for Safe Routes to School technical assistance offered by the Contra Costa Transportation Authority (CCTA) to evaluate walking and biking routes to Korematsu Middle School at its new campus. The CCTA Safe Routes to School evaluation identified areas for enhanced school area traffic control, specifically at crosswalks to improve pedestrian safety, and other improvements for bicyclist safety and access.

As part of the development of the Active Transportation Plan, projects to improve walking and biking routes to schools throughout the City were also considered. In particular, a detailed project concept was developed for the East Side Bicycle Boulevard to create a bikeway on roadways with low traffic volumes and low vehicle speeds, and connect local destinations such as schools and parks. Norvell Street from Blake Avenue to Schmidt Lane was identified as one of those such streets. Bicycle Boulevards are considered a "family- friendly" type of bikeway serving bicyclists of all ages and abilities, who may be less comfortable biking in streets with higher traffic.

Building off of the above efforts, City staff successfully applied for a grant from the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle program for the Korematsu Safe Routes to School Phase 1 Project. This project is going to implement an initial set of improvements including pedestrian crosswalk enhancements at several

intersections and portions of the East Side Bicycle Boulevard on Norvell Street from Potrero Avenue to Schmidt Lane and then on Schmidt Lane to Richmond Street. Additional information about the project is provided in the staff report recommending award of the construction contract, which is also being considered by City Council.

Public Works staff along with Fehr & Peers, the transportation engineering consultants who provided the CCTA Safe Routes to School technical assistance and developed the Active Transportation Plan, evaluated the existing conditions, including signs, striping and pavement markings, on streets and intersections around and leading to the school. Public Works staff is proposing new stops at three intersections as described below.

Norvell Street at Gladys Avenue

Both Norvell Street and Gladys Avenue are classified as local residential streets in the General Plan. The intersection of Norvell Street and Gladys Avenue is a four-leg intersection, currently under two-way stop sign control. The stop signs are configured so that northbound and southbound traffic on Norvell street must stop for eastbound and westbound traffic on Gladys Avenue. This intersection is adjacent to the Korematsu Middle School campus at the northwest corner of the block that also houses the Cameron School and Castro Park, both of which have their entrances on Gladys Avenue. For Korematsu Middle School, there is a passenger loading zone on the east side of Norvell Street south of the intersection. Given that the school encourages clockwise traffic circulation around the school so that students are dropped off on the school side of the street, the intersection of Norvell Street and Gladys Avenue is also along the route to the Lawrence Street passenger loading zone.

This intersection is also one of the key student crossing locations identified by the CCTA Safe Routes to School technical assistance, and was identified for traffic control, striping and pavement marking modifications. There are currently four marked, yellow school crosswalks and associated signs but the crosswalks across Gladys Avenue are uncontrolled. The installation of stop signs on the Gladys Street approaches to the intersection would improve pedestrian and bicycle safety for students and neighborhood residents. The stop signs would provide a controlled pedestrian crosswalk across Gladys Street and implement a portion of the East Side Bicycle Boulevard by providing a controlled Gladys Street crossing for bicyclists traveling along Norvell Street. In addition, this intersection is similar in operations to the intersection of Norvell Street and Donal Avenue, at the southwest corner of Korematsu Middle School, and Lawrence Street and Donal Avenue, at the southeast corner of the school, both of which have all-way stop control. Based on these factors, Public Works staff recommends the installation of two new stop signs and associated pavement markings on the eastbound and westbound approaches of Gladys Avenue, establishing an all-way stop.

Norvell Street and Everett Street at Schmidt Lane

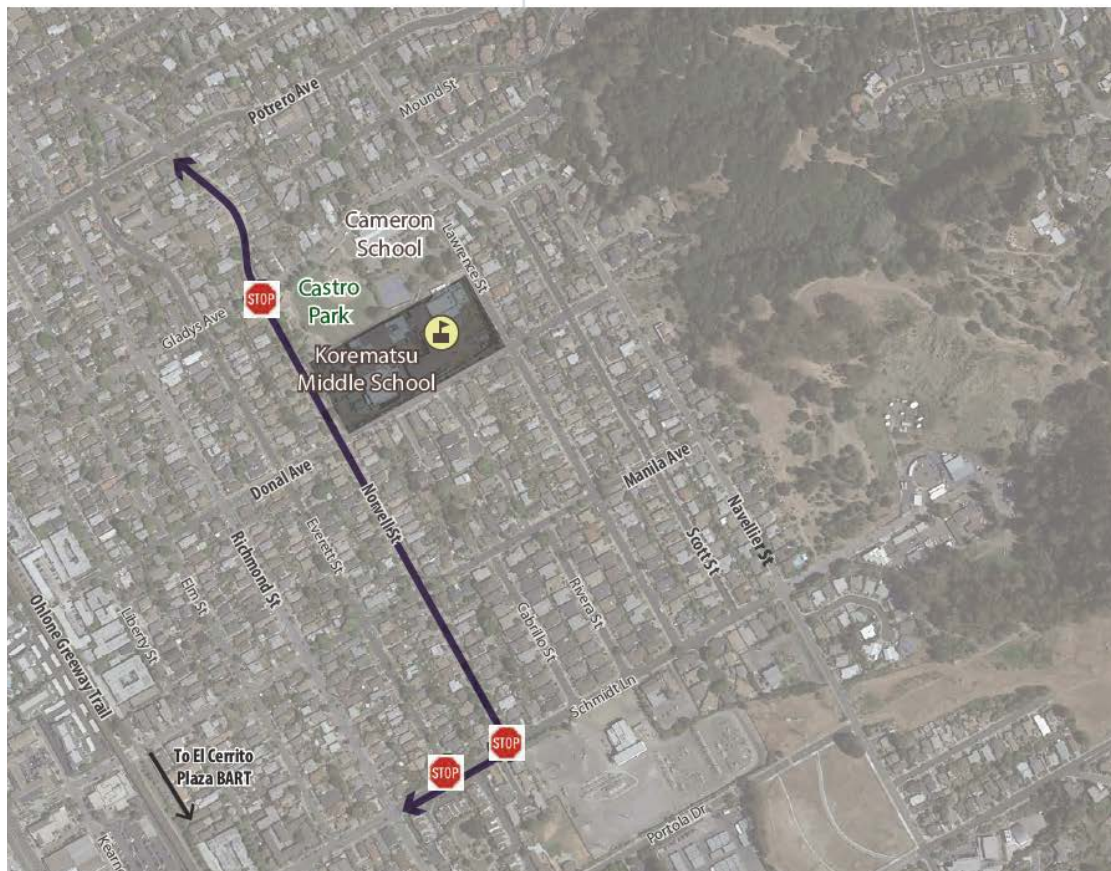
Norvell Street, Everett Street and Schmidt Lane are classified as local residential streets. However, given the various land uses along Schmidt Lane including the El Cerrito Recycling and Environmental Resources Center, Stege Sanitary District Building, and shopping centers among others, Schmidt currently functions as a collector street.

Schmidt Lane is also a designated pedestrian route in the Active Transportation Plan. Both T-intersections of Norvell Street at Schmidt Lane and Everett Street at Schmidt Lane have no traffic control signs on any of their legs. In the past, the City has not typically used stop signs at T-intersections in residential areas. This is because at T-intersections without stop or yield signs, the right-of-way rules are covered under the California Vehicle Code (Section 21800), which requires that drivers on the terminating leg of the intersection yield to vehicles on the continuing street.

Norvell Street, the terminating street at Schmidt Lane, is currently stop-controlled at all other intersecting streets south of and including Blake Street. Everett Street, also a terminating street at Schmidt Lane, is currently stop-controlled at all other intersecting streets south of and including Potrero Avenue. Stop signs on these terminating streets would improve pedestrian safety along Schmidt Lane and also complement the creation of the East Side Bike Boulevard along Norvell Street and Schmidt Lane. Based on these factors, Public Works staff recommends the installation of a stop sign and associated pavement and red curb markings on Norvell Street at Schmidt Lane and on Everett Street at Schmidt Lane, establishing a one-way stop at each intersection.

Location Map Korematsu Middle School

 New Stop Sign



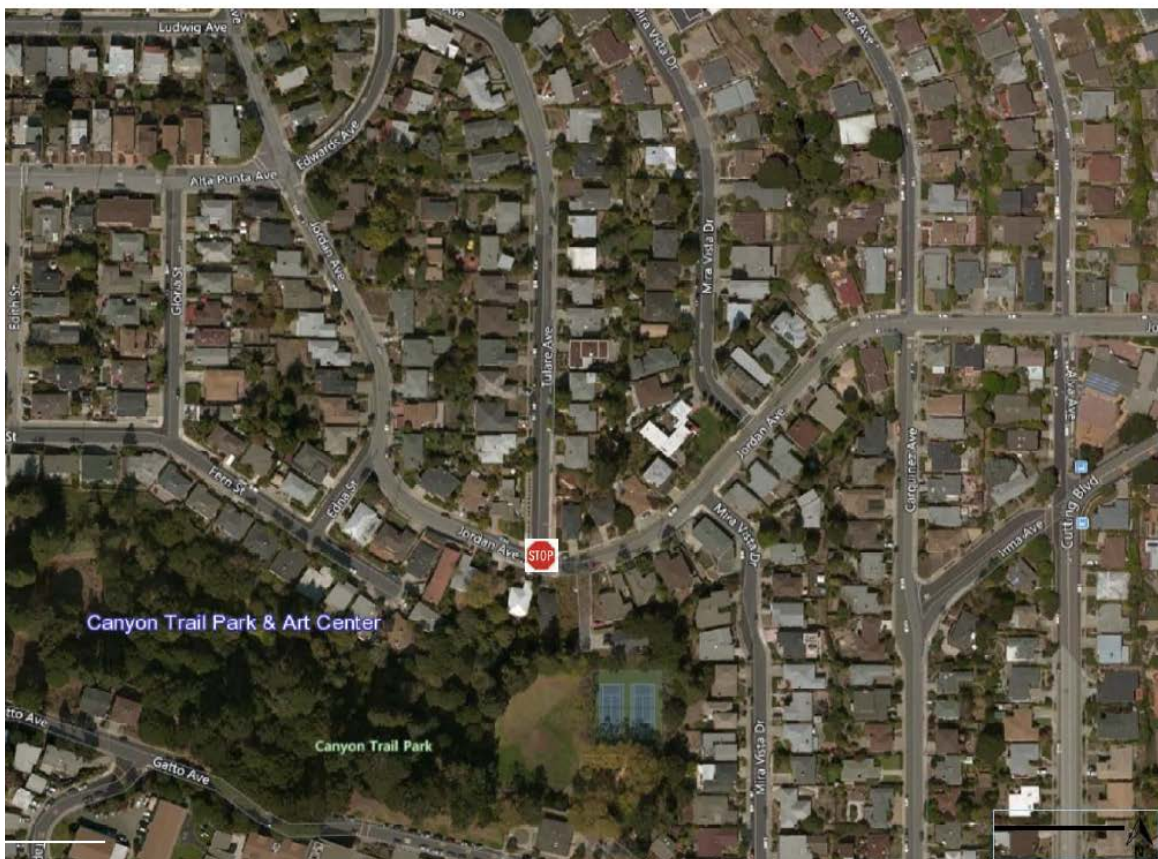
Tulare Avenue and Jordan Avenue Intersection

Public Works staff has received a traffic request concerning safety at the intersection of Tulare Avenue and Jordan Avenue. Tulare Avenue is a local resident street and Jordan Avenue is a collector street. They are both relatively narrow streets and form a T-intersection with no traffic control signs on any of its legs. There is a marked crosswalk across Jordan Avenue leading to Canyon Trail Park. Jordan Avenue is a winding street. Tulare Avenue, the terminating street, intersects Jordan Avenue at a steep downgrade and skewed angle.

As discussed above, at T-intersections without stop or yield signs, the right-of-way rules are covered under the California Vehicle Code (Section 21800), which requires that drivers on the terminating leg of the intersection yield to vehicles on the continuing street. Based on the existing roadway configuration and the limited line of sight it causes between traffic on Tulare and Jordan Avenues, Public Works staff recommends the installation of a stop sign and associated pavement and red curb markings on Tulare Avenue, establishing a one-way stop.

Location Map Tulare Ave & Jordan Ave

 New Stop Sign



In summary, all the proposed stop signs comply with the criteria established by the MUTCD. To improve traffic, pedestrian and bicycle safety and operations at the intersections, Public Works staff is recommending establishment of an all-way stop on Gladys Avenue at Norvell Street, and installation of stop signs on Norvell Street at Schmidt Lane, Everett Street at Schmidt Lane and Tulare Avenue at Jordan Avenue.

STRATEGIC PLAN CONSIDERATIONS

Approval of the various stop sign installations around the Korematsu Middle School and at the intersection of Tulare and Jordan Avenues is consistent with the following El Cerrito Strategic Plan Goals:

- Goal E – Ensure the public’s health and safety by providing a clear right-of-way designation for vehicular and bicycle traffic circulating the school area and providing safer pedestrian crossings by reducing pedestrian-vehicular conflict
- Goal F – Foster environmental sustainability citywide by encouraging alternative modes of transportation to the single occupancy vehicle.

ENVIRONMENTAL CONSIDERATIONS

The project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the project is a minor alteration of existing public facility involving negligible or no expansion of use beyond that presently existing. More specifically, the installation of pavements markings and signs will be done on existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, which is exempt from CEQA.

FINANCIAL CONSIDERATIONS

The installation of the signs, pavement markings, and red curb markings at the Norvell Street intersections will be completed and funded under the Korematsu Safe Routes to School Phase 1 Improvements. The cost for the installation of signs, pavement markings, and curb markings at the Everett Street/Schmidt Lane and Tulare Avenue/Jordan Avenue is estimated to be under \$4,000 and is included in the Public Works operating budget.

LEGAL CONSIDERATIONS

El Cerrito Municipal Code Section 11.36.010 requires that the installation of stop signs be approved by a resolution of the City Council.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. Resolution for Gladys Avenue at Norvell Street
2. Resolution for Norvell Street at Schmidt Lane
3. Resolution for Everett Street at Schmidt Lane
4. Resolution for Tulare Ave at Jordan Ave

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
AUTHORIZING THE INSTALLATION OF STOP SIGNS ON GLADYS AVENUE AT
NORVELL STREET, ESTABLISHING AN ALL-WAY STOP

WHEREAS, since the West Contra Costa Unified School District opened Korematsu Middle School at its new location at 7125 Donal Avenue, the City of El Cerrito Public Works Department has been working with the School District and the El Cerrito Police Department to improve the safety and circulation on the streets and intersections surrounding the school; and

WHEREAS, the City applied for Safe Routes to School technical assistance offered by the Contra Costa Transportation Authority (CCTA) to evaluate walking and biking routes, including traffic control devices, leading to Korematsu Middle School; and

WHEREAS, Public Works staff along with traffic engineering consultants evaluated the existing conditions, including signs, striping and pavement markings, at the intersections near the school as part of the CCTA technical assistance and development of the Active Transportation Plan; and

WHEREAS, Public Works staff has determined that the subject intersection meets the California Manual on Uniform Traffic Control Devices criteria for all-way stop control based on a combination of factors including pedestrian and bicycle safety and traffic operational characteristics; and

WHEREAS, Section 11.36.010 of the El Cerrito Municipal Code requires that the City Council designate entrances to intersections where stop signs are installed; and

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because it is considered a minor alteration of existing public facility involving negligible or no expansion of use beyond that presently existing. More specifically, the installation of pavement striping, and signs will be done on existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, which is exempt from CEQA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the Public Works Director/City Engineer to install stop signs on Gladys Avenue at Norvell Street, establishing an all-way stop at this intersection.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
AUTHORIZING THE INSTALLATION OF A STOP SIGN ON NORVELL STREET AT
SCHMIDT LANE, ESTABLISHING A ONE-WAY STOP

WHEREAS, since the West Contra Costa Unified School District opened Korematsu Middle School at its new location at 7125 Donal Avenue, the City of El Cerrito Public Works Department has been working with the School District and the El Cerrito Police Department to improve the safety and circulation on the streets and intersections surrounding the school; and

WHEREAS, the City applied for Safe Routes to School technical assistance offered by the Contra Costa Transportation Authority (CCTA) to evaluate walking and biking routes, including traffic control devices, leading to Korematsu Middle School; and

WHEREAS, Public Works staff along with traffic engineering consultants evaluated the existing conditions, including signs, striping and pavement markings, at the intersections near the school as part of the CCTA technical assistance and development of the Active Transportation Plan; and

WHEREAS, Public Works staff has determined that the subject intersection meets the California Manual on Uniform Traffic Control Devices criteria for installation of stop signs based on a combination of factors including pedestrian and bicycle safety and traffic operational characteristics; and

WHEREAS, Section 11.36.010 of the El Cerrito Municipal Code requires that the City Council designate entrances to intersections where stop signs are installed; and

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because it is considered a minor alteration of existing public facility involving negligible or no expansion of use beyond that presently existing. More specifically, the installation of pavement striping, and signs will be done on existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, which is exempt from CEQA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the Public Works Director/City Engineer to install a stop sign on Norvell Street at Schmidt Lane, establishing a one-way stop intersection.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
AUTHORIZING THE INSTALLATION OF A STOP SIGN ON EVERETT STREET AT
SCHMIDT LANE, ESTABLISHING A ONE-WAY STOP

WHEREAS, since the West Contra Costa Unified School District opened Korematsu Middle School at its new location at 7125 Donal Avenue, the City of El Cerrito Public Works Department has been working with the School District and the El Cerrito Police Department to improve the safety and circulation on the streets and intersections surrounding the school; and

WHEREAS, the City applied for Safe Routes to School technical assistance offered by the Contra Costa Transportation Authority (CCTA) to evaluate walking and biking routes, including traffic control devices, leading to Korematsu Middle School; and

WHEREAS, Public Works staff along with traffic engineering consultants evaluated the existing conditions, including signs, striping and pavement markings, at the intersections near the school as part of the CCTA technical assistance and development of the Active Transportation Plan; and

WHEREAS, Public Works staff has determined that the subject intersection meets the California Manual on Uniform Traffic Control Devices criteria for installation of stop signs based on a combination of factors including pedestrian and bicycle safety and traffic operational characteristics; and

WHEREAS, Section 11.36.010 of the El Cerrito Municipal Code requires that the City Council designate entrances to intersections where stop signs are installed; and

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because it is considered a minor alteration of existing public facility involving negligible or no expansion of use beyond that presently existing. More specifically, the installation of pavement striping, and signs will be done on existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, which is exempt from CEQA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the Public Works Director/City Engineer to install a stop sign on Everett Street at Schmidt Lane, establishing a one-way stop intersection.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
AUTHORIZING THE INSTALLATION OF A STOP SIGN ON TULARE AVENUE AT
JORDAN AVENUE, ESTABLISHING A ONE-WAY STOP

WHEREAS, Public Works has received a traffic request concerning safety at the intersection of Tulare Avenue and Jordan Avenue; and

WHEREAS, Public Works staff evaluated the existing conditions, including signs, striping and pavement markings, and roadway configuration at the intersection; and

WHEREAS, Public Works staff has determined that the subject intersection meets the California Manual on Uniform Traffic Control Devices criteria for installation of stop signs based on a combination of factors including traffic safety and operational characteristics; and

WHEREAS, Section 11.36.010 of the El Cerrito Municipal Code requires that the City Council designate entrances to intersections where stop signs are installed; and

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because it is considered a minor alteration of existing public facility involving negligible or no expansion of use beyond that presently existing. More specifically, the installation of pavement striping, and signs will be done on existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, which is exempt from CEQA.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the Public Works Director/City Engineer to install a stop sign on Tulare Avenue at Jordan Avenue, establishing a one-way stop intersection.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor



Date: March 19, 2019
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040

ACTION REQUESTED

Adopt a resolution taking the following action:

- 1) Approving plans and specifications for the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project (Project);
- 2) Rejecting the bid submitted by Gruendl Inc. DBA, Ray's Electric as non-responsive and accepting the two other submitted bids for the Project; and
- 3) Authorizing the City Manager to execute a contract in the amount of \$121,100 with AJW Construction and to approve change orders in an amount not to exceed \$14,900 for construction of the Project.

BACKGROUND

In February 2016, the City Council adopted Resolution No. 2016-5, approving a grant application for Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Project funding for Korematsu Middle School, Safe Routes to School Improvements Phase 1 Project. The project concept was to implement an initial set of improvements identified by the Contra Costa Transportation Authority (CCTA) Safe Routes to School technical assistance effort that was undertaken in 2015 and 2016. The CCTA effort identified areas for enhanced school area traffic control and other improvements for biking and walking routes to school based on other City plans, including the Active Transportation Plan, and public outreach before the new campus was occupied. More specifically, this project would implement pedestrian crosswalk improvements and portions of the East Side Bicycle Boulevard. The City was awarded \$80,000 from the TDA funding program in summer 2016.

Korematsu Middle School opened its new campus at 7125 Donal Avenue in spring 2016. Given the new middle school, the amount of walking and biking trips in this area has increased. In addition, walking and biking is being encouraged as a mode of transportation to the middle school campus in order to reduce typical automobile congestion around middle schools, as well as, to fulfill various goals of the City's Strategic Plan, Climate Action Plan, and Active Transportation Plan. These various City plans all support biking and walking as being practical, healthy, and environmentally-sustainable modes of transportation.

Project Description

The Project will enhance safety for pedestrians and bicyclists, including students and neighborhood residents, and encourage walking and biking to school. Project elements consist of the installation of crosswalk improvements, including high-visibility crosswalk striping and signs and red curb markings, and the implementation of the East Side Bicycle Boulevard, including pavement markings, signs and speed humps, on Norvell Street from Potrero Avenue to Schmidt Lane and then on Schmidt Lane to Richmond Street. Crosswalks will be improved at the following intersections:

- Richmond Street & Donal Avenue
- Richmond Street & Gladys Avenue
- Norvell Street & Gladys Avenue
- Lawrence Street & Gladys Avenue
- Lawrence Street & Donal Avenue
- Navellier Street & Gladys Avenue
- Navellier Street & Potrero Avenue
- Norvell Street & Schmidt Lane

Pending approval of another item being considered by City Council, stop signs will be installed on Gladys Avenue at Norvell Street (creating an all-way stop) and on Norvell Street at Schmidt Lane. A public outreach meeting was held in October 2018 to discuss these project elements and design details.

Bidding

The Project was informally bid in accordance with the Uniform Public Construction Cost Accounting Act (UCCAP) of the California Public Contract Code, as provided in Chapter 16.35 of the El Cerrito Municipal Code. As of January 2019, public projects of \$200,000 or less may be bid by informal procedures set by the UCCAP. On January 14, 2019, the Notice Inviting Informal Bids was sent to 48 contractors from the City's current list of contractors who have the required licensing for the work involved in this project. Additionally, the notice along with a complete set of Contract Documents was sent to seven Builder and Construction Exchanges. The Notice Inviting Informal Bids was also posted on the City's website and on the BPXpress website, an online planroom. Subsequently, one addendum was issued, and all potential bidders were notified.

ANALYSIS

Three bids were received by the due date of February 5, 2019. The bid from Ray's Electric was incomplete, including missing signatures and corporation information. City staff found these omissions to be material and recommend rejection of the bid as non-responsive.

The results of the remaining two bids are as follows:

Name and Location of Bidder	Base Bid	Additive Alternate Bid No. 1 – Seal Coat	Additive Alternate Bid No. 2 – Speed Table
AJW Construction, Oakland	\$100,100.00	\$21,000.00	\$13,500.00
Golden Bay Construction, Inc., Hayward	\$135,404.00	\$30,000.00	\$11,749.00
Engineer's Estimate	\$117,400.00	\$15,000.00	\$16,000.00

The Contract Documents stipulated that the low bidder was to be determined by the amount of the Base Bid. The Base Bid from AJW Construction of \$100,100 is approximately 15 percent below the Engineer's Estimate. The Additive Alternate Bid No. 1 amount from AJW of \$21,000 is 40 percent higher than the Engineer's Estimate, but significantly lower than the other bid. Additive Alternate Bid No. 2 amount of \$13,500 is approximately 16 percent below the Engineer's Estimate.

Staff recommends that the City Council award a construction contract in the amount of \$121,100 for the Base Bid and Additive Alternate Bid No. 1 to AJW Construction as the lowest responsive and responsible bidder. The total of these two items is less than the Engineer's Estimate as well as the amount bid by Golden Bay Construction, Inc. The Additive Alternate Bid No. 1 amount from AJW construction seems reasonable compared to the other bid and the seal coat pavement treatment will enhance the new traffic striping and pavement markings. The Additive Alternate Bid No. 2, installation of a second speed table on Schmidt Lane between Everett Street and Richmond Street is not recommended for award at this time. This second speed table will be further evaluated in a future phase along with improvements at the intersection of Richmond Street and Schmidt Lane.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Award of the construction contract is consistent with the following El Cerrito Strategic Plan Goals:

- Goal E – Ensure the public's health and safety by improving the safety of the City's transportation network
- Goal F – Foster environmental sustainability citywide by encouraging alternative modes of transportation to the single occupancy vehicle.

ENVIRONMENTAL CONSIDERATIONS

The project is categorically exempt from review under the California Environmental Quality Act (CEQA). More specifically, the project is exempt under Section 15301(c) Existing Facilities because it consists of the minor alteration of existing streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety), involving negligible or no expansion of use. The project is further exempt under CEQA Section 15304(f) and (h) Minor Alterations to Land because it consists of minor alterations in the condition of land and vegetation, involving minor trenching and backfilling where the surface is restored and the creation of bicycle lanes on existing rights-of-way.

FINANCIAL CONSIDERATIONS

The estimated expenditures for the construction phase of the project total \$149,000 as summarized below.

Construction Contract	\$121,100
Construction Contract Contingency (~12%)	\$14,900
Construction Management and Materials Testing	\$12,000
Miscellaneous (printing, postage, etc.)	\$1,000
Total	\$149,000

The project is largely funded by a TDA Article 3 Pedestrian and Bicycle Project grant as described above. In Fiscal Year (FY) 2018-19, funding for the Project construction expenses is included in the Capital Improvement Program in the current amount of \$124,000 including allocations of \$79,000 in the Capital Improvement Fund and \$45,000 in the SB 1 – Road Maintenance and Rehabilitation Account Fund. Specific funding is as follows:

- \$79,000 for Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 in the Capital Improvement Fund from the TDA grant
- \$25,000 for Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 in the SB 1 – Road Maintenance and Rehabilitation Account Fund
- \$20,000 for Active Transportation Program in the SB 1 – Road Maintenance and Rehabilitation Account Fund

This leaves a \$25,000 funding shortfall. The project scope, particularly the seal coat pavement treatment, is an appropriate use of Measure A Street Improvement funds. As such, City staff is requesting a supplemental appropriation of this amount in the Measure A Street Improvement Fund to cover the estimated expenditures as part of the FY 2018-19 mid-year budget update that is scheduled for consideration by City Council in April. The budget amendment will also include an amendment to the Annual Program of Maintenance and Improvement pursuant to the Measure A Street Improvement Program to include the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project.

The TDA grant requires that the project be constructed as soon as possible as all reimbursement requests must be submitted by August 31, 2019.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed actions and found that legal considerations have been addressed.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. Resolution

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING PLANS AND SPECIFICATIONS FOR THE KOREMATSU MIDDLE SCHOOL SAFE ROUTES TO SCHOOL IMPROVEMENTS PHASE 1, C5040 PROJECT; REJECTING THE BID SUBMITTED BY GRUENDL INC. DBA, RAY'S ELECTRIC AS NON-RESPONSIVE AND ACCEPTING THE TWO OTHER SUBMITTED BIDS FOR THE PROJECT; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT IN THE AMOUNT OF \$121,100 WITH AJW CONSTRUCTION AND TO APPROVE CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$14,900 FOR THE CONSTRUCTION OF THE PROJECT

WHEREAS, the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project (Project) will enhance safety for pedestrians and bicyclists, including students and neighborhood residents, and encourage walking and biking to school; and

WHEREAS, Project will implement an initial set of improvements identified by the Contra Costa Transportation Authority (CCTA) Safe Routes to School technical assistance effort that was undertaken in 2015 and 2016 as well as improvements identified in the Active Transportation Plan adopted by the City Council in 2016; and

WHEREAS, the Project consists of the installation of crosswalk improvements, including high-visibility crosswalk striping and signs and red curb markings, at several intersections in the vicinity of the school and of implementation of portions of the East Side Bicycle Boulevard, including pavement markings, signs and speed humps, on Norvell Street from Potrero Avenue to Schmidt Lane and then on Schmidt Lane to Richmond Street; and

WHEREAS, the Project was informally bid in accordance with the Uniform Public Construction Cost Accounting Act (UCCAP) of the California Public Contract Code, as provided in Chapter 16.35 of the El Cerrito Municipal Code; and

WHEREAS, on January 14, 2019, the Notice Inviting Informal Bids was sent to 48 contractors from the City's current list of contractors who have the required licensing for the work involved in this project, sent to seven Builder and Construction Exchanges, and posted on the City's website; and

WHEREAS, three bids were received by the due date of February 5, 2019, and the bid from Gruendl Inc. DBA, Ray's Electric had omissions making the bid non-responsive; and

WHEREAS, AJW Construction submitted the lowest responsible and responsive Base Bid in the amount of \$100,100.00, which is 15 percent below the Engineer's Estimate, and an Additive Alternate Bid No. 1 in the amount of \$21,100, which although 40 percent higher than the Engineer's Estimate seems reasonable considering the other bid submitted and will enhance other elements of the Project; and

WHEREAS, funding for the construction phase of the Base Bid is included in the Adopted Fiscal Year (FY) 2018-19 Annual Budget and Capital Improvement Program from the following allocations: Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 in the Capital Improvement Fund and SB 1 – Road Maintenance and Rehabilitation Account Fund; and Active Transportation Program in the SB 1 – Road Maintenance and Rehabilitation Account Fund; and

WHEREAS, funding in the amount of \$25,000 for construction of Additive Alternate Bid No. 1 and related project costs will need to be appropriated in the Measure A Street Improvement Fund as part of the Fiscal Year 2018-19 mid-year budget amendment in April 2019; and

WHEREAS, the project work is an appropriate use of Measure A Street Improvement funds and the mid-year budget amendment will also include an amendment to the Annual Program of Maintenance and Improvement pursuant to the Measure A Street Improvement Program to include the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project; and

WHEREAS, the Project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) Existing Facilities because it consists of the minor alteration of existing streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, involving negligible or no expansion of use, and is further exempt under Section 15304(f) and (h) Minor Alterations to Land because it consists of minor alterations in the condition of land and vegetation, involving minor trenching and backfilling where the surface is restored and the creation of bicycle lanes on existing rights-of-way.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby:

- 1) Approves plans and specifications for the Korematsu Middle School Safe Routes to School Improvements Phase 1, C5040 Project (Project);
- 2) Rejects the bid submitted by Gruendl Inc. DBA, Ray's Electric as non-responsive and accepts the two other submitted bids for the Project; and
- 3) Authorizes the City Manager to execute a contract in the amount of \$121,100 with AJW Construction and to approve change orders in an amount not to exceed \$14,900 for construction of the Project.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor



Date: March 19, 2019
To: El Cerrito City Council
From: Shannon Collins, Accounting Supervisor
Mark Rasiah, Finance Director
Yvetteh Ortiz, Public Works Director/City Engineer
Subject: Authorize Annual Report for Landscape and Lighting Assessment District for Fiscal Year 2019-20

ACTION REQUESTED

Adopt a resolution directing NBS Local Government Solutions (NBS) to prepare and file the annual Landscape and Lighting Assessment District No. 1988-1 report for Fiscal Year (FY) 2019-20.

BACKGROUND

In 1988, the City Council established Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972. This act requires the preparation and filing of an annual report of the assessment district activities.

In November 1996, the voters of El Cerrito approved by a two-thirds majority the continuation of the Landscape and Lighting Assessment. Since the voters approved the assessment prior to the passage of Proposition 218, this assessment is exempt from Proposition 218's additional voter requirements. Therefore, the City follows the same annual approval process as in previous years.

California Street and Highway Code §22622 requires the City Council to authorize by resolution the filing of the annual report of the Landscaping and Lighting Assessment District. The annual report includes the various components required to develop the tax roll related to the assessment district. The Council must adopt this report prior to the time that a decision is made about whether or not the assessment will continue in the next fiscal year.

It is expected that NBS, the designated Engineer of Work, will submit the annual report at the April 2, 2019 City Council meeting. At that meeting, the time and place of the public hearing regarding continuation of the assessment district will be set.

ANALYSIS

Without the adoption of the annual report and authorization of the assessment, the City would lose approximately \$785,500 in FY 2019-20 that would be used for landscaping and lighting purposes.

NBS was selected in February 2009 through a Request for Proposal process and the agreement was extended for NBS to continue to prepare and file the report this year. The cost to prepare and file the report is \$8,855 and is included in the budget for the Landscape and Lighting Assessment District fund.

STRATEGIC PLAN CONSIDERATIONS

Approving the attached resolution will allow the City to fulfill Strategic Goal B: Achieve long-term financial sustainability.

FINANCIAL CONSIDERATIONS

In FY 2019-20 the budget adopted in June, 2018 recognizes Landscape and Lighting Assessment revenue of \$785,500 to pay for budgeted expenses in Fund 203. The assessment revenue will cover \$274,580 of personnel costs, \$350,170 of non-personnel costs and \$160,750 for overhead in connection with administering the program.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO
DESIGNATING NBS LOCAL GOVERNMENT SOLUTIONS AS THE ENGINEER OF
WORK FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO.
1988-1 AND DIRECTING NBS TO PREPARE AND FILE THE ANNUAL REPORT FOR
FISCAL YEAR 2019-20.

WHEREAS, the City of El Cerrito, by Resolution No. 88-53, dated June 6, 1988 adopted Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972; and

WHEREAS, said Landscape and Lighting Act requires the preparation and filing of an annual report defining the charges to the assessment district for Fiscal Year 2019-20; and

WHEREAS, California Street and Highways Code §22622 requires that the filing of the annual report be authorized by resolution of the City Council; and

WHEREAS, the cost to prepare and file the report is included in the budget for the Lighting and Assessment District fund.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby directs NBS Local Government Solutions, the firm designated by this Council as the Engineer of Work for Assessment District No. 1988-1, to file an annual report in accordance with the provisions of the Landscape and Lighting Act of 1972.

BE IT FURTHER RESOLVED this resolution is adopted pursuant to California Street and Highways Code §22622.

I CERTIFY that at the regular meeting on March 19, 2019, the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS
NOES: COUNCILMEMBERS
ABSENT: COUNCILMEMBERS
ABSTAIN: COUNCILMEMBERS

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March xx, 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor



Date: March 19, 2019
To: El Cerrito City Council
From: Jeff Ballantine, Associate Planner
Sean Moss, Acting Planning Manager
Subject: Annual Progress Report on the General Plan 2018

ACTION REQUESTED

Staff is requesting that the City Council receive and file the attached General Plan Annual Progress Report.

BACKGROUND

Government Code Section 65400(b) requires that an annual General Plan progress report be provided to the local legislative body, the Governor's Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). The purpose of the report is to discuss the City's progress in implementing the General Plan, meeting its share of regional housing needs, and removing governmental constraints to the maintenance, improvement and development of housing.

ANALYSIS

The attached report covers the period from January 1, 2018 to December 31, 2018. After the City Council's review, the report will be forwarded to the Governor's Office of Planning and Research and the Department of Housing and Community Development.

STRATEGIC PLAN CONSIDERATIONS

The Strategic Plan establishes the vision and goals for El Cerrito which are consistent with the goals and policies of the General Plan. Each goal of the Strategic Plan is represented within the programs, policies, and efforts that have been identified in these reports.

ENVIRONMENTAL CONSIDERATIONS

Preparation and submission of this report is not a project pursuant to the California Environmental Quality Act and is therefore not subject to environmental review. All required environmental review of projects identified in the report will be conducted prior to commencing each project.

FINANCIAL CONSIDERATIONS

Any funds required for projects and efforts identified in these reports will be evaluated through the City's budget process as needed.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. 2018 Annual Progress Report on the General Plan
2. Housing Element Implementation Tables



Annual Progress Report on the General Plan 2018

March 2019

City of El Cerrito
Community Development Department
10890 San Pablo Avenue
El Cerrito, CA 94530

INTRODUCTION

As required by Government Code Section 65400 (b), every city must submit an annual progress report to their legislative body, the Governor's Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) on the implementation status of their General Plan. The annual report must also include discussion on the City's progress in providing its required share of affordable housing pursuant to Government Code Section 65584 and its efforts to remove governmental constraints for the maintenance, improvement and development of affordable housing per Section 65583.c(3) of the California Government Code.

This General Plan Annual Progress Report covers the period from January 1, 2018 to December 31, 2018.

The purpose for the Annual Progress Report is to assess how the General Plan is being implemented in accordance with adopted goals, policies and implementation measures; identify any necessary adjustments or modifications to the General Plan as a means to improve local implementation; provide a clear correlation between land use decisions that have been made during the 12-month reporting period and the goals, policies and implementation measures contained in the General Plan; and, to provide information regarding local agency progress in meeting its share of regional housing needs.

BACKGROUND

On August 30, 1999, the El Cerrito City Council adopted the City's current General Plan for implementation. The General Plan has nine elements contained within four separate chapters: Community Development and Design, Transportation and Circulation, Public Facilities and Services, Resources and Hazards. The General Plan contains the seven state-required elements which are land use, circulation, housing, conservation, open space, safety and noise. The State allows the combining of elements or the addition of new elements as long as the required seven elements are present in some fashion.

The General Plan is the City's vision for achieving more balanced residential, commercial, and civic uses within the city. The process of preparing the General Plan took place in 1998 and 1999 as the City embarked on a program to bring its 1975 General Plan up to date so that it could better meet future challenges. The process resulted in the following ten key principles designed to improve the quality of development and the long-term fiscal health of the City so that it can remain an attractive place to live and work:

1. No major changes in land-use patterns are expected to occur.
2. Emphasis will be on quality of development.
3. Incentives, if used, will have clear criteria and limits.
4. Emphasis will be on impacts of development, not on the type of development itself.
5. Increased residential development, where allowed, must be done with care in order to enhance neighborhoods.
6. New development in the San Pablo Avenue Corridor will be encouraged to take place in mixed-use activity centers that may extend up selected perpendicular streets in order to allow a more pedestrian friendly environment.

7. The preservation and enhancement of natural features – trees, creeks, natural open space areas – and historical features will be a high priority for the City.
8. The City should have distinct destination areas, including commercial areas, a civic center and community meeting places.
9. Development should contribute to the fiscal health of the City while minimizing adverse impacts.
10. Access should be improved by balancing automobile use with improved transit, bicycle, and pedestrian opportunities.

The General Plan sets forth the City's policies regarding the types and locations of future land uses and activities. It describes the desired character and quality of development as well as the process for how development should proceed.

While this General Plan can address many City issues, factors beyond El Cerrito's control have significant influence over its future land use and development patterns:

- Market forces play an important role in determining what types of uses are economically feasible and, therefore, built.
- Land use and transportation decisions in other cities and counties, and by state and regional agencies, affect El Cerrito.
- Our system of property rights places certain limitations on what cities can do in prescribing future land uses.
- California environmental law requires that we designate land uses in accordance with available infrastructure capacity (streets, sewer, water, natural resources, etc.).

Thus, in creating the current General Plan, El Cerrito went through a process that ascertained the community's values for future land uses and activities, and balanced these values with market factors, city revenues, environmental constraints, and private property rights.

The El Cerrito General Plan reflects the aspirations and values of El Cerrito's residents and their elected representatives. The City Council and Planning Commission use the Plan in considering land use and planning-related decisions. City staff uses the Plan on a day-to-day basis to administer and regulate land use and development activity. Citizens can use the Plan to understand the City's approach to regulating development, protecting resources, and upholding community values.

GENERAL PLAN ADOPTION AND AMENDMENTS

1. Adoption Dates of Mandatory General Plan Elements

General Plan Element	Latest Adoption
Land Use	1999
Circulation	1999
Housing	2015
Open Space	1999
Conservation	1999

Safety
Noise

1999
1999

2. List of General Plan Amendments

- The 2013 Growth Management Element Update.
- 2014 amendments to enable adoption of the San Pablo Avenue Specific Plan, including amendments to Chapter 2: Strategic Approach, Chapter 4: Community Development and Design, and Chapter 5: Transportation and Circulation and amendments to the General Plan land use map.
- The 2015-2023 Housing Element.

GENERAL PLAN UPDATES

Overall General Plan Update

Staff is in the process of identifying funding and for a General Plan update.

GENERAL PLAN IMPLEMENTATION

Chapter 4: Community Development and Design

Land Use

Goal LU1: A high-quality residential character within El Cerrito.

The City continued to implement the 2008 Zoning Ordinance which maintains residentially zoned areas in El Cerrito and promotes a high-quality of development. In 2018, the City issued 1,280 building permits, took in 1,341 building permit applications and conducted 8,692 inspections. It also reviewed 217 planning entitlements.

Goal LU2: A land use pattern and mix of uses that contribute to the financial health and stability of the community.

The City continued to implement the San Pablo Avenue Specific Plan and processed several land use applications in the Specific Plan area that represented a range of land uses. This included eight Tier I Design Review applications that improved the façades, added signs and generally improved storefronts of many new and existing businesses. In addition, one new multifamily development project; one new mixed-use development project; and one revised multifamily project were submitted to the City for a total of 766 new dwelling units. Under the San Pablo Avenue Specific Plan, these are called Tier II and Tier IV Design Review Projects. All three of these projects are proposed to be located on what are now vacant lots and/or closed businesses.

In 2018, the City also obtained grant funding to assist in the preparation of an update to the San Pablo Avenue Specific Plan and the program Environmental Impact Report (EIR) for the Specific Plan. These upcoming updates will allow for continued development pursuant to the Specific Plan, building on the plan's success, to date.

Goal LU3: A development pattern that enhances a strong sense of community.

Implementation of the San Pablo Avenue Specific plan continued to move forward. In 2018, the Planning Commission approved the Griffin project at 11048/11060 San Pablo Avenue. Development of this property is expected to add activity to the City's Midtown area with a publicly accessible bike station, a publicly accessible pedestrian path connecting San Pablo Avenue and the Ohlone Greenway, and public open space adjacent to the Ohlone Greenway. The Design Review Board and the Planning Commission each approved a development project at 10167 San Pablo Ave. and 10135 San Pablo Ave., that provide a combined 134 residential units near the El Cerrito Plaza BART Station. Two other residential development projects were also approved along San Pablo Avenue, which will enhance the sense of place along San Pablo Avenue and add activity to the City's major corridor. These projects will add publicly accessible open space along San Pablo Avenue or pay a fee to allow for the development of new open space and enhancement of existing open spaces. These open spaces will serve as important amenities for the community.

Goal LU4: A safe, attractive, and interesting community

The City continued to implement community policing to promote public safety.

The City's building projects, both large and small were subject to a vigorous review and inspection process.

The City's Arts and Culture Commission continued to promote efforts to support public art in the community.

Goal LU5: A land use pattern and types of development that support alternatives for the movement of people, goods, and ideas.

The City continued implementation of San Pablo Avenue Specific Plan including identifying sources of funding for the Complete Streets component of the Plan which addresses the safety and usability of streets in the plan area. The Transportation Impact Fee (TIF) , which was adopted in 2018 (see discussion under Goal GM4) will provide funding for improvements in the Complete Streets chapter of the Specific Plan.

In addition, the City continued to implement the Active Transportation Plan, which promotes transportation modes that are alternatives to the automobile.

Goal LU6: Development patterns that promote energy efficiency, conservation of natural resources, and use of renewable rather than nonrenewable resources.

The City continued to implement the Zoning Ordinance, updated in 2008 and the San Pablo Avenue Specific Plan, adopted in 2014. The Specific Plan puts a focus on more intense development within the Plan area and specifically near the City's two BART stations. By focusing development near existing public transportation infrastructure, the San Pablo Avenue Specific Plan aims to achieve mode shift, reduce dependence on automobile trips and increasing public transportation, bicycle and pedestrian trips.

The City continued to implement the Climate Action Plan which identifies energy efficiency and efficient development patterns as methods to achieve the City's greenhouse gas reduction targets.

The City continued to implement the California Green Building Standards Code, which encourages energy efficiency and use of renewable resources.

Community Design

Goal CD1: A city organized and designed with an overall attractive, positive image and "sense of place."

The City continued to implement the San Pablo Avenue Specific Plan which promotes high-quality development along San Pablo Avenue in order to promote vibrant public spaces and enhance the sense of place. The Specific Plan also requires the provision of (or a fee, in lieu) publicly accessible open space in larger projects. Development of new open spaces along San Pablo Avenue will further enhance the attractiveness and sense of place along the City's primary mixed use corridor.

Goal CD2: A city with attractive, safe, and functional streets, parking areas, and pedestrian walkways.

In 2018, the City continued to implement the El Cerrito Active Transportation Plan. The plan provides a blueprint for continuing the City's investment in improving safety and providing facilities and infrastructure for bicyclists and pedestrians, based on the changing demands and standards as well as the current goals of the City.

The City continued to implement the Urban Greening Plan in 2018. The Plan aims to identify needs, opportunities and strategies for creating a greener, more environmentally sustainable and livable City by enhancing El Cerrito's public places and open spaces.

Goal CD3: A city with attractive landscaping of public and private properties, open space, and public gathering spaces.

The Design Review Board continued to review new landscaping plans on private properties.

The City continued to implement the Urban Greening Plan in 2018. The Plan aims to identify needs, opportunities and strategies for creating a greener, more environmentally sustainable and livable City by enhancing El Cerrito's public places and open spaces.

Goal CD4: Well designed buildings that are compatible with their surroundings.

The City continued to implement the Design Review process pursuant to the Zoning Ordinance and the San Pablo Avenue Specific Plan to ensure that new development is well-designed.

Goal CD5: A design process that achieves design objectives while being efficient and allowing for flexibility.

The City continued to utilize the design review process to achieve the General Plan goals above. Design review in the City of El Cerrito is intended to encourage high-quality design, well-crafted and maintained buildings and landscaping, the use of higher-quality building materials, and attention to the design and execution of building details and amenities in both public and private projects.

Goal CD6: An urban form that sustains a vital commercial community to meet the diverse needs of the local and regional population.

The City continued to implement the San Pablo Avenue Specific Plan. It encourages mixed use development including commercial uses in addition to intensified residential uses along San Pablo Avenue. The plan strives to create a range of residential unit types which will provide diverse housing types along the Avenue. The new residents of these units will help support successful commercial businesses along San Pablo Avenue.

Housing

See attachment for Housing Element annual report

Growth Management

Goal GM1: A coordinated regional and sub-regional planning system that provides better service and less congestion for residents of El Cerrito

City staff continued to serve on the West Contra Costa Transportation Advisory Committee (WCCTAC), Technical Advisory Committee and Contra Costa Transportation Authority (CCTA), Technical Coordinating Committee on planning and funding efforts for regional transportation improvements in Contra Costa County. City staff provided input on various planning and design studies for the region including the AC Transit Multimodal Corridor Guidelines study, WCCTAC High-Capacity Transit Study, BART El Cerrito Plaza Station Multimodal Gap Study, and the Contra Costa County Electric Vehicle Readiness Plan. Of note is the update to the West County Subregional Transportation Mitigation Program (STMP), which requires new development to pay its share of the costs of regional transportation improvements. City staff participated in the evaluating the 2005/2006 STMP, reviewing West County existing conditions and growth projections, developing criteria for a project list, identifying projects and determining the nexus between the projects and the maximum potential fee that could be charged.

City staff also continued to monitor and coordinate with Caltrans and other agencies on operations of the I-80 Integrated Corridor Mobility Project, a multi-agency effort to ease congestion on Interstate 80 and improve traffic flow on San Pablo Avenue.

In addition, City staff served on the Technical Advisory Committee for the San Pablo Avenue Corridor Study, a regional effort, led by the Alameda County Transportation Commission and including cities and transit agencies in Alameda and Contra Costa counties, to identify multi-modal improvements to facilitate movement of people and goods in the San Pablo Avenue corridor.

Goal GM2: Compliance with applicable level of service standards.

The City, through the CEQA review process, continued to ensure that new development meets the level of service standards in the General Plan and San Pablo Avenue Specific Plan.

The City continued to implement the San Pablo Avenue Specific Plan. The Plan adopted new service standards for streets within the plan area. These service standards are in greater compliance with the City's complete streets goals.

Goal GM3: Timely review of projects that are heavy traffic generators.

All development projects processed by the City are evaluated against and comply with applicable service standards. All applications regardless of traffic generation are processed in a timely fashion.

Goal GM4: Effective community-wide programs to reduce traffic impacts of new projects.

In 2018, City staff developed and the City Council adopted the El Cerrito Transportation Impact Fee (TIF) Program to ensure new development pays its fair share of the transportation improvements needed to accommodate growth in El Cerrito. The list of potential capital improvements eligible for funding with the TIF is based on prior planning studies completed to support the City's growth and the impact of that growth on the transportation system, as well as to support the City's Climate Action and Active Transportation goals. The focus of these improvements is to connect El Cerrito residents to employment and activity centers and major transit facilities within the City and in neighboring jurisdictions. These improvements focus on San Pablo Avenue, the City's primary transportation corridor serving all modes. More specifically, the TIF project list is a selection of projects from the following City-Council adopted plans: San Pablo Avenue Specific Plan, Active Transportation Plan and Ohlone Greenway Master Plan.

Goal GM5: An effective system of providing urban services.

The City continued to offer a high-level of services to residents and the City continued to work with other agencies (such as the Stege Sanitary District) to ensure that services are provided effectively.

Chapter 5: Transportation and Circulation

Goal T1: A transportation system that allows safe and efficient travel by a variety of modes and promotes the use of alternatives to the single-occupant vehicle.

In 2018, the City continued implementation of the El Cerrito Active Transportation Plan. The Plan provides a blueprint for continuing the City's investment in improving safety and providing facilities and infrastructure for bicyclists and pedestrians, based on the changing demands and standards as well as the current goals of the City.

The City also continued to implement the San Pablo Avenue Specific Plan, specifically the Complete Streets component to encourage of all modes of transportation and creates opportunities to maximize mode shift away auto use and towards transit use, walking and

biking. These efforts included applying for and securing funding and developing designs for projects in several areas of town as described below. In addition, beginning in late 2017, City staff have been further evaluating design concepts and conducting community and agency stakeholder (Caltrans, AC Transit, ADA Advisory Working Group, Bike East Bay, and Police and Fire Departments) outreach for San Pablo Avenue Complete Streets for the Midtown section between Potrero Avenue and Lincoln Avenue.

City staff developed the design of a project to implement safe routes to school improvements near Korematsu Middle School. The City also applied for Transportation Development Act, Article 3 funding to implement crosswalk improvements at Carlson Boulevard and San Diego Street.

The City installed trial traffic calming devices on Richmond Street, Seaview Drive, and Navellier Street.

Construction was completed on pedestrian and bicycle safety improvements and signal improvements at the intersection of Elm Street, Key Boulevard, and Hill street.

Construction was completed on the Ohlone Greenway/Richmond Greenway Gap Closure Project in coordination with the City of Richmond. The project connected two important multi-use trails.

Construction was completed for the Ohlone Greenway Wayfinding Pedestrian & Bicycle Wayfinding & Amenities Project which has added wayfinding signage and amenities such as benches along the Ohlone Greenway, enhancing the corridor's function a multi-use trail which runs the length of El Cerrito.

Construction was substantially completed for the Ohlone Greenway BART Station Area Access, Safety and Placemaking Improvements project, which will improve bicycle and pedestrian routes leading to transit, commercial nodes and housing, and increase safety and accessibility for BART riders and Greenway users.

In May 2018, the City sponsored an "Energizer Station" as part of Bike to Work Day, a regional effort to increase bicycling. In addition, the City of El Cerrito developed an agreement with the company LimeBike to offer a one-year bike-share pilot program in El Cerrito, starting in January 2018.

Goal T2: A land use pattern that encourages walking, bicycling, and public transit use.

The City continued to implement the San Pablo Avenue Specific Plan which includes a Complete Streets Plan. It serves to implement contemporary land use planning strategies along transit-corridors. Those strategies include increased heights, lower parking minimums, a flexible approach to mixed-use development, and complete streets guidelines to accommodate all modes of transportation on San Pablo Avenue specifically prioritizing pedestrians and public transit along this corridor.

Goal T3: A transportation system that maintains and improves the livability of the City.

The City continued to implement the San Pablo Avenue Specific Plan which includes a Complete Streets Plan. The Complete Streets Plan includes facilities along San Pablo Avenue that will enhance the usability for pedestrians, transit riders and bicyclists. In

2018, the City approved five projects along San Pablo Avenue which will be required to pay for a fair share of the improvements planned in the Complete Streets Plan.

The City continued to implement the Urban Greening Plan, which identifies strategies for creating a greener, more environmentally sustainable and livable city. Key objectives and strategies include Greener Gateways to reinforce community identity and sense of place that improve and highlight natural elements and Green Streets to continue to invest in making the public right-of-way more sustainable by reducing impervious surfaces, accommodating additional modes of transportation, adding landscaping and creating streets that are safe, comfortable and attractive for everyone.

Goal T4: A minimum amount of land used for parking and minimal parking intrusion in neighborhoods.

The City continued to implement the San Pablo Avenue Specific Plan. The Plan adopted new parking standards for both commercial and residential development. It generally reduced parking requirements within the plan area, while ensuring that adequate parking is provided. Further reductions of parking require preparation of a parking study and may require enhanced transportation demand management. The City continues to require parking studies for projects that seek additional parking reductions.

Additionally, in 2018, the City implemented revised development standards for Accessory Dwelling Units (ADUs) which do not require off-street parking for ADUs. In 2018, the City received 28 applications for ADUs. These standards allow for the development of additional housing units without requiring further land in residential areas be used for parking.

Chapter 6: Public Facilities and Services

Parks, Recreations and Open Space

Goal PR1: Adequate, diverse, and accessible recreational opportunities for all residents – including children, youth, seniors, and others with special needs – in parks, school yards, and open space.

During 2018 the City worked on the El Cerrito Parks and Recreation Facilities Master Plan and anticipates its adoption in 2019. The Master Plan assesses the City's existing conditions, identifies the community's recreation needs, prioritizes recommendations and generates a plan for long-term maintenance and enhancement of the City's parks and facilities.

The City raised funds for the City's David Hunter Memorial Scholarship Fund which helps families pay for classes and services for their children through the Recreation Department which they would otherwise not be able to afford.

The City continued to sponsor the popular world One 4th of July Festival at Cerrito Vista Park. The event features programs and activities for diverse audiences.

The City also continued to sponsor various community film events at the Rialto Cinemas Cerrito Theatre and City Hall over the course of 2018.

The City hosted and participated in many environmental events in 2018 as well, including a film event and panel discussion on climate change, a presentation on butterflies and pollinators, Bike to Work Day, a SunShares solar and electric vehicle workshop, the 5th Annual Hillside Natural Area Festival, National Drive Electric Week events, and the City's Annual Earth Day event.

The City continues to offer a range of programs for seniors at the El Cerrito Midtown Activity Center as well as a range of programs for youth at various City facilities. One program at the El Cerrito Midtown Activity Center involves training high school student volunteers to work one-on-one with seniors to help them learn to use smart phones, computers, and other technology devices. The Adult Programs and Services Division also holds a Senior Information Day event to bring together several organizations who offer services to older adults. In partnership with Eden Housing, the City will be able to expand its programming for older adults at the Hana Gardens Housing Senior Housing building. This new space is 2000 square feet and can either be used as one big room or two smaller ones.

Goal PR2: High quality open space protected for the benefit of present and future generations, reflecting a variety of important values: ecological, educational, aesthetic, economic and recreational. These values are interwoven throughout the community in numerous ways so that the preservation of open space is very important to the well being of the City.

The City completed Phase I of improvements to Centennial Park (formerly Fairmont Park), which made much need upgrades to the park, improving the park's usability for both active and passive recreation. Over the last two years, the City also rehabilitated pathways at Arlington Park, Castro Park and Cerrito Vista, painted all the clubhouses and completed a major roof repair at Harding Clubhouse.

The Parks and Recreation Facilities Master Plan's (mentioned in Goal PR1) Goal E is to Improve Natural Areas and identifies a series of policies and actions based on previous City planning efforts and community engagement.

The City continued to implement the Urban Greening Plan. The Hillside Natural Area Pilot Project was identified in the Urban Greening Plan and included acquiring the 8-acre Madera property that became part of the HNA open space in 2015, as well as, improving vegetation management and trail rehabilitation & development throughout.

As described in the Urban Greening Plan, the project provides multiple opportunities to increase service levels including "Connectivity" to improve trail connections between natural areas, schools and other community assets using best practice trail building techniques; "Park Expansion Integration" by integrating the recently-purchased Madera property, investigating opportunities to acquire additional property, and exploring other opportunities for access, recreation and/or conservation easements on adjacent properties; "Natural Amenities" by celebrating and preserving creek corridors, diverse plant and animal communities, forests, and grasslands; "Green Gateways/Trailheads" by creating more welcoming park gateways and trailheads; and "Active Recreation" by enhancing opportunities for active recreation through construction of bicycle trails, parks and other amenities.

The City continued to implement the San Pablo Avenue Specific Plan which requires that new projects greater than 25,000 square feet either provide public open space or contribute funds toward the creation or enhancement of open space. In 2018, the City approved several projects which both will provide new public open spaces and contribute funds toward the creation and enhancement of open space.

Goal PR3: Public access to open space areas while protecting important habitats.

In 2018, the City completed a project which improved access to the Hillside Natural Area by adding trail entry stairs at one location. In 2018, the City continued design on wayfinding signage for trails within the Hillside Natural Area. The overall goal of the project is to continue to enhance the City's largest open space, which is 102.5 acres in size and a home to small creeks, grasslands and forests. The Hillside Natural Area provides a very large active recreation space for hikers, bikers, and dog walkers who have easy access through several neighborhood entry points and enjoy the quiet oak groves, open fields, and expansive views of the San Francisco Bay. The project will increase visibility, access, and use of the city's existing network of trails, pathways, and stairs within the open space and improve connectivity between identified citywide bicycle and pedestrian routes, key community destinations, and existing trails.

The City also continued to organize and support volunteer work parties, led by the Trail Trekkers and Friends of Five Creeks, throughout the year to support and enhance habitats and wildlife throughout the City's owned and controlled open spaces. The City also supported several special events that increase public awareness and access to the Hillside Natural Area, including Earth Day and Hillside Festival in the Spring.

Non-Recreational Facilities

Goal CF1: Safe and adequate community facilities that allow the City to offer better services and inspire a sense of community pride.

The City continued to enhance operations at the new Recycling and Environmental Resources Center which was completed in 2012.

The City continued to serve the community from the City Hall facility which was completed in 2009.

Public Services and Infrastructure

Goal PS1: An adequate, comprehensive, coordinated law enforcement system consistent with the needs of the community.

The City continued its deployment of both patrol and specialty police units to address crime trends. These units coordinated their efforts internally, by sharing and collaborating on projects and investigations, and externally, with residents and community groups, to continue to meet the safety needs of the community.

Goal PS2: A community that has minimized the risks to lives and property due to fire hazards.

The City minimized fire hazards by continuing to implement its comprehensive fire hazard reduction program that focuses upon reducing fire hazards in four areas: (1) on City property, (2) on property owned by other agencies (3) large landowners, and (4) on residential property.

The fire hazard abatement program is designed to reduce fire hazards on a large number of private properties during the spring and early summer months. A process of advance notice and hearings for property owners is coupled with a public education program involving the promulgation of standards for vegetation management in residents' yards and vacant lots.

This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally, 100% of the property owners would do so. We anticipate that a small number of owners are content to have the City do the work and place the costs on their tax bill.

Over the past twenty years, the City's annual fire hazard abatement program has been very successful in reducing fire hazards throughout the hill neighborhoods.

Goal PS3: Safe and adequate public infrastructure to serve El Cerrito's residents, now and in the future.

In addition to the projects noted under Goal T1, the City continued implementation of the Street Improvement Program (2018 Slurry Seal) funded by Measure A and the Access Modifications (Curb Ramps) Program funded by Measure J. Also, as a result of new transportation funding provided by SB 1 (the Road Repair and Accountability Act), the City launched a new Sidewalk Repair Program to repair tripping hazards throughout the City.

Implementation of the Complete Streets component of the San Pablo Avenue Specific Plan and implementation of the Active Transportation Plan will enhance pedestrian and bicycle safety throughout the City and provide infrastructure which accommodate all modes of transportation. Implementation of these plans will continue to occur as new development occurs and as funding is secured.

Goal PS4: An adequate storm drainage system to serve existing and future planned development

In March 1993, the voters of the City of El Cerrito approved the issuance of \$6.3 million in revenue bonds for the reconstruction of the City's storm drain system. In June 1993, the City Council adopted Ordinance 93-4, providing for the imposition and collection of Storm Drain Fees to pay the debt service on the revenue bonds. Ordinance 93-4 set the Storm Drain Fee and provided that the fees are collected through the property tax based on amounts specified in an annual Engineer's report. This Engineer's report contains the description of each parcel of real property receiving storm drain services and the amount of the annual fee for each parcel.

The City continued its collaboration with the SF Estuary Partnership to complete design, secure a Caltrans Encroachment Permit, and coordinate with utilities for the San Pablo Avenue Green Stormwater Spine Project. The demonstration Project will retrofit portions of the public right-of-way to install green infrastructure at select sites along San Pablo Avenue within El Cerrito, as well as, Oakland, Emeryville, Berkeley, Albany, Richmond, and San Pablo. Green infrastructure is a landscape-based stormwater treatment approach that uses natural processes to infiltrate, retain, re-use, and filter stormwater runoff to reduce the amount of pollutants that reach local waterways and ultimately the San Francisco Bay.

The City actively participated in the Contra Costa Clean Water Program to begin implementing the new National Pollution Discharge Elimination System (NPDES), Municipal Regional Permit Order No. R2-2015-0049 (MRP 2.0) which became effective January 1, 2016. This included taking specific stormwater management actions to control trash litter, 303(d) listed pollutants, other pollutants of concern (POCs), and Total Maximum Daily Load (TMDL) limits. In compliance with the MRP, the City is in the process of developing a Green Infrastructure Plan, which is anticipated to be adopted in 2019.

The City also continued to develop an update to the City's Storm Drain Master Plan, which was last updated in 1999. The scope considers the green infrastructure requirements and is expected to be adopted in 2019. Moreover, it will identify opportunities to improve the City's Storm Drain system by improving the condition and capacity of the storm sewer network. The City also completed an urgent repair at a location on Contra Costa Drive.

Goal PS5: A system that minimizes the City's generation and disposal of solid waste materials by providing an adequate and integrated waste management program and related facilities to serve existing and future planned development.

In 2012, the City completed construction of the Recycling and Environmental Resource Center. In addition to the City's continued curb-side pickup program, the Recycling and Environmental Resource Center provides convenient drop-off facilities. The Center allows the City to expand the range of items accepted for disposal, improving collection options for all constituents. The Center has expanded the items that the City is able to accept, including compact fluorescent light bulbs, Styrofoam, sharps, expired medications, and scrap textiles. The Center has been designed as a facility that will provide maximum flexibility to meet future, changing waste disposal needs. In 2018, the City began to collect household hazardous waste at the Recycling and Environmental Resources Center.

Chapter 7: Resources and Hazards

Natural and Historic Resources

Goal R1: Protected natural resources (important habitat, ecological resources, key visual resources, ridges and ridgelines, creeks and streambanks, steeper slopes, vista points, and major features), and clean air and water.

The City continued to implement the Zoning Ordinance, which contains specific standards aimed at protecting creeks and hillside areas.

Goal R2: Protected and rehabilitated architectural, historical, cultural, and archaeological resources that are of local, state, or federal significance.

In 2013, the Planning Commission approved the Eden Housing San Pablo Avenue Mixed Use Apartments project which will rehabilitate the former Contra Costa Florist building and feature interpretive materials which teach about the period of significance of the structure. This project completed construction in 2018.

Hazards

Goal H1: Minimal potential for loss of life, injury, damage to property, economic and social dislocation and unusual public expense due to natural and man-made hazards, including protection from the risk of flood damage, hazards of soil erosion, fire hazards, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability, seismic activity, and release of hazardous materials from refineries and chemical plants in West County.

The City continued to oversee the residential rental inspection program.

The City also continued implementation of the Unreinforced Masonry (URM) building hazard mitigation ordinance. The City continues to work with property owners to permit retrofit work for URM buildings.

Goal H2: Government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

The City continued the very popular Community Emergency Response Team (CERT) program. The program teaches neighbors to help themselves and help each other. Through CERT, citizens receive hands-on training in Disaster First Aid, Disaster Preparedness, Basic Firefighting, Light Search and Rescue, Damage Assessment, and How to Turn Off Utilities.

The City has also continued internal National Incident Management System (NIMS) and the Incident Command System (ICS) training for City staff. Through the training, staff members directly involved in managing an emergency will understand command reporting structures, common terminology, and roles and responsibilities inherent in a response operation.

Goal H3: New development complies with the noise standards established in the General Plan, all new noise sources are within acceptable standards, and existing objectionable noise sources are reduced or eliminated.

All new development is evaluated under CEQA using the noise standards currently in the General Plan. These noise standards were incorporated into updated Zoning Ordinance in 2008 as performance standards required of all development.

CONCLUSION

To date, staff believes the City has continued to faithfully implement the City's 1999 General Plan as the actions, plans, programs and projects documented in this report represent the City's commitment to achieve the goals and objectives set forth in the elements of the El Cerrito General Plan.

ATTACHMENTS:

1. HCD - Housing Element Annual Report

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Agenda Item No. 4(E)
Attachment 2

Jurisdiction	El Cerrito	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Table A																			
Housing Development Applications Submitted																			
Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes
1					2	3	4	5							6	7	8	9	10
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes ⁺
Summary Row: Start Data Entry Below														450	450	379			
	510-034-003	10167 San Pablo Ave.			5+	R	4/19/2018								62	62	62	No	
	502-411-021	11048/11060 San Pablo Ave.			5+	R	6/8/2018								173	173	173	No	
	503-233-007	921 Kearney Street			5+	R									71	71		No	Project has yet to be approved or disapproved, and is working to address comments from the Design Review Board
							3/16/2018												
	513-340-059	11965 San Pablo Ave.			5+	R	3/16/2018								144	144	144	No	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
Title 25

Jurisdiction:	El Cerrito
Reporting Year:	2018 (Jan. 1 - Dec. 31)

A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																										
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement									Affordability by Household Incomes - Building Permits										
1					2	3	4							5	6	7							8	9	10	
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date <u>Approved</u>	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Very Low-Income Deed Restricted	
Start Data Entry Below														397		397							18		18	
	505-301-045	942 Arlington Ave.			SFD	O																	1	3/15/2018	1	
	504-393-005	7501 Errol Drive			ADU	R																	1	1/3/2018	1	
	504-112-026	444 Richmond St.			SFD	O																	1	10/22/2018	1	
	503-340-007	7450 Terrace Dr.			ADU	R																	1	12/21/2018	1	
	573-133-001	1401 Rifle Range			ADU	R																	1	9/14/2018	1	
	505-243-016	704 Hancock Way			ADU	R																	1	4/3/2018	1	
	503-202-020	1025 Everett St.			ADU	R																	1	3/26/2018	1	
	503-203-011	1010 Everett St.			ADU	R																	1	3/13/2018	1	
	503-292-042	847 Balra Dr.			ADU	R																	1	4/25/2018	1	
	510-023-009	5919 San Diego St.			ADU	R																	1	8/1/2018	1	
	500-110-011	6315 Barrett Ave.			ADU	R																	1	8/22/2018	1	
	500-291-012	5423 Hillside Ave.			ADU	R																	1	8/20/2018	1	
	503-210-017	1023 Elm Court			ADU	R																	1	6/5/2018	1	
	505-272-012	8315 Terrace Dr.			ADU	R																	1	8/27/2018	1	
	503-231-001	914 Lexington Ave.			ADU	R																	1	7/5/2018	1	
	503-394-001	651 Kearney St.			ADU	R																	1	11/26/2018	1	
	503-312-014	857 Sea View Dr.			ADU	R																	1	11/21/2018	1	
	503-384-010	833 Elm St.			ADU	R																	1	12/10/2018	1	
	510-034-002	10135 San Pablo Ave.			5+	R								72	9/5/2018	72										
	510-034-003	10167 San Pablo Ave.			5+	R								62	6/6/2018	62										
	503-010-015	10810 San Pablo Ave.			5+	R								40		40										
	509-110-015	10963 San Pablo Ave.			5+	R								50	5/2/2018	50										
	502-411-021	11048/11060 San Pablo Ave.			5+	R								173		173										
	504-170-022	512 El Cerrito Plaza			5+	O																				
	505-282-043	823 Bates Ave.			SFD	O																				
	505-282-042	825 Bates Ave.			SFD	O																				
	505-282-041	827 Bates Ave.			SFD	O																				
	505-243-020	7950 Terrace Drive			SFD	O																				
	501-400-028	6607 Cutting Blvd.			SFD	O																				
	503-202-012	6823 Moeser Lane			SFD	O																				

Jurisdiction:	El Cerrito
Reporting Year:	2011 (Jan. 1 - Dec. 31)

A2																											
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																											
Project Identifier				Affordability by Household Incomes - Certificates of Occupancy									Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Notes					
1											11	12	13	14	15	16	17	18	19	20			21				
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income? ⁺	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N ⁺	Assistance Programs for Each Development (see instructions)	Deed Restriction Type	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000) ⁺	Number of Demolished/Destroyed Units ⁺	Demolished or Destroyed Units ⁺	Demolished/Destroyed Units Owner or Renter ⁺	Notes ⁺					
Start Data Entry Below					5		10		71		86																
	505-301-045	942 Arlington Ave.												N	Y												
	504-393-005	7501 Errol Drive												N	Y												
	504-112-026	444 Richmond St.												N	Y												
	503-340-007	7450 Terrace Dr.												N	Y												
	573-133-001	1401 Rifle Range												N	Y												
	505-243-016	704 Hancock Way												N	Y												
	503-202-020	1025 Everett St.												N	Y												
	503-203-011	1010 Everett St.												N	Y												
	503-292-042	847 Balra Dr.												N	Y												
	510-023-009	5919 San Diego St.												N	Y												
	500-110-011	6315 Barrett Ave.												N	Y												
	500-291-012	5423 Hillside Ave.												N	Y												
	503-210-017	1023 Elm Court												N	Y												
	505-272-012	8315 Terrace Dr.												N	Y												
	503-231-001	914 Lexington Ave.												N	Y												
	503-394-001	651 Kearney St.												N	Y												
	503-312-014	857 Sea View Dr.												N	Y												
	503-384-010	833 Elm St.												N	Y												
	510-034-002	10135 San Pablo Ave.												N	Y												
	510-034-003	10167 San Pablo Ave.												N	Y												
	503-010-015	10810 San Pablo Ave.												N	Y												
	509-110-015	10963 San Pablo Ave.												N	Y												
	502-411-021	11048/11060 San Pablo Ave.												N	Y												
	504-170-022	512 El Cerrito Plaza			5		10		65	7/30/2018	80			N	Y		Other, INC					Owner Participation Agreement with the El Cerrito Redevelopment Agency required for the affordable units.					
	505-282-043	823 Bates Ave.							1	10/4/2018	1			N	Y												
	505-282-042	825 Bates Ave.							1	10/4/2018	1			N	Y												
	505-282-041	827 Bates Ave.							1	10/4/2018	1			N	Y												
	505-243-020	7950 Terrace Drive							1	7/24/2018	1			N	Y												
	501-400-028	6607 Cutting Blvd.							1	9/4/2018	1			N	Y												
	503-202-012	6823 Moeser Lane							1	10/9/2018	1			N	Y												

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	El Cerrito
Reporting Year	2018 (Jan. 1 - Dec. 31)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	100			62							62	38
	Non-Deed Restricted												
Low	Deed Restricted	63	6									6	57
	Non-Deed Restricted												
Moderate	Deed Restricted	69	13									13	56
	Non-Deed Restricted												
Above Moderate		166	120	9	12	18						159	7
Total RHNA		398											
Total Units			139	9	74	18						240	158

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	El Cerrito	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Note: + Optional field

Cells in grey contain auto-calculation formulas

[illegible]

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	El Cerrito
Reporting Year	2018 (Jan. 1 - Dec. 31)

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1	Continue to implement the Residential Rental Inspection Program	Ongoing	The Residential Rental Inspection Program (RRIP) continued in 2018. 258 initial RRIP inspections and 212 reinspections were conducted in 2018.
Program 1.2	Continue to investigate complaints and take action about rental housing code violations	Ongoing	The City continued investigations in 2018.
Program 1.3	Continue to encourage the rehabilitation of existing housing units by providing program information	Ongoing	Information available to the public at the front counter
Program 1.4	Evaluate displacement, as appropriate in studies of regional housing needs and displacement	2016, then Annual	The City Council adopted an Affordable Housing Strategy which identified tactics to address displacement and ranked the priority for such actions. The City Council adopted an inclusionary housing ordinance in 2018.
Program 1.5	Continue to regularly monitor assisted housing units to help preserve existing stock of affordable housing	Annual	The City continues to work with other regulatory agencies to monitor assisted housing units.
Program 1.6	Vet and consider adopting a Good Cause for Eviction Ordinance	2016	The City Council adopted an Affordable Housing Strategy which evaluated and ranked the priority for such an ordinance.
Program 1.7	Annual review of the City Capital Improvements Program (CIP)	Annual	The CIP Program was reviewed in 2018.
Program 1.8	Consider enacting additional incentive programs and requirements to encourage retrofitting of seismically unsafe buildings, such as soft-story buildings.	2017	The City held a Bolt and Brace workshop in 2018, to provide information to residents about seismic retrofits. In 2018, the City submitted an application for the CA Governor's Office of Emergency Management Hazard Mitigation Grant Program for seismic retrofit of soft-story multi-family units.
Program 2.1	Conduct an annual evaluation of the City's inventory of available sites	Ongoing	The City prepared an Opportunity Sites Analysis as part of the CCTA Grant funded San Pablo Avenue PDA Implementation Plan.
Program 2.2	Promote development of mixed-use and high-density residential housing in development nodes of the city	Ongoing	Allowed for by San Pablo Ave Specific Plan
Program 2.3	Continue to fast track processing for second units meeting established City standards	Ongoing	The City Council adopted new standards for Accessory Dwelling Units to further streamline this process.
Program 2.4	During the annual Master Fee Schedule revision, evaluate development fees.	Annual	Fees were updated with Master Fee Schedule as part of 2018 budget. The City began a fee study to evaluate all development fees.
Program 2.5	Streamline the application process by continuing to offer interdepartmental team meetings for applicants	Ongoing	The City conducted several such meetings in the reporting period
Program 2.6	Assist developers in obtaining state and federal funding available to develop affordable housing	Ongoing	In 2018, City staff began coordinating with the applicants of the Mayfair development to pursue funding for 67 affordable units.
Program 2.7	Look for opportunities with non-profits and other agencies to expand supply of affordable housing	Ongoing	In 2018, the City began exploring programs for preserving existing affordable units or purchasing existing above moderate income multi-family building(s) and converting them to affordable units.
Program 2.8	Study the feasibility of an inclusionary housing ordinance	2016	The City adopted an inclusionary housing ordinance in 2018.
Program 2.9	Investigate potential local financing sources that could be used to develop affordable housing	2016	The City is beginning the preparation of an Affordable Housing Strategy which will analyze this topic.
Program 2.10	Use existing zoning regulations to allow innovative approaches to increasing affordable housing	Ongoing	Ongoing
Program 2.11	Pursue funding for infrastructure improvements to accommodate future transit-oriented development	Ongoing	The City coordinated with the Stege Sanitary District to develop a fee program to fund sewer improvements necessary to support future development.
Program 3.1	Pursue funding for special needs housing	Ongoing	Ongoing
Program 3.2	Continue to fast track inspection processes for large family and special needs housing.	Ongoing	The City contracted with additional inspectors to provide needed inspections in a timely manner.
Program 3.3	Continue to encourage and support development of senior housing	Ongoing	Ongoing
Program 3.4	Participate in the biannual homeless census count	Ongoing	Ongoing
Program 3.5	Continue to coordinate with the County and cities to develop the Five-Year Consolidated Plan to address housing and social services	2015, 2020	The City continues to participate in the Five-Year Consolidated Plan.
Program 3.6	Implement reasonable accommodation procedures to provide a streamlined permit review process continue to	Ongoing	Ongoing
Program 3.7	Encourage development of housing for persons with disabilities, including developmental disabilities	Annual	Ongoing
Program 3.8	Implement an outreach program informing residents of the housing and services available for persons with developmental disabilities	Annual	Ongoing
Program 4.1	Continue to provide non-discrimination clauses in rental agreements and deed restrictions	Ongoing	Ongoing
Program 4.2	Continue the City's participation in the Contra Costa Urban County CDBG Consortium	Ongoing	Ongoing
Program 5.1	Consider ways incentivize energy efficiency, clean energy, and water conservation improvements through building permit fees	2016-17	The City implemented a streamlined permitting process for solar installations. The City began a fee study to evaluate all development fees.
Program 5.2	Continue to develop partnerships for energy and water efficiency technical assistance and incentives	Ongoing	Ongoing
Program 5.3	Continue to encourage resident participation in energy and water efficiency programs	Ongoing	Ongoing
Program 5.4	Apply for appropriate grants for marketing, outreach, and incentive programs dedicated to energy and water efficiency	Ongoing	Ongoing
Program 5.5	Adopt residential PACE financing if it becomes available in California	2016	Completed
Program 5.6	Encourage home energy performance reports at time of sale	Ongoing	Ongoing

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	El Cerrito	
Reporting Period	2018	(Jan. 1 - Dec. 31)

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	El Cerrito	
Reporting Period	2018	(Jan. 1 - Dec. 31)

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)									
This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity		28		28					21 of the units are restricted to 30% AMI and 7 of the units are restricted to 40% AMI. 10203 San Pablo Ave.
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income		28		28					

Jurisdiction	El Cerrito
Reporting Year	2018 (Jan. 1 - Dec. 31)

Entitled Units Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		397
Total Units		397

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Submitted Applications Summary	
Total Housing Applications Submitted:	4
Number of Proposed Units in All Applications Received:	450
Total Housing Units Approved:	379
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas



Date: March 19, 2019
To: El Cerrito City Council
From: Kristen Cunningham, Human Resources Manager
Mark Rasiah, Finance Director/City Treasurer
Chris Jones, Recreation Director
Subject: Amendment to the City's Classification Plan

ACTION REQUESTED

Adopt a resolution amending the City's Classification Plan to 1) Revise and retitle the classifications of Account Clerk and Account Clerk Technician to Finance Technician I and Finance Technician II, respectively; 2) Establish the class of Senior Finance Technician; 3) Revise and retitle the classification of Accounting Supervisor to Finance Supervisor; and 4) Authorize the reclassification of one Account Clerk Technician to Senior Finance Technician in the Finance Department and one Administrative Clerk to Administrative Clerk – Specialist in the Recreation Department.

BACKGROUND

The City's Strategic Plan identifies "Deliver Exemplary Government Services" as a primary goal. The strategies outlined for this goal include recruiting and retaining a talented workforce and maintaining an emphasis on providing excellent customer service.

Human Resources works continuously with Department and Division managers to review class specifications throughout the City to confirm that they are representative of organizational changes and duties performed that have evolved over time.

ANALYSIS

Staff has conducted a review of the current staffing and positions within the Finance and Recreation Departments.

Finance Technician Series

The Account Clerk and Account Clerk Technician classifications perform a wide variety of responsible technical and clerical duties related to accounts receivable, business licenses, accounts payable and payroll. To better and more succinctly encompass this wide variety of duties, staff is recommending revising and retitling these classifications to Finance Technician I and Finance Technician II, respectively.

During a continued review of the current structure of the Finance Department, staff identified the need to establish the classification of Senior Finance Technician. Currently, an Account Clerk Technician is responsible for processing the payroll for all City employees. The level of responsibility assumed, the complexity of duties assigned, and the consequence of error differentiate the payroll function from other functions within the

series. To account for this differentiation, staff is recommending that the compensation for the Senior Finance Technician be set at an initial salary range of \$5,291 to \$6,430.

The Account Clerk and Account Clerk Technician classifications are represented by SEIU, Local 1021. Staff met with representatives of the union and they concur with the changes as described.

Accounting Supervisor

The Accounting Supervisor supervises the Account Clerk and Account Clerk Technician positions. For continuity, staff is recommending revising and retitling the Accounting Supervisor classification to Finance Supervisor. Revised descriptions of duties are also necessary to bring the classification up to date.

Administrative Clerk

During the review of the Recreation Department's current staffing, a determination has been made that the part-time Administrative Clerk at the El Cerrito Midtown Activity Center (ECMAC) is performing duties more appropriately aligned with those of the Administrative Clerk – Specialist classification. Staff recommends reclassification as the responsibilities assumed by the Administrative Clerk have evolved beyond general clerical and administrative functions to include a more complex specialty area: paratransit services. The incumbent is responsible for dispatch, scheduling coordination with customers and drivers, completely required reports to WCCTAC, and recommending and implementing improvements to the administrative of this important City service.

STRATEGIC PLAN CONSIDERATIONS

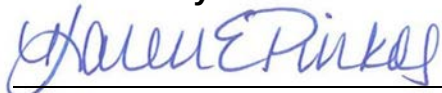
Amending the City's classification plan will help fulfill City of El Cerrito Strategic Plan Goal A: Delivering Exemplary Public Services and the following objectives:

- Recruit and retain a talented and effective workforce
- Maintain emphasis on providing excellent customer service

FINANCIAL CONSIDERATIONS

There will be no additional costs for the proposed changes to the classification plan as the costs will be absorbed within the current fiscal year's operating budget.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. Resolution
2. Class Specification – Finance Technician I
3. Class Specification – Finance Technician II
4. Class Specification – Senior Finance Technician
5. Class Specification – Finance Supervisor

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AMENDING
THE CITY CLASSIFICATION PLAN

WHEREAS, the City Council of the City of El Cerrito has an adopted Classification Plan for positions in the City's service; and

WHEREAS, staff has conducted a review of positions in the Finance and Recreation Departments; and

WHEREAS, the Account Clerk and Account Clerk Technician class specifications are recommended to be re-titled as Finance Technician I and Finance Technician II respectively, and the Accounting Supervisor class specification to be re-titled as Finance Supervisor based on a study of the positions and the nature of the duties and responsibilities performed; and

WHEREAS, staff recommends the establishment of the class specification of Senior Finance Technician based on a study of the Finance Department and the need to expand the level of service provided within the Department; and

WHEREAS, the City's Personnel Rules and Regulations 2.6 allow for changes in classification if it is believed that a job being performed is inconsistent with the approved position classification; and

WHEREAS, staff has proposed personnel changes that allow for the reclassifications of one Account Clerk Technician to Senior Finance Technician in the Finance Department and one part-time Administrative Clerk at the El Cerrito Midtown Activity Center (ECMAC) to Administrative Clerk – Specialist to better reflect the duties being performed by the current positions and the desired level of service to be provided; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby amend the City's Classification Plan to:

- a. Revise and retitle the class specification of Account Clerk to Finance Technician I as specified in Exhibit A of this resolution.
- b. Revise the retitle the class specification of Account Clerk Technician to Finance Technician II as specified in Exhibit B of this resolution.
- c. Establish the classification of Senior Finance Technician in the Finance Department as specified in Exhibit C to this resolution; and

- d. Revise and retitle the class specification of Accounting Supervisor to Finance Supervisor as specified in Exhibit D of this resolution.
- e. Authorize implementation of the reclassification of one Account Clerk Technician to Senior Finance Technician in the Finance Department and one Administrative Clerk to Administrative Clerk – Specialist in the Recreation Department at the El Cerrito Midtown Activity Center.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX , 2019.

Holly M. Charléty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor

CITY OF EL CERRITO

ACCOUNT CLERK FINANCE TECHNICIAN I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

~~Under supervision To performs~~ responsible accounting and clerical work in support of an assigned accounting system, function, or program area; prepares, processes, maintains, and verifies financial/accounting documents and records; provides customer service to internal and external stakeholders; and performs general office duties. involved in the maintenance of accounting and/or statistical records including accounts receivable, accounts payable and payroll. Provides backup clerical assistance on an as needed basis.

DISTINGUISHING CHARACTERISTICS

This class is the entry level into the Accounting Finance Technician series. Position at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated at the Finance Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the II level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff. ; however, experience in accounting and financial record keeping is required. Primary duties involve performing general accounting and clerical duties independently and exercising discretion within defined guidelines. This class is distinguished from the higher level of Account Clerk — Technician in that Account Clerk Technician is normally expected to oversee the day-to-day components of an operational program, use a significant amount of discretion in day-to-day program decisions, and/or process information on a broad range of operational or organizational issues. This class may occasionally be required to perform administrative support duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general-direct supervision from ~~Financial Services Manager~~ the Accounting Finance Supervisor. May provide guidance to other clerical employees or volunteer staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Perform a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of accounts receivable, accounts payable, and business licenses.
- Perform a full range of customer service duties related to area of assignment; provide information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures.

- Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare documentation of transactions; prepare and make bank deposits.
- When assigned to the accounts payable function; participate in reconciling invoices and related documentation and preparing accounts payable for payment; answer questions from departments and vendors regarding payment status for invoices; assist in preparing accounts receivable billings and reconciliation.
- When assigned to the business license function; assist in processing new business license applications and renewals; enter information into system, make changes and additions, and input all data including money processed for business licenses; print business licenses and to be mailed to customers; mail renewals and past due notices; assist in the preparation of business license income reports.
- ~~Maintain various ledgers, registers, and journals according to established account classifications.~~
- Prepare billings and related correspondence for accounts receivable; issue delinquent invoice notices when necessary.
- Audit various claims for payment; audit invoices, research discrepancies, and post to proper accounts. -
- ~~Reconcile general ledger accounts with various registers.~~
- ~~Prepare payroll from time reports submitted after verifying accuracy of data.~~
- ~~Process outstanding invoices for collection.~~
- ~~Audit invoices, research discrepancies, and post to proper accounts.~~
- ~~Receive, verify and record all moneys received.~~
- ~~Prepare bank deposits.~~
- ~~Answer inquiries.~~

Essential Functions: (continued)

- ~~Receive payments for business licenses, parking permits, and building permits.~~
- ~~Post cash received to appropriate accounts.~~
- ~~Prepare annual business license renewal notices.~~
- ~~Maintain and update records relating to business licenses.~~
- ~~Prepare various accounting records and reports.~~
- ~~Process incoming mail.~~
- ~~Provide information to City staff that may require the use of judgment and the interpretation of policies, rules, or procedures.~~
- Prepare a variety of financial statements and statistical reports.
- Provide clerical backup by performing various duties such as telephone and counter reception, typing, and filing.
- ~~Prepare journal entries and maintains various accounting records related to accounts receivable.~~
- Perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation.
- ~~Perform a variety of general office duties such as typing, proofreading and checking materials for accuracy, completeness and compliance with policies and regulations.~~
- ~~Enter and retrieve data from a personal computer system. Produce periodic or special reports using such technology.~~
- Operate standard office equipment.

Marginal / Non-Essential Functions:

- ~~Participate in the preparation of payroll, accounts payable and accounts receivable as well as maintenance and verification of the accounting system.~~
- ~~Monitor vacation and sick leave usage, posting to employee file.~~
- ~~Prepare payroll input for new employees.~~
- ~~Assist in reviewing, calculating, and processing payroll adjustments, auditing and reconciling payroll register.~~
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles and practices of financial record keeping.
- Municipal accounting system practices and procedures.
- Terminology used in financial and statistical record keeping.
- Personal computer (PC) spreadsheet and word processing programs.
- Basic mathematics.

Ability to:

- Maintain accurate financial and statistical- records.
- ~~• Quickly and accurately perform mathematical calculations.~~
- Perform varied clerical work.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- ~~• Work independently without detailed supervision.~~
- Be flexible regarding work assignments.
- Operate a personal computer.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

~~A minimum of two years One year of responsible clerical experience -involving financial recordkeeping, bookkeeping, payroll, accounting, or financial office assistance.~~

Training:

Equivalent to graduation from high school supplemented with college or business school courses in accounting, bookkeeping and office administration.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain valid California driver's license.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand:	Occasionally
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally

Talking -	Face-to-face:	Frequently
	Verbal contact:	Occasionally
	Public:	Occasionally

Vision -	Acuity far:	Not Required
	Acuity, near:	Required
	Depth perception:	Not Required
	Field of vision:	Not Required
	Accommodation:	Not Required
	Color vision:	Required

Hearing -	Conversation:	Frequently
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Telephone: Occasionally to Frequently
Earplugs: Never

MENTAL REQUIREMENTS

Interpret instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Form, Clerical, Compiling, Computing, Copying, Comparing, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002
Rev. 3/2019

CITY OF EL CERRITO

ACCOUNT CLERK— FINANCE TECHNICIAN II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible and complex clerical work in support of an the assigned accounting system, function, or program area; prepares, processes, maintains, and verifies financial/accounting documents and records; provides customer service to internal and external stakeholders; and performs general office duties. ~~payroll function; to process accounts payable and accounts receivable on a regular basis; to provide detailed information and assistance to employees, supervisors and management regarding payroll and benefit programs, policies and procedures, which may require the interpretation, explanation and application of specific policies and procedures.~~

DISTINGUISHING CHARACTERISTICS

This class is the ~~advanced~~ journey level in the ~~accounting office support~~ Finance Technician series. Positions at the level are distinguished from those allocated at the Finance Technician I level by the performance of the full range of clerical accounting support duties as assigned including performing the full scope of clerical financial recordkeeping transactions, customer service functions, and related support duties. ~~This single position class has primary responsibility for maintaining the City's payroll system and producing the bi-weekly payroll for all City employees. Responsibilities including keeping abreast of legislative and negotiated changes that affect the payroll process. This class is distinguished from the experienced class of Account Clerk by the responsibility for processing the City's payroll in addition to processing accounts payable, accounts receivable and the maintenance of accounting records. The Account Clerk Technician is distinguished from Revenue Technician in that for the Revenue Technician position, the primary emphasis is on revenue and the conducting of on-site inspections to City businesses to insure business tax compliance.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance ~~Accounting~~ Supervisor and/or Finance Director/City Treasurer. ~~and other management staff as appropriate.~~ May exercise technical and functional supervision over full-time or part-time clerical staff or volunteers.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Perform a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of accounts receivable, accounts payable, and business licenses.
- Perform a full range of customer service duties related to area of assignment; provide information to the public and City staff requiring the use of judgment and the interpretation of policies, rules, and procedures.
- Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare documentation of transactions; prepare and make bank deposits.

- ~~Process the employee payroll on a bi-weekly basis, including verifying timesheets, entering data into the automated payroll system and running preliminary reports to reconcile any discrepancies and distributing checks to the appropriate departments; ensure that the employee database is current and correct.~~
- ~~Produce a variety of reports, including federal and state taxes, deferred compensation, PERS retirement, medical and dental benefits, etc.; electronically transfer employee deductions and other funds through accounts payable to the various benefit providers.~~
- ~~Process the monthly pension payroll following procedures as outlined above.~~
- ~~Process the annual special payroll, which includes longevity bonuses, uniform allowances and other special payments.~~
- ~~Process accounts payable on a weekly basis, reviewing invoices for proper authorization and coding, entering information into the automated system and distributing checks; maintain up-to-date vendor information.~~
- When assigned to the accounts payable function; reconcile invoices and related documentation and preparing accounts payable for payment; answer questions from departments and vendors regarding payment status for invoices; prepare accounts receivable billings and reconciliation.
- When assigned to the business license function; process new business license applications and renewals; enter information into system, make changes and additions, and input all data including money processed for business licenses; print business licenses and to be mailed to customers; mail renewals and past due notices; prepare business license income reports.
- ~~Process accounts receivable on a weekly basis, entering invoices from all departments and sending out appropriate billings.~~

Essential Functions: (continued)

- Respond to questions and concerns from operating departments regarding area of assignment; correct problems in documents as necessary; explain processes and systems to city employees and vendors.
- ~~Assist employees, supervisors and managers over the telephone or in person; provide detailed information regarding payroll and benefits programs; provide information to vendors, contractors and the public regarding complex financial policies and procedures, which may require interpretation, explanation and application.~~
- Prepare periodic and special financial, accounting and statistical reports; assist in maintaining ledgers, journals and registers.
- Perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation.
- ~~Word process, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, voice recordings, or verbal instruction.~~
- ~~Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information.~~
- ~~Maintain an inventory of supplies for copier and printer, including finance forms; ensure that there is sufficient postage on the postage meter.~~

Marginal Functions:

- May participate on City-wide committees.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public-agency accounting and financial record keeping, including the processing of accounts payable and accounts receivable.
- Basic concepts and processes involved in the production of employee, retiree and special payrolls.
- Interpretation of detailed department policies and procedures or detailed City-wide policies and procedures.
- Computer applications, including word processing, spreadsheet and database usage, applicable to the work.
- ~~Business mathematics.~~
- English usage, spelling, grammar, and punctuation.

- Modern office practices, procedures, methods and equipment.

Ability to:

- Produce multiple payrolls in a timely and accurate manner as needed. -
- Process accounts payable and receivable for all City departments.

Ability to: (continued)

- Maintain and produce accurate financial and statistical records.
- ~~Produce accurate financial and statistical reports.~~
- Take initiative, exercise discretion and sound judgment in the absence of supervisor or minimal supervision.
- Interpret, apply and explain the policies and procedures related to payroll, employee benefits and other financial and accounting functions.
- Communicate effectively, both orally and in writing.
- ~~Word process and enter spreadsheet data at a speed and with accuracy necessary for adequate performance of assigned duties.~~
- Operate office machines and word processing equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND EDUCATION TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

~~Either two years of responsible clerical accounting including duties comparable to a Finance Technician I with the City of El Cerrito, experience performing duties comparable to those of an Account Clerk with the City of El Cerrito, or three years of accounting office support experience. Experience in preparing employee payroll and in public agency accounting is desirable.~~

Education: Training

Equivalent to the twelfth grade, including or supplemented by accounting, business, computer or related courses.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never

PHYSICAL DEMANDS (continued)

Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Never		
26 to 50 lbs:	Never		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Occasionally		
Finger dexterity:	Occasionally to Frequently		
Reaching forward:	Occasionally		
Reaching overhead:	Occasionally		
Pinch grasp:	Occasionally		
Grasp – light:	Frequently		
Coordination -	Eye-hand:	Occasionally	
	Eye-hand-foot:	Occasionally	
	Driving:	Occasionally	
Talking -	Face-to-face:	Frequently	
	Verbal contact:	Occasionally	
	Public:	Occasionally	
Vision -	Acuity far:	Not Required	
	Acuity, near:	Required	
	Depth perception:	Not Required	
	Field of vision:	Not Required	
	Accommodation:	Not Required	
	Color vision:	Required	
Hearing -	Conversation:	Frequently	
	Telephone:	Occasionally to Frequently	
	Earplugs:	Never	

MENTAL REQUIREMENTS

Interpret instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Form, Clerical, Compiling, Computing, Copying, Comparing, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002
Rev. 3/2019

CITY OF EL CERRITO

SENIOR FINANCE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible and complex clerical work in support of the payroll function; to provide detailed information and assistance to employees, supervisors and management regarding payroll and benefit programs, policies and procedures, which may require the interpretation, explanation and application of specific policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Finance Technician series. This confidential, single-position class has primary responsibility for maintaining the City's payroll system and producing the bi-weekly payroll for all City employees. Responsibilities including keeping abreast of legislative and negotiated changes that affect the payroll process. This class is distinguished from the Finance Technician I or II classifications by the responsibility for processing the City's payroll in addition to the level of responsibility assumed and complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Supervisor and other management staff as appropriate. May exercise technical and functional supervision over full-time or part-time clerical staff or volunteers.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Process the employee payroll on a bi-weekly basis, including verifying timesheets, entering data into the automated payroll system and running preliminary reports to reconcile any discrepancies and distributing checks to the appropriate departments; ensure that the employee database is current and correct.
- Produce a variety of reports, including federal and state taxes, deferred compensation, PERS retirement, medical and dental benefits, etc.; electronically transfer employee deductions and other funds through accounts payable to the various benefit providers.
- Process the monthly pension payroll following procedures as outlined above.
- Process the annual special payroll, which includes longevity bonuses, uniform allowances and other special payments.
- Balance financial information system controls; balance payments and registers; and balance various other statistical and financial transactions with source documents and controls.

- Analyze and reconcile a variety of journals, accounts, reports and records; prepare journal entries and general ledger reconciliation.
- Assist employees, supervisors and managers over the telephone or in person; provide detailed information regarding payroll and benefits programs; provide information to vendors, contractors and the public regarding complex financial policies and procedures, which may require interpretation, explanation and application.
- Prepare periodic and special financial, accounting and statistical reports; assist in maintaining ledgers, journals and registers.
- Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information.
- Work closely with Human Resources staff in the course of daily activities; interpret and implement Memoranda of Understanding (MOU) changes related to payroll.

Marginal Functions:

May participate on City-wide committees.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public-agency accounting and financial record keeping, including the processing of accounts payable and accounts receivable.
- Basic concepts and processes involved in the production of employee, retiree and special payrolls.
- Interpretation of detailed department policies and procedures or detailed City-wide policies and procedures.
- Computer applications, including word processing, spreadsheet and database usage, applicable to the work.
- English usage, spelling, grammar, and punctuation.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Produce multiple payrolls in a timely and accurate manner.

- Take initiative, exercise discretion and sound judgment in the absence of supervisor or minimal supervision
- Process accounts payable and receivable for all City departments as needed.
- Maintain and produce accurate financial and statistical reports.
- Interpret, apply and explain the policies and procedures related to payroll, employee benefits and other financial and accounting functions.
- Communicate effectively, both orally and in writing.
- Operate office machines and word processing equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible clerical accounting experience including duties similar to the Finance Technician II with the City of El Cerrito.

Education:

Equivalent to the twelfth grade, including or supplemented by accounting, business or related courses.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never

PHYSICAL DEMANDS (continued)

Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand:	Occasionally
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally

Talking -	Face-to-face:	Frequently
	Verbal contact:	Occasionally
	Public:	Occasionally

Vision -	Acuity far:	Not Required
	Acuity, near:	Required
	Depth perception:	Not Required
	Field of vision:	Not Required
	Accommodation:	Not Required
	Color vision:	Required

Hearing -	Conversation:	Frequently
	Telephone:	Occasionally to Frequently
	Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Form, Clerical, Compiling, Computing, Copying, Comparing, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, using computer/computer monitor screen, works around others, works alone, works with others.

Established: 3/2019

CITY OF EL CERRITO

ACCOUNTING-FINANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to plan, organize, and perform professional accounting work of substantial complexity; to assign, supervise, and review the work of professional and office support staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The ~~Accounting-Finance~~ Supervisor is a supervisory class responsible for planning, assigning, and monitoring the work of staff in the ~~Financial Services Division~~Finance Department. This ~~confidential~~ position requires assisting with labor relations and contract estimates.

SUPERVISION RECEIVED AND EXERCISED

~~The Financial Services Manager provides general direction. Receives general direction from the Finance Director/City Treasurer. The Accounting Supervisor~~ exercises direct supervision over professional staff and; exercises direction over clerical staff.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Plans, organizes, and supervises activities and staff for the accounting functions in the ~~Financial Services Division~~Finance Department. Establishes staff assignments and reallocates staff duties based on daily needs. Ensures that staff are cross trained across payroll, accounts receivable and accounts payable.
- Trains, supervises, and evaluates assigned staff, and interviews prospective employees. Assists with and performs personnel actions related to the selection, training, promotion, performance evaluation, and disciplinary matters of division employees.
- Provides direction and guidelines on division procedures. Recommends goals and objectives, and assists in the development of policies and procedures.
- Prepares, assigns, and reviews financial statements, ledgers, and complex financial reports concerning operating, capital, and grant funds.
- Coordinates the preparation of the Master Fee Schedule and Special Assessment reports. Prepares the Agenda bills and Resolutions for same. annual independent financial audit and special audits by other governmental agencies.
- Assists with financial planning, and conducts and coordinates special studies and projects as assigned. Process all debt service payments and liaise with banking trustees, banking partners, leasing agents and other fiscal agents.
- Identifies and assists in development and implementation of new data processing applications needed to facilitate division programs and functions.
- Performs internal audits on accounting functions, and implements recommendations for

system improvements within the division, based on external and internal audits.

- Performs professional accounting work, ~~manages bank reconciliation~~, and oversees ~~payroll~~, accounts payable and accounts receivable. Capitalizes and reconciles fixed assets, determines asset life, sets up equipment ledgers, and reviews depreciation calculations. Acts as back up for payroll, accounts payable and accounts receivable.
- Assists with labor relations and contract estimates.
- Assists other City departments with their fiscal and accounting needs.

Essential Functions: (continued)

- Responds to a variety of technical inquiries from other staff, departments, agencies, and the public.
- Prepares written and oral reports as assigned. Interprets and summarizes financial data for non-finance managers.
- Assists in budget preparation, budget review, and control functions to maintain the City's budget.

Marginal Functions:

- May serve as ~~Financial Services Manager~~Finance Director/City Treasurer when necessary. In the absence of the ~~Financial Services Manager~~Finance Director/City Treasurer, represents the division and presents reports to ~~the~~ City Council and serves as the staff liaison to the Financial Advisory Board as needed.
- Accesses archived or storage files to obtain necessary information. Ensures compliance with the City's documents retention policy and coordinates/leads document retention activities within the department.
- Perform related duties and responsibilities as required. Responds to ad hoc public information requests.

QUALIFICATIONS

Knowledge of:

- Governmental fund accounting; municipal accounting principles, practices, and methods; and bookkeeping and record keeping procedures, methods, and practices.
- Contract administration principles and procedures.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Familiarity with computerized accounting systems and programs; ability to oversee, manage, maintain, and troubleshoot computerized system applications.
- Financial auditing principles and techniques.
- Principles of supervision, training, and performance management.
- Principles and practices of assessment district and special fund reporting.

Ability to:

- Analyze, interpret, and reconcile complex journals, ledgers, and reports.
- Plan, direct, supervise, and coordinate work of accounting division staff. Review, evaluate, train, and motivate assigned staff.
- Perform complex accounting, budgeting, and financial recordkeeping activities.
- Identify, develop, and implement new and improved programs in budgeting, recordkeeping, and auditing procedures for municipal operations.
- Analyze customer service problems and take appropriate action or make recommendations for modification of policies and/or procedures.
- Write clear, concise, and accurate technical and non-technical reports and correspondence.
- Prepare and present reports and information to the City Council, other departments, and the public.
- Deal tactfully and effectively with staff, other agencies, and the public.
- Communicate effectively in writing and orally; establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible accounting experience including governmental fund accounting experience and supervisory functions.

Training: Education:

Bachelor's degree from an accredited college in Accounting, Finance, Business Administration, or closely related field.

Licenses/Certificates/Other Requirements:

Registration as Certified Public Accountant (CPA) is preferred

Possession of or ability to obtain a valid California driver's license

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never

Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping—light:	Frequently
Grasping—firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Occasionally
Reaching overhead:	
Pinch grasp:	Occasionally

Occasionally

PHYSICAL DEMANDS (continued):

Coordination	Eye-hand:	Occasionally to Frequently
	Eye-hand-foot:	Occasionally
	Driving:	Occasionally
Talking	Face-to-face:	Frequently
	Verbal contact:	Frequently
	Public:	Frequently
Vision	Acuity far:	Not Required
	Acuity, near:	Required
	Depth perception:	Required
	Field of vision:	Not Required
	Accommodation:	Not Required
	Color vision:	Required
Hearing	Conversation:	Frequently
	Telephone:	Frequently
	Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Form, Clerical, Synthesizing, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Speaking-signaling, Taking instructions-helping, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: indoors, using computer/computer monitor screen , works around others, works alone, works with others.

Rev. 3/2019~~10/2002~~

Formerly: Accounting Supervisor

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing March as American Red Cross Month in the City of El Cerrito

WHEREAS; the American Red Cross responded to last year's large crises included overwhelming mudslides in California, an earth-shattering volcano eruption in Hawaii, ravaging wildfires in California and Colorado, destructive hurricanes in Florida and the Carolinas, and a devastating typhoon in U.S. territories; and

WHEREAS; thousands of American Red Cross volunteers provided emotional support and around-the-clock shelter for disaster victims, served millions of meals and snacks with community partners, collected 40 percent of the nation's blood, taught skills that save lives; provided international humanitarian aid, and supported military members and their families; and

WHEREAS; through its Home Fire Campaign that began in October 2014, the American Red Cross worked with fire departments and community partners across the country to install at no-cost to the residents more than 1.5 million smoke alarms. During the past year, the American Red Cross Bay Area responded to 838 home fires, installed 10,605 free smoke alarms, made 3,403 households safer and helped save lives; and

WHEREAS; last year in Contra Costa County, besides responding to 109 local disasters, the American Red Cross has a long history of helping our neighbors by teaching First Aid, CPR & AED to 6,595 enrollees and Aquatic & Water Safety to another 2,173. We also assisted 1,393 military families and collected 16,025 units of blood from our generous blood donors; and

WHEREAS; March is American Red Cross Month, a special time to recognize and thank the American Red Cross volunteers, partners and donors who give of their time and resources to deliver help and hope to members of the community. We applaud our heroes here in Contra Costa County who gave 43,495 hours to assist our neighbors when they needed a helping hand; and

WHEREAS; we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim March 2019 as American Red Cross Month in the City of El Cerrito and encourages all Americans to support this organization and its noble humanitarian mission.

Dated: March 19, 2019

Rochelle Pardue-Okimoto, Mayor



Date: March 19, 2019
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer
Subject: 2019 West Contra Costa County Subregional Transportation Mitigation Program Fee (STMP) Update

ACTION REQUESTED

Conduct a public hearing and upon conclusion 1) Introduce and hold the first reading by title only, waive any further reading, and approve an ordinance amending Chapter 4.52 - West County Subregional Transportation Mitigation Program (STMP) of the El Cerrito Municipal Code; and 2) Adopt a resolution authorizing the City Manager to execute the Master Cooperative Agreement by and among the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo, the County of Contra Costa, and the West Contra Costa Transportation Advisory Committee (WCCTAC) for the 2019 Subregional Transportation Mitigation Fee Program with minor changes as approved by the City Attorney.

BACKGROUND & ANALYSIS

Development impact fees provide a mechanism for development projects to contribute financially to the cost of improving and expanding the infrastructure and facilities needed to accommodate that development. Impact fees are used by local and regional agencies throughout California and in many other states as one of many funding sources for capital improvement programs. Fees are a one-time, non-recurring revenue source paid at the start of a development project, typically at building permit issuance. The City of El Cerrito currently collects the West County Subregional Transportation Mitigation Program (STMP) fee administered by the West Contra Costa County Transportation Advisory Committee (WCCTAC) to require new development to pay its share of the costs of regional transportation improvements, including projects in El Cerrito. The STMP was developed with the participation and concurrence of local jurisdictions in determining the most feasible methods of mitigating regional traffic impacts. The cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, as well as Contra Costa County have each previously adopted an ordinance implementing this fee program. The El Cerrito City Council adopted Ordinance 2006-7 establishing the current STMP on August 21, 2006 and approved Resolution 2006-64 authorizing the Master Cooperative Agreement for implementation of the STMP.

On January 15, 2019, the City Council adopted Ordinance 2019-01 establishing a City Transportation Impact Fee Program. This local program is distinct and separate from the WCCTAC STMP, as it consisted of its own process and study prepared by Urban Economics. However, the 2006 STMP fees and potential update to the fees were considered as part of the City's review of economic feasibility of establishing a new development fee.

Establishment of STMP

WCCTAC is a regional transportation planning agency, governed by a Joint Exercise of Powers Agreement between the following member agencies: the cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo; Contra Costa County; and the transit operators, AC Transit, BART, and WestCAT. WCCTAC is charged with coordinating and obtaining funding for regional transportation improvement projects in West Contra Costa County. In 1988, Contra Costa County residents adopted Measure C, a half-cent sales tax measure for transportation projects and programs which voters renewed in 2004 with the passage of Measure J. These ballot measures require that local jurisdictions develop a regional traffic mitigation program to fund regional and subregional transportation projects. Regional, multi-jurisdictional fee programs are more complicated than local mitigation fee programs administered by a single jurisdiction; however, regional programs offer a forum for cooperation and coordination that allows the agencies involved to make more comprehensive transportation investments than any single jurisdiction could do on its own. WCCTAC first implemented a transportation impact fee via the STMP in 1997 and updated it in 2005-2006 to help fund an expanded list of regional transportation improvements.

2019 STMP Update Process

In late 2016, WCCTAC began updating the STMP and its nexus study. This update has been a multi-step process during which WCCTAC's staff and its consultant, Fehr & Peers, have worked closely with the WCCTAC Technical Advisory Committee (TAC) and made periodic check-ins with the WCCTAC Board. The series of steps included evaluating the 2005/2006 STMP, reviewing West County existing conditions and growth projections, developing criteria for a project list, identifying projects and determining the nexus between the projects and the development subject to the fee, as well as between the costs of the projects attributable to new development and the maximum potential fee that could be charged. The WCCTAC TAC recommended approval and WCCTAC Board approved these items along the way.

The Final Report of the 2019 Nexus Update of the STMP Impact Fee, prepared by Fehr & Peers, (Final Report/Attachment 3), summarizes the process, technical analysis, and establishes the required nexus between anticipated future development in West Contra Costa County and the need for regional transportation improvements required to update the STMP, as well as between the costs of the improvements attributable to new development and maximum fee amounts.

In California, local agencies may adopt impact fees under authority granted by the Mitigation Fee Act (the Act), AB 1600 contained in Sections 66000 to 66025 of the California Government Code. The Final Report describes all the fee program elements required by AB 1600, as listed below.

- Identifying the purpose of the fee
- Identifying how the fee will be used and the facilities to be funded through the fee

- Determining a reasonable relationship between the fee's use and the type of development on which the fee is imposed
- Determining a reasonable relationship between the need for the public facility and the type of development on which the fee is imposed
- Determining a reasonable relationship between the amount of the fee and the cost of the public facility (or portion of facility) attributable to new development

New Project List and Cost Estimates

This list of capital projects for inclusion in the updated STMP was developed from a combination of projects currently in the STMP, as well as projects that have been identified through the review of recent planning documents, the application of project eligibility criteria, and feedback from the WCCTAC TAC and Board. The project list is summarized in Table 3-1 of the Final Report and a detailed list is included as Appendix A of the Final Report. Overall, the purpose of the projects remains the same as when the STMP was first adopted. These projects are intended to provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit services.

Cost estimates were developed for the projects based on information provided in recent planning documents and input from the WCCTAC TAC. The year that cost estimates were developed varied for each project; to account for this, all cost estimates were escalated to 2018 dollars. There are twenty projects included in the STMP Update and their overall total project cost is \$855 million. Only a portion of this overall cost can be attributed to the impact of new development.

Growth Projections

A key step in quantifying the nexus relationship is to determine the amount of new development anticipated in the planning horizon (year 2040) of the study. Fehr & Peers reviewed the historical and projected housing and job growth in West County provided by the Association of Bay Area Governments (ABAG). Based on this information, a 0.9 percent annual housing growth rate and 1.2 percent annual job growth rate was used in the nexus study. Based on applying those growth rates, the number of dwelling units in West County would increase by 18,725 units (17 percent of total 2040 amount), and the number of jobs would increase by 18,794 jobs (21 percent of total 2040 amount). The total "service population" in West County, which is the sum of population plus jobs, is expected to increase by 82,037 (19 percent of total 2040 amount).

Nexus Analysis

The nexus analysis must establish whether the transportation facilities that will be addressed by projects in the fee program are currently operationally deficient. Existing deficiencies should be accounted for in the fee calculations to ensure new development

pays its fair share and is not being charged to correct an existing problem. Fehr & Peers conducted an evaluation of existing transportation conditions based on a review of recent studies that contain information pertaining to the current operations along West County Routes of Regional Significance, existing transit services, and existing pedestrian and bicycle infrastructure. Based on this review, the concept of the nexus study is to determine the proportion of the cost of each project that is reasonably attributable to new development within West County. Several methods were used to determine a percentage depending on the type of project.

The percentages were then applied to the cost of each STMP project, and the resulting amount represents the portion of the cost of each project that was used when calculating the STMP fee. Using this approach, the nexus analysis determined that the STMP could legally justify collecting a maximum potential of \$162 million (approximately 19%) of the \$855 million cost of the project list based on future West County growth from new development. Other funding sources would be needed to cover the remainder of the costs, to account for the travel demand generated by existing West County residents as well as existing and future travelers who pass through West County on their way to other destinations. Fehr & Peers then calculated what the maximum potential STMP fee that could be charged to new development for common land use categories.

WCCTAC Board Recommended Fee Levels

The maximum potential STMP fees were compared to the current STMP fees and to other similar, Measure J required regional fee programs in Contra Costa. Although permitted to index the 2005-2006 STMP fees for inflation, there has not been consistent indexing over time across jurisdictions. An inflation index to reflect changes in construction costs is a common practice in fee programs. To assist in making comparison to other similar fees, the consultants calculated what the 2005-2006 STMP fees would be if they had been indexed annually for inflation.

The new maximum potential fees calculated are higher than the current non-indexed and indexed STMP fees in all land use categories. For residential uses, the new maximum STMP fee is somewhat higher than the residential fee charged in the Tri-Valley area, and lower than the residential fees in East County and Lamorinda. For non-residential uses, the new maximum STMP fee is higher than the comparable fees in East County and Tri-Valley, and roughly similar to the non-residential fees in Lamorinda.

At the September 28, 2018 meeting, the WCCTAC Board recommended that fee levels be set at 75% of the maximum potential fee calculations as summarized in the table below for the five major land use categories. Setting the fees at these levels is expected to generate an estimated \$121.3 million (of the \$162 million potential) through year 2040.

WCCTAC Board-Recommended STMP Fee Levels by Land Use Category

Jurisdiction	Single-Family (per unit)	Multi-Family (per unit)	Office (per SF)	Retail (per SF)	Industrial (per SF)
WCCTAC (original 2005) ¹	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
WCCTAC (if indexed) ²	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
WCCTAC Maximum Potential Fee Based on 2019 Study	\$7,252	\$3,572	\$11.63	\$8.79	\$7.41
Board-Recommended 75% of WCCTAC Maximum Potential Fee	\$5,439	\$2,679	\$8.72	\$6.59	\$5.56
<i>Other Sub-Regional Fees in Contra Costa</i>					
East County	\$18,186	\$11,164	\$1.56	\$1.80	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78	\$7.78	\$7.78
Tri-Valley	\$4,369	\$3,010	\$7.43	\$3.48	\$4.32

Notes:

1. Reflects the 2005 STMP Fee Schedule.
2. Reflects the 2005 STMP Fee Schedule if it had been consistently indexed to year 2018. The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area.

The fee calculation is intended to represent the maximum potential fee that is justified through this nexus analysis and that could be charged to each land use type to support the list of STMP projects. Setting new fee levels is a policy decision of the WCCTAC Board. The WCCTAC Board in making its recommendation considered that if it set fees lower than the maximum potential fee, the STMP program would generate less revenue than estimated and would take longer to generate the estimated funding for projects on the list.

As with the previously adopted STMP ordinance, the proposed Ordinance also contains fees for other land use categories including senior housing, hotel, storage facility, and other calculated based on the morning peak hour trip generation and dwelling unit equivalent factors as described in the Final Report. The maximum potential fee and Board-recommended fees, 75% of the maximum, for these land uses are summarized below.

STMP Fee Levels for Other Land Use Categories

Land Use	Unit	WCCTAC Maximum Potential Fee	Board-Recommended 75% of WCCTAC Maximum Potential Fee
Senior Housing	Dwelling Unit	\$1,958	\$1,469
Hotel	Room	\$4,641	\$3,481
Storage Facility	SF	\$1.02	\$0.76
Other	AM Peak Hour Trip	\$9,800	\$7,350

Funding STMP Eligible Projects

STMP fees collected may only be used to fund the twenty projects in the STMP Update. The STMP is not a return-to-source program but is a West County, competitive program. Periodically, WCCTAC will announce call for projects for STMP-eligible projects. 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 WCCTAC Board will make the final decision about which projects to fund. Factors to be considered in evaluating projects may include, but are not limited to 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.

El Cerrito General Plan

The City of El Cerrito General Plan, adopted in 1999 and updated on several occasions since then, lays out the future of the City's development through a series of goals, policies, and implementation measures for land use and transportation within the City. City development, growth, infrastructure and environmental management must be consistent with the policies contained in the General Plan. Specifically, the General Plan calls for the City to 1) adopt and maintain in place a development mitigation program to ensure that new growth is paying its share of the costs associated with that growth and 2) participate in cooperative transportation planning with other West County jurisdictions and agencies and WCCTAC to create a balanced, safe, and efficient transportation system and to manage the impacts of growth. This is included in several Policies including: Land Use (LU) 2.4 Fiscal Impacts, Growth Management (GM) 1.1 Cooperative Transportation Planning and 4.1 Local Development Mitigation Program – Transportation, and Public Facilities and Services (PS) 3.2 Fair-Share Cost Allocations.

Summary

WCCTAC worked closely with its member agencies to develop the STMP documents, including the Final Report, Model Ordinance, Cooperative Agreement, and Administrative Guideline. Jurisdiction staff members on the WCCTAC TAC facilitated in-house reviews of the documents including by local jurisdiction's legal counsels. As the agency that oversees the STMP, the WCCTAC Board accepted the Final Report at its December 2018 meeting. At its January 2019 meeting, the WCCTAC Board authorized its Chair to sign the new Master Cooperative Agreement (Attachment 4), in substantive form as provided, and has requested that its member jurisdictions do the same. Additionally, WCCTAC is requesting that its STMP partners each adopt a new ordinance based on its Model Ordinance by April 30, 2019 so that the new fees may go into effect on July 1, 2019. City staff and the City Attorney have made minor text modifications to the Model Ordinance.

In addition to help assure that the STMP is implemented with clarity and consistency throughout West County, WCCTAC worked closely with its member agencies to develop Administrative Guidelines (Attachment 5) to provide a resource for local agency and WCCTAC staff on day-to-day operational details and procedures. The guidelines are intended to be updated from time to time if necessary, following review by the WCCTAC TAC and approval by the WCCTAC Executive Director.

STRATEGIC PLAN CONSIDERATIONS

The City's Strategic Plan articulates the mission of the City to serve, lead, and support our diverse and transit-rich community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety, and creating an economically and environmentally sustainable future. Update of the STMP is consistent with the following Strategic Plan Goals:

- Goal A - Deliver exemplary government services by continuing to strengthen relationships with public partners, such as WCCTAC and other West County jurisdictions; and
- Goal B - *Achieve long-term financial sustainability* by updating a development fee program to fund transportation infrastructure and facilities to accommodate future development, and ensuring development pays its fair share of transportation improvements.

ENVIRONMENTAL CONSIDERATIONS

Adoption and approval of the STMP fee are exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code § 21080(b)(8)(D) and 14 Cal. Code Regs. § 15273(a), since they constitute the modification, restructuring or approval of a fee or charge needed to obtain funds for capital projects that are necessary only to maintain service within existing service areas within the City, pursuant to the findings set forth.

FINANCIAL CONSIDERATIONS

The Master Cooperative Agreement and Ordinance establish the mechanisms and procedures for local jurisdictions to collect the STMP fees on behalf of WCCTAC at the

issuance of building permits. WCCTAC requires that the funds be kept in their own separate account and are submitted quarterly along with a quarterly report. Local resources are required for collecting and processing the fees and incorporating on-going, annual fee adjustments for inflation into local master fee schedules. Should a local jurisdiction want to collect an additional fee amount to cover its administrative expenses, it may do so, but the local jurisdiction is responsible for justifying the amount and the administrative fee must be kept separate from the STMP fees.

The updated STMP Fees, if adopted, will be incorporated into the City's Fiscal Year 2019-20 Master Fee as part of the annual process. City staff is not recommending a City administrative fee at this time. However, as City staff develop the City's Fiscal Year 2019-20 Master Fee Schedule, the cost to administer this program will be evaluated.

The STMP is not a return-to-source program. Participating jurisdictions are responsible for collecting the STMP fee and forwarding it to WCCTAC. WCCTAC is empowered to coordinate and administer revenue for the regional transportation improvements funded with these fees. Pursuant to Measures C and J, jurisdictions that are not participating in a regional transportation mitigation program are at risk of losing their annual Measure J local street maintenance and improvement (return-to-source) funds. For El Cerrito in Fiscal Year 2018-19, the estimated amount of this revenue is \$455,000.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the Final Report, Ordinance, Master Cooperative Agreement, Administrative Guidelines and Resolution and found that El Cerrito's legal considerations have been addressed.

As required by California Government Code §66018(a), the City is required to conduct a public hearing prior to adopting planning, building, and some other new fees or fee increases. Notification of this public hearing was completed in accordance with State law and the El Cerrito Municipal Code. Notice was emailed to individual/entities that have previously requested to be notified regarding development fees on March 5, 2019, publicly posted on March 7, 2019, and published in the West County Times on March 9 and 14, 2019.

If approved, the Ordinance would require a second reading by title only, no sooner than five days after the first reading and, if adopted, would become effective 60 days from the date of adoption.

Development fees would become effective on July 1, 2019, and no earlier than 60 days after City Council adoption of the ordinance.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. Ordinance
2. Resolution
3. Final Report of the 2019 Nexus Update of the STMP Impact Fee
4. Master Cooperative Agreement, Draft Final
5. Administrative Guidelines, Reviewed by WCCTAC TAC 2/14/2019

ORDINANCE NO. 2019-XX

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING EL CERRITO MUNICIPAL
CODE CHAPTER 4.52 – WEST COUNTY SUBREGIONAL TRANSPORTATION
MITIGATION PROGRAM (STMP)

WHEREAS, Measure C, the Contra Costa County half-cent sales tax measure adopted in 1988 for transportation projects and programs, requires the Contra Costa Transportation Authority (CCTA or Authority) to:

- Develop a program of regional traffic mitigation fees, assessments, or other mitigations, as appropriate, to fund regional and subregional transportation projects, as determined in the Comprehensive Transportation Plan of the Authority.
- Consider such issues as jobs/housing balance, carpool and vanpool programs, and proximity to transit service in the establishment of the regional traffic mitigation program.
- Implement the development mitigation program with the participation and concurrence of local jurisdictions in determining the most feasible methods of mitigating regional traffic impacts. The Authority shall take existing regional traffic impact fees into account; and

WHEREAS, Measure J, the successor to Measure C, was passed by the voters in Contra Costa County in November 2004, extending the half-cent sales tax through March 31, 2034 and also containing a Growth Management component with the same obligations regarding regional traffic mitigation fees as described above; and

WHEREAS, West Contra Costa County traffic is heavily impacted by a combination of traffic generated by residents and employees of West County, as well as through traffic from other regions in Contra Costa County and other counties; and West Contra Costa County provides congestion relief through a regional traffic mitigation fee collected and expended to mitigate traffic on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit services; and

WHEREAS, the West Contra Costa Transportation Advisory Committee (WCCTAC) is comprised of elected officials from the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo and the agencies of AC Transit, BART, WestCAT and Contra Costa County, is governed by a Joint Exercise of Powers Agreement (JPA) and has been in existence since 1990; and

WHEREAS, WCCTAC is empowered to coordinate and administer fee revenues for regional transportation improvements and has been doing so since the West County Subregional Transportation Mitigation Program (STMP) fee was originally adopted in 1997 and updated in 2006; and

WHEREAS, through the aegis of WCCTAC, the West County jurisdictions and Contra Costa County have reached consensus on the 2019 STMP Update, as described in the Master Cooperative Agreement By and Among the Cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, the County of Contra Costa and the West Contra Costa Transportation Advisory Committee for the 2019 Subregional Transportation Mitigation Fee Program (“Cooperative Agreement”), and are adopting this Ordinance to implement the collection of fees relative to the STMP in order to provide funding for regional transportation improvements necessary as part of each jurisdiction’s contribution to regional needs; and

WHEREAS, the City of El Cerrito desires to assure that new development in the City of El Cerrito contributes to such needed regional improvements based on the development’s proportionate contribution to the need for new or improved regional circulation and transit improvements; and

WHEREAS, WCCTAC’s consultant, Fehr & Peers, has prepared a nexus study report, which is incorporated by reference herein, which outlines the basis for the updated STMP fee; and

WHEREAS, the aforementioned report describes the regional transportation improvements that will be necessary in the City of El Cerrito and the other member jurisdictions because of new development expected under the adopted general plans of member jurisdictions, estimates the full cost of building said regional capital improvements, and sets forth the fees necessary to fund such necessary and vital improvements; and

WHEREAS, the General Plan of the City of El Cerrito, adopted by the City Council in 1999, calls for the City to adopt and maintain in place a development mitigation program to ensure that new growth is paying its share of the costs associated with that growth and for cooperative transportation planning with other West County jurisdictions and agencies and WCCTAC to create a balanced, safe, and efficient transportation system and to manage the impacts of growth; and

WHEREAS, in adopting the updated transportation impact fee described herein, the City of El Cerrito has found the fee to be consistent with its General Plan and existing ordinances; and

WHEREAS, Measure J also requires that all Contra Costa County jurisdictions participate in the regional transportation mitigation program, and jurisdictions that are not participating in such a program are at risk of losing their Measure J local street maintenance and improvement funds; and

WHEREAS, adoption and approval of the STMP fee are also exempt from CEQA pursuant to Public Resources Code § 21080(b)(8)(D) and 14 Cal. Code Regs. § 15273(a), since they constitute the modification, restructuring or approval of a fee or charge needed to obtain funds for capital projects that are necessary only to maintain service within existing service areas within the City of El Cerrito, pursuant to the findings set forth herein.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Incorporation of Recitals. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2. Amendment of the El Cerrito Municipal Code. Chapter 4.52 – West County Subregional Transportation Mitigation Program (STMP) is amended to read in full as follows:

4.52.010 Title.

The title of this Chapter of the City’s Municipal Code is the West County Subregional Transportation Mitigation Program 2019 Update.

4.52.020 Purpose.

The purpose of the STMP Update and the STMP fee set forth in this Ordinance is to meet the intent of Measure J by levying a fee on new development to mitigate the regional impacts of new trips generated by that development. Further, the purpose of the STMP fee set forth in this Ordinance is to raise funds for regional transportation projects in West County.

4.52.030 Findings.

- A. The STMP fee is required to defray all or a portion of the costs of building transportation capital improvement projects needed to mitigate impacts of new development projects.
- B. The STMP fee will raise funds for twenty projects, in the general categories of freeway and interchange improvements, local street and intersection improvements, transit and station-related improvements, bicycle and pedestrian-focused improvements, and complete streets projects. A detailed description of the projects can be found in Section 4.52.050.
- C. The total cost of the twenty projects is approximately \$855 million in 2018 dollars. The nexus study report determined the amount of eligible funding that could be collected through the STMP program at \$161.8 million.
- D. The nexus findings, in conformance with Government Code § 66000 et seq. can be found in the “2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee” (herein after referred to as the 2019 STMP Nexus Update) prepared by Fehr & Peers for WCCTAC dated December 2018. A copy of the 2019 STMP Nexus Update is on file with the City Clerk and is incorporated herein by reference.
- E. The 2019 STMP Nexus Update included the following steps:
 - Projecting the amount of new development anticipated in West County;
 - Setting criteria for identifying eligible capital improvement projects;

- Specifying the transportation improvements needed to accommodate growth;
 - Evaluating the relationship between the improvements, the share of funding from new development, and the impacts of new trip generation;
 - Allocating the costs across land use types; and;
 - Preparing fee schedules and implementation documents.
- F. After considering the 2019 STMP Nexus Update, the testimony received at a noticed public hearing, the agenda statements, the General Plan, and all correspondence received (together, the “Record”), the City Council approves and adopts the 2019 STMP Nexus Update and incorporates such report herein.
- G. Adoption of the STMP fee set forth in this Ordinance, as it relates to development within the City, is intended to obtain funds for capital projects necessary to maintain service within the WCCTAC area. Accordingly, this fee, as it relates to development within the City, is not a “project” within the meaning of the California Environmental Quality Act. (Pub. Res. Code § 21080(b)(8)(D)).
- H. The Record establishes:
- That there is a reasonable relationship between the use of the STMP fee set forth in this Ordinance (funding for transportation capital infrastructure projects) and the type of development projects on which this fee is imposed in that all development in the City—both residential and non-residential—will contribute to the need for the projects listed in Section 4.52.050 of this Ordinance; and
 - That there is a reasonable relationship between the need for the projects listed in Section 4.52.050 of this Ordinance and the type of development projects on which this fee is imposed in that new development in the City—both residential and non-residential—will generate persons who live, work, shop, travel to and from, commute to and from, and visit the City and who, therefore, contribute to the need for the projects listed in Section 4.52.050 of this Ordinance; and
 - That there is a reasonable relationship between the amount of the fee set forth in this Ordinance and the cost of the projects listed in Section 4.52.050 of this Ordinance or portion of such projects attributable to the development on which this fee is imposed in that such fee is calculated based on projections described in the 2019 STMP Nexus Update of new development, the total cost of the projects listed in Section 4.52.050, and allocation of a fair share of costs to new development across the various land use types.

4.52.040 Fees.

- A. Levy of the Fee and Fee Structure. In order to fund the program and projects stated herein, the following updated STMP fee schedule shall be implemented July 1, 2019 and shall terminate on March 31, 2040. The following fees, to be updated annually for inflation pursuant to Section 4.52.040.K., are payable to the City at the time of issuance of a building permit.

<u>LAND USE TYPE</u>	<u>FEE</u>
Single Family Residential	\$5,439/DU*
Multi-Family Residential	\$2,679/DU
Senior Housing	\$1,469/DU
Hotel	\$3,481/Room
Retail/Service	\$6.59/SF**
Office	\$8.72/SF
Industrial	\$5.56/SF
Storage Facility	\$0.76/SF
Other	\$7,350 per AM peak hour trip

*DU = Dwelling Unit

**Sq. Ft. = Square Foot

The City is responsible for determining the appropriate land use category and fee amount to apply to specific development projects being considered by their jurisdiction. The City will refer to the STMP Administrative Guidelines for guidance on how to apply these land use categories to development projects.

- B. In addition to the STMP fee imposed by Section 4.52.040.A. above, the City may require each applicant to pay an administrative fee, payable to the City at the time of issuance of a building permit. The administrative fee shall be no greater than the cost incurred by the City to adopt and administer this Ordinance, and to collect, report, and transmit appropriate reports and funds to WCCTAC. The administrative fee, if any, will be adopted as part of the City Master Fee Schedule on an annual basis and kept separate from the STMP funds.
- C. No development shall be exempt from the fee, except if application of the fee to the development would be unlawful under and/or conflict with federal, state, or local law and/or regulation. In addition, accessory dwelling units within the footprint of an existing dwelling unit's habitable space are not required to pay the STMP Fee.
- D. A project that reconstructs or re-uses an existing structure or development that has been occupied within the previous three years is subject to the fee only to the extent that it would generate more A.M. peak hour vehicle trips than the existing development.
- E. Fees for uses not identified in Section 4.52.040.A. shall be determined by the City using the "Other" land use type and according to methodology provided by WCCTAC in the STMP Master Cooperative Agreement and the STMP

Administrative Guidelines. The STMP Administrative Guidelines are incorporated into the STMP Master Cooperative Agreement, and may be changed from time to time by the WCCTAC Executive Director. The current version of the STMP Administrative Guidelines is available from WCCTAC or the City Clerk.

- F. An applicant may receive credit against fees for the dedication of land for right-of-way and/or construction of improvements for specific 2019 STMP projects, where such right-of-way or construction is beyond that which would otherwise be required for approval of the proposed development. The calculation of the amount of credit against fees for 2019 STMP dedications or improvements shall be based upon a determination by the City that such credits are, in fact, exclusive of the dedications, setbacks, improvements, and/or traffic mitigation measures which are required by local ordinance, standards, or other practice. In addition, the credit shall be calculated based upon the actual cost of construction of improvements or, in the case of land dedication, on an independent appraisal approved by the City. The City must report any credit to WCCTAC prior to awarding the credit.

An applicant may receive reimbursement from STMP fees paid by other development projects to the extent that the amount of the credit is greater than the STMP fee obligation of the development project. The award of any reimbursement by the City must be preapproved by the WCCTAC Board; in making that decision, the Board will take into consideration criteria and metrics related to funding availability and project prioritization that they use in making other STMP funding decisions.

- G. The fees specified herein shall be made a condition of approval of all tentative and final subdivision maps. The fees shall be collected at the time of the issuance of any building permit.
- H. The STMP fees specified above shall be collected for projects in the entire City.
- I. Fees paid pursuant to this Ordinance shall be deposited in a separate segregated interest-bearing account, and together with any interest accumulated on amounts on deposit, shall be remitted on a quarterly basis along with the required Quarterly Report to WCCTAC or its designee, to be placed in a fund to be used solely for the purposes described in this Ordinance and in the Master Cooperative Agreement. Any interest accumulated on such funds shall also be used only for the purposes specified in this Ordinance.
- J. The fees will be used for, but are not limited to, the administration of the STMP, planning, environmental documentation, design, acquisition of right-of-way, and construction of the projects.
- K. Effective July 1, 2020 and on each subsequent anniversary date of such date, the amount of each of the developer fees, set forth in Section 4.52.040.A. above, shall increase or decrease by the annual percentage change in the Engineering News Record Construction Cost Index for the San Francisco Bay Area for the twelve month period ending with the February index of the

same calendar year. The percentage change will be calculated by WCCTAC, which will notify all signatories to the Cooperative Agreement of the change.

- L. Pursuant to Government Code Section 66001(d), after the fifth fiscal year following the first deposit of 2019 STMP revenues and every five (5) years thereafter, WCCTAC shall make all required findings with respect to that portion of the fee account or fund remaining unexpended, whether committed or uncommitted. Such findings shall be made in connection with the release of public information required by Government Code Section 66006(b).
- M. Pursuant to Government Code Section 66006, as specified, WCCTAC shall submit a public report to the WCCTAC Board on an annual basis, identifying the amount of fee revenues collected and other statutorily required information, which will also be shared with Agencies' City Managers/County Administrator.
- N. An applicant may appeal the determination of the amount of the STMP fee due, and such appeal shall be made in writing to WCCTAC with supporting documentation. The WCCTAC Board shall consider the appeal at a regularly scheduled meeting, and shall make a decision on the appeal. The decision of the WCCTAC Board is final.

4.52.050 Project descriptions, funding commitments, eligible costs, and implementation schedule.

- A. List of Projects. The 2019 STMP Nexus Study fees provided for in this ordinance shall be used exclusively for the following summary of projects (note that more detailed project descriptions can be found in the 2019 STMP Nexus Study report):
 - 1. **San Pablo Avenue Complete Streets Projects** – Transit, bicycle, and pedestrian improvements along several segments of San Pablo Avenue.
 - 2. **Appian Way Complete Streets Project** – Pedestrian, bicycle, and transit access improvements along Appian Way in El Sobrante and in City of Pinole.
 - 3. **San Pablo Dam Road Improvements** – Multimodal access improvements along San Pablo Dam Road through downtown El Sobrante.
 - 4. **Bay Trail Gap Closure** – Improve transit access by closing three key Bay Trail gaps: along Goodrick Avenue in Richmond, between Bayfront Park and Pinole Creek in Pinole, and between Atlas Road and Cypress Avenue in unincorporated Contra Costa County.
 - 5. **Ohlone Greenway Improvements** – Crossing, wayfinding, signing, lighting, safety, access and landscaping improvements along Ohlone Greenway.

6. **I-580/Harbor Way Interchange Improvements** – Improve pedestrian and bicycle access across interchange, to serve movements between waterfront/ferry terminal and central Richmond.
7. **I-580/Marina Bay Parkway Interchange Improvements** – Improve pedestrian and bicycle access across interchange, to serve movements between waterfront and downtown Richmond.
8. **Richmond Ferry to Bridge Bicycle Improvements** – Improve bicycle access between Richmond Ferry Terminal and Bay Trail near Richmond-San Rafael Bridge.
9. **I-80 Express Bus** – Capital Improvements associated with implementing I-80 Express Bus service between Hercules and Oakland/Emeryville/Berkeley/San Francisco, with possible intermediate stops.
10. **Hercules Regional Intermodal Transportation Center** – Complete construction of new Capitol Corridor train stop, with associated track improvements, parking and access facilities.
11. **BART Extension from Richmond Station (Planning and Conceptual Engineering Phases)** – Planning, conceptual engineering and/or program level environmental clearance phases of potential BART extension to Contra Costa College/City of San Pablo.
12. **San Pablo Avenue Transit Corridor Improvements** – Extension and improvement of bus rapid transit (BRT) and/or rapid bus service along San Pablo Avenue through West County, with stops including Richmond Parkway Transit Center and Hercules Transit Center.
13. **23rd Street Transit Corridor Improvements** – Provision of bus rapid transit (BRT) and/or rapid bus service along 23rd Street from Richmond Ferry Terminal/UC Berkeley Richmond Field Station to Richmond BART, to Contra Costa College, and potentially to Hilltop Mall.
14. **West County BART Station Access and Parking Improvements** – Station modernization and capacity enhancements, parking, and access improvements at El Cerrito Plaza, El Cerrito del Norte, and Richmond BART stations, and Richmond Crossover Project to allow increased frequency along Richmond line.
15. **Del Norte Area TOD Public Infrastructure Improvements** – Parking facilities, bicycle, pedestrian, and/or bus transit access improvements, signage, lighting, improvements to station access or station waiting areas, ADA improvements, improvements to adjacent streets, street crossings, or signals, and/or Ohlone Greenway improvements.

16. **San Pablo Avenue Intersection Realignment** – Intersection reconfiguration, potential signal modifications to accommodate pedestrian, bicycle, and bus rapid transit (BRT) access at intersection of San Pablo Avenue, 23rd Street, and Road 20.
 17. **I-80/San Pablo Dam Road Interchange Improvements, Phase 2** – Interchange reconstruction, new bridge over Wildcat Creek, and improved bicycle and pedestrian facilities.
 18. **I-80/Central Avenue Interchange Improvements, Phase 2** – Increase intersection spacing to increase vehicle capacity, connect Pierce Street and San Mateo Street, convert Pierce Street access at Central Avenue to right-in/right-out and improve multimodal access.
 19. **I-80/Pinole Valley Road Interchange Improvements** – Improve merge from eastbound on-ramp to I-80, widen ramp terminal intersections, and make pedestrian crossing improvements.
 20. **Future Nexus Study Updates** – Two comprehensive nexus studies and fee updates, over the 22-year planning horizon of the 2019 STMP fee.
- B. Funding Commitments and Eligible Costs. Program revenues shall be available for project costs through completion of construction. Costs include, but are not limited to, environmental clearance, conceptual engineering, traffic studies, design, right-of-way acquisition, utility relocation, and costs of construction. Actual funding commitments will depend upon STMP fee revenues collected and project priorities as determined by WCCTAC.
- Administrative costs for WCCTAC shall not exceed four percent (4%) of the STMP fee revenues collected under the Master Cooperative Agreement.
- C. Implementation Schedule. WCCTAC, the project sponsors and co-sponsors, shall work to promote steady progress on all of the projects, to the extent that funding and project readiness permit.

Section 3. Notice and Hearing. This Ordinance was adopted pursuant to the procedures established by state law, and all required notices have been given, and the public hearing has been properly held and conducted.

Section 4. Effective Date. This Ordinance shall take effect and be enforced sixty (60) days after the date of its adoption, and prior to the expiration of fifteen (15) days from the passage thereof, the ordinance shall be published as required by law, and thereafter the same shall be in full force and effect. The fee amounts established by this Ordinance shall take effect on July 1, 2019.

Section 5. Severability. If any section, subsection, sentence, clause or phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

THE FOREGOING ORDINANCE was introduced at the regular meeting of the City Council on March 19, 2019 and passed by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

ADOPTED AND ORDERED published at a regular meeting of the City Council held on April XX, 2019 and passed by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

APPROVED:

Rochelle Pardue-Okimoto, Mayor

ATTEST:

Holly M. Charléty, City Clerk

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on April XX, 2019.

Holly M. Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2019-XX of the City of El Cerrito, that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the XX day of April 2019; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this XX day of April, 2019.

Holly M. Charléty, City Clerk

3203469.1

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE THE MASTER COOPERATIVE AGREEMENT BY AND AMONG THE CITIES OF EL CERRITO, HERCULES, PINOLE, RICHMOND AND SAN PABLO, THE COUNTY OF CONTRA COSTA, AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE FOR THE 2019 SUBREGIONAL TRANSPORTATION MITIGATION FEE PROGRAM

WHEREAS, Measure C, the Contra Costa County half-cent sales tax measure adopted in 1988 for transportation projects and programs, requires local jurisdictions to develop a program of regional traffic mitigation fees, assessments, or other mitigations, as appropriate, to fund regional and subregional transportation projects; and

WHEREAS, Measure J, the successor to Measure C, was passed by the voters in Contra Costa County in November 2004, extending the half-cent sales tax through March 31, 2034 and also containing a Growth Management component with the same obligations regarding regional traffic mitigation fees as described above; and

WHEREAS, the West Contra Costa Transportation Advisory Committee (WCCTAC) is comprised of elected officials from the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo and the agencies of AC Transit, BART, WestCAT and Contra Costa County, is governed by a Joint Exercise of Powers Agreement (JPA) and has been in existence since 1990; and

WHEREAS, the WCCTAC JPA describes the objective of protecting and advancing the interests of West Contra Costa County communities with regard to transportation issues and the utilization of Measure C and Measure J funds, and explicitly designates WCCTAC to oversee the West County Subregional Transportation Mitigation Program (STMP); and

WHEREAS, WCCTAC first implemented a transportation impact fee via STMP in 1997; and

WHEREAS, the last update to the STMP program was adopted in 2006 (2006 STMP); and

WHEREAS, each agency by local ordinance or resolution, enacted the 2006 STMP, which levies a fee on new development to mitigate the impacts of new trips generated by that development in conformity with the Mitigation Fee Act (Gov. Code §§ 66000 et seq., referred to herein as the "Act"); and

WHEREAS, the City Council of the City of El Cerrito adopted Ordinance 2006-7 establishing the 2006 STMP on August 21, 2006 and approved Resolution 2006-64 authorizing the Master Cooperative Agreement for implementation of 2006 STMP; and

WHEREAS, the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo, County of Contra Costa and WCCTAC, hereby desire to enter into a new Master Cooperative Agreement for transportation improvements in West Contra Costa County to be funded in whole or in part by developer fees collected under STMP, and the 2019 STMP program (2019 STMP) is intended to update the 2006 STMP; and

WHEREAS, the new Master Cooperative Master Agreement outlines the roles and responsibilities of the parties relative to the administrative, fiscal, and project management of the 2019 STMP; and

WHEREAS, the WCCTAC Board authorized the WCCTAC Board Chair to sign the Master Cooperative Agreement and has requested that its member jurisdictions do the same.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute the Master Cooperative Agreement by and among the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo, the County of Contra Costa, and the West Contra Costa Transportation Advisory Committee for the 2019 Subregional Transportation Mitigation Fee Program with minor changes as approved by the City Attorney.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March xx, 2019.

Holly M. Charl  ty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor

Prepared by

FEHR & PEERS

In Association with



December 2018

Final Report

2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee

Prepared for:
West Contra Costa Transportation
Advisory Committee (WCCTAC)

2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee – Final Report

Prepared for:
West Contra Costa Transportation Advisory Committee
(WCCTAC)

December 2018

OK17-0177

FEHR  PEERS

Urban
Economics

Table of Contents

1. Introduction	1
1.1 Purpose	1
1.2 Study Area	1
1.3 Study Process.....	1
1.4 Report Organization	3
2. Fee Program Background	4
2.1 Overview of the STMP	4
2.2 Current STMP Fee Levels	4
2.3 STMP Revenue and Disbursements	6
3. Capital Improvement Projects	8
3.1 Project List Criteria.....	8
3.2 Project Research.....	8
3.3 STMP Update Project List.....	10
3.4 Cost Estimates	11
4. Growth Projections.....	15
5. Nexus Analysis	19
5.1 Existing Deficiencies	19
5.2 STMP Project Cost Responsibility	20
5.2.1 Transit, Bicycle, and Pedestrian Improvement Projects.....	22
5.2.2 Interchange and Local Street Projects.....	22
5.2.3 Administrative Projects	23
5.3 Maximum Fee Calculation	23
5.3.1 Fee Comparison	24
5.3.2 Board-Recommended Fee Levels.....	25
5.3.3 Maximum Potential Fee for Other Land Use Categories	26
5.4 Other Funding Sources	27
6. Summary of Required Program Elements.....	30

List of Figures

Figure 1-1: STMP Update Study Area	2
Figure 3-1: West County STMP Projects	14

List of Tables

Table 2-1: WCCTAC 2005 STMP Fee Schedule Indexed for Inflation	5
Table 2-2: Subregional Transportation Mitigation Program (STMP) Fees as of July 2018	6
Table 2-3: STMP Revenue and Disbursements (as of December 1, 2018)	7
Table 2-4: STMP Disbursements by Project (as of December 1, 2018)	7
Table 3-1: Updated STMP Projects and Estimated Cost	11
Table 4-1: West County Annual Growth Rate Comparison	15
Table 4-2: Forecasted Housing and Job Growth in West County	16
Table 4-3: Forecasted Service Population Growth in West County	16
Table 4-4: DUE Conversion Factors	17
Table 4-5: Forecasted Growth in West County, Converted to DUE	17
Table 5-1: Maximum STMP Amount for Each Project	21
Table 5-2: STMP Maximum Potential Fee Calculation by Land Use Category	24
Table 5-3: Comparison to Other Sub-Regional Fees	25
Table 5-4: Board-Recommended STMP Fee Levels by Land Use Category	26
Table 5-5: STMP Fee Levels for Other Land Use Categories	27



1. Introduction

The West Contra Costa Transportation Advisory Committee (WCCTAC) is a regional planning agency charged with obtaining the funding for regional transportation improvement projects in West Contra Costa County. WCCTAC's jurisdiction encompasses the western portion of the County, including unincorporated areas as well as the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo.

WCCTAC first implemented a transportation impact fee via the Subregional Transportation Mitigation Program (STMP) in 1997. Impact fees are established under a state law known as Assembly Bill (AB) 1600, the Mitigation Fee Act. Fees charged pursuant to this legislation are used to build capital facilities needed to offset the impacts generated by new development. The STMP was designed to provide a contribution from new development toward a series of regional transportation improvements. WCCTAC conducted an update of the fee program in 2005 to help fund an expanded list of regional transportation improvements. Working with the member agencies, WCCTAC has successfully utilized fee revenue to fund various transportation projects throughout the region. This report documents a new update of the STMP, undertaken to update the program for current conditions.

1.1 Purpose

The purpose of this study is to provide the technical basis for updating the STMP. The focus of the updated program is to support a regional multimodal transportation system in West County that serves the expected future demand. This report documents the analytical approach for establishing the required nexus between anticipated future development in West Contra Costa County and the need for regional transportation improvements.

1.2 Study Area

As shown on **Figure 1-1**, the study area includes the unincorporated portions of western Contra Costa County, as well as the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo.

1.3 Study Process

This study was developed under the direction of WCCTAC staff. Input was obtained at key points in the study process from the WCCTAC Technical Advisory Committee (TAC) and the WCCTAC Board of Directors (Board). Review was also provided by the WCCTAC Legal Counsel.



 West County
 City Limits



Figure 1-1
STMP Update Study Area

After the results of the fee study are approved by the Board, the updated fee program will be presented to the Contra Costa County Board of Supervisors and the City Councils of El Cerrito, Hercules, Pinole, Richmond and San Pablo. Each jurisdiction will be asked to adopt an updated ordinance, Master Cooperative Agreement, and hold an appropriate public hearing to implement the updated fee program.

1.4 Report Organization

This report contains a total of five chapters including this introductory chapter.

- **Chapter 2 – Fee Program Background** summarizes the status of the current West County STMP.
- **Chapter 3 – Capital Improvement Projects** describes the process for identifying the project list, including cost estimates for each project.
- **Chapter 4 – Growth Projections** summarizes the residential and non-residential growth projections anticipated in the planning horizon (year 2040) of the study.
- **Chapter 5 – Nexus Analysis** describes the methodology and results of the nexus analysis.
- **Chapter 6 – Summary of Required Program Elements** confirms that this report addresses all of the fee program elements as required by Assembly Bill (AB) 1600, the Mitigation Fee Act.



2. Fee Program Background

West Contra Costa County is an area that has experienced population and employment growth within the last decade and where new development is anticipated to continue, causing increased demand on the region’s multimodal transportation system. This chapter describes the current status of the regional fees in West County. The West County STMP was first adopted in 1997, and an updated nexus study was prepared in 2005/06. The prior nexus study is titled *2005 Update of the Subregional Transportation Mitigation Program* (2005 Update of the STMP), dated May 5, 2006 and prepared by TJKM Transportation Consultants.

2.1 Overview of the STMP

The STMP is an important mechanism for regional collaboration in West County. The program involves all six jurisdictions (Contra Costa County and the five incorporated cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo) and was established to comply with the countywide Measures C and J Growth Management Program requirements for a mitigation program to fund improvements needed to meet the transportation demands resulting from growth. Regional, multi-jurisdictional fee programs are more complicated than local mitigation fee programs administered by a single jurisdiction; however, regional programs offer a forum for cooperation and coordination that allows the agencies involved to make more comprehensive transportation investments than any single jurisdiction could do on its own.

It is also worth noting that local transportation mitigation fees are charged by some of the STMP member agencies, for the purposes of implementing transportation projects that improve local streets and other transportation facilities. Such local fee programs are separate from and in addition to the STMP.

2.2 Current STMP Fee Levels

The STMP fees from the fee schedule shown in the 2005 Update of the STMP are shown in **Table 2-1**. The STMP ordinance specifies that an inflation index will be used to adjust the fee levels annually to reflect changes in construction costs. This is a common practice in fee programs, to ensure that the “purchasing power” of the fee revenue keeps up with changes in the cost of building capital projects. The index is also shown in Table 2-1, along with a calculation of what the fees would currently be if they had been indexed for inflation.

Table 2-1: WCCTAC 2005 STMP Fee Schedule Indexed for Inflation

Land Use	Unit	2005 STMP Fee Schedule	Index (Jun. 2006 - Jun. 2018)	FY 2017-18 Fee Schedule If Indexed
Single family	per dwelling unit	\$2,595	1.42	\$3,697
Multi-family	per dwelling unit	\$1,648	1.42	\$2,348
Senior Housing	per dwelling unit	\$701	1.42	\$995
Hotel	per room	\$1,964	1.42	\$2,789
Retail	per sq. ft.	\$1.82	1.42	\$2.59
Office	per sq. ft.	\$3.51	1.42	\$5.00
Industrial	per sq. ft.	\$2.45	1.42	\$3.49
Storage Facility	per sq. ft.	\$0.53	1.42	\$0.75
Church	per sq. ft.	\$1.58	1.42	\$2.24
Hospital	per sq. ft.	\$4.21	1.42	\$5.98

Note: The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area, as described in WCCTAC's STMP model ordinance.

Source: Urban Economics, 2018.

In reviewing the actual fees being charged by the member agencies, it was found that there had not been consistent indexing over time. See **Table 2-2** for the currently adopted (as of July 2018) fee schedules for the five primary land use categories administered by WCCTAC member jurisdictions; the fee schedules for the Senior Housing, Hotel, Storage Facility, and other land use categories are not listed in Table 2-2. One objective of this new STMP update is to establish procedures for annual indexing of the fee, and to ensure that there is consistency in the fees being charged across all member agencies.

Table 2-2: Subregional Transportation Mitigation Program (STMP) Fees as of July 2018

Jurisdiction	Single Family (per dwelling unit)	Multi-Family (per dwelling unit)	Office (per square foot)	Retail (per square foot)	Industrial (per square foot)
WCCTAC (original 2005)	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
WCCTAC (if indexed)	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
County	\$3,768	\$2,392	\$5.10	\$2.65	\$3.56
El Cerrito	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
Hercules	\$2,904	\$1,844	\$3.93	\$2.04	\$2.74
Pinole	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
Richmond	\$2,655	\$1,686	\$4.00	\$2.00	\$3.00
San Pablo	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45

Note: Table 2-2 summarizes the current fee schedules for the five primary land use categories only. Fee schedules for the following land use categories are not listed for brevity: Senior Housing, Hotel, Storage Facility, Church, Hospital and Other.
Source: Urban Economics, 2018.

2.3 STMP Revenue and Disbursements

As shown in **Table 2-3**, the STMP generated about \$11.6 million in revenue as of December 1, 2018, including \$8.7 million between 2005 and 2018. About \$5.9 million has been disbursed as of December 1, 2018; total disbursements by project are summarized in **Table 2-4**. As shown in Table 2-3, an account balance of about \$5.7 million remains as of December 1, 2018. A portion of the remaining account balance has been allocated to projects on the current STMP project list; however, not all the allocated amount has been disbursed to the project sponsor agencies to date. WCCTAC also recently released a call for projects and will be coordinating with West County jurisdictions to disburse the remaining balance for transportation capital improvements that fall under the project list identified in the 2005 Update of the STMP. Revenues generated after the upcoming adoption of the STMP update will be disbursed for transportation capital improvements identified in the updated project list described in Chapter 3 below.

Table 2-3: STMP Revenue and Disbursements (as of December 1, 2018)¹

Period	Revenue	Disbursements	Balance ²
1998 – 2004	\$2,942,031.00	\$2,235,826.70	\$706,204.30
2005 – 2018 ³	\$8,668,484.55	\$3,652,097.91	\$5,722,590.94
Total to Date	\$11,610,515.55	\$5,887,924.61	\$5,722,590.94

Notes:

1. Information presented in Table 2-3 is based on the best information available at this time, however, the records may not be complete.
2. A portion of the remaining account balance has been allocated to projects on the current STMP project list; however, not all the allocated amount has been disbursed to the project sponsor agencies to date.
3. Reporting period as of December 1, 2018.

Source: WCCTAC, December 2018.

Table 2-4: STMP Disbursements by Project (as of December 1, 2018)¹

Project	Total Amount Committed	Total Amount Disbursed to Date
Richmond Intermodal Station	\$527,000.00	\$223,116.36
I-80/San Pablo Dam Road, I-80/Central Avenue, SR 4/ Willow Avenue Interchange Improvements	\$2,800,435.39	\$2,800,435.39
Capitol Corridor Improvements (Hercules Passenger Rail Station)	\$1,000,000.00	\$988,774.00
Ferry Service to San Francisco from Richmond and/or Hercules/Rodeo	\$300,000.00	\$0.00
BART Access and/or Parking Improvements (El Cerrito Plaza, El Cerrito Del Norte, and/or Richmond BART Stations)	\$1,186,200.00	\$813,991.86
Bay Trail Gap Closure	\$500,000.00	\$487,365.06
San Pablo Dam Road Improvements in Downtown El Sobrante	\$0.00	\$0.00
San Pablo Avenue Corridor Improvements	\$0.00	\$0.00
North Richmond Connection Project	\$0.00	\$0.00
Hercules Transit Center	\$304,963.13	\$304,963.13
Del Norte Area TOD Public Infrastructure Improvements	\$300,000	\$0.00
Administrative ²	N/A	\$269,278.81
Total	\$6,918,598.52	\$5,887,924.61

Notes:

1. Information presented in Table 2-4 is based on the best information available at this time, however, the records may not be complete for every project on the list.
2. Includes disbursements for administrative purposes and those that were not otherwise categorized.

Source: WCCTAC, December 2018.



3. Capital Improvement Projects

The Mitigation Fee Act indicates that impact fees should be used to fund capital projects, and not for ongoing operating or maintenance costs; for the purposes of this STMP update, emphasis was placed on defining a set of capital projects that achieve the subregional goals of the STMP.

3.1 Project List Criteria

There are many transportation needs in West County, and many projects have been considered or are in various phases of planning. To define projects that are consistent with the regional emphasis of the STMP, the following criteria were defined and accepted by the TAC and Board.

As a first step, all STMP-eligible projects must meet the following criterion:

- Does the project have a reasonable expectation of implementation during the timeframe of the fee program (i.e., year 2040)?

Then, a project should meet at least one of the following criteria to be eligible for STMP funding:

- Does the project address the impacts of congestion on regional travel?
- Is the project located on a Route of Regional Significance?
- Does the project improve access to BART stations, transit centers or major transit hubs?
- Does the project increase transit ridership?
- Does the project improve bicycle or pedestrian access to transit?

Although the focus of the STMP project list is to identify improvements that serve regional travel needs by reducing congestion or increasing accessibility along Routes of Regional Significance and major transit facilities, it is important to note that projects that are not directly located on such routes were also considered. Specifically, projects along other roadways that could indirectly improve regional travel or the operations of Routes of Regional Significance may meet one or more of the above criteria, and thus be STMP-eligible.

3.2 Project Research

Fehr & Peers, in coordination with WCCTAC staff, developed a preliminary list of projects that meet at least one of the approved criteria. These projects were identified by reviewing a large number of planning and



environmental review documents addressing West County's existing and future transportation needs. The following documents were reviewed to develop the preliminary draft project list:

- *Regional Measure 3 Expenditure Plan* (MTC, September 2017)
- *2016 Express Bus Study Update Final Report* (CCTA, June 2017)
- *2017 Countywide Comprehensive Transportation Plan Public Review Draft* (CCTA, May 2017)
- *West Contra Costa High-Capacity Transit Study* (WCCTAC, May 2017)
- *2015 Update of the Contra Costa Congestion Management Program* (CCTA, December 2015)
- *2014 Comprehensive Transportation Project List* (CCTA, March 2015)
- *West County Action Plan for Routes of Regional Significance* (CCTA, January 2014)
- *BART Sustainable Communities Operations Analysis* (BART, June 2013)
- *West Contra Costa Transit Enhancement and Wayfinding Plan* (WCCTAC, October 2011)
- *2009 Contra Costa Countywide Bicycle and Pedestrian Plan* (CCTA, October 2009)
- Various planning and environmental documents completed in the past several years and available on agency websites, including the following:
 - *Final Hercules Safeway Project Transportation Impact Assessment* (City of Hercules,
 - *Administrative Draft San Pablo City Hall Site Reuse Project Transportation Impact Assessment* (City of San Pablo, June 2017)
 - *San Pablo Avenue Complete Streets Study Feasibility Report* (Contra Costa County Public Works, April 2017)
 - *Administrative Draft West County Health Center – Transportation Impact Analysis* (Contra Costa County, April 2017)
 - *Draft CEQA Initial Study/Mitigated Negative Declaration Goodrick Avenue Bay Trail Gap Closure Project* (City of Richmond, January 2017)
 - *CVS/Pharmacy & Wireless Communication Facility Relocation Initial Study* (City of Pinole, October 2015)
 - *South Richmond Transportation Connectivity Plan* (City of Richmond, July 2015)
 - *Bay Walk Mixed-Use Project Final Initial Study and Mitigated Negative Declaration* (City of Richmond, July 2015)
 - *Pinole Gateway Shopping Center Initial Study* (City of Pinole, January 2015)
 - *Draft San Pablo Avenue Specific Plan* (City of El Cerrito, December 2014)
 - *Final Sycamore Crossing Transportation Assessment* (City of Hercules, November 2014)
 - *Final Environmental Impact Report San Pablo Avenue Specific Plan* (City of El Cerrito, August 2014)
 - *Richmond Central Project Initial Study Checklist Public Review Draft* (City of Richmond, April 2014)

- *Draft Environmental Impact Report Bottoms Property Residential Project* (City of Richmond, March 2014)
- *Final Report for the San Pablo Avenue Complete Streets Study* (Cities of Richmond and San Pablo, September 2013)
- *City of Richmond Bicycle Master Plan* (City of Richmond, October 2011)
- *Ohlone Greenway Master Plan* (City of El Cerrito, June 2009)

Fehr & Peers reviewed the documents listed above and assembled a comprehensive initial list of capital projects that were either located on a Route of Regional Significance or could indirectly improve operations on such routes. This initial process identified more than 150 projects. Fehr & Peers then removed duplicative projects, consolidated projects that contained similar elements based on project descriptions, and applied the STMP eligibility criteria, resulting in a preliminary draft list of 39 new projects, in addition to the 11 projects on the current STMP list. These potential projects were discussed at several meetings of the WCCTAC TAC and the Board, who made further adjustments and revisions.

3.3 STMP Update Project List

The TAC recommended, and Board approved, a final list of capital improvement projects for inclusion in the updated STMP. This list contains a combination of projects currently in the STMP, as well as projects that have been identified through the review of recent planning documents, the application of project eligibility criteria, and feedback from the TAC and Board. Overall, the purpose of the projects remains the same as when the STMP was first adopted. These projects are intended to provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit services. **Table 3-1** displays the updated STMP list, and the project locations are shown on **Figure 3-1**. All projects on the list are grouped into the following categories:

- Complete streets projects
- Other bicycle and pedestrian-focused improvements
- Transit and station-related improvements
- Local street and intersection improvements
- Freeway and interchange improvements

A detailed version of the project list is also provided in **Appendix A**. In addition to the 19 capital improvement projects shown in Figure 3-1, the project list also includes one administrative project that would allow for two comprehensive nexus studies and fee updates over the 22-year planning horizon of the 2019 STMP fee.

3.4 Cost Estimates

For the purposes of the STMP, it is necessary to have an estimate of the cost to implement each of the capital improvement projects on the project list. Cost estimates were developed for the STMP based on information provided in recent planning documents and input from the TAC. The year that cost estimates were developed varied for each project; to account for this, all cost estimates were escalated to 2018 dollars. The estimated cost of each project is shown on Table 3-1. Additional documentation of the cost estimates is provided in **Appendix B**.

Table 3-1: Updated STMP Projects and Estimated Cost

ID	Project	Description	Estimated Cost (2018\$)
Complete Streets Projects			
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett.	\$ 8,610,000
		b.) Construct bicycle, pedestrian, and transit improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive.	\$ 3,150,000
		c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.	\$ 13,755,000
		d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track or buffered bike lane and other bicycle, pedestrian and transit improvements in El Cerrito.	\$ 8,190,000
		e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue.	\$ 398,000
		f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$ 16,800,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way from San Pablo Dam Road in unincorporated El Sobrante to about 900 lineal feet north of the city limit within the City of Pinole.	\$ 23,310,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$ 10,422,000
Other Bicycle and Pedestrian-Focused Improvements			
4	Bay Trail Gap Closure	Improve transit access by closing three key Bay Trail gaps: along Goodrick Avenue in Richmond, between Bayfront Park and Pinole Creek in Pinole, and between Atlas Road and Cypress Avenue in unincorporated Contra Costa County.	\$ 12,276,000

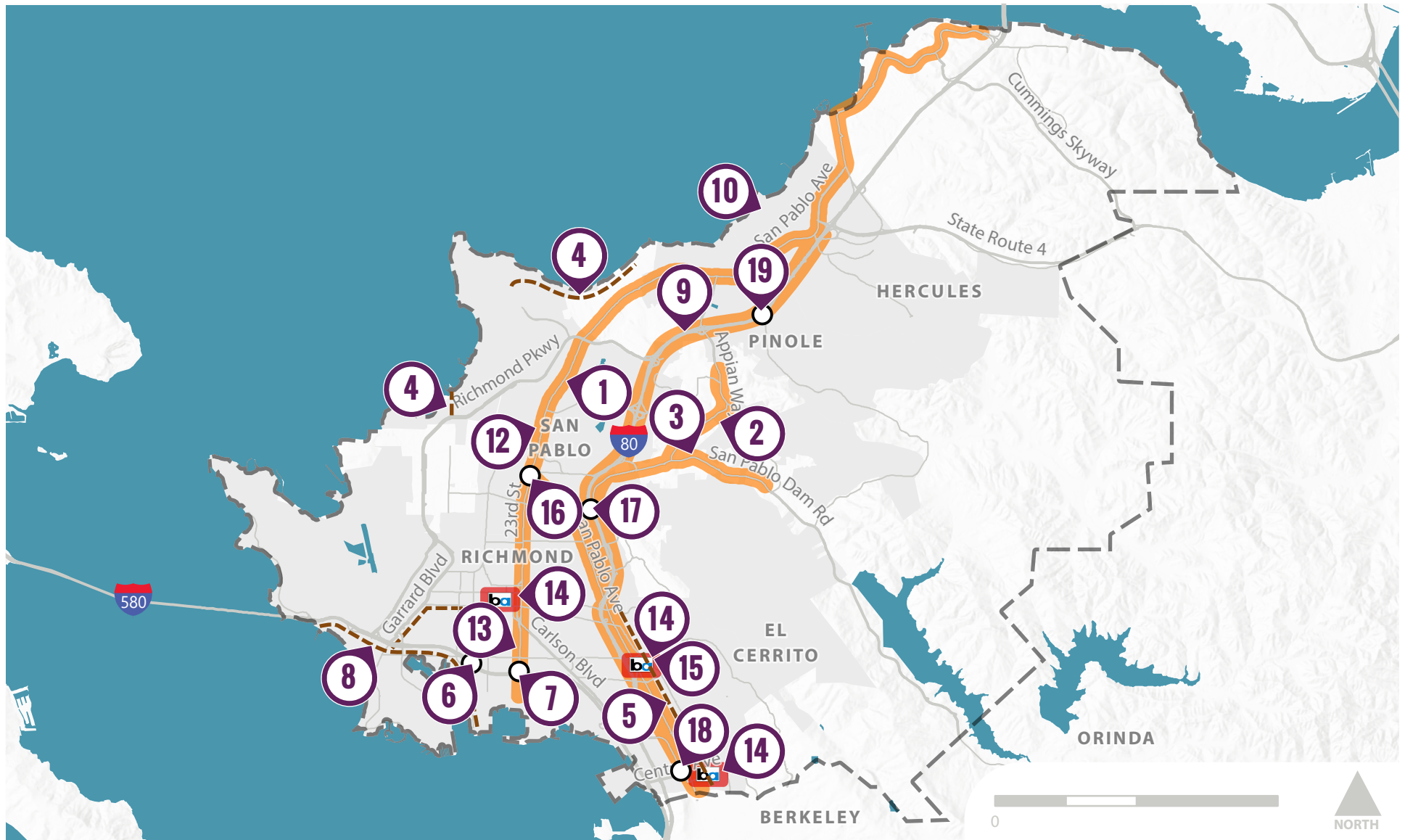
Table 3-1: Updated STMP Projects and Estimated Cost

ID	Project	Description	Estimated Cost (2018\$)
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety, access and security, and landscaping improvements along Ohlone Greenway.	\$ 3,045,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$ 519,000
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps.	\$ 1,095,000
8	Richmond “Ferry to Bridge” Bicycle Network Improvements (connecting Ferry Terminal with Richmond-San Rafael Bridge Bay Trail)	a.) Bicycle Boulevard in Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave.	\$ 1,150,000
		b.) Class 1 trail in Point Richmond to Richmond Greenway, including S. Garrard Blvd and W. Ohio Ave.	\$ 2,950,000
		c.) Two-way cycle-track and road diet on W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd.	\$ 3,550,000
		d.) Two-way cycle-track on Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$ 1,100,000
Transit and Station-Related Improvements			
9	I-80 Express Bus	Capital improvements associated with implementing Express Bus Service on I-80 from Hercules south to Berkeley, Emeryville, Oakland, and expansion to San Francisco, with intermediate stops at the Richmond Parkway Transit Center, a potential I-80/Macdonald Avenue Express Bus/BRT transit center, and other intermediate stops.	\$ 109,203,000
10	Hercules Regional Intermodal Transportation Center	Complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc. Future capital improvements could include preparation for ferry service.	\$ 53,550,000
11	BART Extension from Richmond Station	BART extension from the Richmond BART Station to Contra Costa College. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$ 14,700,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$ 192,150,000

Table 3-1: Updated STMP Projects and Estimated Cost

ID	Project	Description	Estimated Cost (2018\$)
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$ 121,800,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements.	\$ 49,442,000
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements.	\$ 1,260,000
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements.	\$ 3,465,000
		d.) Richmond Crossover Project.	\$ 34,759,000
15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements related to Transit Oriented Development (TOD) in the area around the El Cerrito Del Norte BART station.	\$ 37,761,000
Local Street and Intersection Improvements			
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$ 15,120,000
Freeway and Interchange Improvements			
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$ 84,788,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations and multimodal access at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$ 15,225,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$ 10,959,000
Administrative Projects			
20	Future Nexus Study Updates	Two comprehensive nexus studies and fee updates, over the 22-year planning horizon of the 2019 STMP Fee.	\$500,000
Total Estimated Cost			\$ 855,002,000

Notes: See Appendix A for detailed project descriptions.



- | | | |
|--|---|--|
| 1. San Pablo Ave Complete Streets (various segments) | 7. I-580/Marina Bay Parkway Connections | 14. BART Station Access Improvements |
| 2. Appian Way Complete Streets | 8. Ferry to Bridge Bike | 15. Del Norte TOD |
| 3. San Pablo Dam Rd Complete Streets | 9. I-80 Express Bus | 16. San Pablo Ave/ 23rd St Realignment |
| 4. Bay Trail Gap Closures | 10. Hercules RITC | 17. I-80/San Pablo Dam Rd |
| 5. Ohlone Greenway | 11. BART Extension | 18. I-80/Central Ave |
| 6. I-580/Harbour Way | 12. San Pablo Ave BRT | 19. I-80/Pinole Valley Rd |
| | 13. 23rd Street BRT | |

STMP Project Types

- Interchange/Intersection
- BART Stations
- Trails/Bicycle Facilities
- Roadway/Freeway



West County
City Limits

Figure 3-1

West County STMP Projects

4. Growth Projections

An important step in quantifying the nexus relationship is to determine the amount of new development anticipated in the planning horizon (year 2040) of the study. Fehr & Peers reviewed the historical and projected housing and job growth in West County provided by the Association of Bay Area Governments (ABAG) and summarized in **Table 4-1**. Based on the information presented in Table 4-1, the TAC recommended, and the Board approved, a 0.9 percent annual housing growth rate and 1.2 percent annual job growth rate for use in the nexus study update. These projections were incorporated into the year 2040 land use file of the Contra Costa Transportation Authority (CCTA) travel demand model in the appropriate Transportation Analysis Zones (TAZs) for the West County region. **Table 4-2** shows the amount of new development anticipated based on applying those growth rates; the number of dwelling units in West County would increase by 18,725 units (17 percent of total 2040 amount), and the number of jobs would increase by 18,794 jobs (21 percent of total 2040 amount). As shown in **Table 4-3**, total “service population” in West County, which is the sum of population plus jobs, is expected to increase by 82,037 (19 percent of total 2040 amount).

Table 4-1: West County Annual Growth Rate Comparison

Year Range	Annual Housing Growth Rate	Annual Job Growth Rate
2000 – 2005 (Historical)	0.9%	0.7%
2005 – 2010 (Historical)	-0.1%	-2.1%
2010 – 2015 (Historical)	0.9%	1.7%
2015 – 2040 (Forecast, based on ABAG <i>Projections 2013</i>)	1.2%	1.2%
2015 – 2040 (Forecast, based on ABAG <i>Projections 2017</i>)	1.0%	1.4%

Source: Fehr & Peers, 2018.

Table 4-2: Forecasted Housing and Job Growth in West County

Year	Residential (Dwelling Units)			Non-Residential (Jobs)			
	Single-Family	Multi-Family	Total	Office	Retail	Industrial	Total
2018	65,727	28,657	94,384	45,920	16,172	9,525	71,617
2040	70,412	42,697	113,109	60,528	19,485	10,398	90,411
Net Increase	4,685	14,040	18,725	14,608	3,313	873	18,794
Net Increase as % of Total 2040 Amount	7%	33%	17%	24%	17%	8%	21%

Source: Fehr & Peers, 2018.

Table 4-3: Forecasted Service Population Growth in West County

Year	Total Population	Total Jobs	Service Population (Population + Jobs)
2018	267,305	71,617	338,922
2040	330,548	90,411	420,959
Net Increase	63,243	18,794	82,037
Net Increase as % of Total 2040 Amount	19%	21%	19%

Source: Fehr & Peers, 2018.

The CCTA travel demand model land use forecasts for West County, which are based on data from ABAG, represent residential uses in terms of dwelling units and non-residential uses in terms of numbers of employees. However, because fees are typically assessed on the basis of building area, for the purpose of establishing fee rates, the forecasts of total employees have been converted to square feet of non-residential development by applying the following typical factors:

- Office: 3 employees per 1,000 square feet
- Retail: 2 employees per 1,000 square feet
- Industrial: 1 employee per 1,000 square feet

All uses were then converted to dwelling unit equivalents (DUEs), to account for the fact that different development types generate traffic with different characteristics, and to use a common unit of measurement. This conversion was accomplished by applying use-specific AM peak hour vehicle trip generation rates from the Institute of Transportation Engineers (ITE) Trip Generation, 10th Edition. **Table 4-4**

contains the conversion factors used to calculate DUEs in this study. The results of the DUE conversion are presented in **Table 4-5**.

Table 4-4: DUE Conversion Factors

Land Use Category	Unit ¹	AM Peak Hour Vehicle Trip Rate ²	DUE per Unit ³
Single-Family	DU	0.74	1.00
Multi-Family	DU	0.36	0.49
Office	1,000 sq. ft.	1.16	1.57
Retail	1,000 sq. ft.	0.94	1.27
Industrial	1,000 sq. ft.	0.7	0.95

Notes:

1. DU = dwelling unit; sq. ft. = square feet.
2. AM peak hour trip rates are based on the following ITE codes: single-family = land use code 210, multi-family = land use code 221, office = land use code 710, retail = land use code 820, industrial = land use code 110.
3. DUE per Unit was calculated by normalizing the AM Peak Hour Trip Rate for each category such that the single-family residential category was assigned a DUE of 1.00. This is accomplished by dividing the AM Peak Hour Trip Rate for each category by 0.74, which is the AM Peak Hour Trip Rate of the single-family residential category. Example calculation: DUE per Multi-Family Unit = $0.36 / 0.74 = 0.49$.
4. Land uses that have unique characteristics that do not fall under any of the five general categories listed in the table were evaluated separately and assessed a fee per AM peak hour vehicle trip, as described further under Section 5.3.3.

Source: Fehr & Peers, 2018.

Table 4-5: Forecasted Growth in West County, Converted to DUE

Year	Residential (DUEs) ¹			Non-Residential (DUEs)			
	Single-Family	Multi-Family	Total	Office ²	Retail ³	Industrial ⁴	Total
2018	65,727	14,042	79,769	24,031	10,269	9,049	43,349
2040	70,412	20,922	91,334	31,676	12,373	9,878	53,927
Net Increase	4,685 (+7%)	6,880 (+49%)	11,565 (+14%)	7,645 (+32%)	2,104 (+20%)	829 (+9%)	10,578 (+24%)
Proportion of Total DUE Growth ⁵	21%	31%	52%	35%	9%	4%	48%

Notes:

1. Residential DUE conversion = Number of Dwelling Units * DUE per Unit.
2. Office DUE conversion = (Jobs/3 employees per 1,000 sq ft) * DUE per Unit.
3. Retail DUE conversion = (Jobs/2 employees per 1,000 sq ft) * DUE per Unit.
4. Industrial DUE conversion = (Jobs/1 employee per 1,000 sq ft) * DUE per Unit.
5. Total DUE Growth = 11,565 Net Increase in Residential DUEs + 10,578 Net Increase in Non-Residential DUEs = 22,143.
Example calculation: Single-Family DUE Proportion of Total DUE Growth = $4,685 / 22,143 = 21\%$.

Source: Fehr & Peers, 2018.



Following the same approach used in the 2005 STMP nexus study, the DUE conversion factors have been based on AM peak hour trip generation rates. The 2005 nexus study explained that the purpose of using AM peak hour rates was so as to “not overburden the application of the traffic fees on retail development.” Using the AM peak hour rates will allow the resulting fee calculations to be more directly compared to the current STMP fees. For the purposes of the STMP, which focuses on the impacts of new development, the most important piece of information is the estimated growth in DUEs between existing and future conditions. The total number of DUEs shown in Table 4-5 was used to calculate the maximum potential fee levels for each land use type.

5. Nexus Analysis

This chapter presents the nexus analysis conducted for the new STMP update.

5.1 Existing Deficiencies

An important part of a nexus analysis is to establish whether the transportation facilities that will be addressed by projects in the fee program are currently operationally deficient. Existing deficiencies should be accounted for in the fee calculations to ensure new development pays its fair share and is not being charged to correct an existing problem.

Fehr & Peers conducted an evaluation of existing transportation conditions based on a review of recent studies that contain information pertaining to the current operations along Routes of Regional Significance, existing transit services, and existing pedestrian and bicycle infrastructure. Based on the documents reviewed for this study and the performance standards applied in those documents, existing deficiencies were identified at the following locations, which are all intersections located along Routes of Regional Significance within the City of Richmond:

- Castro Street/Hensley Street
- Richmond Parkway/Pittsburg Avenue
- Richmond Parkway/Parr Boulevard
- Central Avenue/Jacuzzi Street/San Joaquin Street/Westbound I-80 Ramps

The only capital improvement project included in the project list described in Table 3-1 that addresses an intersection listed above is the I-80/Central Avenue Interchange Improvement Project (ID #18).

While the intersections listed above were the only locations specifically identified in the documents reviewed as failing to meet defined performance standards, it is well understood that many of the major transportation facilities in West County routinely operate at over-capacity conditions. For example, substantial congestion commonly occurs on I-80 and on the major routes that feed into or are parallel to the freeway. Parking lots at the three West County BART stations routinely fill around 7:30 AM, indicating that there is more demand for access to those stations than can currently be accommodated. In light of these conditions, the STMP calculations presented here have been conducted by calculating the growth in West County development as a percentage of the total future population and jobs. This is a conservative approach since only a relatively modest portion of each project's cost is included in the STMP, reflecting the projected traffic and service population growth in West County.

5.2 STMP Project Cost Responsibility

The estimation of the percentage of project responsibility that can be attributed to West County (and therefore the percentage of project cost to be included in the STMP) is shown in **Table 5-1**, and the following describes how those percentages were calculated.

The STMP is being updated to include a range of capital improvement projects that are intended to relieve congestion, improve transit services for subregional and regional travel, and allow West County residents to more efficiently access regional routes and transit services. The concept of this nexus study is to determine the proportion of the cost of each project that is reasonably attributable to new development within West County, and therefore could be included in the STMP fee. The primary analytical tool available to estimate the proportion of usage on each facility coming from new growth in West County is the CCTA regional travel demand model. The model is commonly used to evaluate projects that involve major changes to roadway facilities, such as adding lanes to a street or reconfiguring an interchange. The model is not designed or calibrated to capture smaller-scale changes, such as adding a bicycle lane, building sidewalks or crosswalks, or reconfiguring access to a transit station. Therefore, for the purposes of this STMP analysis, the model was used to estimate West County usage percentages for projects that involve freeway, interchange, or local street improvements, and an alternate method was used for projects that involve complete streets, bicycle/pedestrian, and transit-related improvements.

The percentages described below were applied to the cost of each STMP project, and the resulting amount represents the portion of the cost of each project that will be included when calculating the STMP fee. As shown in Table 5-1, using these calculations the STMP program could capture about \$162 million, which is approximately 19 percent of the overall total project cost of \$855 million; other funding sources would be needed to cover the remainder of the costs, to account for the travel demand generated by existing West County residents as well as existing and future travelers who pass through West County on their way to other destinations.

Table 5-1: Maximum STMP Amount for Each Project

ID	Project	Estimated Cost (2018\$)	% from West County	STMP Amount
Complete Streets Projects				
1	San Pablo Avenue Complete Streets Projects	\$ 50,903,000	19%	\$ 9,672,000
2	Appian Way Complete Streets Project	\$ 23,310,000	19%	\$ 4,429,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	\$ 10,422,000	19%	\$ 1,980,000
Other Bicycle and Pedestrian-Focused Improvements				
4	Bay Trail Gap Closure	\$ 12,276,000	19%	\$ 2,333,000
5	Ohlone Greenway Improvements	\$ 3,045,000	19%	\$ 579,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	\$ 519,000	19%	\$ 156,000
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	\$ 1,095,000	19%	\$ 197,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	\$ 8,750,000	19%	\$ 2,450,000
Transit and Station-Related Improvements				
9	I-80 Express Bus Service	\$ 109,203,000	19%	\$ 20,749,000
10	Hercules Regional Intermodal Transportation Center	\$ 53,550,000	19%	\$ 10,175,000
11	BART Extension from Richmond Station	\$ 14,700,000	19%	\$ 2,793,000
12	San Pablo Avenue Transit Corridor Improvements	\$ 192,150,000	19%	\$ 36,509,000
13	23rd Street Transit Corridor Improvements	\$ 121,800,000	19%	\$ 23,142,000
14	West County BART Station Access, Parking & Capacity Improvements	\$ 88,926,000	19%	\$ 16,896,000
15	Del Norte Area TOD Public Infrastructure Improvements	\$ 37,761,000	19%	\$ 7,175,000
Local Street and Intersection Improvements				
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	\$ 15,120,000	12%	\$ 1,814,000
Freeway and Interchange Improvements				
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	\$ 84,788,000	19%	\$ 16,110,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	\$ 15,225,000	17%	\$ 2,588,000
19	I-80/Pinole Valley Road Interchange Improvements	\$ 10,959,000	14%	\$ 1,534,000
Administrative Projects				
20	Future Nexus Study Updates	\$500,000	100%	\$500,000
Totals		\$ 855,002,000	19%	\$ 161,781,000

Source: Fehr & Peers, 2018.

5.2.1 Transit, Bicycle, and Pedestrian Improvement Projects

For projects involving complete streets, transit, bicycle, and pedestrian improvements (project numbers 1 through 15), the percentage of project costs to be included in the STMP is set at the proportion of the total future service population (defined as population plus employment) in the year 2040 that is expected to be added by new development between 2018 and 2040. The service population calculations are provided below based on the service population summary shown in Table 4-2.

- 2018 existing service population in West County = 338,922
- 2040 projected service population in West County = 420,959
- Net increase in service population in West County = $420,959 - 338,922 = 82,037$
- Proportion of West County growth in 2040 service population = $82,037 / 420,959 = 19\%$

According to this calculation, 19 percent of the total future service population in West County would come from new residential and commercial development in West County. The calculation above accounts for existing and future West County residents that work within and outside of West County, in addition to people that live outside of West County but work in West County. Therefore, the percentage of transit, bicycle, and pedestrian improvements costs that are included in the STMP have been set at 19 percent.

5.2.2 Interchange and Local Street Projects

For projects involving changes to local streets and interchanges (project numbers 16 through 19), the land use projections for the year 2040 were incorporated in the CCTA travel demand model and the model was applied to generate estimates of travel patterns and volumes in the future. A common modeling technique called a select zone analysis was applied to identify the amount of total future traffic volume on each roadway link that is generated by land uses in the West County region. The model produces peak hour results for the PM time period; on each model link that represents the location of a STMP project, the PM peak hour growth in traffic volume attributable to new development in the West County region was compared to the overall future PM peak hour traffic volume, thereby calculating the share of the total future usage of that link attributed to growth in West County. This proportion ranges between 12 and 19 percent for the interchange and local street projects analyzed in this manner. Although the AM peak hour trip generation rates were used to identify the DUE growth anticipated in West County by land use category, the PM peak hour traffic volume growth from the CCTA travel demand model was used to identify the share of the total future usage of interchange and local street projects associated with future development.

It should be noted that the usage percentage for the I-80/San Pablo Dam Road Interchange Improvements Project (project number 17) was adjusted because the CCTA model results did not reflect growth in traffic

volumes at that interchange. Instead, the usage percentage was set to 19 percent to reflect the proportion of new service population in the West County region.

5.2.3 Administrative Projects

The administrative project included in the STMP is to fund future nexus study updates; therefore, 100 percent of the costs are attributed to the STMP update.

5.3 Maximum Fee Calculation

A fee calculation was completed based on the figures described above. Starting from the approximately \$162 million of project costs eligible to be included in the STMP, the costs were then proportioned to each land use category based on the number of DUEs estimated for that category. The total project capital costs associated with each land use category were then divided by the number of DUEs to establish the maximum potential fee level. **Table 5-2** shows the results of these calculations.

It is important to note that the fee calculation shown in Table 5-2 is intended to represent the maximum potential fee that is justified through this nexus analysis and that could be charged to each land use type to support the list of STMP projects. Setting new fee levels is a policy decision of the WCCTAC Board. If an action were taken to set fees lower than shown here, the STMP program would generate less revenue than estimated here and would take longer to generate the estimated funding for projects on the list.

STMP fees are charged to new development of all types located in the geographic area covered by the STMP. Further details about the application of the STMP to specific types of land uses are contained in the WCCTAC STMP Administrative Guidelines developed as part of this update.

Table 5-2: STMP Maximum Potential Fee Calculation by Land Use Category⁵

Land Use Category	Proportion of Total DUE Growth ¹	Capital Cost Allocated to Each Category ²	Total Units ³	Maximum STMP Fees ⁴
Single-Family Residential	21%	\$33,974,010	4,685 DU	\$7,252 per DU
Multi-Family Residential	31%	\$50,152,110	14,040 DU	\$3,572 per DU
Office	35%	\$56,623,350	4,869,300 sq. ft.	\$11.63 per sq. ft.
Retail	9%	\$14,560,290	1,656,500 sq. ft.	\$8.79 per sq. ft.
Industrial	4%	\$6,471,240	873,000 sq. ft.	\$7.41 per sq. ft.

Notes:

1. Proportion based on total DUE growth from 2018 – 2040, as summarized in Table 4-5.
2. Capital Cost Allocated to Each Category = \$161,781,000 * (Proportion of Total DUE Growth).
3. DU = dwelling unit; sq. ft. = square foot. Total units based on growth from 2018 – 2040, as summarized in Table 4-2.
4. Maximum Potential fee calculation for each land use category. Maximum Potential STMP Fee = (Proportion of Total Capital Cost) / (Total Units).
5. For any land use that has unique characteristics that are not captured under any of the general categories in the STMP ordinance, the fee will be calculated based on the number of AM peak hour trips for that specific land use. The maximum potential fee calculation is \$9,800 per AM peak hour trip; the calculation is described in more detail under Section 5.3.3. The STMP Administrative Guidelines provide further guidance for estimating the required fee for “other” category projects.

Source: Fehr & Peers, 2018.

5.3.1 Fee Comparison

The maximum potential STMP fee (presented in Table 5-2) was compared to the current STMP fees and to other sub-regional fee programs in Contra Costa, as summarized in **Table 5-3**. As shown in Table 5-3, the new maximum potential fees calculated are higher than the current non-indexed and indexed STMP fees in all land use categories. For residential uses, the new maximum STMP fee is somewhat higher than the residential fee charged in the Tri-Valley area, and lower than the residential fees in East County and Lamorinda. For non-residential uses, the new maximum STMP fee is higher than the comparable fees in East County and Tri-Valley, and roughly similar to the non-residential fees in Lamorinda.

Table 5-3: Comparison to Other Sub-Regional Fees

Jurisdiction	Single-Family (per unit)	Multi-Family (per unit)	Office (per sq. ft.)	Retail (per sq. ft.)	Industrial (per sq. ft.)
West County Area					
WCCTAC Maximum Potential Fee	\$7,252	\$3,572	\$11.63	\$8.79	\$7.41
WCCTAC (original 2005) ¹	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
WCCTAC (if indexed) ²	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
Other Sub-Regional Fees in Contra Costa					
East County	\$18,186	\$11,164	\$1.56	\$1.80	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78	\$7.78	\$7.78
Tri-Valley	\$4,369	\$3,010	\$7.43	\$3.48	\$4.32

Notes:

1. Reflects the 2005 STMP Fee Schedule.
2. Reflects the 2005 STMP Fee Schedule if it had been consistently indexed to year 2018. The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area.

Source: Fehr & Peers, 2018.

5.3.2 Board-Recommended Fee Levels

At the September 28, 2018 meeting, the WCCTAC Board recommended that fee levels be set at 75 percent of the maximum potential fee calculations; the Board-recommended fee levels for the five major land use categories are presented in **Table 5-4**. Setting the fees at these levels is expected to generate an estimated \$121.3 million through year 2040.

Table 5-4: Board-Recommended STMP Fee Levels by Land Use Category

Jurisdiction	Single-Family (per unit)	Multi-Family (per unit)	Office (per sq. ft.)	Retail (per sq. ft.)	Industrial (per sq. ft.)
WCCTAC (original 2005) ¹	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
WCCTAC (if indexed) ²	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
WCCTAC Maximum Potential Fee	\$7,252	\$3,572	\$11.63	\$8.79	\$7.41
Board Recommendation (75% of WCCTAC Maximum Potential Fee)³	\$5,439	\$2,679	\$8.72	\$6.59	\$5.56

Notes:

1. Reflects the 2005 STMP Fee Schedule.
2. Reflects the 2005 STMP Fee Schedule if it had been consistently indexed to year 2018. The index is based on the Engineering-News Record Construction Cost Index for the San Francisco Bay Area.
3. The WCCTAC Board recommended during the September 28, 2018 meeting that fee levels be set at 75 percent of the maximum potential fee calculations.

Source: Fehr & Peers, 2018.

5.3.3 Maximum Potential Fee for Other Land Use Categories

As with the previously adopted STMP ordinance, the updated STMP Model Ordinance also specifies fees for the following land use categories: senior housing, hotel, storage facility, and other. The maximum potential fees for the senior housing, hotel and storage facility categories were calculated by applying the DUE factor for each category to the maximum potential fee per single family dwelling unit. Any land use that has unique characteristics that are not captured under any of the land use categories in the ordinance would fall under the "other" category, in which the fee is calculated based on the number of AM peak hour trips. The maximum potential fee per AM peak hour trip was calculated by dividing the maximum potential fee per single family dwelling unit by the AM peak hour trip generation rate (0.74) per single family dwelling unit; the calculation is shown below.

- Maximum potential fee per single family dwelling unit = \$7,252
- AM peak hour trip generation rate per single family dwelling unit = 0.74
- Maximum potential fee per AM peak hour trip = $\$7,252 / 0.74 = \$9,800$

The STMP Administrative Guidelines provide further guidance for estimating the required fee for “other” category projects. The maximum potential fee and Board-recommended fees (75 percent of the maximum potential fee) for these land uses are summarized in **Table 5-5**.

Table 5-5: STMP Fee Levels for Other Land Use Categories

Land Use	Unit	AM Trip Generation Rate ¹	DUE	WCCTAC Maximum Potential Fee ²	Board Recommendation (75% of WCCTAC Maximum Potential Fee) ²
Single-Family	Dwelling Unit	0.74	1.00	\$7,252	\$5,439
Senior Housing	Dwelling Unit	0.20	0.27	\$1,958	\$1,469
Hotel	Room	0.47	0.64	\$4,641	\$3,481
Storage Facility	Sq. ft.	0.0001	0.00014	\$1.02	\$0.76
Other ³	AM Peak Hour Trip	N/A	N/A	\$9,800	\$7,350

Notes:

1. AM peak hour trip rates are based on the following ITE codes found in the *ITE Trip Generation Manual* (10th Edition): single-family= land use code 210, senior housing = land use code 252, hotel = land use code 310, storage facility = land use code 151.
2. Fee estimate for senior housing, hotel, and storage facility land uses calculated by applying the DUE to the single-family family fee per dwelling unit.
3. The STMP Administrative Guidelines provide further guidance for estimating the required fee for “other” category projects.

Sources: *ITE Trip Generation Manual* (10th Edition); Fehr & Peers, 2018.

5.4 Other Funding Sources

As with the 2005 update of the STMP, the fee revenue from the 2019 STMP update will not pay the total cost of all transportation infrastructure improvements described in Table 3-1. Other funding will need to be obtained, some of which has already been identified. The following projects on the updated STMP list have identified other funding sources:

- Hercules Regional Intermodal Transportation Center (Project ID #9) has identified \$1 million in funding.
- Del Norte Area TOD Public Infrastructure Improvements (Project ID #15) has identified \$7.1 million in funding.
- San Pablo Avenue Intersection Realignment at 23rd Street and Road 20 (Project ID #16) has identified \$9.5 million in funding.

- I-80/Central Avenue Phase Interchange Improvements (Project ID #18) has identified \$13.9 million in funding.

Although additional funding sources have not yet been identified for the remaining projects, the following describes a range of other funding sources that are potentially available to fund the remaining capital costs.

Measure J - Approved by Contra Costa County voters in 2004, it imposed a continuation of a half-cent on the dollar sales tax for 25 more years beyond the original 1988 transportation sales tax measure (Measure C) that expired in 2009. As with Measure C, the tax revenues will be used to fund a voter-approved Expenditure Plan of transportation programs and projects. Measure J will provide approximately \$2.5 billion for countywide and local transportation projects and programs through the year 2034.

Regional Measure 3 - Approved by Bay Area voters in June 2018, Regional Measure 3 will raise tolls on the Bay Area region's state-owned toll bridges by \$1 beginning January 1, 2019. Tolls will rise by another \$1 in January 2022 with another \$1 increase in January 2025. Toll revenues will be used to finance a \$4.5 billion set of highway and transit improvements along the toll bridge corridors and their approach routes. The Regional Measure 3 Expenditure Plan currently contains \$25 million for I-80 corridor transit improvements in Contra Costa, \$100 million for AC Transit rapid bus corridor improvements, \$90 million for Capital Corridor improvements, and \$150 million for San Francisco Bay Trail and Safe Routes to Transit improvements,

One Bay Area Grants (OBAG) – Established in 2012, OBAG taps federal funds to maintain Metropolitan Transportation Commission's (MTC) commitment to regional transportation priorities while also advancing the Bay Area's land-use and housing goals. OBAG targets project investments in Priority Development Areas (PDAs), where cities and counties can use OBAG funds to invest in streetscape enhancements, bicycle and pedestrian improvements, Safe Routes to School projects, and transportation planning efforts. MTC adopted the funding and policy framework for the second round of the OBAG program in November 2015. The second round of OBAG funding is projected to generate about \$916 million to fund projects from 2017-18 through 2021-22. The OBAG 2 program is divided into a Regional Program, managed by MTC, and County Program, managed by the nine Bay Area Congestion Management Agencies (CMAs).

Senate Bill 1 (SB 1) – Signed into law by Governor Jerry Brown in April 2017, SB 1 is expected to raise \$52.4 billion for transportation investments over the next decade. Revenues to pay for SB 1 programs will come from new transportation-related fees and adjustments to state taxes on diesel fuel and gasoline. By 2018-19, MTC estimates SB 1 will generate more than \$365 million per year for transportation in the nine-county Bay Area. Most of that funding will be directed to maintenance and repairs of roadways and public transit systems. Funding will also be available for mobility improvements and expanding bicycle and pedestrian access.

State Transportation Improvement Program (STIP) Funds – Generated by gas tax revenues, these funds are allocated by the State of California to Contra Costa County every two years for programming transportation improvement projects. According to the *2018 Report of STIP Balances County and Interregional Shares* (California Transportation Commission, August 2018), about \$87.3 million in STIP funds are currently allocated to transportation projects in Contra Costa County.

6. Summary of Required Program Elements

This report has provided a detailed discussion of the elements of the updated West County Subregional Transportation Mitigation Program and explained the analytical techniques used to develop this nexus study. The report addresses all of the fee program elements required by AB 1600, as summarized below.

1. *Identifying the purpose of the fee*

The STMP has been in place for more than 20 years. The purpose of the STMP is to support regional multimodal transportation system improvements needed to mitigate the transportation-related impacts of new development in western Contra Costa County.

2. *Identifying how the fee will be used and the facilities to be funded through the fee*

The fee will be used to help fund capital improvement projects that will accommodate future transportation needs in western Contra Costa. Table 3-1 identifies the projects to be funded through the fee.

3. *Determining a reasonable relationship between the fee's use and the type of development on which the fee is imposed*

As described in Chapter 4, different types of development generate traffic with different characteristics. The calculations presented in Table 4-5 account for these different characteristics by applying dwelling unit equivalent factors to each type of development. These considerations account for the differential impacts on the transportation system generated by different development types.

4. *Determining a reasonable relationship between the need for the public facility and the type of development on which the fee is imposed*

The need for the improvements listed in Table 3-1 has been established through the prior and current STMP nexus studies. The STMP calculations presented in this report have been conducted by calculating the growth in West County development as a percentage of the total future population and jobs. This is a conservative approach since only a relatively modest portion of each project's cost is included in the STMP, reflecting the projected traffic and service population growth in western Contra Costa County.

5. *Determining a reasonable relationship between the amount of the fee and the cost of the public facility (or portion of facility) attributable to new development*



Chapter 5 of this report describes the calculations applied to determine the cost of the improvements listed in Table 3-1 that is attributable to new development. Thus, a reasonable effort has been made to quantitatively establish the relationship between the fees charged in the STMP and the costs of transportation infrastructure improvements attributable to new development within western Contra Costa.

Appendix A – 2019 Update of the STMP Project List

WEST COUNTY STMP PROJECTS							
ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
Complete Streets Projects							
1	San Pablo Avenue Complete Streets Projects ²	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett by reducing roadway from 4 lanes to 3 lanes plus Class I path.	Countywide Transportation Plan (2017), West County Transit Enhancement and Wayfinding Plan (2011)	\$8,610,000		\$1,636,000	County
		b.) Construct bicycle and pedestrian improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive. Including new sidewalk installation on San Pablo Avenue between Lancaster Drive and Robert Miller Drive on the east side, and on Robert Miller between San Pablo Avenue and Hilltop Drive, to improve pedestrian access to the Contra Costa College Transit Hub and the Hilltop Mall Area.	West County Transit Enhancement and Wayfinding Plan	\$3,150,000		\$599,000	Richmond
		c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.	Countywide Transportation Plan, San Pablo Bicycle and Pedestrian Master Plan (2017)	\$13,755,000		\$2,613,000	San Pablo
		d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track or buffered bike lane and other bicycle, pedestrian and transit improvements in El Cerrito.	Countywide Transportation Plan, El Cerrito San Pablo Avenue Specific Plan (2014)	\$8,190,000		\$1,556,000	El Cerrito
		e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue. Project is necessary to provide pedestrian and transit access to a recently approved shopping center on San Pablo Avenue, across the street from the planned boardwalk.	West County Transit Enhancement and Wayfinding Plan	\$398,000		\$76,000	Hercules
		f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks by upgrading the existing bridge or constructing new dedicated bicycle/pedestrian bridge.	Countywide Transportation Plan	\$16,800,000		\$3,192,000	Pinole
2	Appian Way Complete Streets Project ²	Provide continuous sidewalks and bike lanes throughout the corridor. The project will also consider future/existing bus stop locations, on-street parking and sidewalk treatments, such as bulb outs and median refuge islands, while also improving access consistent with ADA. Project limits are along Appian Way from San Pablo Dam Road in unincorporated El Sobrante to about 900 lineal feet north of the city limit within the City of Pinole.	Countywide Transportation Plan	\$23,310,000		\$4,429,000	County, Pinole
3	San Pablo Dam Road Improvements in Downtown El Sobrante ²	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road. Improvements may include multimodal infrastructure on San Pablo Dam Road as well as completion of Pitt Way which will provide a circulation loop in the center of town that will provide enhanced access to community space and commercial areas in downtown El Sobrante.	2005 Update of the Subregional Transportation Mitigation Program (STMP)	\$10,422,000		\$1,980,000	County
Complete Streets Project Category - Total Cost Estimate				\$84,635,000	\$0	\$16,081,000	
Other Bicycle and Pedestrian-Focused Improvements							
4	Bay Trail Gap Closure	Close Bay Trail gaps in West Contra Costa County along the following segments: 1.) 0.3-mile segment along Goodrick Avenue in Richmond. 2.) 1.5-mile segment between Atlas Road and Cypress Avenue in unincorporated Contra Costa County. 3.) 0.1-mile segment between Bayfront Park and Pinole Creek in Pinole. Projects listed above are key gap closures that can improve access to transit facilities near the Bay Trail.	Countywide Transportation Plan	\$12,276,000		\$2,333,000	County, Pinole, Richmond
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety, access and security, and landscaping improvements along Ohlone Greenway.	Countywide Transportation Plan, Ohlone Greenway Master Plan (2009)	\$3,045,000		\$579,000	El Cerrito
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps, to improve pedestrian and bicycle connections between waterfront (including future Ferry terminal) and central Richmond.	West County Transit Enhancement and Wayfinding Plan, South Richmond Transportation Connectivity Plan (2015)	\$519,000		\$156,000	Richmond
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps. The following improvements may be considered: -Stripe and sign bike lanes along Marina Parkway, connect bike lanes to the Officer Moody Class I path at Meeker Avenue/Marina Bay Parkway intersection. -Consider narrowing or removing travel lanes on South 23rd Street to provide a bicycle and pedestrian connection to downtown Richmond. -Stripe crosswalks at freeway ramps for pedestrian and bicycle travel across ramps. -Square the freeway off-ramps to slow speeds and improve sightlines between drivers and bicyclists/pedestrians.	West County Transit Enhancement and Wayfinding Plan, City of Richmond Bicycle Master Plan (2011)	\$1,095,000		\$197,000	Richmond

WEST COUNTY STMP PROJECTS							
ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
8	Richmond Ferry to Bridge Bicycle Network Improvements	a.) Point Richmond area: from the new trail at Tewksbury & Castro to existing bay trail at S Garrard & Richmond Ave. This segment could vary from short-term bicycle boulevard-style improvements through the neighborhood to a long-term goal of a Class I path through railroad and Caltrans ROW along Railroad Ave and Tewksbury Ave. (Approximately 2,300 ft)	N/A (Project Identified by City of Richmond Staff)	\$1,150,000		\$322,000	Richmond
		b.) Point Richmond to Richmond Greenway: including S Garrard Blvd and W Ohio Ave. Because acquisitions or easements on railroad property have failed, there is a proposal to build a Class I trail along the north side of W Ohio between Garrard and 2nd St. The curb and gutter on this side of the road would need to be rebuilt. A similar trail or 2-way cycle track could be extended along S Garrard to existing facilities at W Cutting. (W Ohio Ave segment: 3,100 ft, S Garrard Blvd: 2,800 ft)	N/A (Project Identified by City of Richmond Staff)	\$2,950,000		\$826,000	Richmond
		c.) W Cutting Blvd, Cutting Blvd, and Hoffman Blvd. A two-way cycle track is proposed by reducing the number of vehicle travel lanes. Local businesses have requested the City add parking on the north side of West Cutting Blvd, and this will be studied in conjunction with the proposed bicycle facilities. This is also one of our focus areas for stormwater pollution mitigation, so a bioswale buffer between the cycle track and roadway would be ideal. Bicycle and pedestrian improvements adjacent to freeway access points are also necessary at Hoffman & Cutting and Hoffman & Harbour Way South. (W Cutting and Cutting Blvd segment: 5,500 ft, Hoffman Blvd: 1,600 ft)	N/A (Project Identified by City of Richmond Staff)	\$3,550,000		\$994,000	Richmond
		d.) Harbour Way South: Hoffman to Ferry Terminal. Private developments are in the process of planning and building portions of a two-way cycle track along the frontage of their properties between Hoffman and the Cannery property, and this project would connect and extend those improvements. (2,200 ft total)	N/A (Project Identified by City of Richmond Staff)	\$1,100,000		\$308,000	Richmond
		Other Bicycle and Pedestrian-Focused Project Category - Total Cost Estimate			\$25,685,000	\$0	\$5,715,000
Transit and Station-Related Improvements							
9	I-80 Express Bus (Short & Mid-Term Improvements)	Capital improvements associated with implementing Express Bus Service on I-80 from Hercules Transit Center south to Berkeley, Emeryville, Oakland, and expansion to San Francisco, with intermediate stops at the Richmond Parkway Transit Center and a potential I-80/Macdonald Avenue Express Bus/BRT transit center. Expansion of park-and-ride lots and freeway ramp improvements could occur in the medium to long-term. A series of Richmond Parkway Transit Center Improvements may also include: -Improve pedestrian and bicycle crossings at the I-80/Blume Drive and I-80/Fitzgerald Drive intersections -New sidewalks and bicycle lanes providing access to the transit center.	West County High-Capacity Transit Study (2017), 2016 Express Bus Study Update Final Report (2017)	\$109,203,000		\$20,749,000	WCCTAC
10	Hercules Regional Intermodal Transportation Center	Current phase of Hercules RITC is to complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc. Capital improvements along the corridor in West Contra Costa, including track improvements, drainage, fencing, safety improvements, etc. Future capital improvements could include preparation for ferry service.	West County High-Capacity Transit Study, Countywide Transportation Plan, 2005 Update of the STMP	\$53,550,000	\$1,000,000	\$10,175,000	Hercules
11	BART Extension (Planning & Conceptual Engineering Phases) from Richmond Station ³	BART extension from the Richmond BART Station. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included for Segment 1 from Richmond to Contra Costa College/City of San Pablo.	West County High-Capacity Transit Study	\$14,700,000		\$2,793,000	WCCTAC
12	San Pablo Avenue Transit Corridor Improvements	BRT on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center. In the short-term, Rapid Bus Improvements could be extended to Richmond Parkway with service to Contra Costa College and Hilltop Mall and transit priority treatments introduced along the corridor. Extending Rapid Bus treatments north to the Hercules Transit Center and introducing bus-only lanes on San Pablo Avenue from El Cerrito del Norte north to 23rd Street could occur in the medium-term.	West County High-Capacity Transit Study	\$192,150,000		\$36,509,000	WCCTAC

WEST COUNTY STMP PROJECTS							
ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College, with possible extension along San Pablo Avenue to Hilltop Mall and Hercules. Improvements to pedestrian facilities that enhance access to BRT stations are also assumed as part of this project.	West County High-Capacity Transit Study	\$121,800,000		\$23,142,000	WCCTAC
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements: Improve access, expand capacity, enhance placemaking, and address state-of-good repair issues at the 45-year old El Cerrito Plaza BART station. Include an improved kiss n’ ride area, landscaping, new stairs and elevators to the platform, new station restrooms, and improved bus intermodal area with raised crosswalks.	El Cerrito Plaza and Del Norte Stations - Modernization Concept Plan (2013)	\$49,442,000		\$9,395,000	BART
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements: Enhancements on streets between BART Station and Carlson Blvd, including improved pedestrian lighting, widened sidewalks, improved crosswalks, signal timing adjustments, wayfinding and signage, and upgraded bicycle facilities.	BART Walk and Bicycle Gap Study (2017)	\$1,260,000		\$239,000	BART, El Cerrito
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements: Enhancements on streets surrounding BART Station to improve station access and safety, including pedestrian lighting, widened sidewalks, improved crosswalks, signal timing adjustments, wayfinding and signage, and upgraded bicycle facilities.	BART Walk and Bicycle Gap Study	\$3,465,000		\$658,000	BART, Richmond
		d.) Richmond Crossover Project: Additional Crossover to allow quicker turnbacks, to utilize fleet more effectively, reduce conflicts in yard, and allow increased service frequency.	BART Sustainable Communities Operations Analysis (2013)	\$34,759,000		\$6,604,000	BART
15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements related to Transit Oriented Development (TOD) in the area around the El Cerrito Del Norte BART station. Funding will provide improvements including, but not limited to: new parking facilities; bicycle, pedestrian, and bus transit access improvements; signage; lighting; improvements to station access or station waiting areas; ADA improvements; improvements to adjacent streets, street crossings, or signals; and/or Ohlone Greenway improvements.	2005 Update of the STMP	\$37,761,000	\$7,100,000	\$7,175,000	El Cerrito
Transit and Station-Related Project Category - Total Cost Estimate				\$618,090,000	\$8,100,000	\$117,439,000	
Local Street and Intersection Improvements							
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access. The project will also include street re-configuration, re-striping and possibly signal modification at this intersection.	Countywide Transportation Plan	\$15,120,000	\$9,500,000	\$1,814,000	San Pablo
Local Street and Intersection Project Category - Total Cost Estimate				\$15,120,000	\$9,500,000	\$1,814,000	

WEST COUNTY STMP PROJECTS

ID	Project	Project Description	Document Reference	Total Project Cost Estimate	Other Identified Funding	Eligible STMP Funding Allocation ¹	Sponsor(s)
Freeway and Interchange Improvements							
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities. The project will be completed in two phases. The first phase (under construction) will relocate the El Portal Drive on-ramp to WB I-80 to the north, extend the auxiliary lane along WB I-80 between San Pablo Dam Road off-ramp and El Portal Drive on-ramp, and reconstruct the Riverside Avenue pedestrian overcrossing. The second phase includes the construction of a new connector road on the west side of I-80 to connect SPDR to McBryde Avenue with a new bridge over Wildcat Creek, reconstructing the on- and off-ramps to SPDR, replacing the existing SPDR overcrossing with a 6-lane structure, and realigning Amador Street. Phase 2 is included in this STMP update.	Countywide Transportation Plan, 2005 Update of the STMP	\$84,788,000	\$9,200,000	\$16,110,000.00	San Pablo, CCTA
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations and multimodal access at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases. The first phase will redirect left turns from WB Central Avenue onto WB I-80 to the adjacent I-580 EB on-ramp at Rydin Road during weekend peak hours; and will install traffic signals at the I-580 ramps. Construction of first phase will be completed in 2018. The second phase will increase the spacing between the signalized intersections east of I-80 by connecting Pierce Street and San Mateo Street, converting Pierce Street access at Central Avenue to “right-in, right-out,” and relocating the traffic signal at Pierce Street/Central Avenue to the San Mateo Street/Central Avenue intersection. The second phase is included in this STMP update.	Countywide Transportation Plan, 2005 Update of the STMP	\$15,225,000	\$13,873,000	\$2,588,000	El Cerrito, Richmond, CCTA
19	I-80/Pinole Valley Road Interchange Improvements	The project may include the following improvements: -Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter. -Widen Pinole Valley Road ramp-terminal intersections at I-80 to provide a dedicated right turn lane to the EB and WB I-80 on-ramps. -Pinole Valley Road/I-80 intersection crossing enhancements.	Countywide Transportation Plan, West County Transit Enhancement and Wayfinding Plan	\$10,959,000		\$1,534,000	Pinole, CCTA
Freeway and Interchange Project Category - Total Cost Estimate				\$110,972,000	\$23,073,000	\$20,232,000	
Administrative Projects							
20	Future Nexus Study Updates	Two comprehensive nexus studies and fee updates, over the 22-year planning horizon of the 2019 STMP Fee.		\$500,000		\$500,000	WCCTAC
Total Project List Cost Estimate				\$855,002,000	\$40,673,000	\$161,781,000	

Notes:

1. Column summarizes the portion of the capital costs that would be allocated to the STMP.

2. Complete Streets projects typically involve improvements to transit, pedestrian and bicycling infrastructure with the goal of increased usage of those modes, thus reducing vehicle volumes on Routes of Regional Significance.

3. Timing of BART extension implementation may extend beyond 2040; however, the STMP could fund early planning and design tasks.

Appendix B – 2019 Update of the STMP Project List Cost Estimate Summary

STMP Projects and Estimated Costs

ID	Project	Description	Reported Cost	Year of cost estimate	Escalation Factor ¹	Estimated Cost, 2018\$
Complete Streets Projects						
1	San Pablo Avenue Complete Streets Projects	a.) Construct bike and pedestrian improvements along San Pablo Avenue from Rodeo to Crockett.	\$8,200,000	2017	1.05	\$8,610,000
		b.) Construct bicycle and pedestrian improvements along San Pablo Avenue between La Puerta Road and Hilltop Drive.	\$3,000,000	2017	1.05	\$3,150,000
		c.) Construct bike, pedestrian and transit improvements along San Pablo Avenue from Rivers Street in San Pablo to Lowell Avenue in Richmond.	\$13,100,000	2017	1.05	\$13,755,000
		d.) Implement Complete Streets improvements along San Pablo Avenue including directional cycle track or buffered bike lane and other bicycle, pedestrian and transit improvements in El Cerrito.	\$7,800,000	2017	1.05	\$8,190,000
		e.) San Pablo Avenue Class I Boardwalk between John Muir Parkway and Sycamore Avenue.	\$296,400	2011	1.34	\$398,000
		f.) Complete bicycle/pedestrian connection on San Pablo Avenue over Santa Fe Railroad tracks.	\$16,000,000	2017	1.05	\$16,800,000
2	Appian Way Complete Streets Project	Provide continuous sidewalks, bike lanes, and improved bus stops along Appian Way from San Pablo Dam Road in unincorporated El Sobrante to about 900 lineal feet north of the city limit within the City of Pinole.	\$22,200,000	2017	1.05	\$23,310,000
3	San Pablo Dam Road Improvements in Downtown El Sobrante	Provide complete street improvements on San Pablo Dam Road between El Portal Drive and Castro Ranch Road.	\$6,900,000	2005	1.51	\$10,422,000

Other Bicycle and Pedestrian-Focused Improvements

4	Bay Trail Gap Closure	Improve transit access by closing three key Bay Trail gaps: along Goodrick Avenue in Richmond, between Bayfront Park and Pinole Creek in Pinole, and between Atlas Road and Cypress Avenue in unincorporated Contra Costa County.	\$11,135,000	2016	1.10	\$12,276,000
5	Ohlone Greenway Improvements	Implement crossing, wayfinding, signing, lighting, safety, access and security, and landscaping improvements along Ohlone Greenway.	\$2,900,000	2017	1.05	\$3,045,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	Improve pedestrian and bicycle crossings at the I-580/Harbour Way interchange ramps.	\$386,500	2011	1.34	\$519,000
7	I-580/Marina Bay Parkway	Improve pedestrian and bicycle crossings at the I-580/Marina Bay Parkway interchange ramps	\$815,300	2011	1.34	\$1,095,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	a.) Point Richmond area: from the new trail at Tewksbury & Castro to existing Bay Trail at S. Garrard & Richmond Ave.	\$1,150,000	2018	1.00	\$1,150,000
		b.) Point Richmond to Richmond Greenway: including S. Garrard Blvd and W. Ohio Ave.	\$2,950,000	2018	1.00	\$2,950,000
		c.) W. Cutting Blvd, Cutting Blvd, and Hoffman Blvd.	\$3,550,000	2018	1.00	\$3,550,000
		d.) Harbour Way South: Hoffman Blvd to Ferry Terminal.	\$1,100,000	2018	1.00	\$1,100,000

Transit and Station-Related Improvements

9	I-80 Express Bus	Capital improvements associated with implementing Express Bus Service on I-80 from Hercules south to Berkeley, Emeryville, Oakland, and expansion to San Francisco, with intermediate stops at the Richmond Parkway Transit Center and a potential I-80/Macdonald Avenue Express Bus/BRT transit center.	\$104,003,000	2017	1.05	\$109,203,000
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10	Hercules Regional Intermodal Transportation Center	Current phase of Hercules RITC is to complete construction of the new train stop for Capitol Corridor service, including parking, station platform, signage and plazas, rail improvements, bicycle and pedestrian access improvements (e.g. Bay Trail connections), etc. Future capital improvements could include preparation for ferry service.	\$51,000,000	2017	1.05	\$53,550,000
11	BART Extension	BART extension from the Richmond BART Station. Only the planning, conceptual engineering and program level environmental clearance phases of the project are included.	\$14,000,000	2017	1.05	\$14,700,000
12	San Pablo Avenue Transit Corridor Improvements	Bus Rapid Transit (BRT) on San Pablo Avenue approximating the existing 72R Rapid Bus route from downtown Oakland to the Richmond Parkway Transit Center and extending Rapid Bus from the Richmond Parkway Transit Center to the Hercules Transit Center.	\$183,000,000	2017	1.05	\$192,150,000
13	23rd Street Transit Corridor Improvements	23rd Street BRT from Richmond Ferry Terminal and UC Berkeley Richmond Field Station to Richmond BART/Capitol Corridor station, then continuing to Contra Costa College.	\$116,000,000	2017	1.05	\$121,800,000
14	West County BART Station Access, Parking & Capacity Improvements	a.) El Cerrito Plaza Station Modernization and Capacity Enhancements.	\$42,710,000	2015	1.16	\$49,442,000
		b.) El Cerrito Plaza BART Pedestrian & Bike Safety and Access Improvements.	\$1,200,000	2017	1.05	\$1,260,000
		c.) Richmond BART Pedestrian & Bike Safety and Access Improvements.	\$3,300,000	2017	1.05	\$3,465,000
		d.) Richmond Crossover Project.	\$27,000,000	2012	1.29	\$34,759,000

15	Del Norte Area TOD Public Infrastructure Improvements	Planning, engineering, environmental studies, and construction of the public transportation-related improvements related to Transit Oriented Development (TOD) in the area around the El Cerrito Del Norte BART station.	\$25,000,000	2005	1.51	\$37,761,000
Local Street and Intersection Improvements						
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	Realignment of skewed 5-legged intersection as part of a bridge removal project that will enhance pedestrian, bicycle and future BRT access.	\$14,400,000	2017	1.05	\$15,120,000
Freeway and Interchange Improvements						
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	Reconstruct the existing I-80/San Pablo Dam Road interchange (including modifications to the El Portal Drive and McBryde Avenue ramps) and provide improved pedestrian and bicycle facilities.	\$80,750,000	2017	1.05	\$84,788,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	Improve traffic operations at the I-80/Central Avenue interchange and along Central Avenue between Rydin Road and San Pablo Avenue. The project will be completed in two phases.	\$14,500,000	2017	1.05	\$15,225,000
19	I-80/Pinole Valley Road Interchange Improvements	Improve merge onto the I-80 mainline from the EB Pinole Valley Road on-ramp to address vehicles accelerating uphill after stopping at ramp meter, in addition to ramp-terminal intersection improvements.	\$10,437,000	2017	1.05	\$10,959,000
Administrative Projects						
20	Future Nexus Study Updates	Two comprehensive nexus studies and fee updates, over the 22-year planning horizon of the 2019 STMP Fee.	\$500,000	2018	1.00	\$500,00
Total Estimated Cost			\$789,283,200			\$855,002,000

Notes:

¹ Most projects have cost estimates prepared in 2011 or more recently. For those projects, the escalation factor was calculated based on the Annual Infrastructure Construction Cost Inflation Estimates (AICCIE) reported by OneSanfrancisco (onesanfrancisco.org). Two projects (projects 3 and 15) have cost estimates dating to 2005; for those projects, an index of 1.37 as specified by WCCTAC's STMP model ordinance was used to escalate the costs to 2016 dollars, and then the inflation rates for years 2016 and 2017 (reported by onesanfrancisco.org) were used to escalate the cost to 2018 dollars.

**MASTER COOPERATIVE AGREEMENT
BY AND AMONG THE CITIES OF EL CERRITO, HERCULES, PINOLE,
RICHMOND, AND SAN PABLO, THE COUNTY OF CONTRA COSTA
AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE
FOR THE 2019 SUBREGIONAL TRANSPORTATION MITIGATION FEE PROGRAM**

This AGREEMENT is made and entered into as of this _____ day of _____, 2019, by and between the cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo, and the County of Contra Costa, collectively referred to herein as AGENCIES; and individually as an AGENCY, and the West Contra Costa Transportation Advisory Committee, a Joint Exercise of Powers Agency organized pursuant to a Joint Exercise of Powers Agreement among the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, the County of Contra Costa, and the transit agencies AC Transit, Bay Area Rapid Transit District, and Western Contra Costa Transit Authority, hereinafter referred to as WCCTAC. The AGENCIES, and WCCTAC shall sometimes be referred to collectively herein as the “Parties” and individually as a “Party”.

RECITALS

WHEREAS, AGENCIES, and WCCTAC, pursuant to the Contra Costa Transportation Improvement and Growth Management Expenditure Plan and Ordinance (referred to herein as “Measure C”) adopted and approved by the voters in 1988, and pursuant to the extension of the transportation sales tax (referred to herein as “Measure J”) adopted and approved by the voters in November 2004, hereby desire to enter into a Cooperative Agreement for transportation improvements in West Contra Costa County to be funded in whole or in part by developer fees collected under the West County Subregional Transportation Mitigation Program (“STMP”). The 2019 program (the “2019 STMP”) is intended to update the STMP adopted in 2006 (the “2006 STMP”). The transition from the 2006 STMP to the 2019 STMP is outlined herein. This Agreement shall terminate and replace the prior Master Cooperative Agreement Between Contra Costa Transportation Authority, the Cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo, the County of Contra Costa and the West Contra Costa Transportation Advisory Committee, dated June 13, 2006; and

WHEREAS, the WCCTAC Joint Exercise of Powers Agreement describes the objective of protecting and advancing the interests of West Contra Costa County communities with regard to transportation issues and the utilization of Measure C and Measure J funds, and explicitly designates WCCTAC to oversee the STMP; and

WHEREAS, each AGENCY by local ordinance or resolution, enacted the 2006 STMP, which levies a fee on new development to mitigate the impacts of new trips generated by that development in conformity with the Mitigation Fee Act (Gov. Code §§ 66000 et seq., referred to herein as the “Act”); and

WHEREAS, fees from the 2006 STMP partially funded eleven regional transportation projects which are listed in the Fee Program Background section of the adopted 2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee report; and

WHEREAS, fees from the 2019 STMP are proposed to partially fund twenty (20) regional transportation projects, as more particularly described herein (collectively referred to herein as the “Projects” and individually as a “Project”); and

WHEREAS, the conclusions of the nexus study, in conformity with Government Code section 66000 et seq. can be found in the 2019 Nexus Update of the STMP Impact Fee report which is attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, this Agreement outlines the roles and responsibilities of the Parties relative to the administrative, fiscal, and project management of the 2019 STMP projects; and

WHEREAS, WCCTAC is the primary responsible entity for the program, and will coordinate and administer the STMP expenditures, the priority for fee disbursements, and provide general management of the STMP consistent with its mission; and

WHEREAS, WCCTAC has evaluated the components of the 2019 STMP and finds that the establishment, imposition, collection, transfer and use of development fees for the purposes and Projects described herein are necessary to mitigate traffic impacts caused by new development and authorized by all applicable legal authorities;

NOW, THEREFORE, in consideration of the foregoing, the Parties hereby agree as follows:

A. PURPOSE

The purpose of this Agreement is to formalize the institutional arrangements for the collection, oversight, and expenditure of the 2019 STMP fees and the close out of the 2006 STMP program.

B. LIST OF PROJECTS

Fees from the 2019 STMP are proposed to partially fund the Projects identified in this Paragraph B, as more particularly described in the 2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee report. Each Project shall have one or more designated project sponsors (each a “**Project Sponsor**”). A Project Sponsor may be an AGENCY, WCCTAC or another governmental agency. WCCTAC will enter into a funding agreement with each Project Sponsor as part of funding of each Project, and such funding agreement shall set forth the duties and responsibilities of the Project Sponsor. The Project Sponsor(s) for each Project are listed in parenthesis below after the description of each Project.

1. **San Pablo Avenue Complete Streets Projects** – Transit, bicycle, and pedestrian improvements along several segments of San Pablo Avenue.
(*WCCTAC Cities/Contra Costa County*);
2. **Appian Way Complete Streets Project** – Pedestrian, bicycle, and transit access improvements along Appian Way in El Sobrante and in City of Pinole.
(*Contra Costa County; City of Pinole*);

3. **San Pablo Dam Road Improvements** – Multimodal access improvements along San Pablo Dam Road through downtown El Sobrante. (*Contra Costa County*);
4. **Bay Trail Gap Closure** – Improve transit access by closing three key Bay Trail gaps: along Goodrick Avenue in Richmond, between Bayfront Park and Pinole Creek in Pinole, and between Atlas Road and Cypress Avenue in unincorporated Contra Costa County. (*East Bay Regional Park District, Contra Costa County, Cities of Richmond and Pinole*);
5. **Ohlone Greenway Improvements** – Crossing, wayfinding, signing, lighting, safety, access and landscaping improvements along Ohlone Greenway. (*City of El Cerrito*);
6. **I-580/Harbor Way Interchange Improvements** – Improve pedestrian and bicycle access across interchange, to serve movements between waterfront/ferry terminal and central Richmond. (*City of Richmond*);
7. **I-580/Marina Bay Parkway Interchange Improvements** – Improve pedestrian and bicycle access across interchange, to serve movements between waterfront and downtown Richmond. (*City of Richmond*);
8. **Richmond Ferry to Bridge Bicycle Improvements** – Improve bicycle access between Richmond Ferry Terminal and Bay Trail near Richmond-San Rafael Bridge. (*City of Richmond*);
9. **I-80 Express Bus** – Capital improvements associated with implementing I-80 Express Bus service between Hercules and Oakland/Emeryville/Berkeley/San Francisco, with possible intermediate stops. (*WCCTAC, WestCAT and AC Transit*);
10. **Hercules Regional Intermodal Transportation Center** – Complete construction of new Capitol Corridor train stop, with associated track improvements, parking and access facilities. (*City of Hercules*);
11. **BART Extension from Richmond Station (Planning and Conceptual Engineering Phases)** – Planning, conceptual engineering and/or program level environmental clearance phases of potential BART extension to Contra Costa College/City of San Pablo. (*WCCTAC, City of San Pablo, BART*);
12. **San Pablo Avenue Transit Corridor Improvements** – Extension and improvement of bus rapid transit (BRT) and/or rapid bus service along San Pablo Avenue through West County, with stops including Richmond Parkway Transit Center and Hercules Transit Center. (*WCCTAC Cities/Contra Costa County*);

13. **23rd Street Transit Corridor Improvements** – Provision of bus rapid transit (BRT) and/or rapid bus service along 23rd Street from Richmond Ferry Terminal/UC Berkeley Richmond Field Station to Richmond BART, to Contra Costa College, and potentially to Hilltop Mall. (*Cities of Richmond and San Pablo*);
14. **West County BART Station Access and Parking Improvements** – Station modernization and capacity enhancements, parking, and access improvements at El Cerrito Plaza, El Cerrito del Norte, and Richmond BART stations, and Richmond Crossover Project to allow increased frequency along Richmond line. (*BART, WCCTAC*);
15. **Del Norte Area TOD Public Infrastructure Improvements** – Parking facilities, bicycle, pedestrian, and/or bus transit access improvements, signage, lighting, improvements to station access or station waiting areas, ADA improvements, improvements to adjacent streets, street crossings, or signals, and/or Ohlone Greenway improvements. (*BART, Cities of El Cerrito and Richmond*);
16. **San Pablo Avenue Intersection Realignment** – Intersection reconfiguration, potential signal modifications to accommodate pedestrian, bicycle, and bus rapid transit (BRT) access at intersection of San Pablo Avenue, 23rd Street, and Road 20. (*City of San Pablo*);
17. **I-80/San Pablo Dam Road Interchange Improvements, Phase 2** – Interchange reconstruction, new bridge over Wildcat Creek, and improved bicycle and pedestrian facilities. (*CCTA*);
18. **I-80/Central Avenue Interchange Improvements, Phase 2** – Increase intersection spacing to increase vehicle capacity, connect Pierce Street and San Mateo Street, convert Pierce Street access at Central Avenue to right-in/right-out and improve multimodal access. (*CCTA*);
19. **I-80/Pinole Valley Road Interchange Improvements** – Improve merge from eastbound on-ramp to I-80, widen ramp terminal intersections, and make pedestrian crossing improvements. (*CCTA, City of Pinole*); and
20. **Future Nexus Study Updates** – Two comprehensive nexus studies and fee updates over the 22-year planning horizon of the 2019 STMP Fee. (*WCCTAC*).

C. CLOSE-OUT OF FEE COLLECTION AND EXPENDITURE FROM THE 2006 STMP

Fees will no longer be collected for the eleven projects from the 2006 STMP as of the Effective Date. All fees collected and unspent for these projects as of the Effective Date shall be used for Projects that are the same as or substantially similar to a project from the 2006 STMP, in order to further the purposes for which the 2006 STMP was adopted.

Any fees collected and unspent from the 2006 STMP that are not able to be used in this manner, shall be refunded or used in accordance with Government Code section 66001(e)&(f).

D. FEES

1. Imposition of the Fees. In order to fund the 2019 STMP, AGENCIES shall consider the adoption, by ordinance or resolution, the following developer fees, to be payable at the time of issuance of building permits:

<u>LAND USE</u>	<u>FEE</u>
Single-Family Residential	\$5,439/DU*
Multi-Family Residential	\$2,679/DU
Senior Housing	\$1,469/DU
Hotel	\$3,481/Room
Retail/Service	\$6.59/SF**
Office	\$8.72/SF
Industrial	\$5.56/SF
Storage Facility	\$0.76/SF
Other	\$7,350 per AM peak hour trip

*DU = Dwelling Unit

**SF = Square Foot

AGENCY is responsible for determining the appropriate land use category and fee amount to apply to specific development projects being considered by their jurisdiction. AGENCY will refer to the STMP Administrative Guidelines for guidance on how to apply these land use categories to development projects.

2. Administrative Fee.

In addition to the STMP fee imposed by section D.1 above, each AGENCY may impose an administrative fee payable to the AGENCY at the time of issuance of a building permit. The administrative fee shall be no greater than the cost incurred by the AGENCY to adopt the ordinance or resolution establishing the 2019 STMP and to collect, report, and transmit appropriate reports and funds to WCCTAC. Any administrative fee applied by AGENCY shall be kept separate from the STMP funds.

3. Tribal Gaming Facility Developments.

The Parties agree that a tribal gaming facility's subregional traffic impacts should be mitigated and that WCCTAC shall be included in any evaluation and determination of such impacts and their mitigation. Monies to pay for mitigation of such subregional impacts may be governed by a tribal-state compact or a tribal-local agency agreement. The collection of any such monies shall be subject to

applicable state and federal law, including but not limited to the Indian Gaming and Regulatory Act, 25 U.S.C. §§ 2701-2721.

4. Transfer of the Fees.

No more than thirty (30) days following the close of each calendar quarter ending after the Effective Date, all STMP fee revenue collected by an AGENCY, and any interest accrued on such revenue, not including any AGENCY administrative fee pursuant to Section D.2, will be transferred by the AGENCY to WCCTAC with a brief Quarterly Report that identifies each development project subject to STMP, and the revenue collected for the development during the reporting period. WCCTAC shall deposit the funds into a separate interest-bearing capital facilities account for the STMP revenues to be used solely for the purposes described herein, and in the fee resolutions or ordinances adopted by the AGENCIES pursuant to this Agreement. The revenues, including any accrued interest from the account, will be disbursed and expended only for the twenty projects identified in Section B above.

5. Reports.

Pursuant to Government Code section 66006(b)(1), within 150 days after the end of each fiscal year, WCCTAC, in cooperation with the Project Sponsors, shall make available to the public and to AGENCIES a status report on the progress attained and costs incurred to date on each Project in the 2019 STMP, including but not limited to:

- i. A brief description of the type of fee in the account or fund.
- ii. The amount of the fee.
- iii. The beginning and ending balance of the account or fund.
- iv. The amount of the fees collected and the interest earned.
- v. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- vi. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001 of the Government Code, and the public improvement remains incomplete.
- vii. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned

fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

- viii. The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.

6. Report Reviews.

Pursuant to Government Code section 66006(b)(2), the WCCTAC Board shall review the information contained in the report referenced in Section D.5 of this Agreement at the next regularly-scheduled public meeting not less than fifteen (15) days after this information is made available to the public. Thereafter, such report and any comments or amendments made by the WCCTAC Board, shall be forward to the AGENCIES.

7. Periodic Findings.

After the fifth fiscal year following the first deposit of 2019 STMP revenues and every five (5) years thereafter, WCCTAC shall make all findings required by Government Code section 66001(d). Such findings shall be made in connection with the release of public information required by Government Code section 66006(b) and Section D.6 of this Agreement.

8. Annual Fee Adjustments.

A provision shall be included in the fee resolutions or ordinances adopted by AGENCIES pursuant to this Agreement, requiring automatic annual fee increases or decreases, effective July 1 of each year after 2019, based on the annual percentage change in the Engineering News-Record Construction Cost Index for the San Francisco Bay Area for the 12-month period ending with the February index of the same calendar year. WCCTAC will calculate the annual percentage increase in the STMP fee and notify all AGENCIES of this change. Each AGENCY shall be responsible for implementing this annual change in the STMP Fee.

9. Exemptions and Waivers.

No exemptions for any development subject to the 2019 STMP Fee shall be allowed without pre-approval of WCCTAC except as described in the STMP Administrative Guidelines. Developments may be exempted from the 2019 STMP and the development fees pursuant thereto to the extent allowed by law, and any such exemption shall be reported to WCCTAC.

10. Credits and Reimbursements.

An applicant may receive credit against fees for the dedication of land for right-of-way and/or construction of improvements for specific 2019 STMP projects,

where such right-of-way or construction is beyond that which would otherwise be required for approval of the proposed development. The calculation of the amount of credit against fees for 2019 STMP dedications or improvements shall be based upon a determination by AGENCY that such credits are, in fact, exclusive of the dedications, setbacks, improvements, and/or traffic mitigation measures which are required by local ordinance, standards, or other practice. In addition, the credit shall be calculated based upon the actual cost of construction of improvements or, in the case of land dedication, on an independent appraisal approved by the AGENCY. AGENCY must report any credit to WCCTAC prior to awarding the credit.

An applicant may receive reimbursement from STMP fees paid by other development projects to the extent that the amount of the credit is greater than the STMP fee obligation of the development project. The award of any reimbursement by AGENCY must be preapproved by the WCCTAC Board; in making that decision, the Board will take into consideration criteria and metrics related to funding availability and project prioritization that they use in making other STMP funding decisions.

11. Appeals.

Should an applicant or AGENCY seek an appeal of the fee due, the appeal shall be made in writing to WCCTAC with supporting documentation. The WCCTAC Board shall consider the appeal at a regularly scheduled meeting, and shall make a decision on the appeal. The decision of the WCCTAC Board is final.

12. Verification.

In addition to the quarterly reporting form submitted by the local jurisdictions, WCCTAC in conjunction with the AGENCIES may undertake steps to verify AGENCIES compliance with the 2019 STMP Program. This may include periodic reports to the WCCTAC Board and City/County Managers about compliance with reporting requirements, and/or requesting information on building permits issued to compare with the information contained in the quarterly reporting form.

13. STMP Administrative Guidelines

WCCTAC has adopted administrative guidelines to assist WCCTAC and Agency staff with implementation of the STMP Fee, and provide additional detail not included in this Agreement. The STMP Administrative Guidelines are attached hereto as Exhibit B, and incorporated herein. The Parties understand and agree that the STMP Administrative Guidelines may be changed from time to time in the sole discretion of the WCCTAC Executive Director, as long as such changes do not conflict with this Agreement or applicable law. Prior to adopting any changes to the STMP Administrative Guidelines, the Executive Director shall submit the proposed changes to the WCCTAC Technical Advisory Committee for

review. Upon a change in the STMP Administrative Guidelines, WCCTAC will provide copies of the revised STMP Administrative Guidelines to all Agencies.

E. FUNDING AND ELIGIBLE COSTS

1. Use of Fees.

Fee revenues shall be available for Project costs through completion of construction. Costs include, but are not limited to, environmental clearance, conceptual planning and engineering, traffic studies, design, right-of-way acquisition, utility relocation, and costs of construction. Funding amounts are in 2018 dollars and actual funding commitments will depend upon the 2019 STMP fee revenues collected by the AGENCIES. Eligible Project costs will be determined by WCCTAC consistent with applicable law, in WCCTAC's sole discretion. Project costs will be reimbursed pursuant to procedures determined by WCCTAC.

2. STMP Projects and Nexus Amounts.

The table below shows the maximum potential nexus amount for each project, as determined in the 2019 Nexus Update of the STMP Impact Fee report. The fees shown in Section D.1. of this Agreement are lower than the maximum potential STMP fees determined in the 2019 Nexus Update; therefore, the actual amount of future STMP funding that may be awarded to each project is likely to be less than the maximum potential amount.

ID	Project Name	Maximum Potential STMP Amount	Possible STMP Amount Based on Fees in Section D.1.
1	San Pablo Avenue Complete Streets Projects	\$9,672,000	\$7,254,000
2	Appian Way Complete Streets Project	\$4,429,000	\$3,322,000
3	San Pablo Dam Road Improvements in El Sobrante	\$1,980,000	\$1,485,000
4	Bay Trail Gap Closure	\$2,333,000	\$1,750,000
5	Ohlone Greenway Improvements	\$579,000	\$434,000
6	I-580/Harbour Way Interchange Pedestrian & Bicycle Access Improvements	\$156,000	\$117,000
7	I-580/Marina Bay Parkway Interchange Pedestrian & Bicycle Access Improvements	\$197,000	\$148,000
8	Richmond Ferry to Bridge Bicycle Network Improvements	\$2,450,000	\$1,837,000
9	I-80 Express Bus Service	\$20,749,000	\$15,562,000

ID	Project Name	Maximum Potential STMP Amount	Possible STMP Amount Based on Fees in Section D.1.
10	Hercules Regional Intermodal Transportation Center	\$10,175,000	\$7,631,000
11	BART Extension from Richmond Station	\$2,793,000	\$2,095,000
12	San Pablo Avenue Transit Corridor Improvements	\$36,509,000	\$27,382,000
13	23rd Street Transit Corridor Improvements	\$23,142,000	\$17,356,000
14	West County BART Station Access, Parking & Capacity Improvements	\$16,896,000	\$12,672,000
15	Del Norte Area TOD Public Infrastructure Improvements	\$7,175,000	\$5,381,000
16	San Pablo Avenue Intersection Realignment at 23rd Street and Road 20	\$1,814,000	\$1,360,000
17	I-80/San Pablo Dam Road Interchange Improvements (Phase 2)	\$16,110,000	\$12,082,000
18	I-80/Central Avenue Interchange Improvements (Phase 2)	\$2,588,000	\$1,941,000
19	I-80/Pinole Valley Road Interchange Improvements	\$1,534,000	\$1,150,000
20	Future Nexus Study Updates	\$500,000	\$375,000
Totals		\$161,781,000	\$121,334,000

Note: The fees shown in Section D.1. have been set at 75% of the maximum potential STMP fee determined in the 2019 Nexus Update report. Therefore, the values shown in this table as the Possible STMP Amount Based on Fees in Section D.1. are 75% of the Maximum Potential STMP Amount.

F. PROJECT IMPLEMENTATION

WCCTAC and AGENCIES will work to promote steady progress on all Projects, to the extent that funding and Project readiness permit.

G. ADMINISTRATIVE OVERSIGHT AND COST RECOVERY

1. The following parties shall be entitled to recover the following costs and expenses:
 - i. WCCTAC. WCCTAC is entitled to recovery of reasonable administrative costs and expenses actually incurred, not to exceed 4% of the STMP fees collected under this Agreement to provide the 2019 STMP services relating to or incurred in the performance of the following duties: coordination, administration and oversight of Project expenditures; determination of the priority of fee disbursements; provision of general management of the Projects; provision of financial and accounting

services, including but not limited to serving as the repository of the STMP fee revenues and other funds collected under this Agreement and preparation of quarterly reports with the amount of fee revenues collected and the distribution of fees to the Projects.

- ii. AGENCIES. In addition to the STMP fee imposed by section D.1 above, each AGENCY may impose an administrative fee payable to the AGENCY at the time of issuance of a building permit as set forth in Section D.2. The administrative fee shall be no greater than the cost incurred by the AGENCY to adopt the ordinance or resolution establishing the 2019 STMP and cost to collect, report, and transmit appropriate reports and funds to WCCTAC.

H. TERM

The term of this Agreement shall commence on July 1, 2019, (the “Effective Date”) and shall terminate on December 31, 2040, unless terminated earlier in accordance with the terms of this Agreement.

I. TERMINATION

This Agreement will remain in effect until the termination date stated in Section H. above, unless terminated earlier by written agreement of the Parties. However, in no event shall the Parties to this Agreement terminate this Agreement if such a termination would conflict with, cause a default under or otherwise violate the terms or conditions of any revenue bonds.

J. INDEMNIFICATION

1. WCCTAC shall defend, indemnify, save and hold harmless the Cities of El Cerrito, Hercules, Pinole, Richmond and San Pablo; and the County of Contra Costa and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with an act or failure to act under this Agreement, or breach of any term of this Agreement, by WCCTAC, except to the extent such claims, costs or liability arise from the negligence of El Cerrito, Hercules, Pinole, Richmond, San Pablo, Contra Costa County or their officers, agents or employees.
2. El Cerrito shall defend, indemnify, save and hold harmless WCCTAC; the cities of Hercules, Pinole, Richmond and San Pablo; and the County of Contra Costa; and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by El Cerrito, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, Hercules, Pinole, Richmond, San Pablo, Contra Costa County or their officers, agents or employees.

3. Hercules shall defend, indemnify, save and hold harmless WCCTAC; the cities of El Cerrito, Pinole, Richmond and San Pablo; and the County of Contra Costa and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by Hercules, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, El Cerrito, Pinole, Richmond, San Pablo, Contra Costa County or their officers, agents or employees.
4. Pinole shall defend, indemnify, save and hold harmless WCCTAC; the cities of El Cerrito, Hercules, Richmond and San Pablo; and the County of Contra Costa and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by Pinole, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, El Cerrito, Hercules, Richmond, San Pablo, Contra Costa County or their officers, agents or employees.
5. Richmond shall defend, indemnify, save and hold harmless WCCTAC; the cities of El Cerrito, Hercules, Pinole and San Pablo; and the County of Contra Costa and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by Richmond, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, El Cerrito, Hercules, Pinole, San Pablo, Contra Costa County or their officers, agents or employees.
6. San Pablo shall defend, indemnify, save and hold harmless WCCTAC; the cities of El Cerrito, Hercules, Pinole and Richmond; and the County of Contra Costa and their officers, agents and employees from any and all claims, costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by San Pablo, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, El Cerrito, Hercules, Pinole, Richmond, Contra Costa County or their officers, agents or employees.
7. Contra Costa County shall defend, indemnify, save and hold harmless WCCTAC; the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo and their officers, agents or employees from any and all claims costs and liability arising out of or in connection with any act or failure to act under this Agreement, or breach of any term of this Agreement, by Contra Costa County, except to the extent such claims, costs or liability arise from the negligence of WCCTAC, El Cerrito, Hercules, Pinole, Richmond, San Pablo, or their officers, agents or employees.

K. PRIMACY OF THE DOCUMENTS

If a dispute arises, the terms of this Agreement shall take precedence over the WCCTAC Joint Exercise of Powers Agreement (“JEPA”) and /or the model Ordinance Establishing the 2019 West Contra Costa Subregional Transportation Mitigation Program (“Ordinance”).

L. ALTERNATIVE DISPUTE RESOLUTION

1. In General. This Paragraph L. establishes the exclusive process by which disputes between or among the Parties to this Agreement concerning or relating to this Agreement shall be resolved. The dispute resolution process established herein shall apply to disputes related to the interpretation or enforcement of, or compliance with, the terms and provisions of this Agreement. Disputes that are not alleged to relate to the interpretation of, or compliance with, this Agreement are not subject to this dispute resolution process.
2. Informal Conferral. If a dispute arises as described above in Paragraph L.1., the parties to the dispute (the “Disputing Parties”) will first attempt to resolve it through informal discussions, which may include designated representatives of the staff of WCCTAC and AGENCIES, at their discretion. Disputing Parties will advise the other Parties of the existence of a dispute and coordinate the date, time and location of informal conferral. If that Informal Conferral is not successful, then the Executive Director, City Managers and County Administrator shall meet to attempt a resolution.
3. Mediation. In the event a dispute cannot be resolved through informal conferral within twenty-one (21) calendar days, the aggrieved Disputing Party, acting through its governing body, shall give written notice to all other Parties to this Agreement, setting forth the nature of and basis for the dispute and facts demonstrating that such Disputing Party is materially and adversely affected thereby. The Disputing Parties, acting through their designated representatives, including counsel, shall endeavor to settle the dispute by mediation. The Disputing Parties shall select a neutral third party with expertise in land use matters to mediate the dispute. The other Parties may, but are not required to, participate in the mediation.
4. Judicial Review. The dispute resolution process described above shall be undertaken in good faith and exhausted prior to resorting to judicial review; provided, however, that by agreeing to this dispute resolution process, no Party hereby loses or waives its right to sue under any applicable statute of limitations or loses or waives its right to assert the operation of any applicable statute of limitations as an affirmative defense. In the event that an applicable statute of limitations would run during the pendency of the dispute resolution process described above, the Disputing Parties shall agree in writing to toll such statute of limitations for such period as may reasonably be necessary to complete the dispute resolution process.

5. Conduct of Judicial Review. Should any Party to this Agreement ultimately seek judicial review of a dispute concerning or relating to the implementation, interpretation or enforcement of, or compliance with, the terms and provisions of this Agreement, all Parties will submit to the jurisdiction of a court of competent jurisdiction; provided, however, that the Parties shall cooperate in seeking the appointment of a neutral Judge as defined in California Code of Civil Procedure section 394 to sit in Contra Costa County Superior Court, to preside over any such dispute.
6. Equitable Relief. Because the amount of damages in the event of a breach of this Agreement may be difficult or impossible to determine, the obligations of the Parties to this Agreement shall be enforceable by specific performance or other equitable relief, in addition to any other available remedy.

M. NOTICES

Any notices which may be required under this Agreement shall be in writing, shall be effective upon receipt, and shall be given by personal service, by certified or registered mail, or by U.S. mail, to the City Clerks of the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo; and to the Board Clerk for the County of Contra Costa, and to the individuals and addresses set forth below, or to such other addresses which may be specified in writing to the Parties.

To **WCCTAC:**
6333 Potrero Ave., Suite 100
El Cerrito, CA 94530
Attn: Executive Director

To **City of El Cerrito:**
10890 San Pablo Avenue
El Cerrito, CA 94530
Attn: City Clerk

To **City of Hercules:**
111 Civic Drive
Hercules, CA 94574
Attn: City Clerk

To **City of Pinole:**
2131 Pear Street
Pinole, CA 94564
Attn: City Clerk

To **City of Richmond:**
1401 Marina Way South
Richmond, CA 94804
Attn: City Clerk

To **City of San Pablo:**
13831 San Pablo Avenue
San Pablo, CA 94806
Attn: City Clerk

To **County of Contra Costa:**
651 Pine Street, 1st Floor
Martinez, CA 94553
Attn: Clerk of the Board of Supervisors

N. ADDITIONAL ACTS AND DOCUMENTS

Each Party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent, and purpose of the Agreement.

O. INTEGRATION

Except with respect to matters provided for in the JEPA and/or the Ordinance and subject to the primacy of this Agreement as provided in Paragraph K hereto, this Agreement represents the entire Agreement of the parties with respect to the subject matter hereof. No representation, warranties, inducements, or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

P. AMENDMENT

This Agreement may not be changed, modified, or rescinded except in a written instrument signed by all of the Parties. Any attempt at oral modification of this Agreement shall be void and of no effect.

Q. INDEPENDENT AGENCIES

The Parties are and at all times shall be considered entirely independent parties. The Parties will each act in an independent capacity and not as officers, employees or agents of the other. No Party shall have the right to control the other, except as expressly referenced in this Agreement. Nothing in this Agreement establishes, constitutes or shall be construed to establish or constitute a partnership, agency or employment relationship between the Parties.

R. ASSIGNMENT

The Agreement, and the rights, duties, and obligations of a Party hereunder, may not be assigned, transferred, hypothecated, or pledged by any Party without the express written consent of the other parties.

S. BINDING ON SUCCESSORS, ETC.

The Agreement shall be binding upon the successor(s), assignee(s), or transferee(s) of the AGENCIES, or WCCTAC as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate, or pledge this Agreement other than as provided above.

T. SEVERABILITY

Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of any Party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and

effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

U. HEADINGS; RECITALS

The headings of sections, paragraphs and subparagraphs of this Agreement are included for convenience only and shall not be deemed to constitute part of this Agreement or to affect its construction. The recitals are intended to be, and shall be deemed to constitute, part of this Agreement.

V. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and attested by their respective officers, duly authorized so to act, as of the date set forth in the first paragraph of this Agreement.

City of Pinole

City of San Pablo

Mayor / City Manager

Mayor / City Manager

ATTEST:

ATTEST:

Pinole City Clerk

San Pablo City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Pinole City Attorney

San Pablo City Attorney

County of Contra Costa

Chair, Board of Supervisors / County
Administrator

ATTEST: David Twa, Clerk of the Board of
Supervisors and County Administrator

Deputy

APPROVED AS TO FORM:
Sharon Anderson

County Counsel

**West Contra Costa Transportation
Advisory Committee**

Chair

ATTEST:

Board Clerk

APPROVED AS TO FORM:

WCCTAC Legal Counsel

City of Hercules

Mayor / City Manager

ATTEST:

Hercules City Clerk

APPROVED AS TO FORM:

Hercules City Attorney

City of El Cerrito

Mayor / City Manager

ATTEST:

El Cerrito City Clerk

APPROVED AS TO FORM:

El Cerrito City Attorney

City of Richmond

Mayor / City Manager
ATTEST:

Richmond City Clerk

APPROVED AS TO FORM:

Richmond City Attorney

- Exhibit A: 2019 Nexus Update of the Subregional Transportation Mitigation Program (STMP) Impact Fee (December 2018), accepted by WCCTAC Board on December 14, 2018.
- Exhibit B: 2019 STMP Fee Administrative Guidelines

**WEST CONTRA COSTA
TRANSPORTATION ADVISORY
COMMITTEE**

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

**APPROVED BY WCCTAC EXECUTIVE
DIRECTOR _____, 2019**

REVIEWED BY WCCTAC TAC 2/14/2019

TABLE OF CONTENTS

A. Introduction.....	1
B. Development projects.....	1
1. New Construction	1
2. Intensification of Use.....	1
C. Land Use Categories	1
1. Residential Land Uses.....	2
2. Non-residential Land Uses.....	2
3. Other Land Uses	2
D. Fee Calculation	3
1. New Construction	3
2. Intensification of Use.....	3
3. Other Land Use Category	3
E. Credits and Reimbursements.....	4
F. Appeals For Fee Exemptions and Waivers	4
G. ANNUAL Fee Adjustment	5
H. Conceptual Process for STMP Funding.....	5
Appendix A. A.M. Peak hour trip generation rates	6
Appendix B: STMP Fee Submittal Form.....	7

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. Accessory dwelling units added within the existing habitable living area footprint 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, mobile homes in mobile home parks, or detached accessory units or conversion of attached non-habitable space, except Senior Housing. Accessory dwelling units within the footprint of an existing dwelling unit's habitable space 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

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

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

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

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.
 - This STMP fee exemption or waiver must receive approval from the WCCTAC Board.

G. ANNUAL FEE ADJUSTMENT

WCCTAC will provide Agencies with a revised STMP Fee schedule, based on the annual fee adjustment provided for in Section D.8 of the Coop Agreement, in a timely manner each year so that Agencies can begin collecting the updated 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 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:

☐	☐	☐	☐
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 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			\$ 5,439			\$ -
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:

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

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 Credit and Waiver/Exemption Questions here:

Revised 1/15/2019

3136145.1



Date: March 19, 2019
To: El Cerrito City Council
From: Yvetteh Ortiz, Public Works Director/City Engineer
Will Provost, Acting Operations + Environmental Services Manager
Subject: Correction to Calendar Year 2019 Adopted East Bay Sanitary Garbage Rates

ACTION REQUESTED

Conduct a public hearing and upon conclusion adopt a resolution establishing the maximum allowable East Bay Sanitary (EBS) Post-Collection rate for two-cubic yard garbage containers, effective immediately.

BACKGROUND

Each year the City Council approves the maximum allowable solid waste rates charged to ratepayers in the City of El Cerrito. Solid waste rates consist of three components, which include:

- EBS Collection - A per service rate for the collection of garbage and green waste by EBS, the City's franchised waste hauler;
- EBS Post-Collection - A per ton rate by Republic Services for the disposal and processing of solid waste, green waste, household hazardous waste (HHW), and other waste types. These disposal, processing, and HHW costs are paid by EBS to Republic Services as part of their disposal costs and are included in the post-collection rates that EBS collects. The per ton rate that EBS pays to Republic Services is translated into rates for each type of service that EBS provides (e.g. 20 gallon can, 35 gallon can, etc.); and
- Integrated Waste Management (IWM) - A fee which funds unlimited curbside recycling collection for El Cerrito residents and businesses and the daily operations and waste reduction and recycling services of the El Cerrito Recycling + Environmental Resource Center (RERC).

The rates and fees for these three components are based on the annual revenue required to run the operations that provide these services. Residential and commercial customers pay these rates on either a per cart (based on the size of their garbage container) or per bin (based on the cubic yards of a weekly service) basis.

On November 20, 2018, the City Council held public hearings to give the public notice and an opportunity to comment on the proposed EBS rates and IWM fees for Calendar Year 2019. Following the public hearings, the City Council adopted Resolution 2018-60 setting the maximum allowable EBS rates, and Resolution 2018-61 setting the IWM fees, all to go into effect on January 1, 2019. The resolution for EBS rates stated the total monthly charge for each service provided once per week and the maximum rates for each use of on-call bulk collection services. The materials presented to the City Council at that meeting also included additional tables that showed the maximum rates for all EBS and IWM services. The additional EBS rates were based upon the monthly charges for the once-per-week services.

ANALYSIS

In January 2019, subsequent to adoption of the resolutions, City staff identified some issues with the materials presented to the City Council at the November 20, 2018 meeting. First, there is a typographical error in one of the EBS post-collection rates established in Resolution 2018-60. Specifically, the maximum allowable monthly rate for the post-collection of weekly collection of two-cubic yard garbage containers was misstated as \$88.19. It was stated as \$89.19 at one (1) pickup per week in the staff report. A \$0.01 rounding error was also found. The corrected rate is higher and is needed to meet EBS's revenue requirement. The attached resolution would correct the rate to \$89.20. If approved by City Council, the rate would go into effect immediately and appear on EBS's next billing cycle beginning on April 1, 2019.

In addition, the Rate Sheet provided as an Attachment to the November 20, 2018 Agenda Bill (November 2018 Rate Sheet) was found to have various errors in the total monthly costs and monthly costs for multiple weekly collections as follows and shown in gray shading in the Revised Rate Sheet (Attachment 1):

- Rounding error in the 20-gallon garbage cart total cost for once-per-week service for both residential and commercial customers resulting in a correction from \$37.64 to \$37.63, and corresponding corrections in the multiple weekly collection costs;
- Rounding error in the one-cubic yard garbage container total monthly cost for once-per-week service for commercial customers resulting in a correction from \$338.54 to \$338.55;
- Rounding error in the 35-gallon garbage cart, multiple weekly collection costs for commercial customers resulting in corrections to costs for two to six pickups per week;
- Calculation error in the one-cubic yard garbage container, multiple weekly collection costs for commercial customers resulting in corrections to costs for two to six pickups per week, which are higher than the November 2018 Rate Sheet, although based on the maximum rates established in November 2018;

- Calculation errors in the two-cubic yard garbage container, multiple weekly collection costs for commercial customers resulting in corrections to costs for one to six pickups per week, which are higher than the November 2018 Rate Sheet and now also reflecting the proposed rate correction discussed above; and
- Calculation errors in the one-cubic yard green waste container, green waste multiple weekly collection costs for commercial customers resulting in corrections to costs for two to five pickups per week.

A rounding error was also found in the compacted rates in the total cost per pickup for on-call bulk collection resulting in a correction from \$117.14 to \$117.15. The City Council did not directly authorize the rates stated in the November 2018 Rate Sheet. They were calculated from the rates that the City Council did authorize. The Rate Sheet was provided to the City Council for informational purposes to show what all service rates would be. The changes described above and shown in Attachment 1 do not require City Council action. The costs in the Revised Rate Schedule are decreasing in most cases except as noted above.

The rounding errors were generally due to inconsistencies between rounding in the EBS billing system and those used in the calculations performed by City staff, as well as, additional rounding introduced by conversion from weekly to monthly rates. City staff will coordinate with EBS so that calculations are consistently done in the future. The calculation errors were due to inadvertent references to 2018 rates or including monthly container rental costs more than once in the multiple weekly collection costs in the Rate Sheet.

STRATEGIC PLAN CONSIDERATIONS

The requested action will help fulfill the following City of El Cerrito Strategic Plan goals and objectives:

- Goal A - Deliver exemplary government services by maintaining an emphasis on providing excellent customer service.
- Goal F - Foster environmental sustainability citywide by supporting high waste diversion rates.

ENVIRONMENTAL CONSIDERATIONS

Reliable and proper disposal, processing, and diversion of solid waste is necessary to protect the health and welfare of the community and environment. The services being funded by the proposed EBS Post-Collection Rate not only ensure reliable solid waste collection, they will enable El Cerrito to reduce its environmental impact through strong solid waste diversion and HHW programs.

FINANCIAL CONSIDERATIONS

Setting the correct EBS Post-Collection Rate for two-cubic yard garbage containers will support the revenue requirements for EBS to provide solid waste services in El Cerrito.

The proposed action does not affect the IWM fees previously adopted by the City Council.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed. The Notice of Public Hearing for the EBS fees was publicly posted on March 7, 2019 and published in West County Times on the March 9 and 14, 2019.

Reviewed by:



Karen Pinkos
City Manager

Attachments:

1. Resolution
2. 2019 Garbage, Green Waste and Recycling Rate Sheet

RESOLUTION 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ESTABLISHING
THE MAXIMUM ALLOWABLE POST-COLLECTION RATE FOR TWO-CUBIC YARD
GARBAGE CONTAINERS AT ONE (1) PICK UP PER WEEK, EFFECTIVE IMMEDIATELY

WHEREAS, the City of El Cerrito and East Bay Sanitary Company ("the Company") have entered into that certain Franchise Agreement dated September 2, 1997 (as amended, the "Franchise Agreement"); and

WHEREAS, the Company submitted a request for rate increases to be effective January 1, 2019, and such increases were calculated pursuant to the methodology established in the Fifth Amendment to the Franchise Agreement, dated December 14, 2012; and

WHEREAS, the requested rate adjustments submitted to the City were reviewed for accuracy, consistency with the adjustment methodology, and reasonableness; and

WHEREAS, on November 20, 2018, the City Council of the City of El Cerrito adopted Resolution 2018-60, which established the maximum allowable rates for solid waste services provided by the Company, to go into effect January 1, 2019, and typographical and rounding errors in one of the maximum allowable rates stated in the resolution was subsequently identified.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the maximum monthly rate that East Bay Sanitary Company may charge for two-cubic yard garbage containers is corrected to \$89.20 at one (1) pickup per week, effective immediately.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on March 19, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on March XX, 2019.

Holly M. Charl  ty, City Clerk

APPROVED:

Rochelle Pardue-Okimoto, Mayor



The City of El Cerrito

2019 Solid Waste Collection, Processing and Disposal Rates

Residential Rates | Single Family Homes and Multi-family Dwellings up to 4 units

Residential Solid Waste Services include weekly collection of recycling (grey), green waste (green), garbage (blue); limited free on-call collection of larger quantities from your home; free access to the regional Household Hazardous Waste (HHW) Facility, and free access to most services at the El Cerrito Recycling + Environmental Resource Center. Additional recycling carts are available at no extra cost.

Weekly Collection of Recycling, Green Waste, and Garbage						
<i>Monthly Cost based on garbage container size</i>						
Container Size	Collection	Post-Collection	IWM Fee	2019 Total Monthly Cost	2018 Total Monthly Cost	\$ Change in Monthly Cost
20 Gallon Cart	\$ 19.61	\$ 4.40	\$ 13.62	\$ 37.63	\$ 35.54	\$ 2.09
35 Gallon Cart	\$ 27.03	\$ 7.71	\$ 14.89	\$ 49.63	\$ 47.14	\$ 2.49
64 Gallon Cart	\$ 55.04	\$ 15.42	\$ 29.18	\$ 99.64	\$ 94.61	\$ 5.03
Weekly Collection of Additional Green Waste Containers (one 64 gallon container serviced weekly included in above rates)						
<i>Monthly Cost based on size of additional green waste container(s)</i>						
Container Size	Collection	Post-Collection	IWM Fee	2019 Total Monthly Cost	2018 Total Monthly Cost	\$ Change in Monthly Cost
35 Gallon Cart	\$ 28.00	Included	\$ 1.50	\$ 29.50	\$ 28.00	\$ 1.50
64 Gallon Cart	\$ 54.00	Included	\$ 3.00	\$ 57.00	\$ 54.00	\$ 3.00

Integrated Waste Management (IWM) Fee: The IWM Fee covers curbside recycling collection for El Cerrito residents and businesses and supports the daily operations of the El Cerrito Recycling Center. The Fee is set and assessed on each trash and extra greenwaste container collected by East Bay Sanitary Company, based on trash container size.

Note: Cells highlighted gray have been corrected from the November 2018 posting.



The City of El Cerrito

2019 Solid Waste Collection, Processing and Disposal Rates

Commercial Rates | Businesses and Multi-family Dwellings over 4 units

Commercial Solid Waste Services include collection of recycling (grey), green waste (green), garbage (blue) and most services at the El Cerrito Recycling + Environmental Resource Center. Additional recycling carts are available at no extra cost.

Once Weekly Collection of Garbage						
<i>Monthly Cost based on garbage container size</i>						
Container Size	Collection	Post-Collection	IWM Fee	2019 Total Monthly Cost	2018 Total Monthly Cost	\$ Change in Monthly Cost
20 Gallon Cart	\$ 19.61	\$ 4.40	\$ 13.62	\$ 37.63	\$ 35.54	\$ 2.09
35 Gallon Cart	\$ 27.03	\$ 7.71	\$ 14.89	\$ 49.63	\$ 47.14	\$ 2.49
64 Gallon Cart	\$ 55.04	\$ 15.42	\$ 29.18	\$ 99.64	\$ 94.61	\$ 5.03
One Cubic Yard	\$ 188.71	\$ 44.60	\$ 105.24	\$ 338.55	\$ 319.07	\$ 19.48
Two Cubic Yards	\$ 361.19	\$ 89.20	\$ 210.47	\$ 660.86	\$ 621.91	\$ 38.95
One Cubic Yard (Green Waste)	\$ 179.71	\$ 44.60	\$ 24.18	\$ 248.49	NA	NA
Multiple Weekly Collections of Garbage						
<i>Monthly Cost based on garbage container size and number of pickups per week</i>						
Container Size	Pickups per week					
	1	2	3	4	5	6
20 Gallon Cart	\$ 37.63	\$ 75.26	\$ 112.89	\$ 150.52	\$ 188.15	\$ 225.78
35 Gallon Cart	\$ 49.63	\$ 99.26	\$ 148.89	\$ 198.52	\$ 248.15	\$ 297.78
64 Gallon Cart	\$ 99.64	\$ 199.28	\$ 298.92	\$ 398.56	\$ 498.20	\$ 597.84
One Cubic Yard	\$ 338.55	\$ 644.97	\$ 951.40	\$ 1,257.83	\$ 1,564.26	\$ 1,870.68
Two Cubic Yards	\$ 660.86	\$ 1,273.73	\$ 1,886.59	\$ 2,499.45	\$ 3,112.32	\$ 3,725.18
Green Waste Collection						
<i>Monthly Cost based on green waste container size and number of pickups per week</i>						
Container Size	Pickups per week					
	1	2	3	4	5	
35 Gallon Cart	\$ 29.50	\$ 59.00	\$ 88.50	\$ 118.00	\$ 147.50	
64 Gallon Cart	\$ 57.00	\$ 114.00	\$ 171.00	\$ 228.00	\$ 285.00	
One Cubic Yard	\$ 248.49	\$ 464.84	\$ 681.20	\$ 897.56	\$ 1,113.93	
On-Call Bulk Collection (Debris Boxes and Compactors)						
<i>Rates listed are per pickup, and are not inclusive of all charges for these services. Please call East Bay Sanitary for complete rates and fees at 510-237-4321.</i>						
Container Type	Collection	Post-Collection	IWM Fee	Total		
Compacted Rates (per yard)	\$ 72.28	\$ 20.58	\$ 24.29	\$ 117.15		
Roll-off (Debris Box)	Market Rate (per load)	Market Rate (per ton)	\$80.00 (per load)	Varies - Call East Bay Sanitary at 510-237-4321 for price quote.		

Integrated Waste Management (IWM) Fee: The IWM Fee covers curbside recycling collection for El Cerrito residents and businesses and supports the daily operations of the El Cerrito Recycling Center. The Fee is set and assessed on each trash and greenwaste container collected by East Bay Sanitary Company, based on trash container size.



SUPPLEMENTAL AGENDA REPORTS AND CORRESPONDENCE

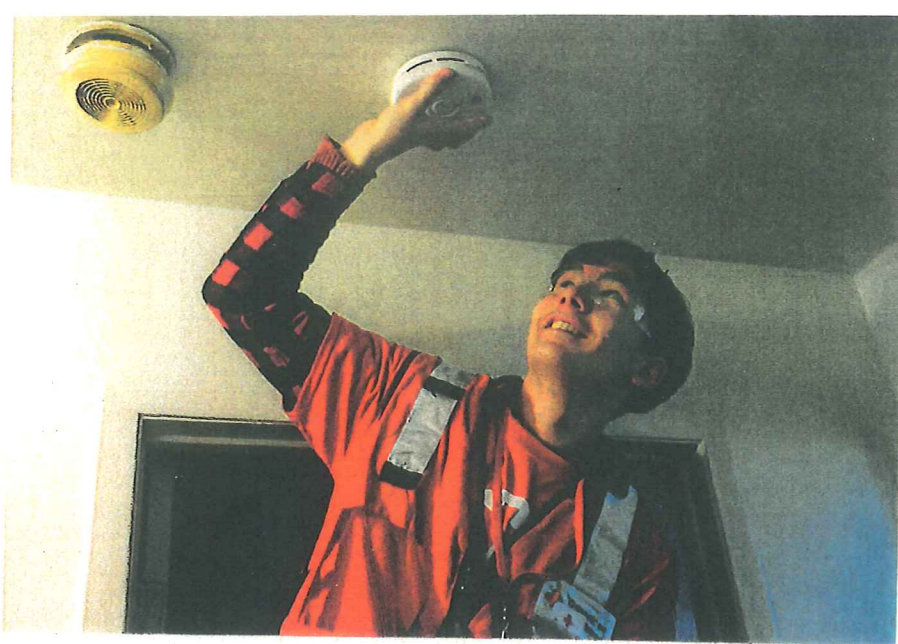
ADJOURNED CITY COUNCIL MEETING March 19, 2019

AGENDA ITEM 4(G) – Proclamation Recognizing March as American Red Cross Month

1. Materials provided at the meeting

AGENDA ITEM 6(A) – 2019 West Contra Costa County Subregional Transportation Mitigation Program (STMP) Fee Update

1. PowerPoint Presentation



RECEIVED
AT THE MEETING OF

MAR 19 2019



SOUND THE ALARM
Save a Life



**American
Red Cross**

Help us *Sound the Alarm* and Volunteer to Save Lives.

This spring, we're rallying 30,000 volunteers to team up with fire departments and partners to install 100,000 FREE smoke alarms in just two weeks in at-risk communities nationwide.

Every day 7 people die from home fires. Since 2014, we've save more than 500 lives and made more than 600,000 households safer. Join our growing movement!

Bilingual volunteers who speak Spanish/English especially needed.

Local Events

April 27, 2019
9:00 a.m. - 3:00 p.m.
Concord Cascade & Sun Valley Village
Pacheco
soundthealarm.org/pachecoApril27

May 1, 2019
9:00 a.m. - 3:00 p.m.
Chateau Mobile Home Park
Antioch
soundthealarm.org/antiochMay1

May 4, 2019
9:00 a.m. - 3:00 p.m.
Parchester Village
Richmond
soundthealarm.org/richmondMay4

Just one day of your life can change someone else's forever.
Sign up at webpages listed above to make a difference.



FEMA



CSAA Insurance Group,
a AAA Insurer



The American Red Cross responds
to a home fire every 8 minutes

RECEIVED
AT THE MEETING OF

MAR 19 2019

CITY OF EL CERRITO
CITY CLERK



SOUND THE ALARM
Save a Life



Let us help prepare your home for **FREE** today!

SmokeAlarmInstallNorCal@RedCross.org

Prepare your home for free!

The American Red Cross will install
FREE, 10-year smoke alarms
in your home
in about 15 minutes!



SOUND THE ALARM
Save a Life



E-mail your name, phone, and address to:
SmokeAlarmInstallNorCal@RedCross.org
to schedule your appointment today!



WEST COUNTY STMP UPDATE

El Cerrito City Council
March 19, 2019

FEHR  PEERS

1

PRIORITIES FOR THIS MEETING

- Understand the STMP program
- Describe the 2019 STMP Nexus Update
- Answer questions as the Council considers the new fee ordinance

FEHR  PEERS

2

BACKGROUND ON WCCTAC

- Purpose of WCCTAC
- Fee program a requirement of Measure J
- WCCTAC administers STMP funds for transportation improvements in West County

MITIGATION FEE ACT REQUIREMENTS

A Development Project's...

**(1) Need For
Public Facilities**

Is Reasonably
Related To...

**(2) Use of
Fee Revenue**

Such That
The Fee Is...

(3) Proportional To Impacts

PURPOSE OF WEST COUNTY STMP

- Ensure that new growth pays its fair share for impacts
- Mechanism for inter-jurisdictional cooperation
- Support construction of needed subregional transportation improvements
- Comply with Measure J requirement

FEHR  PEERS

- 5

WEST COUNTY STMP AREA

This map illustrates the West County STMP Area, which includes the cities of San Pablo, Richmond, El Cerrito, Pinole, Hercules, and Orinda. The map shows the city limits of these areas, with San Pablo and Richmond being the largest. Major roads such as Interstate 580, Interstate 880, and State Route 4 are depicted. The map also shows the San Pablo Bay and the San Pablo Dam. A legend in the bottom left corner indicates that the dashed line represents the West County boundary and the solid line represents the city limits. A scale bar and a north arrow are located in the bottom right corner.



STMP FUNDS

- Collected about \$12 million over life of program (since 1997)
- Pace of collections recently increased: \$2 million in FY18, on track for more in FY19

PROJECTS THAT HAVE RECEIVED FUNDS

- Richmond Intermodal Station
- Hercules RITC
- I-80/San Pablo Dam Road
- I-80/Central Avenue
- San Pablo Avenue Corridor
- Bay Trail segments and Ohlone Greenway
- BART station access improvements at Richmond, and station modernization and TOD improvements at del Norte

2019 STMP UPDATE PROCESS

- Reviews of:
 - 2005/06 Nexus Study
 - Current fee levels
 - Existing program administration
- Annual growth projections
- Develop criteria for and list of capital projects
- Calculation of maximum potential fee
- Comparison to other fees
- Decision on new fee amounts

PROJECT LIST FOR NEW STMP

Project Category	Cost by Category (\$ mil)	# of Projects
Complete Streets Projects	\$85	3
Bicycle & Pedestrian-Focused Projects	\$26	5
Transit and Station-Related Projects	\$618	7
Local Street and Intersection Projects	\$15	1
Freeway and Interchange Projects	\$111	3
Administrative Projects	\$0.5	1
Total Construction Costs	\$855.5	20

2019 STMP UPDATE: PROJECT LOCATIONS



11

2019 STMP PROJECTS

COMPLETE STREETS PROJECTS

- San Pablo Avenue (All Jurisdictions)
- Appian Way (Pinole, County)
- San Pablo Dam Road (County)

12

2019 STMP PROJECTS

BICYCLE/PEDESTRIAN PROJECTS

- Bay Trail Gap Closures (Richmond, Pinole, County)
- Ohlone Greenway (El Cerrito)
- I-580/Harbour Way and I-580/Marina Bay Parkway (Richmond)
- Richmond Ferry and Bridge Connections (Richmond)

2019 STMP PROJECTS

TRANSIT AND STATION-RELATED PROJECTS

- I-80 Express Bus (All Jurisdictions)
- Hercules RITC (Hercules)
- BART Extension Planning (Richmond, San Pablo)
- San Pablo Avenue Transit (All Jurisdictions)
- 23rd Street Transit (Richmond)
- BART Station Access Improvements (El Cerrito, Richmond)
- Del Norte Area TOD (El Cerrito)

2019 STMP PROJECTS

LOCAL STREET PROJECT

- San Pablo Ave/23rd St (San Pablo)

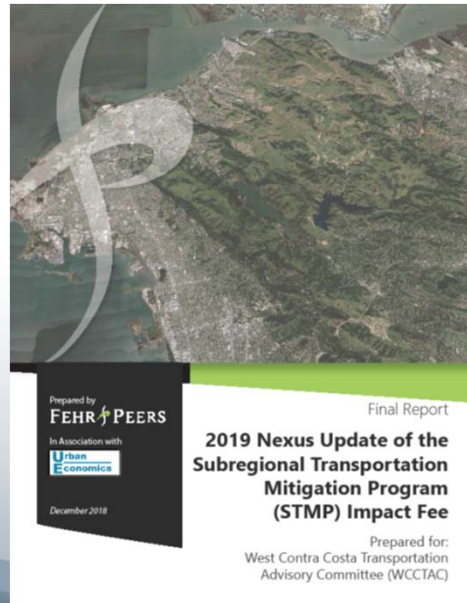
INTERCHANGE PROJECTS

- I-80/San Pablo Dam Rd (San Pablo)
- I-80/Central Ave (Richmond, El Cerrito)
- I-80/Pinole Valley Rd (Pinole)

NEW DEVELOPMENT'S FAIR SHARE

- Share of future population and traffic volumes coming from new development: 19%
- 19% of \$855 million = \$162 million
- \$162 million = Maximum potential amount covered through STMP fees

2019 NEXUS REPORT



FEHR + PEERS

17

FEE COMPARISONS

	Single-Family (per unit)	Multi-Family (per unit)	Office (per sq. ft.)	Retail (per sq. ft.)	Industrial (per sq. ft.)
West County Area					
Maximum Potential STMP Fee	\$7,252	\$3,572	\$11.63	\$8.79	\$7.41
Board-Recommended STMP Fee (75% of Max.)	\$5,439	\$2,679	\$8.72	\$6.59	\$5.56
Current STMP (If Indexed)	\$3,697	\$2,348	\$5.00	\$2.59	\$3.49
Original STMP (2005)	\$2,595	\$1,648	\$3.51	\$1.82	\$2.45
Other Sub-Regional Fees in Contra Costa					
East County	\$18,186	\$11,164	\$1.56	\$1.80	\$1.56
Lamorinda	\$7,269	\$5,088	\$7.78	\$7.78	\$7.78
Tri-Valley	\$4,369	\$3,010	\$7.43	\$3.48	\$4.32

18

PROCEDURAL STEPS

- Master Cooperative Agreement, to be signed by all parties
- Ordinance, to be adopted by each jurisdiction
- For information and reference:
 - 2019 STMP Nexus Report
 - Administrative Guidelines

NEXT STEPS

- Authorize City to sign Master Cooperative Agreement
- Second reading and adoption of ordinance to establish new fee schedule
- May 1: All local agency actions completed
- July 1: New fee schedule in effect