

## MEETING NOTICE AND AGENDA

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**DATE & TIME:** March 28, 2025 • 8:00 AM – 10:00 AM

**LOCATION:** City of El Cerrito, Council Chambers  
10890 San Pablo Avenue (at Manila Ave)  
El Cerrito, California (Accessible by AC Transit #72, #72M & #72R)

Commissioner Chris Peeples will attend remotely from:  
13326 San Pablo Ave., #12C,  
San Pablo, CA 94806

**REMOTE ACCESS:**

<https://us02web.zoom.us/j/7321058840?pwd=c1dMVjJydIBoYk0yYWVZVlMWHZ4Zz09>

Meeting ID: 732 105 8840

Phone: =

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

+1 669 900 6833

Meeting ID: 732 105 8840 / Password: 066620

**Public Comment During the Meeting**

Public comment during the meeting can be in person or via Zoom. Those wishing to comment in person should fill out a speaker card. Participants wishing to comment via Zoom should indicate interest by using the hand raising function on Zoom or by physically raising their hands.

*The ability to participate and observe via Zoom or teleconference is predicated on those technologies being available and functioning without technical difficulties. Should they not be available or become non-functioning or should the WCCTC Board encounter technical difficulties that make those platforms unavailable, the WCCTC Board will proceed with business in person unless otherwise prohibited by law.*

**Written Comment**

Written comments are accepted until the start of the meeting, unless otherwise noted on the meeting agenda. Public comments received by 5:00 p.m. on the evening before the Board meeting date will be provided to the WCCTC Board. Comments may be submitted by email to [mcarrasco@WestContraCostaTC.gov](mailto:mcarrasco@WestContraCostaTC.gov).

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

### **CONSENT CALENDAR**

3. **Minutes of February 28, 2025, Board Meeting.** *(Attachment; Recommended Action: Approve).*
4. **Monthly Update on WCCTC Activities.** *(Attachment; Information only).*
5. **Financial Reports.** The reports show the Agency's revenues and expenses for February 2025. *(Attachment; Information only).*
6. **Payment of Invoices over \$10,000.** \$25,527 to Fehr and Peers as part of the RPTP, and \$14K to MTC for Clipper Cards as part of the TDM program *(No Attachment; Information only).*
7. **FY 25-26 Annual Subregional Transportation Mitigation Program (STMP) Fee Adjustment.** The Master Agreement between WCCTC and participating agencies calls for an annual fee adjustment related to construction inflation. This year the adjustment rate is -0.8%. *(Attachment; Information only).*

### **REGULAR AGENDA ITEMS**

8. **Countywide Emergency Evacuation Plan.** CCTA staff will provide an update on the Countywide Emergency Evacuation Plan development process. The Plan will conduct local-level evacuation compliance assessments and a high-level evacuation route capacity, safety, and viability for the county that includes the 19 cities/towns and unincorporated County. *(John Hoang, CCTA Staff; Attachment; Recommended Action: Information Only).*
9. **San Pablo Avenue Multimodal Corridor Study, Phase 3: Draft Scope of Work.** At the conclusion of Phase 2, the WCCTC Board agreed that the next phase should focus on public outreach related to safety and transit improvements and to seek assistance from the CCTA in advancing the study. CCTA received Regional Measure 3 funds for Phase 3 and has worked with WCCTC and local staff to develop a draft scope of work. *(Matt Kelly, CCTA staff and Leah Greenblat, WCCTC staff; Attachments: Yes; Recommended Action: Provide feedback as needed).*
10. **Regional Mapping and Wayfinding Project.** The Regional Mapping and Wayfinding Project is a collaboration between MTC and transit agencies to create standardized

regional signage. Staff from MTC will provide information about the project and about the pilot deployment of new wayfinding elements at El Cerrito del Norte. (*Jumana Nabti, MTC staff; Attachment; Recommended Action: Information Only*).

### **STANDING ITEMS**

**11. Board and Staff Comments.**

- a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement and Announcements)
- b. Report from CCTA Representatives (*Directors Kelley & Xavier*)
- c. Executive Director's Report

**12. General Information Items.**

- a. Letter to CCTA Executive Director with Summary of Board Actions for February 28, 2025
- b. Acronym List

**13. Adjourn.** Next regular meeting is April 28, 2025 @ 8:00 a.m.

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
  - If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
  - Handouts provided at the meeting are available upon request and may also be viewed at WCCTC's offices.
  - Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
  - A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

**West Contra Costa Transportation Commission  
Board Meeting  
Meeting Minutes: February 28, 2025**

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**MEMBERS PRESENT:** C. Sasai, Chair (Pinole); R. Saltzman, Vice Chair (El Cerrito); R. Xavier, (San Pablo); E. Martinez (Richmond), C. Jiménez (Richmond), C. Zepeda (Richmond); C. Kelley (Hercules), B. Ghosh (BART), T. Hansen (WestCAT); C. Peeples (AC Transit) via Zoom

**STAFF PRESENT:** J. Nemeth, C. Reilly, L. Greenblat, M. Carrasco, K. Kokotaylo (contract counsel)

**ACTIONS LISTED BY:** WCCTC Staff

**MEETING CALLED TO ORDER:** 8:12 am

**PUBLIC COMMENT:**

Former Commissioner Paul Fadelli said that he was grateful for his time spent working with all the WCCTC Board Members and staff.

Steve Price (Via Zoom), from El Cerrito Walk and Roll, encouraged everyone to spread the word about the upcoming Go Green Mobility Fair in El Cerrito on April 26.

**CONSENT CALENDAR**

Motion by **C. Peeples**, seconded by **R. Saltzman** (with amendment of meeting end time on January 24, 2025)

Yes - B. Ghosh, T. Hansen, C. Jiménez, C. Kelley, E. Martinez, C. Peeples, C. Sasai, R. Saltzman, R. Xavier, C. Zepeda

No - None

Motion passed unanimously

**Item #3:** Minutes of January 24, 2025, Board Meeting

**Item #4:** Monthly Update on WCCTC Activities

**Item #5:** Financial Reports for January 2025

**Item #6:** Payment of Invoices over \$10,000

**REGULAR AGENDA ITEMS**

ITEM/DISCUSSION	ACTION
<p><b>Item #7</b> <b>Adoption of the Revised Final Draft Richmond Parkway Transportation Plan (RPTP)</b></p>	<p><b>Information Only</b> At its January 2025 meeting, the WCCTC Board directed staff to incorporate comments into the Final Draft RPTP. Following a discussion of the comments with WCCTC’s project partners, staff revised the Final Draft RPTP. Staff provided a brief review of the changes made to the document and recommended adoption of the</p>

	<p>Plan. Staff also recommended adoption of a Resolution proposed by the Board at the previous meeting relating to funding for the Parkway.</p> <p>Motion by <b>C. Kelley</b>, and seconded by <b>R. Xavier</b>, to approve Resolution 2025-01 adopting the Final Draft of the Richmond Parkway Transportation Plan</p> <p>Yes - B. Ghosh, T. Hansen, C. Jiménez, C. Kelley, E. Martinez, C. Peeples, C. Sasai, R. Saltzman, R. Xavier, C. Zepeda  No- None  Abstention- None  Motion passed unanimously</p> <p>Motion by <b>C. Kelley</b>, and seconded by <b>R. Xavier</b>, to approve Resolution 2025-02 supporting and advocating for securing county, regional, and state funding for the on-going maintenance of the Richmond Parkway.</p> <p>Yes - B. Ghosh, T. Hansen, C. Jiménez, C. Kelley, E. Martinez, C. Peeples, C. Sasai, R. Saltzman, R. Xavier, C. Zepeda  No- None  Abstention- None  Motion passed unanimously</p>
<p><b>Item #8</b>  <b>Countywide Transportation Plan (CTP).</b></p>	<p><b>Information Only</b>  CCTA staff provided information about the Countywide Transportation Plan’s (CTP) Livable Streets proposal. The TAC received a similar presentation at its meeting in early February and provided comments. Board members asked questions and provided feedback.</p> <p>Public Comment: Danny Lannis of Bike East Bay requested a focus on mode shift and an emphasis on network connectivity. He also requested that bike and ped. pathways/routes be safe by design.</p>

Commissioner T. Hansen – left meeting at 9:15 am  
Commissioner C. Kelley – left meeting at 9:35 am

**MEETING ADJOURNED: 9:57 am**

**MEETING DATE:** March 28, 2025  
**TO:** West Contra Costa Transportation Commission  
**FROM:** John Nemeth, Executive Director  
**SUBJECT:** Monthly Update on WCCTC Activities

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## Rails to Trails Technical Assistance



Last month the Western Field Office of the Rails to Trails Conservancy, a national organization dedicated to developing a safe network walking and bicycling trails, approached WCCTC staff to help identify projects to receive technical assistance as part of the CalSPAN (State Physical Activity and Nutrition) program. This technical assistance can be used for a variety of activities, including: policy development, program development, demonstration projects, pop-ups, and other projects aimed at connecting pedestrian, bicycle, and/or transit routes to everyday destinations. Projects must be located within or focused on disadvantaged communities.

WCCTC staff worked with Richmond and Contra Costa County to identify two projects to receive the technical assistance. Richmond's project will connect El Cerrito Del Norte BART to the Bay Trail (project titled "Bayview to BART") and the County's project will study a low-stress bikeway for Tara Hills. WCCTC staff will continue to work with these two jurisdictions on the technical assistance projects through implementation in the coming year and a half.

## Nominate a Bicycle Champion of the Year



Do you know a Contra Costa County resident who has gone above and beyond to promote bicycling in the community? Nominate them for Bicycle Champion of the Year!

<https://bayareabiketowork.com/event-information/bike-champion-of-the-year>

Champions can be people who organize rides, work in advocacy, policy, or program development, are involved in the community on bike issues, or are really committed to their bicycle commute. If you know someone who embodies what it means to be a bicycle champion, please nominate them using the link above. Nominations close April 1. *(Pictured, former Champions Bruce "Ole" Ohlson and Karineh Samkian.)*

## Information Technology Upgrades

WCCTC staff is currently making several improvements to the agency's IT infrastructure. It is initiating an improved service for frequent data back-ups to the cloud (WCCTC also stores its data locally). Staff is also participating in ongoing cybersecurity training through its IT provider, Nerd Crossing. Staff is replacing one of the agency's laptops (a periodic need) with a machine that will improve the efficiency of video editing, making it easier and faster to post meeting video. Staff is aiming to use DocuSign for digital signatures for documents such as resolutions, funding agreements, and contracts. This will make signature gathering a faster and more efficient process. Staff will bring more info about this to the Board at the April meeting.

## STMP Happenings

WCCTC staff have been working on a variety of tasks related to West County's Subregional Transportation Mitigation Program (STMP). First, staff has been letting participating agencies know of the annual fee adjustment for FY 25-26. Additionally, staff has been working with the City of Richmond staff to prepare or update two funding agreements. One for the I-80-Central Avenue Phase 2 project, and the other relates to "Ferry to the Bridge" bicycle improvements.

Staff is also reviewing the impacts of Senate Bill 937, which went into effect in January 2025. The legislation changes the timing of when fees related to housing development can be

collected. Fees, previously collected when building permits were issued, now cannot be collected until occupancy permits are issued. This change in timing will likely delay the receipt of some STMP funding, potentially for several years. Staff is now analyzing how this new law may change near-term revenue streams and budgeting. Staff is also working with its counsel to understand how this might impact the existing funding agreements.

**Richmond Parkway Transportation Plan**

Now that the WCCTC Board has adopted the Richmond Parkway Transportation Plan (RPTP), the Plan will go to the City of Richmond and Contra Costa County for acceptance.

The County Board of Supervisors will consider the item at its meeting on March 25 and the Richmond City Council may consider the item in April. WCCTC staff is also completing final administrative work, including processing final consultant invoices and submitting required work products to Caltrans to close out the grant-funded project.

Staff will continue work with its local partners to identify funding for implementation of project elements and will keep the Board informed on its progress



# General Ledger Monthly Budget



CITY OF SAN PABLO  
City of New Directions

User: LindaL@sanpabloca.gov  
Printed: 2/6/2025 4:06:23 PM  
Period 07 - 07  
Fiscal Year 2025

Account Number	Description	Adopted	Budget Adjustments	Budget	End Bal	Variance	Encumbered	AvailUncollect	% AvailUncollect
770-7700-41000	Salary	0.00	527,125.00	527,125.00	139,477.96	387,647.04	0.00	387,647.04	73.54
770-7700-41200	PERS Retirement	0.00	0.00	0.00	84,889.71	-84,889.71	0.00	-84,889.71	0.00
770-7700-41310	Medical Insurance	0.00	0.00	0.00	30,078.25	-30,078.25	0.00	-30,078.25	0.00
770-7700-41311	Retiree Healthcare	0.00	0.00	0.00	1,342.07	-1,342.07	0.00	-1,342.07	0.00
770-7700-41400	Dental	0.00	0.00	0.00	1,285.37	-1,285.37	0.00	-1,285.37	0.00
770-7700-41500	Flexible Spending Account	0.00	0.00	0.00	1,204.26	-1,204.26	0.00	-1,204.26	0.00
770-7700-41800	LTD Insurance	0.00	0.00	0.00	1,747.87	-1,747.87	0.00	-1,747.87	0.00
770-7700-41900	Medicare	0.00	0.00	0.00	3,208.10	-3,208.10	0.00	-3,208.10	0.00
770-7700-41901	Other Insurances	0.00	0.00	0.00	9,512.91	-9,512.91	0.00	-9,512.91	0.00
770-7700-41904	Life Insurance	0.00	0.00	0.00	566.18	-566.18	0.00	-566.18	0.00
770-7700-41911	Liability Insurance	0.00	4,759.00	4,759.00	0.00	4,759.00	0.00	4,759.00	100.00
	Salary and Benefits	0.00	531,884.00	531,884.00	273,312.68	258,571.32	0.00	258,571.32	48.61
770-7700-43500	Office Supplies	0.00	5,500.00	5,500.00	3,219.24	2,280.76	0.00	2,280.76	41.47
770-7700-43501	Postage	0.00	1,000.00	1,000.00	779.85	220.15	0.00	220.15	22.02
770-7700-43520	CopiesPrintingShippingXerox	0.00	3,300.00	3,300.00	2,316.40	983.60	0.00	983.60	29.81
770-7700-43600	Professional Services	0.00	75,500.00	75,500.00	51,508.11	23,991.89	0.00	23,991.89	31.78
770-7700-43900	RentBuilding	0.00	22,800.00	22,800.00	13,441.83	9,358.17	0.00	9,358.17	41.04
770-7700-44000	Special Department Expenses	0.00	15,000.00	15,000.00	3,235.89	11,764.11	0.00	11,764.11	78.43
770-7700-44320	TravelTraining Staff	0.00	2,500.00	2,500.00	1,290.21	1,209.79	0.00	1,209.79	48.39
	Service and Supplies	0.00	125,600.00	125,600.00	75,791.53	49,808.47	0.00	49,808.47	39.66
	Expense	0.00	657,484.00	657,484.00	349,104.21	308,379.79	0.00	308,379.79	46.90
770	WCCTAC Operations	0.00	657,484.00	657,484.00	349,104.21	308,379.79	0.00	308,379.79	46.90
772-7720-41000	Salary	0.00	250,634.00	250,634.00	90,844.02	159,789.98	0.00	159,789.98	63.75
772-7720-41200	PERS Retirement	0.00	0.00	0.00	50,686.16	-50,686.16	0.00	-50,686.16	0.00
772-7720-41310	Medical Insurance	0.00	0.00	0.00	15,127.64	-15,127.64	0.00	-15,127.64	0.00
772-7720-41400	Dental Insurance	0.00	0.00	0.00	653.16	-653.16	0.00	-653.16	0.00
772-7720-41800	LTD Insurance	0.00	0.00	0.00	536.45	-536.45	0.00	-536.45	0.00
772-7720-41900	Medicare	0.00	0.00	0.00	1,307.20	-1,307.20	0.00	-1,307.20	0.00
772-7720-41901	Other Insurances	0.00	0.00	0.00	6,548.54	-6,548.54	0.00	-6,548.54	0.00
772-7720-41904	Life Insurance	0.00	0.00	0.00	146.50	-146.50	0.00	-146.50	0.00
772-7720-41911	Liability Insurance	0.00	4,750.00	4,750.00	0.00	4,750.00	0.00	4,750.00	100.00
	Salary and Benefits	0.00	255,384.00	255,384.00	165,849.67	89,534.33	0.00	89,534.33	35.06
772-7720-43300	MembershipsSubscriptions	0.00	0.00	0.00	375.00	-375.00	0.00	-375.00	0.00
772-7720-43500	Office Supplies	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00	2,500.00	100.00
772-7720-43501	TDM Postage	0.00	3,000.00	3,000.00	608.51	2,391.49	0.00	2,391.49	79.72

Account Number	Description	Adopted	Budget Adjustments	Budget	End Bal	Variance	Encumbered	AvailUncollect	% AvailUncollect
772-7720-43502	TDM Postage	0.00	0.00	0.00	48.41	-48.41	0.00	-48.41	0.00
772-7720-43520	CopiesPrintingShippingXerox	0.00	5,000.00	5,000.00	2,765.07	2,234.93	0.00	2,234.93	44.70
772-7720-43600	Professional Services	0.00	76,000.00	76,000.00	28,552.65	47,447.35	0.00	47,447.35	62.43
772-7720-43900	RentBuilding	0.00	0.00	0.00	13,134.83	-13,134.83	0.00	-13,134.83	0.00
772-7720-44000	Special Department Expenses	0.00	219,316.00	219,316.00	108,517.85	110,798.15	22,372.00	88,426.15	40.32
772-7720-44320	TravelTraining Staff	0.00	5,000.00	5,000.00	912.91	4,087.09	0.00	4,087.09	81.74
	Service and Supplies	0.00	310,816.00	310,816.00	154,915.23	155,900.77	22,372.00	133,528.77	42.96
	Expense	0.00	566,200.00	566,200.00	320,764.90	245,435.10	22,372.00	223,063.10	39.40
772	WCCTAC TDM	0.00	566,200.00	566,200.00	320,764.90	245,435.10	22,372.00	223,063.10	39.40
773-7730-41000	Salary	0.00	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00
	Salary and Benefits	0.00	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	0.00
773-7730-43600	Professional Services	0.00	0.00	0.00	3,707.50	-3,707.50	0.00	-3,707.50	0.00
773-7730-44000	Special Department Expense	0.00	11,227,112.00	11,227,112.00	128,016.96	11,099,095.04	0.00	11,099,095.04	98.86
	Service and Supplies	0.00	11,227,112.00	11,227,112.00	131,724.46	11,095,387.54	0.00	11,095,387.54	98.83
	Expense	0.00	11,312,112.00	11,312,112.00	216,724.46	11,095,387.54	0.00	11,095,387.54	98.08
773	WCCTAC STMP	0.00	11,312,112.00	11,312,112.00	216,724.46	11,095,387.54	0.00	11,095,387.54	98.08
774-7740-43600	Professional Services	0.00	0.00	0.00	192,596.95	-192,596.95	0.00	-192,596.95	0.00
774-7740-44000	Special Department Expense	0.00	473,850.00	473,850.00	49,362.35	424,487.65	0.00	424,487.65	89.58
	Service and Supplies	0.00	473,850.00	473,850.00	241,959.30	231,890.70	0.00	231,890.70	48.94
	Expense	0.00	473,850.00	473,850.00	241,959.30	231,890.70	0.00	231,890.70	48.94
774	WCCTAC Special Projects	0.00	473,850.00	473,850.00	241,959.30	231,890.70	0.00	231,890.70	48.94
Expense Total		0.00	0.00	13,009,646.00	1,128,552.87	11,881,093.13	22,372.00	11,858,721.13	91.1533

# General Ledger Monthly Budget

User: LindaL@sanpabloca.gov  
 Printed: 2/6/2025 4:03:51 PM  
 Period 07 - 07  
 Fiscal Year 2025



Account Number	Description	Adopted	Budget Adjustments	Budget	End Bal	Variance	Encumbered	AvailUncollect	% AvailUncollect
770-0000-36102	Interest	0.00	0.00	0.00	-186.43	186.43	0.00	186.43	0.00
	Use of Property and Money	0.00	0.00	0.00	-186.43	186.43	0.00	186.43	0.00
770-0000-34111	Member Contributions	0.00	600,461.00	-600,461.00	-600,461.00	0.00	0.00	0.00	0.00
770-0000-39906	Other Revenue	0.00	63,000.00	-63,000.00	0.00	-63,000.00	0.00	-63,000.00	100.00
	Miscellaneous Revenue	0.00	663,461.00	-663,461.00	-600,461.00	-63,000.00	0.00	-63,000.00	9.50
	Revenue	0.00	663,461.00	-663,461.00	-600,647.43	-62,813.57	0.00	-62,813.57	9.47
770	WCCTAC Operations	0.00	663,461.00	-663,461.00	-600,647.43	-62,813.57	0.00	-62,813.57	9.47
772-0000-33403	Grants	0.00	589,000.00	-589,000.00	0.00	-589,000.00	0.00	-589,000.00	100.00
	Grants	0.00	589,000.00	-589,000.00	0.00	-589,000.00	0.00	-589,000.00	100.00
772-0000-39906	Other Revenue	0.00	0.00	0.00	-243,667.70	243,667.70	0.00	243,667.70	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	-243,667.70	243,667.70	0.00	243,667.70	0.00
	Revenue	0.00	589,000.00	-589,000.00	-243,667.70	-345,332.30	0.00	-345,332.30	58.63
772	WCCTAC TDM	0.00	589,000.00	-589,000.00	-243,667.70	-345,332.30	0.00	-345,332.30	58.63
773-0000-34310	County STMP Fees	0.00	100,000.00	-100,000.00	-48.02	-99,951.98	0.00	-99,951.98	99.95
773-0000-34315	El Cerrito STMP Fees	0.00	50,000.00	-50,000.00	-241,999.00	191,999.00	0.00	191,999.00	-384.00
773-0000-34320	Hercules STMP Fees	0.00	50,000.00	-50,000.00	-4,971.74	-45,028.26	0.00	-45,028.26	90.06
773-0000-34325	Pinole STMP Fees	0.00	10,000.00	-10,000.00	-6,862.00	-3,138.00	0.00	-3,138.00	31.38
773-0000-34330	Richmond STMP Fees	0.00	782,000.00	-782,000.00	-456,682.12	-325,317.88	0.00	-325,317.88	41.60
773-0000-34335	San Pablo STMP Fees	0.00	1,071,000.00	-1,071,000.00	-81,931.56	-989,068.44	0.00	-989,068.44	92.35
	Licenses and Permits	0.00	2,063,000.00	-2,063,000.00	-792,494.44	-1,270,505.56	0.00	-1,270,505.56	61.59
773-0000-36102	Interest	0.00	75,000.00	-75,000.00	-261,624.40	186,624.40	0.00	186,624.40	-248.83
	Use of Property and Money	0.00	75,000.00	-75,000.00	-261,624.40	186,624.40	0.00	186,624.40	-248.83
	Revenue	0.00	2,138,000.00	-2,138,000.00	-1,054,118.84	-1,083,881.16	0.00	-1,083,881.16	50.70
773	WCCTAC STMP	0.00	2,138,000.00	-2,138,000.00	-1,054,118.84	-1,083,881.16	0.00	-1,083,881.16	50.70

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>	<b>Budget Adjustments</b>	<b>Budget</b>	<b>End Bal</b>	<b>Variance</b>	<b>Encumbered</b>	<b>AvailUncollect</b>	<b>% AvailUncollect</b>
774-0000-39906	Other Revenue	0.00	473,850.00	-473,850.00	-64,846.57	-409,003.43	0.00	-409,003.43	86.31
	Miscellaneous Revenue	0.00	473,850.00	-473,850.00	-64,846.57	-409,003.43	0.00	-409,003.43	86.31
774	Revenue	0.00	473,850.00	-473,850.00	-64,846.57	-409,003.43	0.00	-409,003.43	86.31
	WCCTAC Special Projects	0.00	473,850.00	-473,850.00	-64,846.57	-409,003.43	0.00	-409,003.43	86.31
Expense Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0



**TO:** WCCTC Board

**MEETING DATE:** March 28, 2025

**FR:** Leah Greenblat, Transportation Planning Manager

**RE:** **FY 25-26 Annual STMP Fee Adjustment**

**REQUESTED ACTION**

Information only.

**BACKGROUND AND DISCUSSION**

The 2019 Subregional Transportation Mitigation Program (STMP) Update became effective on July 1, 2019. The Master Cooperative Agreement, signed by all participating member agencies, specifies an automatic annual fee adjustment so that the fees are kept in sync with construction-related costs (whether inflation or deflation). The agreement links the fee adjustment to the Engineering News Record’s February San Francisco Bay Area Construction Cost Index for the prior twelve months. It should be noted that Engineering News Record’s Bay Area Construction Cost Index is a source commonly used by jurisdictions to make annual fee adjustments. This year that rate of change was -0.8%. STMP fees will be adjusted downward for FY 25-26, accordingly. WCCTAC staff is in the process of notifying partner agencies of this impending annual fee adjustment, which becomes effective July 1, 2024, so it may be incorporated into their local fee schedules.

The STMP Quarterly Reporting form for FY 25-26 is included as an attachment and reflects the lower fees for FY 25-26. Local agency staff should begin using this version of the reporting form to report STMP fees collected after July 1, 2025.

The FY 24-25 and FY 25-26 STMP fees are shown below.

FY 24-25 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,964	
Multi Family	\$ 3,431	
Senior Housing	\$ 1,881	
Hotel (per room)	\$ 4,457	
Storage Facility		\$ 0.98
Retail / Service		\$ 8.44
Industrial		\$ 7.12
Office		\$ 11.17
Other (per AM pk hr trip)	\$ 9,411	

FY 25-26 STMP Fee Rate		
Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.
Single Family	\$ 6,908	
Multi Family	\$ 3,404	
Senior Housing	\$ 1,866	
Hotel (per room)	\$ 4,421	
Storage Facility		\$ 0.97
Retail / Service		\$ 8.37
Industrial		\$ 7.06
Office		\$ 11.08
Other (per AM pk hr trip)	\$ 9,336	

**ATTACHMENT**

A. FY 2025-2026 STMP Quarterly Reporting Form

**West County Subregional Transportation Mitigation Program (STMP) Developer Fee  
 JURISDICTIONS' QUARTERLY TRANSMITTAL REPORT FORM for FY 2025-2026**

Jurisdictions are required to submit this completed form to WCCTC no later than 30 days following the close of each calendar quarter; whether or not there are fees to

**Check Appropriate Box:**

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

All sections of the report

Attach check, payable to

Submit check and completed transmittal report to:

WCCTC  
 6333 Potrero Ave., Suite 100  
 El Cerrito, CA 94530

**No development**

Insert below the # of

List each project or project

**FY 25-26 STMP Fee Rate**

Type of Fee	STMP Fee per Unit	STMP Fee per Square ft.	Total # Units or Sq. Ft.	STMP \$ Collected
Single Family	\$ 6,908			\$ -
Multi Family	\$ 3,404			\$ -
Senior Housing	\$ 1,866			\$ -
Hotel (per room)	\$ 4,421			\$ -
Storage Facility		\$ 0.97		\$ -
Retail / Service		\$ 8.37		\$ -
Industrial		\$ 7.06		\$ -
Office		\$ 11.08		\$ -
Other (per AM pk hr trip)	\$ 9,336			\$ -
<b>TOTAL FEES COLLECTED:</b>				\$ -

This should be the amount of your check to WCCTAC. 

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

- A. The development project is subject to a development agreement executed on \_\_\_\_\_;
- B. The development submitted a vesting tentative map that was approved on \_\_\_\_\_;
- C. Other (explain legal basis for development not paying current adopted rates; n.b., a development application submitted

**During the reporting period, has your agency granted:**

1. STMP Fee C  **Yes**  **No**
2. STMP Fee V  **Yes**  **No**

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

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

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

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

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

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



CONTRA COSTA  
transportation  
authority

WCCTAC BOARD

# Countywide Emergency Evacuation Plan

John Hoang, Director, Planning

March 28, 2025

# Countywide Emergency Evacuation Plan

- Caltrans Sustainable Transportation Planning Grant Program FY24-25
  - Climate Adaptation
- Grant Specific Objectives and Benefits
  - Benefits to public health, natural ecosystems, air quality, social equity, the economy, or reduction in GHG emissions
- Grant Specific Objectives, Partnership and stakeholders
- Alignments with other plans and State goals
- Cost
  - Grant Amount \$1,490,000
  - Match ~~\$207,900~~ \$212,900
  - Total ~~\$1,697,900~~ \$1,702,900

# Countywide Emergency Evacuation Plan

- Includes 19 Cities/Towns and Unincorporated County
  - With focus on vulnerable communities
  - Neighborhoods that lack network redundancy during evacuation scenarios
  - Help agencies determine how to improve the evacuation network during those events
- Builds on the multi-jurisdictional Local Hazard Mitigation Plan (multi-jurisdictional evacuation using routes that may span several jurisdictions)
  - Tie-in to regional and subregional transportation planning
- Plan addresses two deficiencies
  - Unfunded mandates requiring local governments to plan for emergency evacuation  
(Identify Evacuation Routes and their capacity, safety and viability under a range of emergency scenarios)
    - SB 99: Conduct Local-Level Evacuation Compliance Assessment
    - AB 747: Evaluate High-Level Evacuation Route Capacity, Safety, and Viability

# Countywide Emergency Evacuation Plan

- Hazards/Climate-induced Effects
  - Sea Level Rise, Wildfire Risks, Levee failure, Landslides, Tsunamis
  - Other Natural Hazards: Earthquakes
  - Manmade: Refinery Accidents
- Expected to Strain the Transportation network and communities throughout the County
- Efforts already undertaken by agencies to look at planning for resiliency.
  - Lafayette and Orinda completed locally-focused planning efforts

# Countywide Emergency Evacuation Plan

- Assessment of five sub-regions and evaluation of up to six emergency events per region using and interfacing with land use and roadway network data in the CCTA model. Based on the results of the assessment the Plan will include:
  - Project Prioritization: Prioritized projects in the identified vulnerable areas using a ranking criterion agreed by the Project's TAC
  - Cost Estimates/Project constraints: Cost estimates and key constraints of 20 top-ranked of projects with conceptual project designs.
  - Funding strategies and documentation: Potential funding strategies for the projects.

# Countywide Emergency Evacuation Plan

- Scope of Work
  - Task 1: Technical Advisory Committee
  - Task 2: Stakeholder and Public Outreach
  - Task 3: Network Resilience Assessment
    - Outreach Emergency Responders
    - Congestion Identification
    - Network Analysis
    - Emergency Response Time Assessment
    - AB 747/AB 1409 Assessment
    - Firesafe Accessibility Assessment
  - Task 4: Additional Infrastructure Resilience Assessment
    - Network Electrification Resiliency
    - Transit Shelter Evaluation
    - Vehicle Redundancy Assessment

# Countywide Emergency Evacuation Plan

- **Schedule**

Activity	Timeline
Agreement with Caltrans/ Notice to Proceed	February 27, 2025
Release Request for Proposal	Mid May 2025
Project Completion	June 30, 2027



**TO:** WCCTC Board **MEETING DATE:** March 28, 2025

**FR:** Leah Greenblat,  
Transportation Planning Manager

**RE:** **San Pablo Avenue Multimodal Corridor Study, Phase 3: Draft Scope of Work**

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### **REQUESTED ACTION**

Provide input on the San Pablo Ave. Multimodal Corridor Study, Phase 3 draft scope of work

### **BACKGROUND AND DISCUSSION**

San Pablo Avenue has been identified as a potential Bus Rapid Transit (BRT) corridor in several prior planning efforts including MTC's Plan Bay Area 2050, AC Transit's Major Corridors Study, and WCCTC's High-Capacity Transit Study.

In the fall of 2017, WCCTC and the Contra Costa Transportation Authority (CCTA) were invited by the Alameda County Transportation Commission (ACTC) to participate in a multi-jurisdictional corridor study of San Pablo Avenue (SPA) focused on improving transit operations, as well as pedestrian and bicycle mobility and safety. The study area covered San Pablo Avenue from downtown Oakland to Hilltop in Richmond. Phase 1 included outreach efforts and considered options for a bus-only lane on SPA.

Following Phase 1, the ACTC designed three projects during its second phase of the study. Its projects included: 1) a bus-only lane and bikeway on San Pablo Ave. in Oakland and Emeryville (and a small segment of South Berkeley), 2) improvements to parallel bike routes in Berkeley and Albany (and a small segment in North Oakland), and 3) safety improvements (such as crossing improvements and enhanced bus stops) from Heinz Avenue in South Berkeley to the border of El Cerrito. ACTC secured a range of funding for design and construction of the latter two projects but not the BRT project in Oakland.

In Contra Costa County, due to the street dimensions and adjacent land uses which varied from those in Alameda County, WCCTC oversaw a Phase 2 to better analyze the corridor with additional technical work. Phase 2 was completed in January 2023.

Phase 2 identified conceptual alternatives for a bus rapid transit service, potential bicycle facilities along San Pablo Avenue or on parallel routes, and safety improvements. It concluded with a set of recommendations that included multi-modal safety improvements, such as those being implemented in Alameda County, and potential support for a bus-only lane demonstration project, subject to additional outreach.

Since Phase 2's conclusion, a working group composed of staff from El Cerrito, Richmond, San Pablo, AC Transit, CCTA, and WCCTC have continued to meet to work on the implementation of next steps. The SPA Working Group identified Regional Measure 3 as a source of funding to conduct a "Phase 3" planning process and the CCTA has secured that funding.

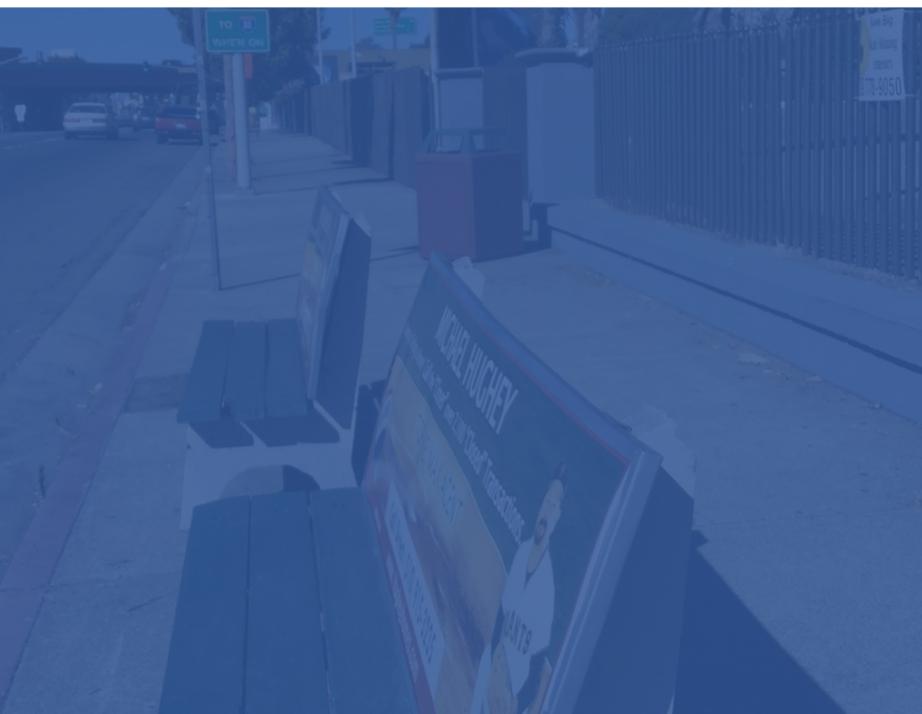
The SPA Working Group is collaborating on the development of the scope of work for Phase 3 which CCTA staff will present to the Board at the March 28, 2025. A key aim of this phase is to conduct an economic analysis of a potential BRT service, to conduct extensive outreach related to a potential BRT, and to consider BRT design options and details. The Phase 3 work will also evaluate, and seek public feedback on, bicycle and pedestrian access and safety in the corridor, including potential improvements.

Following the WCCTC Board meeting, the SPA Working Group will meet again to review the Board's comments and to make final edits to the draft scope of work prior to the CCTA releasing the Request for Proposals (RFP).

**ATTACHMENTS:**

- A. Background information: selected slides from the 1/27/2023 San Pablo Avenue Multimodal Corridor Study (Phase 2) presentation.
- B. Draft Scope of Work for the San Pablo Avenue Multimodal Corridor Study, Phase 3

# Next Step Options





## Element 1: Package of priority multimodal safety improvements

- 70+ improvements at 40-45 intersections to benefit pedestrian safety, bicycle safety, transit access, and transit operations
  - Each improvement has independent utility, so implementation can be phased
  - Efficiency, consistency, and cumulative benefits in implementing corridor-wide
- Seek CCTA as design and implementation lead
- CCTA and WCCTAC partner to identify funding
  - Very preliminary estimated construction cost range of \$20M-\$35M, design cost range of \$3M-\$5M
  - Numerous potential state and federal grant funding sources, but many require local match
- Local jurisdictions partner for design review and establish maintenance commitment



## Element 1: Package of priority multimodal safety improvements (cont.)

- Next steps are design and outreach to confirm improvement locations/types
- Advance design to position project for construction grant opportunities
- If supported by Board, incorporate into latest draft of Action Plan
- Staff recommends advancing this element



## Element 2: Advance a near-term demonstration project on a portion of the corridor with side-running bus lanes

- Contingent on local jurisdiction support
  - Initial interest by El Cerrito and Richmond at staff level
  - Requires support and coordination with AC Transit on potential corresponding operational changes
  - Begin with 1 to 2 mile segment – consider Cutting to Solano (outside of Caltrans jurisdiction)
- Spectrum of improvement types and costs
  - A. Simple: Commit to lower-cost Quick-Build type improvements – construction cost of \$5M per mile or less
  - B. Complex: Incorporate more substantial infrastructure improvements, which would require more funding/longer schedule – construction cost of \$35M per mile or more
- Need further engagement with local jurisdictions, community engagement, and design to determine accompanying roadway improvements
  - Bike facility is possible to include in project, with trade-off of parking loss. Local jurisdictions would need to provide direction on roadway priorities



## Element 2: Advance a near-term demonstration project on a portion of the corridor with side-running bus lanes (cont.)

- CCTA and/or AC Transit have technical capacity and staff to coordinate multi-agency project and assume lead on project management
- CCTA, WCCTAC, and AC Transit partner in identifying funding
- Next step is outreach as part of concept design development
- If supported by Board, incorporate into latest draft of Action Plan
- Timeframe to implementation likely 3+ years to assemble funding, receive approvals, complete design, and construct
- *As a demonstration project*, should include evaluation after implementation



## Staff Recommendations for Next Steps

Subject to local jurisdiction and AC Transit's participation:

- **Advance Element 1: Multimodal Safety Improvements**
  - Advance design and outreach to formalize list of improvements with jurisdictions
  - Establish necessary working agreements
  - Seek CCTA to manage
  - Seek funding for outreach, design and construction process
  - Begin concept design and cost estimates
- **Advance Element 2: Demonstration Project**
  - Further explore interest at Cities of Richmond and El Cerrito and AC Transit
  - Focus on “simple”-type demonstration project as a proof of concept and for faster implementation
  - Extensive public engagement plan required
  - Begin to pursue funding for planning, design, and construction
  - Concept design, outreach, and cost estimates

**Draft Scope-of-Work for the San Pablo Avenue Multimodal Corridor Project Improvements –  
For Discussion Purposes Only**

**Contents**

1. Introduction
2. Project Management
3. Develop Outreach Objectives
4. Baseline Conditions and Technical Gaps Assessment
5. Technical and Operations Analyses
  - 5.1. Multimodal Corridor Conceptual Designs
6. Stakeholder Identification
7. Economic Analysis of Proposed Multimodal Corridor Improvements
8. Comprehensive Public Outreach
  - 8.1. Develop Outreach Strategy
  - 8.2. Conduct Outreach and Stakeholder Engagement
9. Draft and Final Outreach Report

=====

**1.0. Introduction**

San Pablo Avenue is an approximately 20-mile-long arterial roadway that runs from downtown Oakland north to Crockett, spanning nine cities and unincorporated areas across western Contra Costa and Alameda Counties. As part of the Lincoln Highway that preceded Interstate 80, it frequently parallels that freeway facility and links all of the jurisdictions in West Contra Costa and Alameda Counties. Two-thirds of the project corridor runs within Contra Costa County and is controlled by the jurisdictions through which it travels, except for approximately two miles in El Cerrito, between the Alameda/Contra Costa County line and Cutting Boulevard, which is controlled by Caltrans and designated as State Route 123. AC Transit operates frequent local and rapid bus service between Contra Costa College in San Pablo and Downtown Oakland, a distance of approximately 12 miles. In El Cerrito, the Ohlone Greenway multi-use path parallels San Pablo Avenue between one and three blocks to the east.

Beginning in 2018, the Contra Costa Transportation Authority (Authority) partnered with the West Contra Costa Transportation Commission (WCCTC) and the Alameda County Transportation Commission (ACTC) to undertake a comprehensive analysis of San Pablo Avenue in Alameda and Contra Costa Counties, spanning 13 miles and seven cities from Downtown Oakland to Contra Costa College in San Pablo. Phase 1 of the San Pablo Avenue Multimodal Corridor Study (Study) focused on addressing current and future conditions in the corridor and identified solutions designed to promote multimodal mobility and safety, including a protected bicycle facility vs. parallel facility and Bus Rapid Transit (BRT) improvements. Safety is a particular concern along San Pablo Avenue as it has been identified as a high-injury facility in both MTC and CCTA’s high-injury network.

Led by WCCTC, Phase 2 of the Study focused on the Contra Costa portion of the corridor due to the highly variable width of the San Pablo Avenue in the County and tested which types of

improvements could be implemented within the limited space. Phase 2 resulted in a set of active transportation, transit priority, and road safety recommendations for the Contra Costa portion of the Study corridor, which runs approximately 5.5 miles from the Alameda County line to Contra Costa College and includes the cities of El Cerrito, Richmond, and San Pablo. The Study recommendations included the construction of multimodal safety improvements at up to 75 locations in the Corridor and included technical analysis of a variety of roadway configurations that could improve transit speed and reliability. At the conclusion of Phase 2, the WCCTC Board supported the implementation of the multimodal safety recommendations, and it sought more extensive public feedback on which of the transit facilities to implement. The WCCTC Board also supported the implementation of a Bus Rapid Transit (BRT) pilot project designed to test the applicability of transit-only lane operations and impacts to other modes.

Before design and construction can take place on either of the two Phase 2 recommendations, the Authority is committed to a robust and meaningful public outreach effort to develop a unified concept for San Pablo Avenue, which operates as a “main street” through the three Project jurisdictions. The cities foresee that many sites along San Pablo Avenue will be redeveloped into transit-oriented development projects with moderate-to high-density housing and therefore the cities support robust transit service along the roadway. The businesses along the corridor are a combination of newer development with off-street parking and older storefronts that utilize on-street parking and loading, and, in some areas, a two-way, center turn lane utilized at times by delivery vehicles. Newer housing development has minimized parking requirements in anticipation of residents’ greater utilization of transit.

Multiple transit agencies currently service the corridor. AC Transit operates several routes including the 72 Rapid, one of AC Transit’s highest ridership lines. BART has two stations on or close to San Pablo Avenue: El Cerrito del Norte and El Cerrito Plaza. The El Cerrito del Norte station is a transfer hub that draws multiple bus operators that travel along San Pablo Avenue to reach the station. El Cerrito Plaza station is served by five AC Transit bus lines.

Conducting thorough public outreach to understand the needs and foster the support of the diverse stakeholders in the Project Corridor is of utmost importance for implementing a successful set of transit and transit-supportive improvements and determining the appropriate characteristics and locations. Key stakeholders include existing, potential and future users of transit and bicycle modes, the general public who live along and utilize San Pablo Avenue for transportation, the local and regional agencies that own or operate the roadway and services therein, and the many business owners that line the Avenue.

This effort will also include an in-depth economic analysis of the financial effect of the transportation investments recommended in the Study. It will assess both direct and indirect economic impacts of a major transportation funding investment and a potential overhaul of the current streetscape and lane configuration aimed at improving safety and accommodating transit improvements. Quantifying direct and indirect benefits will help the various stakeholders and decision makers better understand and evaluate trade-offs and design decisions related to both current corridor operations and future improvements. This work may include analyzing the land

value changes due to the project, construction related impacts, and collecting parking data to assess impacts to on-street parking and loading zones.

Ultimately, this outreach is intended to robustly engage the diverse stakeholders in the corridor, and to receive meaningful feedback and foster support to enable identifying a preferred alternative so that it can be integrated into the environmental and design phases, the next phases of shaping the project.

## 2.0 Project Management

The Project Management Task outlines the overall approach to managing the Comprehensive Outreach project, ensuring timely and effective execution of tasks, meeting key objectives, and maintaining transparency and seamless communication internally and externally throughout the project. It will start with the selected consultant refining the scope of work and schedule submitted in response to the RFP in coordination with the CCTA Project Manager and the Technical Working Group. The anticipated key elements of this task are:

- Refine Scope and Schedule upon consultant selection
- Establish clear project milestones and a comprehensive schedule to guide and track progress and ensure deadlines are met.
- Project Leadership and Team Structure, and approval process
  - Define internal project management structure and establish protocols for communication between the CCTA PM, the Prime, and the sub-consultant teams.
  - Establish a project Technical Working Group (TWG) comprising representatives from WCCTC, AC Transit, BART, Caltrans, and the Cities of El Cerrito, Richmond and San Pablo for commenting on all key deliverables and guiding the Outreach throughout the project duration.
  - Establish a Policy Advisory Committee comprising of elected officials from the relevant stakeholder member agencies
  - Establish a review and approval process to vet interim and final deliverables (e.g., draft outreach materials) before communicating with external stakeholders. After CCTA Project Manager approval, draft deliverables will be shared with the TWG for input. Revised deliverables will then inform subsequent tasks or used to support outreach. The TWG will meet regularly (monthly or bi-monthly) to deliverables and progress, while the PAC will convene three to five (3-5) times to evaluate key deliverables, including Technical Analyses, Economic and Cost-Effectiveness Analysis, and the Preferred Alternative recommendation.
  - Additionally, identify a process for obtaining CCTA Board approval for deliverables when necessary.
- Develop an internal protocol to address and resolve conflicts with project stakeholders or community members or between them regarding the outreach process, proceedings, and outcome to ensure that conflicts are handled strategically, and the outcomes align with project goals and implementation success.
- Establish a quality assurance process to maintain high standards and ensure successful project execution.

### Deliverables:

- Updated Scope and Schedule along with project milestones
- Memorandum on Project Leadership and Team Structure, including internal review and approval process, the Technical Working Group, and the Policy Advisory Committee
- Memorandums on conflict resolution and quality assurance

### **3.0. Develop Outreach Objectives**

The consultant will develop clear and measurable outreach objectives for the Project. These objectives should be developed in close coordination with the CCTA Project Manager and the project Technical Working Group, and should focus on effectively engaging a diverse range of stakeholders, including community members, transit riders, local businesses, public agencies, utility companies, elected officials, community organizations and other key groups. The consultant will need to work cooperatively with elected officials and boards to develop consensus and a unified approach so that specific transit improvement concepts can advance to the next phase towards implementation. This work will require blending the plans, approaches and regulations of different jurisdictions to create a comprehensive vision, and develop a branding for the project. The consultant will ensure that the objectives emphasize incorporating stakeholder feedback into the environmental, design, and implementation phases. The outreach should incorporate the goals and efforts of partner agencies and collaborate with ongoing outreach efforts.

At a minimum, the outreach objectives should include the following:

- Increase stakeholder understanding that the proposed improvements build on the ongoing efforts of partner agencies and complement existing goals and policies.
- Explain the current and future transit markets in context with the changing land uses in the corridor, including impacts from increased vehicular congestion.
- Effectively inform and gather feedback from diverse stakeholders along the corridor regarding the proposed improvement options for the SPA multimodal corridor, including intersection safety improvements, and proposed transit and bicycle facilities.
  - Develop creative methods specifically designed to obtain effective feedback from the business owners along the corridor
- Ensure that Equity Priority Communities and other historically marginalized and vulnerable populations are prioritized for outreach and for project benefit.
- Provide clear and transparent disclosure of potential tradeoffs to stakeholders, such as loss of parking, limited loading zones and hours, etc., due to construction disruptions and operations of the multimodal corridor improvements
- Base engagement efforts on sound, data-driven concepts to guide decision-making while offering flexibility for innovative and non-traditional outreach formats, venues, etc.
- Identify methods to integrate stakeholder needs and preferences into the subsequent phases of the project.
- Determine the need for additional targeted outreach
- Maintain ongoing communication with stakeholders throughout the project to ensure continuous engagement and responsiveness to emerging concerns or suggestions.

Deliverables:

Draft and Final Memorandum on Outreach Objectives

**4.0. Baseline Conditions and Technical Gaps Assessment**

The Consultant will review the SPA Multimodal Corridor Study Phases 1 and 2 work and recommendations in Contra Costa County and Alameda County to date to obtain essential background information and data on existing conditions. The Consultant should summarize the conditions and identify those topics still requiring additional analysis. This should include operational and alignment details of running BRT in the corridor, alignments of a bicycle facility in the corridor, local policy coordination/consistency between local government and transit providers, and other related major improvements from the SPA Phase 2 Study and partner agencies. This review will help the Outreach effort build upon previous efforts, ensure efficient use of resources, prevent duplication, and assess the proposed improvements' potential economic impact and cost-benefit. It will also strengthen support from partner agencies and the community. Significant analysis and preliminary concepts for the corridor were developed in Phase 2 and the intent is to utilize these materials to the greatest extent feasible for Phase 3. Proposals should also identify any new or updated technical data that may be needed for Phase 3, including on- and off-street parking utilization datasets.

Deliverables:

- Memorandum on existing conditions and data summary
- Memorandum on technical gaps and recommended analyses and associated data needs

**5.0. Technical and Operational Analyses**

As identified in Task 4, the Consultant shall use existing data and obtain new data, where necessary, to address the topics from Phase 2 that require additional analyses including operational analyses. The Consultant will present the analyses to the Technical Working Group and if needed, Policy Advisory Committee, and develop a final set of recommendations for inclusion in the design and outreach tasks. This section will also include information on best practices and findings from a few selected BRT projects in the Bay Area, and if needed California and the rest of the country, highlighting the benefits and challenges of these projects to better inform the stakeholders and the next phases of the Project.

**5.1. Multimodal Corridor Conceptual Designs**

Using the technical analysis from Phase 2 and information gained in Task 5, this task will develop potential streetscape designs showing the proposed improvements. Design should build upon the Phase 2 design work to create concept at the 10% design level and include four (4) or more distinct places within the project area based on the changes in right of way and land use characteristics.

Deliverables:

- Technical Analyses Memorandums including but not limited to
  - BRT Operations and Alignment
  - Bicycle Facility Alignment

- Local land use and transit policy coordination/consistency
- Task 5.1 Deliverable
  - Place-specific streetscape designs four or more, as appropriate

## 6.0. Stakeholder Identification

The success of the proposed BRT project relies on engaging a diverse range of stakeholders who are directly or indirectly impacted by the improvements throughout the project development and implementation phases. Identifying and understanding the interests of these groups will ensure effective outreach and foster strong support for the project. The consultant, in coordination with CCTA and the Project Working Group, will identify various stakeholders across the community to ensure all relevant perspectives are considered throughout this phase, including identifying a preferred alternative, and the environmental, design, and implementation phases of the project, which would directly follow this phase of work. This engagement of stakeholders will inform decision-makers on advancing future phases of the project. This process will, at a minimum, involve the following key stakeholder groups:

- Businesses, local chambers of commerce, their customers as well as commercial real estate brokers
- Residents of the corridor
- Roadway travelers of all modes traveling along the corridor
- Non-profits and community-based organizations along or near the corridor
- Elected officials and governing bodies (City Councils, WCCTC and CCTA)
- Transit Agencies operating within the corridor
- Local and regional relevant public agency partners (e.g., San Pablo Avenue Owner/Operators (cities and Caltrans), WCTAC, East Bay Regional Parks District, Fire and Police departments)
- Utility companies (water, sewer, communications) with regards to future access to their facilities
- Non-profit and community-based organizations, Richmond-area neighborhood councils
- Other Institutions, such as educational, healthcare, and research institutions

### Deliverables:

- Draft and final memorandum documenting a comprehensive list and categories of stakeholders and their groups, including appropriate communication approaches for their effective engagement.
- A spreadsheet with stakeholder contact information and their project interests (as user, operator, business, etc.).

## 7.0. Economic Analysis of Proposed Multimodal Corridor Improvements

To complement outreach efforts, secure informed feedback, and foster stronger support for the proposed project(s), CCTA seeks a comprehensive Economic and Cost-Benefit Analysis of the proposed multimodal improvements including BRT along the SPA corridor. This analysis and the results will play a key role in building community buy-in and stakeholder support by clearly evaluating and communicating the project's economic benefits and potential impacts. The findings will be in accessible formats utilizing innovative tools such as visual simulations, charts, and maps, ensuring that complex economic data is easily understood by a broad audience. These visuals will

highlight the tangible benefits of the project, including but not limited to land use valuation, business attraction/retention, housing production, job creation, reduced congestion, and environmental enhancements, as well as impacts on parking and access.

The consultant will develop a structured approach for estimating the economic and financial benefits of the proposed BRT system along the SPA corridor, including assumptions, analytical elements, current valuations, cost-benefit calculations, and net benefits. Using innovative tools and approaches that follow industry-accepted standards, the economic analysis will assess both direct and indirect impacts, such as mobility benefits, increased property values, local economic activity, business attraction/retention, public health benefits, travel time savings, increased access to jobs, improved mobility, public health benefits, quality of life considerations, environmental gains, and social equity considerations.

A comprehensive Cost-Benefit Analysis (CBA) will compare capital, operational, and maintenance costs against projected economic, social and transportation benefits. Sensitivity testing will also be conducted for varying assumptions, including ridership levels, construction costs, and different economic growth scenarios. As such, this analysis will assess the project's financial viability as well as its social and environmental impact.

The final deliverables will provide stakeholders and decision-makers with a clear, accessible understanding of the potential economic return on investment (ROI) of the multimodal corridor improvements including BRT along SPA.

Deliverables:

- Executive Summary of Economic Analysis
- Draft and Final Economic Analysis Report summarizing the methodology, analyses, findings, and recommendations.
- Appropriate visuals in clear, thorough, and accessible formats

## **8.0. Comprehensive Public Outreach**

### **8.1. Develop Outreach Strategy**

Based on the Outreach Objectives developed in previous tasks, the Outreach Strategy task will develop the approach and activities designed to engage a wide range of stakeholders and ensure meaningful participation in the multimodal improvements. This comprehensive strategy focuses on effective communication, inclusive engagement, and the development of accessible materials, while also addressing potential challenges to ensure broad and sustained involvement throughout the project, as well as ensuring that equity is considered in all components of the task. The outreach activities will be divided into targeted sub-tasks that focus on key stakeholder groups, with tailored strategies to address their unique needs and concerns to obtain meaningful feedback and foster support for the BRT project. To ensure maximum participation and inclusivity, innovative and current outreach tools and interactive feedback mechanisms should be incorporated throughout the engagement process. These tools will reduce barriers to participating, enhance the ability to reach a

broader and more diverse audience, allowing for real-time feedback, greater community involvement, and improved stakeholder collaboration.

The following components will guide the outreach process:

a. Communication Approach

- Identify communication channels (project website, email, social media, mobile apps, virtual and in-person meetings/pop-ups, flyers, business visits, stakeholders' communication channels, etc.)
- Identify key individuals and groups, their level of influence, interest in the project, and the most effective communication methods for each.
- Schedule existing local BRT system(s) site visits to inform the outreach effort and the future phases of the project
- Schedule corridor site visits to engage community members in potential changes
- Consider incentives to encourage community participation, e.g. raffles, discount coupons to local businesses, monetary reimbursement for participating in focus groups, childcare or alternative activities for children, etc.

b. Engagement Tools and Activities, including Digital Engagement

- Identify outreach tools including cost-effective and tested, innovative options for robust and diverse stakeholder participation. These could include, but not limited to, articles for e-newsletters, sidewalk sign decals, mobile apps, online platforms, virtual workshops, augmented reality, and interactive feedback mechanisms, as well as lower- or no-tech options.
- Identify and design various engagement activities that can be customized for different stakeholder groups based on their needs. The consultant will be the lead and responsible for implementation of these activities. Example activities include (but not limited to): online surveys/polls, interactive workshops, focus group meetings, stakeholder and public meetings, one-on-one meetings, door-to-door canvassing of businesses, on-vehicle ads, regular posts and engagement on social media platforms, community newsletters, etc., Delineate the outreach activity by outreach audience (public vs. business owners vs. owner/operator agencies vs. elected officials).

c. Outreach Materials

- Develop and maintain a public-facing project webpage and informational materials such as videos, factsheets, flyers, signs, presentations, outreach updates, accessible visuals, etc.
- Develop and maintain social media and digital content (e.g., posts, polls, etc.). A specific budget should be set aside for social media content development and video/podcast production.
- Develop all outreach materials to be accessible to non-English speakers in the communities; identify languages to be used for outreach materials
- Develop short outreach videos/animations

d. Consensus Building

This section will outline the potential challenges that may arise during the outreach process and how those will be addressed to achieve a unified vision for the corridor, such as low participation or conflicting stakeholder interests. It will also describe how these challenges will

be addressed and list the anticipated mitigation measures, which could include targeted and active promotion, offering multiple formats and times for engagements, facilitating open discussion, and implementing mechanisms for mediation and resolving disagreements (between the stakeholders or between the stakeholder and the project team), etc. Identify key staff who will work with stakeholders on consensus building.

Deliverables:

- Memorandum on communication approach, engagement activities, and associated tools. Elements of this memorandum include, but not limited to:
  - Digital engagement plan for utilizing digital tools and platforms, including social media engagement, online surveys, virtual workshops
  - Outreach Evaluation Framework that includes criteria and performance indicators to measure the success and effectiveness of outreach activities
  - Mitigation strategies for potential outreach challenges
- Draft and final version of all outreach materials in electronic and/or ready-to-print version of the Draft and Final Outreach Strategy Document

## **8.2. Conduct Outreach and Stakeholder Engagement**

This task is the core of this project. The consultant will implement targeted outreach and stakeholder engagement based on previous tasks, particularly the Outreach Objectives, Baseline Assessment, Outreach Strategy, and Economic Analysis. Materials used in engagement will be in languages appropriate for the communities or target group audiences with limited English proficiency. Based on Task 7, Outreach Strategy, the outreach activities will be organized into specific sub-tasks aimed at key stakeholder groups, with customized strategies designed to address their distinct needs and concerns, ensuring meaningful feedback and building support for the BRT project.

The consultant will work closely with CCTA and the Technical Working Group to implement these strategies and ensure maximum participation. As part of this effort, incentives may be offered to encourage participation from groups that are typically underrepresented in outreach efforts. The outreach activities will include, but not limited to, the following key sub-tasks:

### **8.2.1. Public Agency/Partners Outreach**

Engagement with public agencies and partner organizations, including cities along the corridor, Caltrans, transit agencies, and regional partners, will play a significant role in the success of the Multimodal Improvements and BRT project. Outreach activities will include:

- Regular meetings and workshops to engage with key agency staff, as needed, beyond the Technical Working Group participation as in Task 2.
- Development of agency-specific presentations tailored to their project-related needs, concerns, and efforts
- Coordination with existing and planned projects, and community outreach efforts to align efforts and demonstrate how the project builds off of their efforts and complements them

### **8.2.2. Business and Customer Outreach**

Engaging local businesses and commercial brokers along the corridor is essential for ensuring that the proposed BRT improvements align with their needs. Businesses are often the most directly affected by construction activities, changes to parking, and other operational adjustments. Business outreach activities could include:

- Development of targeted outreach materials for businesses and their customers,
- Conducting individual visits and meetings for a deeper understanding of their concerns and offering opportunities for tailored solutions
- Organizing group workshops and/or focus groups to discuss concerns and opportunities
- Developing and distributing interactive surveys to gather feedback on various project-related topics, including issues such as parking, loading zones, hours of operation, impacts on customers, etc.,

### **8.2.3. Transit Riders Outreach**

In partnership with transit agencies, engage current and potential transit riders to ensure the multimodal improvements meet their needs. Outreach activities will include:

- Targeted surveys and focus groups to gather input on rider needs, preferences, and concerns.
- Including regular updates as part of the transit agencies, chamber of commerce, and schools e-blasts (e.g., City and CCTA Next Door, AC Transit's e-news)
- Public workshops and information sessions to explain the multimodal improvements, its benefits for riders, and how it will improve transit options, particularly for those who rely on public transportation.

### **8.2.4. Bicyclists Outreach**

Engage the bicycling community, particularly those impacted by BRT infrastructure changes, in coordination with local bike advocacy groups and bicyclists along the corridor. Key activities could include:

- Conduct cyclist-specific surveys and feedback on current biking infrastructure
- Consider design of the multimodal improvements that can improve cyclists' safety and connectivity, and potentially accommodate different skill-level types of cyclists within the transit footprint. This should potentially include an exercise/discussion on balancing modal priorities and tradeoffs along the corridor when the right-of-way is insufficient to accommodate all modes and all ages facilities.
- Hold events, such as bike rides or workshops, to engage the local biking community and provide information about how the cycling infrastructure will be integrated with the multimodal improvements.

### **8.2.5. General and Vulnerable Community Outreach**

The outreach will also target the general public, with a focus on reaching vulnerable communities who may be disproportionately affected by the proposed improvements. This includes low-income residents, people of color, seniors, and people with disabilities.

Engagement will involve:

- Tailored (including language translation) outreach methods and materials to meet the specific needs of these communities
- Hosting localized meetings and forums to address concerns and gather feedback
- Partnering with trusted community organizations on communication strategies and material disbursement (CBO reimbursement may be possible).

#### **8.2.6 Elected Official Outreach**

Elected officials will be engaged in the outreach via their regular committee meeting structure, as needed, in addition to the Policy Advisory Committee reviews as in Task 2.

#### **8.2.7 Other Key Stakeholders**

In addition to the groups outlined above, other key stakeholders who may be directly or indirectly impacted by the multimodal improvements should be engaged. Examples of such stakeholders are:

- Schools and research institutions
- Healthcare providers and hospitals
- Environmental advocacy groups
- Other Community and Advocacy groups

#### Deliverables:

- Meeting Summaries and Engagement Activity reports
- Outreach Materials
- Stakeholder Feedback Summaries
- Documentation of surveys and workshops
- Draft and Final Stakeholder Engagement Report summarizing and synthesizing outcomes and recommendations
- Memorandum on recommendations for the next phase of the BRT project based on the outcome of all of the outreach effort

### **9.0 Draft and Final Outreach Report**

All materials developed for this outreach project from the previous Tasks will be consolidated, comments incorporated and finalized, and developed into a comprehensive Draft and Final Outreach Report. The Draft and Final Report should include an executive summary, documentation of all task findings, and include a set of next steps for the lead agencies to implement the Project. The Draft and Final Reports will include discrete appendices. Example appendices will be, but not limited to:

- Technical Analyses Memorandums including Operational Analysis and a recommended preferred alternative

- Final Multimodal Corridor Conceptual Designs
- Final Economic Impact Analysis Report
- Final Report on Outreach Strategy including Outreach Objectives
- Outreach Materials and summary for each stakeholder sub-group outreach
- Compilation of Presentation materials and description of tools employed

#### Deliverables

- Draft and Final Outreach Report
- Presentation of Draft and Final Report to policy makers (city councils, transit agencies, WCCTC TAC and Commission, CCTA-Board, Technical Coordination Committee, Transit Coordinating Committee, etc.) for information and/or adoption, where necessary.

DRAFT

March 7, 2025

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

RE: February 28, 2025, WCCTC Meeting Summary

Dear Tim:

The WCCTC Board meeting on February 28, 2025, took the following actions, which may be of interest to the Authority:

1. Adopted the Final Draft Richmond Parkway Transportation Plan (RPTP)
2. Received information from CCTA staff about the Countywide Plan, in particular the Livable Streets Proposal, and provided feedback.

Sincerely,



John Nemeth  
Executive Director

cc: Tarianne Grover, CCTA

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

**ABAG:** Association of Bay Area Governments  
**ACTC:** Alameda County Transportation Commission  
**ADA:** Americans with Disabilities Act  
**APC:** Administration and Projects Committee (CCTA)  
**ATSP:** Accessible Transportation Strategic Plan  
**ATP:** Active Transportation Program  
**AV:** Autonomous Vehicle  
**BAAQMD:** Bay Area Air Quality Management District  
**BATA:** Bay Area Toll Authority  
**BCDC:** Bay Conservation and Development Commission  
**Caltrans:** California Department of Transportation  
**CBTP:** Community Based Transportation Plan  
**CCTA:** Contra Costa Transportation Authority  
**CEQA:** California Environmental Quality Act  
**CIL:** Center for Independent Living  
**CMAAs:** Congestion Management Agencies  
**CMAQ:** Congestion Management and Air Quality  
**CMP:** Congestion Management Program  
**CSMP:** Corridor System Management Plan  
**CCTSAP:** Contra Costa Transportation Safety Action Plan  
**CTC:** California Transportation Commission  
**CTP:** Contra Costa Countywide Comprehensive Transportation Plan  
**CTPL:** Comprehensive Transportation Project List  
**DAA:** Design Alternatives Assessment  
**DEIR:** Draft Environmental Impact Report  
**EBRPD:** East Bay Regional Park District  
**EIR:** Environmental Impact Report  
**EIS:** Environmental Impact Statement  
**EPCs:** Equity Priority Communities  
**EVP:** Emergency Vehicle Preemption (traffic signals)  
**FHWA:** Federal Highway Administration  
**FTA:** Federal Transit Administration  
**FY:** Fiscal Year  
**HOV:** High Occupancy Vehicle Lane  
**ICM:** Integrated Corridor Mobility  
**ITS:** Intelligent Transportations System

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