



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

SOUTHWEST AREA TRANSPORTATION COMMITTEE

Meeting of April 7, 2008

3:00 p.m. SWAT Board Meeting
Office of Supervisor Gayle B. Uilkema
Lamorinda Office
3338 Mt. Diablo Boulevard, Lafayette, CA

AGENDA

1. Call to Order/Self Introductions
2. Public Comment
3. Board Member Comment
4. Administrative Items
5. Adoption of Agenda
6. **Review/Approval** of Minutes From March 3, 2008*
7. **Review and Approve** FY 2008-09 TDM Programs and Budget*
8. **Consider and Comment** on San Ramon Valley request for T-PLUS Planning Grant, 2nd Cycle for Iron Horse Trail Corridor Concept Plan*
9. **Review and Comment** on the Vision, Goals, and Strategies for the 2008 CTP*
10. **Review and Comment** on the Draft Tri-Valley Transportation Plan/Action Plan*
11. **Review and Comment** on the Draft Lamorinda Action Plan*
12. Written Communication, Items of Interest, Outgoing Communication - **Consider Actions as Appropriate***
13. Discussion: Next Agenda
14. Adjourn to May 5, 2008 or Other Meeting as Deemed Appropriate

*Indicates material on this item is attached.

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Andy Dillard at least 48 hours before the meeting at (925) 314-3384 or adillard@ci.danville.ca.us

Staff Contact: Andy Dillard, Town of Danville

Phone: (925) 314-3384 / E-Mail: adillard@ci.danville.ca.us

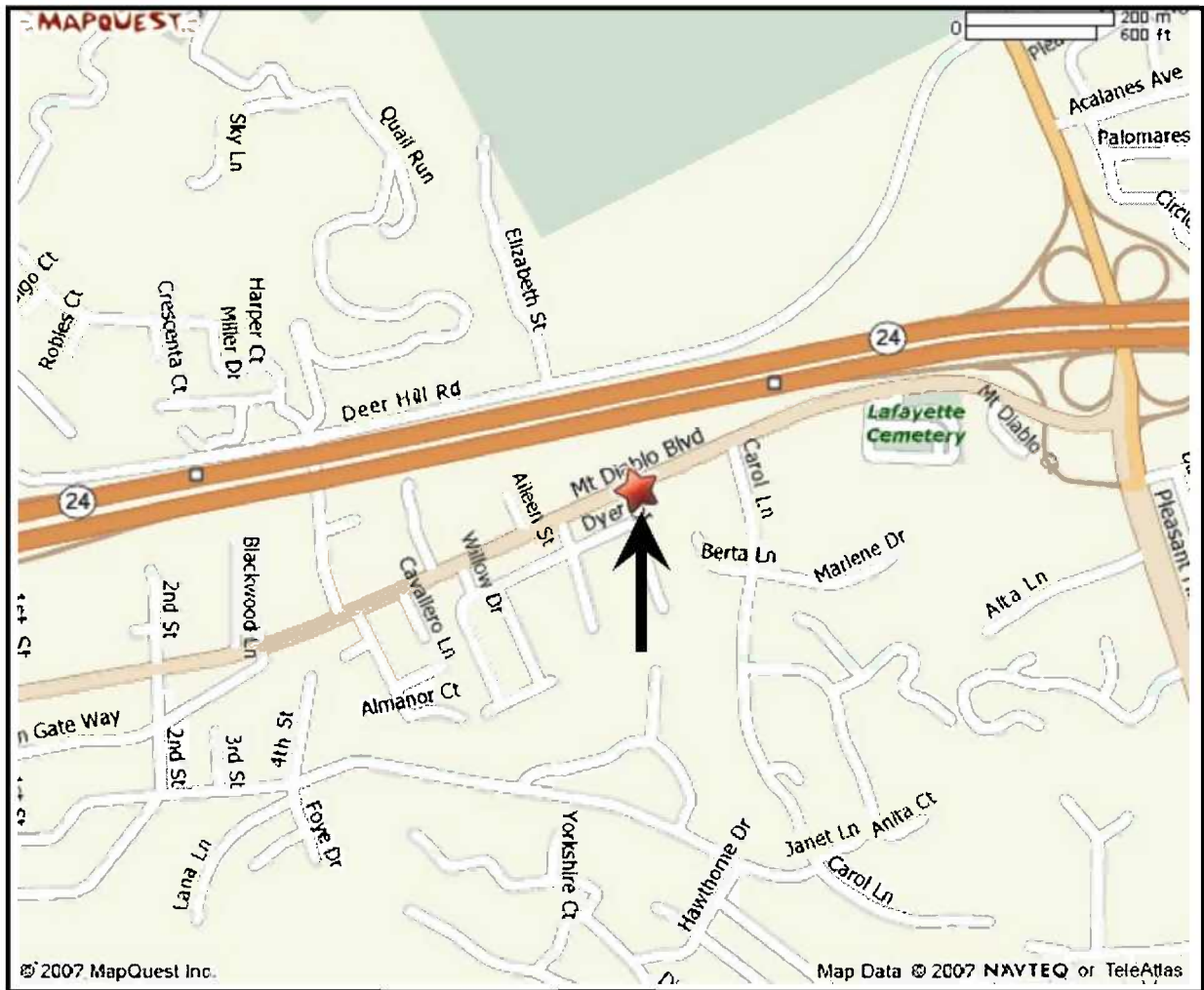
Agendas, minutes and other information regarding this committee can be found at: www.co.contra-costa.ca.us/department/transportation/committee/swat/

SOUTHWEST AREA TRANSPORTATION COMMITTEE
MEETING LOCATION MAP

Office of Supervisor Gayle B. Uilkema
Lamorinda Office

3338 Mt. Diablo Boulevard, Lafayette, CA 94549
(parking is available behind the building)

PLEASE NOTE NEW LOCATION



AGENDA ITEM 6



SWAT

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SUMMARY MINUTES

March 3, 2008

Office of Supervisor Gayle B. Uilkema

Lamorinda Office

3338 Mt. Diablo Road

Lafayette, CA

Committee Members Present: Gayle Uilkema, Contra Costa County; Dave Hudson, City of San Ramon; Candace Andersen, Town of Danville; Amy Worth, City of Orinda; Mike Metcalf, Town of Moraga; Don Tatzin, City of Lafayette

Staff members present: Darlene Amaral, Tai Williams, Andy Dillard, Leah Greenblat, John Cunningham, Monica Pacheco, Calvin Wong

Others present: Martin Engelmann, CCTA; Charles Hogle, CCTA CAC

Meeting convened with a quorum by Chair Uilkema at 3:00 p.m.

1. **Call to Order/Self Introductions:** Don Tatzin arrived at 3:20 p.m.
2. **Public Comment:** None
3. **Board Member Comment:** Mike Metcalf made mention of the introduction of the new County Connection Route 250.
4. **Administrative Items:** Andy Dillard recorded the minutes. Extra agenda packets and handouts were made available. It was requested that Agenda Item #7 be delayed to later in the meeting until all Committee members were present to comment.
5. **Adoption of Agenda:**
A motion was made to delay Agenda Item #7 to later in the meeting.
ACTION: Metcalf, Worth, Unanimous

6. **Review/Approval of Minutes from January 7, 2008**

ACTION: Metcalf, Worth, Unanimous

7. **Review and Approve FY 2008-09 TDM Programs and Budget**

Darlene Amaral presented a report on the FY 08/09 TDM Programs and Budget. There were several concerns raised by the Committee on the budget which included proposed reductions of funding in TDM programs such as the Lamorinda School Bus Program, Countywide Vanpool Incentive Program, and ACE shuttle service, and an increase in TDM Administrative staff time. There was also concerns expressed relating to the methodology used to develop program funding reductions. The Committee made a motion that the requested Vanpool budget in the FY 2008-09 Programs and Budget remain the same from the previous fiscal year.

ACTION: Tatzin, Worth, Unanimous

The Committee agreed to continue the item of Review and Approve FY 2008-08 Programs and Budget, and requested that staff return to the next SWAT meeting with clarifications on the concerns discussed.

8. **Status Update on San Ramon Valley School Bus Program Development**

Tai Williams reported that the San Ramon Valley School Bus Program PAC unanimously agreed on a contract services model. The TAC and CAC will begin work on drafting an RFP for contract services.

ACTION: None

9. **Status Update on San Ramon Valley Iron Horse Trail Corridor Concept Plan**

Tai Williams reported that a feasibility study has been completed for the San Ramon Valley Iron Horse Trail Corridor Concept Plan, and that the project will compete for additional funding through the T-PLUS Planning Grant to continue development of the plan.

ACTION: None

10. **Status Update on T-PLUS Planning Grant, Second Cycle**

Martin Engelmann mentioned that a call for projects for the second cycle of T-PLUS funding was released by the Authority on February 11th, and that \$400,000 is available in this cycle. The key criterion calls for projects with a scope of at least \$200,000.

ACTION: None

11. **Status Update on Tri-Valley Transportation Plan/Action Plan – Preliminary Draft Release**

Martin Engelmann reported that TVTC released a draft of the Tri-Valley Transportation Plan/Action Plan on February 26th. SWAT will have the opportunity to review and consider both the Tri-Valley and Lamorinda Action Plans at the April SWAT meeting.

ACTION: None

12. **Written Communication, Items of Interest, Outgoing Communication – Consider Actions as Appropriate**

A summary of actions from the January and February Authority meetings were made available. Martin Engelmann noted that the Authority is requesting comments on the re-release of the Countywide Transportation Plan Vision, Goals, and Strategies. Comments will be accepted by the Authority through the first week in April. February and March updates on the SWAT 511 Southwest County TDM Program were made available.

ACTION: None

13. **Discussion:** Next Agenda – It was discussed that the April agenda should include revisions or clarifications on the FY 08/09 TDM Programs and Budgets, a request for comments on the Tri-Valley Draft Transportation Plan/Action Plan and Lamorinda Action Plan, and a discussion on revisions to the Vision, Goals, and Strategies statements.

ACTION: None

14. **Adjourn to April 7, 2008** which will be held at Supervisor Uilkema's Lamorinda Office in Lafayette, or **Other Meeting as Deemed Appropriate:**

ACTION: Meeting adjourned by Chair Uilkema at approximately 4:15 p.m.

Staff Contact:

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AGENDA ITEM 7



CITY OF SAN RAMON

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April 10, 2007

SWAT
C/o Andy Dillard
Town of Danville
510 La Gonda Way
Danville, CA 94526

RE: SWAT FY 2008/2009 TDM Program

Dear SWAT:

At its March 3, 2008 regularly scheduled meeting, SWAT discussed the draft FY 2008/2009 TDM Programs and Budget at length and proposed a number of recommendations.

SWAT expressed primary concern with the proposed reduction of funding in several TDM programs including Lamorinda School Bus Program, Countywide Vanpool Incentive Program, Altamont Commuter Express (ACE) shuttle service and with the proposed increase in TDM Administrative staff time. Lastly, there was concern related to the methodology used to develop program funding reductions.

The City of San Ramon appreciates SWAT's constructive comments and feedback. Given the complexity of the Bay Area Air Quality Management District (BAAQMD) funding requirements related to the Transportation Fund for Clean Air (TFCA) program funding and the approval process for submittal of applications within San Ramon, 511 Contra Costa, Contra Costa Transportation Authority (CCTA) and the BAAQMD, the City respectfully request that in the future, the SWAT TDM Program staff, submit a draft TDM program budget to SWAT for conceptual review, comment and feedback in December, followed by final approval at a subsequent SWAT meeting.

In the meantime, the issues raised at the March 3, 2008 meeting have been addressed and summarized below. It is our hope that the proposed changes meet the expectation and concurrence of SWAT.

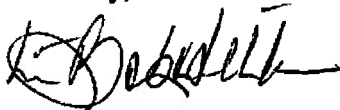
1. **Maintain FY 2007/2008 funding levels for Lamorinda School Bus Program at \$65,000 – Completed.**

2. Maintain FY 2007/2008 funding level for Countywide Vanpool Incentive Program at \$83,275 – Completed.
3. Reconsider funding of \$1,700 for SWAT In House Commuter Programs.
4. Maintain FY 2007/2008 Altamont Commuter Express (ACE) funding at \$40,000.
5. Reconsider TDM Administrative Oversight of \$7,411; and
6. Explanation of methodology used to reduce program costs.

At the April SWAT meeting, staff will articulate with greater clarity the methodology used to develop program funding recommendations, recent funding projections from CCTA related to Measure C and TFCA and the revised program expenditure plan.

If you have any questions or would like additional information on this matter please feel free to contact me at (925) 973-2651.

Sincerely,



Lisa Bobadilla
Transportation Division Manager

cc: Peter Engle, Program Manager, CCTA
Phil Wong, Community Development Director, San Ramon



SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

DATE: March 3, 2008

TO: Southwest Area Transportation Committee

FROM: Darlene Amaral, SWAT Transportation Analyst
City of San Ramon

SUBJECT: 511 Contra Costa County/SWAT FY 2008-2009 Transportation
Demand Management Programs and Budget

RECOMMENDED ACTION

The SWAT TAC request approval and authorization for the SWAT TDM Program staff to submit applications to the Contra Costa Transportation Authority for FY 2008/2009 Transportation Fund for Clean Air (TFCA), Measure C, Carpool funds and Congestion Mitigation Air Quality (CMAQ) funds for FY 2008/2009 and to execute the required grant contract between the City of San Ramon and the Contra Costa Transportation Authority.

FISCAL YEAR 2006/2007 - HIGHLIGHTS

511 Contra Costa Countywide Vanpool Incentive Program – This program had a goal of 125 “new” passengers. Exceeded goal with a total of 152 “new” passengers.

511 South Contra Costa County Employer Program – This program had a goal of 25 new employers. Exceeded goal with a total of 184 new employers.

511 South Contra Costa County School Transit Ticket/Online Ridematching Program – This program had a goal of 700 students. Exceeded goal with a total of 1,062 students.

BACKGROUND

The Contra Costa Transportation Authority (CCTA) is the oversight agency for funding the 511 Contra Costa Transportation Demand Management (TDM) programs. Through the Regional Transportation Planning Committees (RTPC), the three sub-regional TDM Program staff members administer the 511 Contra

Costa TDM Programs as well as local projects and programs. This provides a coordinated approach to commute alternative planning throughout the county.

The three sub-regional TDM staff members are employees of their respective agencies (WCCTAC/City of San Pablo), TRANSPAC/TRANSPLAN (City of Pleasant Hill) and SWAT (City of San Ramon); and implement the sub-regional TDM programs on behalf of the RTPC jurisdictions; and within the CCTA TDM program policies. San Ramon is the designated SWAT TDM program administrator. As program administrator, San Ramon implements the SWAT TDM programs throughout the region.

Prior to the passage of Measure C in 1988, Concord, San Ramon, and Walnut Creek had local TDM programs. With the passage of Measure C, a new countywide Growth Management Program (GMP) was adopted and requires all Contra Costa jurisdictions to adopt a TDM program and promote commute alternatives to comply with the GMP. The Countywide 511 TDM Programs fulfill the requirement. In return, jurisdictions receive Local Street Maintenance and Improvement Funds.

To be eligible for funding through the Transportation Fund for Clean Air (TFCA) program, the 511 Contra Costa TDM programs must meet Air District cost-effectiveness criteria. Prior to submitting projects to the Air District, CCTA and TDM staff prepares preliminary cost-effectiveness calculations for each program. Based on results from the preliminary cost-effectiveness calculations, the proposed FY 2008-2009 TDM programs meet the Air District's criteria for cost-effectiveness.

FISCAL ANALYSIS

The proposed SWAT 511 Contra Costa TDM Program budget for FY 2008-2009 is expected to remain at the same levels as FY 2007-2008; which is as follows:

TFCA	\$292,755
Measure C Carpool	\$121,011*
CMAQ	<u>\$ 13,090</u>
TOTAL:	\$426,856

***Measure C Carpool, Vanpool, and Park-and-Ride Lot Program Shortfall (Please see Attachment 1 from the Contra Costa Transportation Authority regarding the Measure C shortfall for fiscal year 2008/2009).**

Below is a summary of the proposed SWAT 511 Contra Costa Programs for FY 2008/2009:

- 1) **511 Contra Costa Countywide Vanpool Incentive Program**
Administered by SWAT, the Countywide Vanpool Incentive Program provides new vanpool passengers with 50% off their vanpool fare for the first three months. The Program also provides \$1,000 bonus to vanpool drivers who maintain a "new" vanpool for twelve consecutive months with a minimum of six new riders. Vanpools are leased through one of two third-party vendors (VPSI and Enterprise Rideshare). Vanpools are leased on a month-to-month basis with an option to terminate the vanpool with a 30-day cancellation notice.

For FY 2008/2009 staff proposes funding of \$66,500 in TFCA; a decrease of \$16,775 from FY 2007/2008. The decrease of TFCA funding was to offset the increase of TFCA funds for the 2009 Countywide Transportation Employer Survey.

- 2) **511 South Contra Costa County Employer Program** – Administered by SWAT, this program provides employee transportation survey analysis, onsite evaluations, development of TDM plans, customized ridematch assistance, specialized zip code maps, and commute alternative and tax benefit information to employers.

Beginning in FY 2005/2006, MTC signed a six-year delegation agreement with 511 Contra Costa, through the Contra Costa Transportation Authority for Employer Outreach activities. Staff reports all activities to CCTA and MTC, including media/communications, the number of active employers, maintenance employers and the total number of employees these represent. The SWAT Employer Program works with participating Southwest employers. Program components include, but are not limited to:

- Coordinate and implement regional commuter campaigns (Bike to Work Day, Spare the Air, etc.).
- Distribute and promote countywide programs through partnerships with Chambers of Commerce, developers, retail outlets, transit agencies, etc.
- Coordinate and implement transportation surveys and employer relocation programs.
- Coordinate and implement commuter fairs at employment sites and/or community events.
- Coordinate and facilitate informational workshops for employers.

For FY 2008/2009 staff proposes funding of \$107,752 in TFCA, \$12,734 in Measure C & \$13,090 in CMAQ; an increase of TFCA \$23,596 from FY 2007/2008. The increase of TFCA funding represents additional staff

time to implement the 2009 Countywide Transportation Employer Survey for employers within the Southwest Contra Costa County.

3) 511 South Contra Costa County School Transit Ticket/Online Ridematching Program

The School Transit Ticket Program provides two 12-ride transit passes for County Connection buses to middle and high school students (elementary students may be included). Tickets are available on a one-time only basis during the school year. Our goal for 2007/2008 was 1,200 students. To date, the program has exceeded expectations with approximately 1,560 students participating.

The Online Carpool to School Ridematching Program provides parents with an on-line web based GIS ridematching service, known as www.PooltoSchool.org for schools located in Lamorinda and San Ramon Valley. To date, the program has approximately 1,180 participants.

For FY 2008/2009 staff proposes funding of \$118,503 in TFCA and \$3,166 in Measure C; an increase of TFCA \$26,021 from FY 2007/2008. The increase represents additional staff time to implement these programs and additional marketing outreach for the Online Carpool to School Ridematching Program throughout the region.

4) SWAT Altamont Commuter Express (ACE) Shuttle (County Connection)

County Connection provides express shuttle service to and from the Danville Sycamore Park & Ride lot and the San Ramon Transit Center to the ACE train station in Pleasanton.

For FY 2008/2009 staff proposes funding of \$20,000 in Measure C; a decrease of \$20,000 from FY 2007/2008. The decrease is due to a shortfall of funds in Measure C for FY 2008/2009 (See Attachment 1).

5) SWAT In-House Commuter Programs

The program provides \$340.00 per year to each SWAT jurisdiction to encourage employee participation in commute alternative program. Typically, each agency provides a \$20.00 gift card to employees who carpool, ride transit, or bicycle to work.

For FY 2008/2009 staff proposes funding of \$1,700 in Measure C; no change from FY 2007/2008.

6) SWAT Lamorinda School Bus Program (LSBP)

Administered by the Lamorinda School Bus Program staff, the LSBP transports approximately 1,800 students to and from thirteen schools on seventeen buses.

For FY 2008/2009 staff proposes funding of \$50,000 in Measure C; a decrease of \$15,000 from FY 2007/2008. The decrease is due to a shortfall of funds in Measure C for FY 2008/2009 (See Attachment 1).

7) Demonstration Transit Service - Dougherty Valley/San Ramon Route 135 – County Connection

A five-year demonstration program to provide transit service through the Dougherty Valley started on Monday, December 18, 2006. Multiple funding sources have been accumulated to provide the service, including Developer fees, County Connection, Contra Costa Transportation Authority and SWAT.

For FY 2008/2009 staff proposes funding of \$25,000 in Measure C; no change from FY 2007/2008.

8) SWAT 511 Contra Costa Annual Report & TDM Office Supplies

Each RTPC is responsible to allocate funding to cover the costs of producing the 511 Contra Costa Annual Report. The Annual Report is presented to the CCTA, RTPCs and the Citizen Advisory Committee (CAC).

For FY 2008/2009 staff proposes funding of \$1,000 in Measure C; a decrease of \$1,000 from FY 2007/2008. The decrease is due to a shortfall of funds in Measure C for FY 2008/2009 (See Attachment 1).

9) TDM Administration Oversight

Measure C admin funding requested for administrative staff costs not reimbursable with air district funds, such as MTC TAC meetings and 511 Contra Costa meetings.

For FY 2008/2009 staff proposes funding of \$7,411 in Measure C. This is a new request for funding.

