



TECHNICAL ADVISORY COMMITTEE MEETING NOTICE AND AGENDA

DATE & TIME: Thursday, February 12, 9:00 a.m. – 11:00 a.m.

LOCATION: City of San Pablo, Council Chambers
13831 San Pablo Avenue (at Church Lane)
San Pablo, California (Accessible by AC Transit #72 and #72R)

1. **Call to Order and Self-Introductions**
2. **Public Comment.** The public is welcome to address the TAC on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*
3. **Minutes & Sign-In Sheet from November 20, 2014 meeting.** (*Attachments; APPROVE*)

AGENDA ITEMS

4. **Technical Coordinating Committee (TCC) Vacancy** (*John Nemeth-WCCTAC staff; Attachment*). In January 2014, the TAC made three appointments and one Alternate appointment to CCTA's staff-level Technical Coordinating Committee (TCC). The appointees serve two year terms (see attached TCC by-laws). Michele Rodriguez, from the City of San Pablo was one of the three appointees. In late 2014, Michele was replaced on the TAC by Barbara Hawkins, creating a vacancy on the TCC. Barbara has expressed an interest in replacing Michele. The TAC will need to formally appoint either Barbara or some other member of the TAC to the TCC.
5. **Update on I-80 ICM Project** (*Kimley-Horn and Circlepoint Staff; No Attachment*) Representatives of the I-80 ICM Project will provide an update on the project status and schedule, as well as new information about ongoing public outreach efforts.
6. **Richmond-San Rafael Bridge – Plan to Add a Bike Lane and Eastbound Third Lane** (*CCTA Staff; Attachment*). The is now a funded plan to provide a third eastbound vehicular travel lane on the Richmond San Rafael Bridge (RSR) as well as a bicycle and pedestrian path on the westbound portion of the bridge. The Bay Area Toll Authority (BATA) has partnered with CCTA, the Marin Transportation Authority (TAM) and Caltrans to complete this project by 2018. Representatives of CCTA will provide information about the plan.

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

7. **Funds from CCTA for Technical Assistance on Safe Routes to School** (*John Nemeth-WCCTAC staff, Attachment*). CCTA recently issued a memo stating that a small amount of funding is available for Safe Routes to School technical assistance (see attached memo). In West County, based on the formula of students to population, the amount is a one-time \$22,800. WCCTAC is seeking suggestions about school sites that could benefit from the technical assistance being offered.
8. **Discussion: West County San Pablo Avenue Bike Amenities** (*Joanna Pallock, WCCTAC staff, No Attachment*). At the October 2014 Board meeting, Danelle Carey presented an overview of TDM efforts to the WCCTAC Board. At that time, the Board asked if staff could explore efforts to get more bicycles racks installed along San Pablo Avenue (SPA). As a starting point, staff is seeking information about: existing bike rack inventories, bicycle parking plans, and or information that could lead to the possible development and funding of a distinct bike parking project.
9. **Draft TDM Activity Plan for West County 2015-2016** (*Danelle Carey – WCCTAC Staff, Attachment*). WCCTAC staff will provide an overview of the TDM program’s proposed activities for 2015-2016.
10. **TAC and Staff Comments and Announcements**
 - a. Update on proposals for Transit Study
 - b. Car Sharing grant overview
 - c. Clipper Youth Cards – Marketing Efforts with AC Transit and WCCUSD
 - d. Technical Coordinating Committee (TCC) Report (No Attachment)
11. **Other Business**
12. **Upcoming meetings:**
 - a. Board – Friday, February 27, 2015, 8:00 a.m. at El Cerrito City Council Chambers.
 - b. TAC – Thursday, March 12, 2015 San Pablo City Council Chambers

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.215.3217 prior to the meeting.
 - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
 - Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC’s office.
 - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
 - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.



Minutes of November 20, 2014 WCCTAC-TAC Meeting

1. **Self-Introductions:** (see attached sign-in sheet)
2. **Public Comment:** None
3. **Minutes and Sign-In Sheets: October 9, 2014** - Minutes approved.

AGENDA ITEMS

4. Review of West County Action following Public Comments on CTP

Discussion: *Julie Morgan* from Fehr and Peers presented a summary of comments received via social media and a town hall meetings as well as outreach workshops. The TAC discussed language to integrate the public feedback.

Conclusion: TAC will recommend several changes to the Board the modification of one Action Item and the addition of three others. The proposed modifications are to Action #1, and the proposed addition of Actions 48, 49 and 50. Once approved, the Action Plan document will be forwarded to CCTA for incorporation in the Final 2014 Countywide Transportation Plan (CTP). The CCTA will take action to adopt the Final CTP and certify the Final SEIR. In Spring 2015, each RTPC Board will be asked to take a final action to formally adopt the final Action Plan.

5. Passage of Measure BB Impact on AC Transit Service

Discussion: *Nathan Landau* explained the current state of AC Transit in light of the recent passage of Measure BB. He explained that the decision process on where to add service is still in the works since AC Transit is doing several system wide planning efforts. The grand total for Measure BB is estimated at \$8 billion over 30 years with AC Transit being the largest recipient. This equates to 18.8% of funds or \$25 million a year or a seven percent increase in the agency's budget. No proposals for West County have been flushed out but some areas need to increase levels of service. A January public hearing will decide what additional service to add to San Pablo Ave. for weekend service. Deidre Heitman gave an update on BB's impact on BART

6. Status of I-80 ICM Agreements and Cooperative Agreements for 28b Funds

Discussion: John Nemeth reminded the TAC cities to prepare their I-80 ICM O&M agreements for adoption.

TAC & Staff Member Comments and Announcements –

Discussion: Joanna Pallock announced that filling the TCC vacancy will be done at the next TAC meeting. Barbara Hawkins asked to fill the vacancy left by Michele Rodriguez being replaced by Barabara.

Other Business – Contact list sent around for updates.

WCCTAC Technical Advisory Committee Meeting: *November 20, 2014*

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TECHNICAL COORDINATING COMMITTEE CHARTER

June 19, 1991

MISSION OF THE COMMITTEE

The Technical Coordinating Committee (TCC) provides advice on technical matters that may come before the Authority. The Committee members also act as the primary technical liaison between the Authority and the Regional Committees.

RESPONSIBILITIES OF THE COMMITTEE

The TCC provides advice on the following issues:

- review and comment on project design, scope and schedules
- development of priority transportation improvement lists for submittal to the Metropolitan Transportation Commission (MTC)
- review and comment on the Strategic Plan
- review and comment on the Congestion Management Program
- review of the regional Action Plans and the proposed merging of the Action Plans to form the Countywide Transportation Plan
- review and comment on the Growth Management Plan Implementation documents

COMMITTEE MEMBERSHIP

The Committee shall be composed of twenty four (24) technical staff members as follows:

1. Each Regional Committee to appoint three members representing the planning, engineering and transportation disciplines. (twelve members)
2. The Board of Supervisors to appoint three members representing the planning and engineering disciplines. (three members)
3. Each transit operator to appoint one representative: Bart, CCCTA, AC Transit, Tri Delta and WestCat. (five members)
4. The City County Engineering Advisory Committee shall appoint one member.
5. Caltrans, MTC, and the Bay Area Air Quality Management District (BAAQMD) each to have one ex-officio non voting member. (three members)

Appointments to the Committee shall be for a renewable two year term. The first term shall expire March 31 1993.

Notwithstanding the above formal membership roster, all interested technical staff will be welcome to attend and participate in the committee deliberations.

TECHNICAL COORDINATING COMMITTEE CHARTER

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June 19, 1991

COMMITTEE ORGANIZATION

With the exception of the ex-officio members, each Committee member shall have one vote, although the preferred method of conducting business shall be by consensus. The Committee shall elect a chair and vice chair to serve a one year term. The initial term shall expire March 31, 1992.

The Committee may form sub-committees to deal with major programmatic issues. Full committee meetings shall be once per month, or as needed; with committee and sub committee meetings scheduled as necessary.



Project Overview

The Project will reduce congestion on the Richmond-San Rafael (RSR) Bridge by converting the existing shoulder on eastbound I-580 to a 3rd travel lane between Sir Francis Drake Boulevard (Marin County) and Marine Street (Contra Costa County).

To allow for the 3rd eastbound travel lane and maintain bicycle access to Point Molate, the Project will upgrade the current bicycle access that relies on the I-580 shoulder with a separate bicycle/ pedestrian path on the north side of I-580 adjacent to westbound traffic.

The Project will also install a movable concrete barrier system on the upper deck of the Richmond San Rafael Bridge to convert the existing freeway shoulder to a barrier separated path for bicycles and pedestrians.

3rd Eastbound Lane on I-580 Freeway

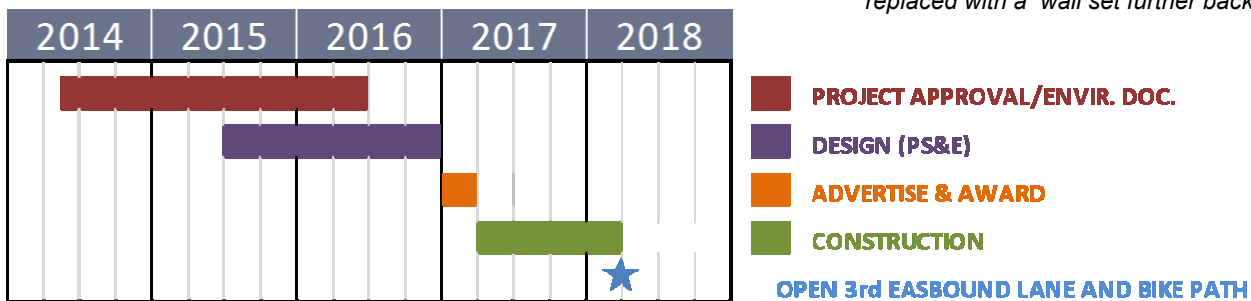
Converting the existing freeway shoulder into a 3rd eastbound travel lane will reduce congestion currently experienced during peak commute hours by creating an additional general purpose lane. The third lane will require the reconstruction of some components of the freeway to accommodate the additional traffic. These include:

- Reconstruction of Main Street On-Ramp and with a retaining wall to improve the traffic merge with the new 3rd lane .
- Replace pavement structural section on bridge approach to accommodate traffic loads.
- Reconstruct retaining wall in Richmond to achieve a safe sight distance for vehicles traveling in the new eastbound lane.
- Provide a barrier separated bicycle and pedestrian access to Point Molate.

Bicycle-Pedestrian Path across RSR Bridge

To complete the path across San Francisco Bay, the westbound shoulder on the RSR Bridge will be converted into a movable barrier separated bicycle-pedestrian path. The movable barrier will allow Caltrans and BATA to complete bridge maintenance activities during short duration closures of the path. These closures will typically occur at night. The path will be 10 ft wide and will comply with standards outlined by the Americans with Disabilities Act.

Project Schedule (January 2015)



Project Benefits

- Reduces traffic congestion in eastbound direction of I-580 in Marin County
- Provides bicycle and pedestrian access between Contra Costa and Marin Counties

Cost Estimate (January 2015)

Cost Estimate by major project element	
3rd I-580 Eastbound Lane	\$30 M
RSR Bridge—Bicycle Pedestrian Path	\$29 M
Contingency	\$15 M
Total	\$74 M



Above: Eastbound I-580 requires widening in Contra Costa County to accommodate the 3rd eastbound lane. The retaining wall shown must be removed and replaced with a wall set further back from I-580.

For more information visit www.mtc.ca.gov or contact MTC Public Information at (510) 817-5757.

I-580 Access Improvement Project

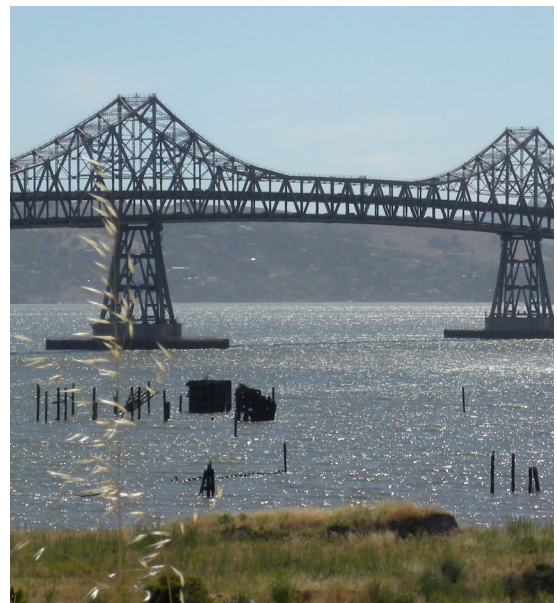


Going Green! Connecting Marin County and Contra Costa County for Bicyclists and Pedestrians

For the first time ever the Richmond-San Rafael Bridge will connect the Bay Trail between Contra Costa and Marin Counties for bicyclists and pedestrians. Adding another link to the future 500-mile bicycle and hiking network benefits residents in both counties. The proposed path will begin in Richmond at Marine St and continue adjacent to westbound 580 to Main Street in San Rafael. A mix of permanent and moveable barriers will separate bicyclists from vehicle traffic.



Above: A rendering shows the proposed 10-foot bi-directional bicycle-pedestrian path on the upper deck of the Richmond San Rafael Bridge. Path users will be separated from traffic by a movable concrete barrier system similar to the one installed on the Golden Gate Bridge in January 2015.





MEMORANDUM

Date January 16, 2015

To RTPC Managers

From Martin R. Engelmann, Deputy Executive Director, Planning

RE **Safe Routes to School Technical Assistance**

Over the past two years, the Authority has sponsored a comprehensive effort to understand current Safe Routes to School (SR2S) activities around Contra Costa and to evaluate the needs for future programs and capital improvements. Work products from this effort include a SR2S Resource Guide (available on the CCTA website) and a Safe Routes to School Needs Assessment Report (currently being finalized in response to comments from each RTPC).

The last phase of the SR2S effort is to provide direct technical support to local jurisdictions and public school districts in Contra Costa to help them identify barriers to walking and bicycling and/or to plan for specific SR2S improvements at individual school sites. Examples of the types of services that can be provided through this technical assistance program include:

- Conducting and documenting a walking and bicycling audit
- Developing concept plans for specific capital improvements (which may be identified through a walk/bike audit)
- Preparing a walk/bike route map
- Collecting data around a school (such as traffic volumes, speeds, pedestrian/bicycle volumes or routes, parent surveys regarding school travel, etc.) to better understand current travel and to plan for improvements
- Preparing a traffic control plan for a school area

The table below provides more detail on what could be covered in each of these activities, and includes approximate costs.

At this time, we are seeking only the general information requested below. A more detailed scope of work would be developed prior to commencement of services. Please note that grant-writing assistance is not an allowable use of these technical assistance funds, although the products of the services listed above are often important elements of successful grant applications.

Request for Prioritized List of Technical Assistance Needs

The current budget for this effort is relatively meager —\$120,000. The Authority will allocate these funds to the RTPCs based on school enrollment. We ask that each RTPC submit a prioritized list of SR2S technical assistance needs. Resources will be allocated to each project on the list in turn until that RTPC's allocation has been exhausted. The percentage of school enrollment and the allocation for each subarea is as follows: West – 19% or \$22,800, Central – 26 % or \$31,200, East – 31% or \$37,200, and SWAT – 24% or \$28,800. The prioritized list, however, does not need to be financially constrained as we are hopeful that additional funds may become available in upcoming funding cycles.

For each SR2S technical assistance project included on the list, please provide the following information:

1. Name and contact information of the requesting agency and the responsible individual.
2. Name of school to be addressed and contact information for school administrator.
3. Brief (no more than two paragraphs) description of the technical assistance being requested, why that assistance is needed, and what the desired outcome would be.
4. Desired schedule for the completion of the technical assistance project, and explanation of schedule constraints (if any).

Please submit the prioritized list from your RTPC by March 31, 2015 to Julie Morgan at j.morgan@fehrandpeers.com with a copy to Brad Beck at CCTA bbeck@ccta.net .

Sample Menu of Services for SR2S Technical Assistance Program

Walking and Bicycling Audit

- Kick-off Meeting: Attend a kick off meeting (conference call or in-person) with school staff/stakeholders to discuss known issues in advance of audit. School or school district would identify staff/stakeholders and arrange meeting and audit date.
- Conduct Audit: Lead a walking and bicycling audit during either the morning drop-off or afternoon pick-up period. Lead stakeholders on an assessment of the school area to observe drop-off/pick-up operations and walking and bicycling activity, note infrastructure deficiencies, and assess opportunities for safety and operational improvements. Following the audit convene inside the school to discuss potential improvements.
- Prepare Summary Report: Outline key issues and recommended infrastructure and programmatic improvements. Recommendations can be categorized as Short, Mid or Long-term, and the responsible agency identified. The Draft Report can be submitted electronically to the school/district and COE for review and comment.
- Final Meeting: Attend a final meeting with the school stakeholders/city staff to discuss recommendations and receive comments.
- Final Report: Incorporate comments received into Final Summary Report and improvement graphic. Submit electronic copy to school/district and COE.
- Typical cost: Approximately \$5,000

School Walk/Bike Route Map

- Conduct Field Review: Inventory existing traffic controls, crossing guard locations, sidewalks, crosswalks, bicycle facilities, pedestrian and bicycle access points.
- Develop Draft Route Map: Develop map in GIS showing preferred walking and bicycling routes (within 1-mile radius or school boundary area), crossing guard locations, traffic controls, and school access points.
- Meeting to Review Draft Map: Conduct meeting with stakeholders (to be identified by school representatives) to review and solicit comments on draft map.
- Prepare Final Map: Incorporate comments into final map and provide electronic copy for printing/distribution by the school and/or posting on school website.
- Typical cost: Approximately \$5,000 per school

Safe Routes Concept Plan

- Preparation of detailed engineering concept plan for SR2S-related infrastructure improvements. Includes background map, scaled concept drawing, planning-level cost estimate, and project description. These can be valuable to include in grant applications.
- Typical cost: \$2,000 to \$3,000 per plan, depending upon scope of work

Data Collection

- Collection of data to better understand current travel characteristics around schools and support the determination of appropriate SR2S measures or strategies. This could include: counts of vehicle traffic, bicycles and pedestrians; traffic speed surveys using radar; parent surveys to determine typical mode of access to school; and other methods.
- Typical cost: Depends upon scope of work

School Area Traffic Control Plan

- Development of school area traffic control plan, consistent with Chapter 7 of the California Manual on Traffic Control Devices. Includes plan preparation and illustration of existing and proposed school area signage and pavement markings.
- Typical cost: \$3,000 to \$5,000 per plan, depending upon scope of work



TO: WCCTAC TAC

DATE: February 12, 2015

FR: Danelle Carey, TDM Program Manager

RE: TDM Project Activity Plan for West County - FY 2015/16

BACKGROUND

The goal of the 511 Contra Costa program is to provide effective programs that produce measurable results in the reduction of the number of vehicle miles traveled (VMT) and greenhouse gas emissions (GHG). It aims to do this by encouraging alternatives to solo driving, such as carpools, vanpools, public transportation, biking, telecommuting, walking and alternative work schedule programs. 511 Contra Costa also provides technical assistance, incentives, and information to employers, cities, and school districts in their efforts to reduce congestion and GHG emissions. The 511 Contra Costa program is a collaborative effort among the Regional Transportation Planning Committees (RTPCs) in Contra Costa, with each RTPC managing their own sub-regional programs plus one countywide program. Funding for 511 Contra Costa comes mainly from TFCA and Measure J, with a small amount from Federal Congestion Mitigation and Air Quality (CMAQ).

DISCUSSION

Through 511 Contra Costa, WCCTAC manages several programs and projects aimed at reducing congestion and emissions by reducing solo driving. A large portion of 511 Contra Costa is funded with the Bay Area Air Quality Management District's (Air District's) Transportation for Clean Air (TFCA) program, via CCTA as the designated TFCA program manager for Contra Costa. CCTA will provide allocation numbers in the next few months. WCCTAC staff would like for the TAC members to review the proposed activities included in the FY 2015-16 West Contra Costa County Emissions/Trip Reduction Program. The proposed programs will be forwarded to the WCCTAC Board and then submitted to CCTA for inclusion in their June submittal to the TFCA expenditure plan.

Fiscal Impact:

Contra Costa Transportation Authority (CCTA) will provide allocation of funding in the next few months. That information will be updated to the TAC at a future meeting.

Requested Action:

1. Review TDM Activity Plan and provide feedback.
2. Forward a recommendation to the WCCTAC Board to approve the TDM Activity Plan

Attachment: TDM Proposed Projects for Fiscal Year 2015/16.

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WCCTAC/511 CONTRA COSTA
PROPOSED TDM PROJECT DESCRIPTIONS (FY 15/16)

Program Description:

The 511 Contra Costa West Contra Costa Commute Incentive Program is managed by WCCTAC and promotes the use of commute alternatives to individuals who drive alone in the West Contra Costa region. TFCAs funds will be used to implement a Countywide Guaranteed Ride Home Program, ridematching, trip reduction and emissions reduction programs through outreach to employers, residents, municipalities and schools in West Contra Costa County.

West Contra Costa County Commute Trip and Emission Reduction:

511 Contra Costa staff will work with employers and the community to encourage clean trips in West Contra Costa County. In coordination with local transit agencies, the program provides information and incentives for transit and transportation services. Outreach will be conducted through community and employer events; outreach will include targeted mailings, and notice of promotions through City and County residential activities, radio, online advertising, Chambers of Commerce, local and community locations and events. Additionally, the 511 Contra Costa and 511.org websites, newsletter and social media platforms will be used to inform West Contra Costa commuters of the programs and services available.

The FY 2015/16 Program activities include:

- Circulate commute promotions to decrease SOV and encourage alternative modes of transportation through incentives, commute challenges and on-site employer and community events. Assistance with commute programs and compliance with the Bay Area Commuter Benefits Program and local ordinance requirements.
- Incentives for participating worksites in the form of bicycle racks, lockers, fix it stations equipment at locations available to the public. Research bike share programs and gauge the level of interest in West County.
- Bike to Work Day, encourage employer participation and interest in Bike to Work Day/Month activities. Promote bicycle repair workshops and bicycle safety to increase bicycle ridership.
- Bucks for Bikes, encouraging increased bicycle commuting in West County through a bicycle incentive program.
- Promote Real-time ridesharing, including Carma. Assist in the marketing and outreach effort to increase the number of carpoolers in West Contra Costa County.

- Administer a Countywide Guaranteed Ride Home (GRH) Reimbursement Program to encourage the use of carpools, vanpools, transit, walking and biking. Demo the countywide GRH program to full-time college students attending Contra Costa College.
- Continue to improve the new database model that has been developed for the Countywide Guaranteed Ride Home Program.
- Work with municipalities/employer sites to gauge interest in electronic charging infrastructure to promote electric vehicle use.
- Employee Transportation Survey, Assist with the drafting, implementing, data analysis and final report of the employee transportation survey (either hard copy or on-line).
- Assistance to Employers for Work Site Shuttle Services: Staff will provide assistance to local business to review options for “First-Mile”/”Last-Mile” shuttle services to the work location.

School Trip Reduction:

- Student Travel Program: 511 Contra Costa Staff will work with the West Contra Costa Unified and John Swett School Districts (as well as the local private and charter schools) to encourage congestion relief at schools by providing incentives to encourage parents to form or join carpools, reduce vehicle idle time and provide school-specific ridematching link for schools in the West Contra Costa region. Infrastructure to include bicycle racks, lockers, skateboard racks to encourage the use of active transportation. Promotion of youth clipper program to create awareness of clipper as transit agencies transition into clipper.
- Student Transit Pass Program: 511 Contra Costa Staff will offer free public passes on WestCAT transit (2- 12 trip passes) to encourage students to use public transit as their primary mode of transportation to/from school instead of being driven by parents. Look to expand offer through AC Transit as the prior year launch of “Pass 2 Class” demonstrated some demand in the AC Transit service area. Continue summer youth pass subsidy program in coordination with Central/East County program.
- College Transit Pass Program: 511 Contra Costa Staff will continue to coordinate with the Community College representatives and the local transit agencies to implement a program which encourages students to use a commute alternative to reach the Community College campus in West Contra Costa. The contribution of 511 Contra Costa will be incentive funds for programs.

Project Schedule Start Date: *July 2015*

Final Report Due Date: *No later than June 2017*