

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

BOARD OF DIRECTORS MEETING AGENDA

**Thursday, January 21, 2016
9:00 a.m.**

**CCCTA Paratransit Facility
Gayle B. Uilkema Memorial Board Room
2477 Arnold Industrial Way
Concord, California**

The County Connection Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call/Confirm Quorum
- 3) Public Communication
- 4) Consent Calendar
 - a. Approval of Minutes of Regular Meeting of December 17, 2015*
 - b. Passenger Suspension Policy *
Resolution No. 2016-010*
 - c. Prop 1B Transit Security Funding FY 2015-16*
Resolution No. 2016-013*
 - d. Cap and Trade Grant (LCTOP) FY 2015-16*
Resolution No. 2016-014 and Resolution No. 2016-015*
- 5) Report of Chair
- 6) Report of General Manager
 - a. Report on Date and Times Selection for Board Planning Workshop
 - b. 2016 APTA Legislative Conference
- 7) Report of Standing Committees
 - a. Operations & Scheduling Committee
(Committee Chair: Director Candace Andersen)
 - 1) Super Bowl Supplemental Transportation Plan *
(Staff will report on minor service modifications related to Super Bowl week.)

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

8) Board Communication

Under this item, Directors are limited to providing information, asking clarifying questions about matters not on the agenda, responding to public comment, referring matters to committee or staff for information, or requesting a report (on any matter) be made at another meeting.

9) Adjournment

*Enclosure

**It will be available at the Board meeting.

General Information

Possible Action: The Board may act upon any item listed on the agenda.

Public Comment: Each person wishing to address the County Connection Board of Directors is requested to complete a Speakers Card for submittal to the Clerk of the Board before the meeting convenes or the applicable agenda item is discussed. Persons who address the Board are also asked to furnish a copy of any written statement to the Clerk. Persons who wish to speak on matters set for Public Hearings will be heard when the Chair calls for comments from the public. After individuals have spoken, the Public Hearing is closed and the matter is subject to discussion and action by the Board.

A period of thirty (30) minutes has been allocated for public comments concerning items of interest within the subject matter jurisdiction of the Board. Each individual will be allotted three minutes, which may be extended at the discretion of the Board Chair.

Consent Items: All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or a member of the public prior to when the Board votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available for public inspection at 2477 Arnold Industrial Way, Concord, California, at the same time that the public records are distributed or made available to the legislative body. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service so that it is received by County Connection at least 48 hours before the meeting convenes. Requests should be sent to the Board Clerk, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@countyconnection.com

Shuttle Service: With 24-hour notice, a County Connection LINK shuttle can be available at the North Concord BART station for individuals who want to attend the Board meetings. To arrange for the shuttle service, please call Robert Greenwood – 925/680 2072, no later than 24 hours prior to the start of the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	Thursday, February 18, 9:00 a.m., County Connection Board Room
Administration & Finance:	Wednesday, February 3, 9:00 a.m. 1676 N. California Blvd., Suite 620, Walnut Creek, CA
Advisory Committee:	TBA, County Connection Board Room
Marketing, Planning & Legislative:	Thursday, February 4, 8:30 a.m., 2477 Arnold Industrial Way, Concord, CA
Operations & Scheduling:	Friday, February 5, 8:00a.m., Supervisor Andersen's Office 309 Diablo Road, Danville, CA

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time and location prior to attending a meeting.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

County Connection

2477 Arnold Industrial Way

Concord, CA 94520-5326

(925) 676-7500

countyconnection.com

Agenda Item No. 4.a.

CCCTA BOARD OF DIRECTORS

MINUTES OF THE REGULAR MEETING

December 17, 2015

CALL TO ORDER/ROLL CALL/CONFIRM QUORUM

Chair Dessayer called the regular meeting of the Board of Directors to order at 9 a.m. Board Members present were Directors Andersen, Hudson, Manning, Noack, Simmons, Storer and Tatzin. Director Schroder arrived after the meeting convened. Directors Hoffmeister and Worth were absent.

Staff: Ramacier, Sherman, Barnes, Casenave, Castro, Cheung, Churchill, Dean, Hill, McCarthy, Mitchell, Moran, Muzzini, Proctor-Williams, Rettig, Robinson and Yang.

PUBLIC COMMENT: None

CONSENT CALENDAR

MOTION: Director Simmons moved approval of the Consent Calendar, consisting of the following items: (a) Approval of Minutes of Regular Meeting of October 15, 2015; (b) CCCTA Investment Policy-Quarterly Reporting Requirement; (c) Approve Designation of Treasurer and Auditor, and Changes in Authorized Signatories for Union Bank and Resolution No. 2016-011; (d) Paid Sick Leave for Unrepresented Part-time Employees and Resolution No. 2016-012. Director Hudson seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin

No: None

Abstain: Director Noack from Item (a) only

Absent: Directors Hoffmeister and Worth

REPORT OF CHAIR: None

REPORT OF GENERAL MANAGER:

Recognition of Employees of the 3rd Quarters, 2015

Administration: Kelly Shelby

Maintenance: Anthony Treat

Transportation: Peter Chan & Mike East

Recognition of Retiring Employees

Kathy Casenave
Jay Castro
Bonnie Yang

Update the Board on County Connection staff interactions regarding Contra Costa Transit Authority's Transportation Expenditure Plan (TEP) Development

It was reported that this process is continuing for now. Staff remains fully engaged in the process. We continue to make statements that the bus transit priority should be working to get key bus routes that serve BART on fifteen minute headways.

Update on Federal Transportation Reauthorization

A five year federal transportation reauthorization has been enacted. This act known as FAST will provide an 18% increase over the five year period in total funding. Staff is confident that FAST will provide the funding we're anticipating from the federal program for all of our vehicle replacement needs over the five year period.

One policy change is a requirement for the Secretary of Transportation to issue a proposed rule making related to safety to increase transit operator safety with respect to passenger behavior.

Update on I-680 Transit Investment Study

The study is complete and has been presented to the Contra Costa Transit Authority's Board. Further meetings will be held and County Connection will be involved in these meetings with the purpose of representing bus service accommodations.

REPORT OF STANDING COMMITTEES

Administration & Finance Committee

FY2015 Draft Audit

Director Simmons informed the Board that County Connection has another clean audit. The committee and the auditors work well together when it comes to understanding the changes in laws that pertain to County Connection's financials and the clean audits prove that. After a brief discussion, a motion was made.

MOTION: Director Simmons moved approval of the FY2015 Draft Audit. Director Tatzin seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Hoffmeister and Worth

Operating & Scheduling Committee

Passenger Suspension/Exclusion Policy

Director Andersen introduced the item and Director of Transportation, Bill Churchill, explained that passengers can behave in a way that disrupts service, for example by using vulgar and/or discriminatory language towards other passengers and/or the driver. Although County Connection calls the police in response to this type of passenger behavior, because the passengers are not being violent towards anyone, all the police can do is remove them from the bus temporarily. This approach often does not resolve this type of situation. For example, we have had a disruptive passenger that caused five different service delays in one day. He was removed from one bus and just caught another one, continuing his disruptive behavior on the next bus. In order to provide County Connection with a tool for dealing with this type of disruptive behavior and provide notice to passengers regarding the types of behavior County Connection considers disruptive, staff and legal counsel have developed a policy defining disruptive behavior and a process that County Connection will follow in order to suspend passengers that demonstrate such behavior. After discussion, the Board asked that the policy go back to the committee for further review to make some minor changes in the language of the policy and its attached passenger code of conduct and to bring it back to the Board under the Consent Calendar.

MOTION: Director Andersen moved approval to send the Passenger Suspension/Exclusion Policy back to the O & S Committee for such changes and to bring the final policy to the Board under the Consent Calendar. Director Simmons seconded the motion and it received the following vote of approval:

Aye: Directors Andersen, Dessayer, Hudson, Manning, Noack, Schroder, Simmons, Storer and Tatzin
No: None
Abstain: None
Absent: Director Hoffmeister and Worth

BOARD COMMUNICATION: None

ADJOURNMENT: Chair Storer adjourned the regular Board meeting at 9:53 a.m.

Minutes prepared by

Lathina Hill
Assistant to the General Manager

Date

To: Board of Directors

Date: January 14, 2016

From: Bill Churchill, Director of Transportation

Reviewed by:

SUBJECT: Passenger Suspension Policy

Summary of Issues:

Staff incorporated the suggestions made at the December board meeting into the Passenger Code of Conduct in order to more closely match the Passenger Suspension Policy. The O&S Committee has reviewed and approved the change in language to the Passenger Code of Conduct.

Recommendation:

The O&S Committee and staff respectfully request that the Board of Directors adopt Resolution No. 2016-010 to enact a County Connection passenger behavior suspension policy.

Financial Implications:

Staff does not expect this policy to have a significant financial impact.

Options:

- 1) Approve recommendation
- 2) Decline recommendation
- 3) Request staff to modify the attached policy

Attachments:

- 1) Passenger Suspension Policy
- 2) RESOLUTION NO. 2016-010
- 3) Passenger Code of Conduct (Revised)
- 4) Passenger code of Conduct (Original)

Passenger Suspension Policy

SUBJECT: Service Suspension for Certain Conduct on County Connection Non-Paratransit Vehicles and/or Facilities

POLICY: The Central Contra Costa Transit Authority ("County Connection") has a commitment to provide quality and non-discriminatory public transportation within the County Connection service area. When a passenger engages in suspendable conduct as defined below, County Connection may deny service and/or access to County Connection facilities to those passengers in accordance with the procedures specified in this policy.

Criteria for Suspension of Service from Bus or Transit Facilities

The following conduct (hereinafter referred to as "Suspendable Conduct") will subject a County Connection passenger to suspension, including immediate removal where appropriate, and/or suspension from County Connection buses and/or transit facilities:

1. Verbal or physical abuse of County Connection employees, or passengers.
2. Behavior that presents a danger to the health, safety or welfare of the offending passenger, other passengers, or a County Connection employee. Such behavior includes conduct which is violent, seriously disruptive, or criminal as defined by the California Penal Code.
3. Urinating, defecating, vomiting, spitting or inappropriately discharging of bodily fluids on transit property.
4. Soliciting, advertising, selling or distributing goods or services on transit property, except as authorized by County Connection or its agents.
5. Harassing or abusing a County Connection employee or passenger because of that person's race, nationality, sexual orientation or other protected classifications.
6. Disruptive conduct of passengers temporarily unable to care for themselves due to illness or intoxication (alcohol, drugs, or other intoxicating substances), which interferes with the safe and smooth operation of the system.
7. Smoking or carrying a lighted or smoldering pipe, cigar, cigarette, electronic cigarette, nicotine delivery systems or using any tobacco products on County Connection properties not designated as tobacco use areas.
8. Carrying any flammable liquid, explosive, acid or other article or material likely to cause harm to others.

9. Intentionally obstructing or impeding the flow of transit vehicles, passenger traffic, hindering or preventing access to transit vehicles or stations, or unlawfully interfering with the provision or use of public transportation services.
10. Intentionally disturbing others by engaging in loud, boisterous, raucous, unruly, or harassing behavior that is harmful and intimidating to County Connection employees or other passengers.
11. Destroying, defacing, or otherwise damaging property of County Connection. Willfully tampering with, removing, displacing, injuring, or destroying any part of any facility or vehicle of County Connection.

Procedures for Service Suspension

Service may be suspended and the passenger may be removed from the bus if a passenger engages in Suspendable Conduct. Based upon the seriousness of the passenger's conduct, County Connection's prior experiences with the passenger and, taking into account information presented by the involved passenger, County Connection will determine the length of the suspension, not to exceed thirty (30) days.

A Notice of Suspension will, if possible, be mailed to the offending passenger. If service of the Notice of Suspension on the passenger cannot be accomplished by regular mail, County Connection may use other methods of obtaining service on the passenger, including hand delivery.

Within five (5) days from receipt of notification of suspension a passenger may present information seeking relief from a suspension by contacting the Director of Transportation at County Connection headquarters located at 2477 Arnold Industrial Way, Concord, California. Information concerning the passenger's right to present opposing information will be included in the Notice of Suspension.

County Connection reserves the right to pursue all remedies at law, including but not limited to, enlisting the services of local law enforcement, petitioning the Superior Court for a temporary restraining order and/or seeking a permanent injunction in appropriate cases.

DATE OF ADOPTION: _____

RESOLUTION NO. 2016-010

**BOARD OF DIRECTORS CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

ADOPTING PASSENGER SERVICE SUSPENSION POLICY FOR DISRUPTIVE CONDUCT

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, CCCTA has a commitment to provide quality and non-discriminatory public transportation within the County Connection service area;

WHEREAS, seriously disruptive customer behavior can endanger the health and safety of CCCTA employees and members of the public who use CCCTA services;

WHEREAS, staff and Legal Counsel have developed a proposed policy identifying the types of behavior for which a County Connection passenger could be denied service and prescribing the procedures to be followed to deny services; and

WHEREAS, the Operations and Scheduling Committee recommends the adoption of the attached Passenger Suspension Policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby adopts the Passenger Suspension Policy for disruptive conduct, attached hereto, and authorizes the General Manager to take such actions as are reasonable and appropriate to implement the procedures necessary to enforce the policy.

Regularly passed and adopted this 21st day of January 2016, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

County Connection Passenger Code of Conduct (Revised)

For An Enjoyable Ride...

- DO NOT DISTRACT THE OPERATOR – Your safety is in their hands.
- No smoking, use of electronic cigarettes, eating or drinking on the bus.
- Behavior that presents a danger to the health and safety of others will not be tolerated and may result in removal from the bus or arrest.
- Passengers are expected maintain appropriate hygiene while on the bus for the safety of others.
- Intoxicated passengers that are unable to care for themselves or that disrupt operation of the bus may be removed.
- Personal electronic devices can only be used with earphones.
- Animals other than service animals must be in a suitable container.
- There is space for two mobility devices on each bus. Dispatch will be alerted if this is insufficient, and patrons will be advised of service alternatives.
- Strollers must be in the folded position during transport, or stored so aisles are not blocked. Children must be held by the guardian.
- Priority seating is available for senior and disabled patrons. The operator may ask ambulatory riders to move if a senior or disabled patron boards.
- Vandalism is a crime. Persons caught vandalizing the bus will be prosecuted to the full extent of the law.
- Disruptive behavior may result in removal from the bus or arrest.
- Any passenger violating any of the rules will be refused service.

County Connection Passenger Code of Conduct (Original Version)

For An Enjoyable Ride...

- DO NOT DISTRACT THE OPERATOR – Your safety is in their hands.
- No smoking, use of electronic cigarettes, eating or drinking on the bus.
- Personal electronic devices can only be used with earphones.
- Animals other than service animals must be in a suitable container.
- There is space for two mobility devices on each bus. Dispatch will be alerted if this is insufficient, and patrons will be advised of service alternatives.
- Strollers must be in the folded position during transport, or stored so aisles are not blocked. Children must be held by the guardian.
- Priority seating is available for senior and disabled patrons. The operator may ask ambulatory riders to move if a senior or disabled patron boards.
- Vandalism is a crime. Persons caught vandalizing the bus will be prosecuted to the full extent of the law.
- Disruptive behavior may result in removal from the bus or arrest.
- Any passenger violating any of the rules will be refused service.

To: Board of Directors

Date: 01/21/2016

From: Ruby Horta, Manager of Planning

Reviewed by:

SUBJECT: Prop 1 B Transit Security Funding FY 2015-16

Background:

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, otherwise known as Proposition 1B provides funding for the California Transit Security Grant Program (TSGP). Funds from this source are made available to project sponsors in California for capital security and safety projects. Funds programmed for County Connection's use amount to \$116,919 each year. In the past funds have been used for perimeter security (lighting), ITS routers on the bus, on-board cameras, and maintenance of the ITS system.

Coming up with capital projects that can be categorized as security projects each year is a challenge. Since 2013 we have used these funds to support ongoing maintenance of our radio, onboard computer, CAD/AVL, and BusTime systems. This is an allowable TSGP expense because the funds are going to maintain a capital system that is directly related to security.

Recommendation:

Staff is proposing to apply for a grant amount of \$116,919 in FY 2015-16 TSGP funds to defray the ongoing maintenance expenses related to the ITS systems.

Financial Implications:

Using FY 2015-16 TSGP funds to pay for ongoing ITS maintenance expenses will directly offset operating expenses.

RESOLUTION NO. 2016-013

**CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS**

* * *

**AUTHORIZATION TO REQUEST AN ALLOCATION OF
FISCAL YEAR 2015-16 PROPOSITION 1B CALIFORNIA TRANSIT
SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter “Member Jurisdictions”) have formed the Central Contra Costa Transit Authority (“CCCTA”), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, the California Transit Security Grant Program (CTSGP) is a funding program that is part of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, otherwise known as Proposition 1B, which was approved by California voters on November 7, 2006; and

WHEREAS, the State Controller develops an annual list with the amounts that each eligible project sponsor is programmed to receive; and

WHEREAS, in Fiscal Year (FY) 2016, the Central Contra Costa Transit Authority is programmed to receive \$116,919; and

WHEREAS, Central Contra Costa Transit Authority recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Central Contra Costa Transit Authority to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Central Contra Costa Transit Authority to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

WHEREAS, staff recommends that the Board authorize the General Manager, or his designee, to submit an allocation request to the California Governor’s Office of Emergency Services (CalOES) and any other documents required to receive a total of \$116,919 in FY16 CTSGP funds for ITS maintenance.

NOW THEREFORE, BE IT RESOLVED by the CCCTA Board of Directors that the General Manager, or his designee, is authorized to submit an allocation request to CalOES and any other documents required to receive a total of \$116,919 in FY16 CTSGP funds for ITS maintenance; and

BE IT FURTHER RESOLVED that the General Manager, or his designee, is authorized to execute and file any assurances, certification, or furnish any additional information as CalOES may require in connection with the filing of this allocation request.

Regularly passed and adopted this 21st day of January 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Storer, Chair
CCCTA Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: 01/21/2016

From: Ruby Horta, Manager of Planning

Reviewed by:

SUBJECT: Cap and Trade Grant (LCTOP) – FY 2015-16

Background:

The Cap and Trade funding program for transit is officially titled the Low Carbon Transit Operations Program (LCTOP). The initial round of funding was available in FY 2014-15 and the funds were utilized to operate the Martinez Shuttle – Route 3. In FY 2014-15 County Connection received a total of \$185,881 in LCTOP funds and used \$50,419 in local funds to cover the estimated cost of operating the Martinez Shuttle.

In FY 2015-16 County Connection is slated to get \$123,087 in revenue-based funds. Additional population-based funds could be available; however these funds are subject to MTC's discretion. A decision has not been made as to how the population-based funds will be allocated in FY 2015-16. It is expected that MTC will finalize their decision prior to the February 1, 2016 deadline. County Connection will pursue all funds available to operate the Martinez Shuttle – Route 3. In the event that funding available exceeds the cost of operating the Martinez Shuttle, staff recommends directing additional funds to the electric trolleys project (Walnut Creek Electric Trolleys). Per LCTOP Guidelines, "at least 50% of the total funds received shall be expended on projects or services that benefit the DAC (Disadvantaged Communities)". Staff proposes to use LCTOP funds to pay for the continuation of the Martinez Shuttle. If available funds exceed the cost to operate the Martinez Shuttle, at least 50% of the total funds received will be expended on the Martinez Shuttle. Any additional funds will be used to cover costs associated with the electric trolleys project.

Martinez Shuttle - Route 3		
	FY 14-15	FY 15-16
Revenue-based	\$ 40,496	\$ 123,087
Population-based	\$ 145,385	TBD
Subtotal	\$ 185,881	\$ 123,087
Local funds	\$ 50,419	TBD
Total	\$ 236,300	TBD

Recommendation:

Staff is proposing to apply for all funding available to County Connection under the LCTOP program to fund the operation of the Martinez Shuttle – Route 3 and, if additional funds are disbursed by MTC, the electric trolley project. The Board resolutions attached do not specify the total amount; however, they will enable staff to apply for LCTOP funding by the February 1, 2016 deadline. Staff recommends that if MTC has not provided final funding available in time for the January Board meeting, the Chair be authorized to execute resolutions for the LCTOP grants with the correct amounts once MTC makes its final decision.

Financial Implications:

Using FY 2015-16 LCTOP funds to offset the cost of operating the Martinez Shuttle – Route 3 and the purchase of electric trolleys.

RESOLUTION NO. 2016-014

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**AUTHORIZE EXECUTION OF THE LOW CARBON TRANSIT OPERATIONS PROGRAM
(LCTOP) PROJECT:**

(MARTINEZ SHUTTLE AND CLEAN FUELS – ELECTRIC TROLLEYS)

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the CCCTA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the CCCTA wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the CCCTA that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

List project(s), including the following information:

Project Name: Martinez Shuttle and the Clean Fuels – Electric Trolleys

Amount of LCTOP funds requested: TBD

Short description of project: Martinez Shuttle service connects residents in the DAC in Martinez with shopping and health and human services. The Clean Fuels – Electric Trolleys project will replace 4 diesel trolleys with 4 electric trolleys.
Contributing Sponsors (if applicable): N/A

AGENCY BOARD DESIGNEE:

BY: _____
Anne Muzzini, Director of Planning and Marketing

Regularly passed and adopted this 21st day of January 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

RESOLUTION NO. 2016-015

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

* * *

**AUTHORIZE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR
THE LOW CARBON TRANSIT OPERATIONS PROGRAM**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations;

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the Low Carbon Transit Operations Program (LCTOP);

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies);

WHEREAS, CCCTA desires to apply for LCTOP funds for the Martinez Shuttle, and the Clean Fuels – Electric Trolleys project in furtherance of CCCTA's public transportation purposes; and

WHEREAS, the Administration & Finance Committee has recommended that the Board authorize staff to apply for LCTOP funds and delegate authorization to execute necessary grant documents and any amendments thereto, to the General Manager, Director of Planning and Marketing, and the Director of Maintenance; and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Contra Costa Transit Authority that staff is hereby authorized to seek LCTOP funding for the Martinez Shuttle and the Clean Fuels – Electric Trolleys project; and

BE IT FURTHER RESOLVED that in furtherance thereof, the General Manager, Director of Planning and Marketing, and Director of Maintenance be authorized to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation.

Regularly passed and adopted this 21st day of January 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Robert Storer, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

To: Board of Directors

Date: January 14, 2016

From: Rashidi Barnes, Sr. Manager of Transportation

Reviewed by:

Subject: Super Bowl 50 Supplemental Transportation Plan

Background

As directed by the General Manager, staff has been involved in planning meetings with MTC, other regional transportation organizations and the Super Bowl transportation committee for the upcoming week long Super Bowl games and activities in Santa Clara and San Francisco. Regional transportation providers anticipate heavier than normal transit use, particularly during the mid-day hours. Hotels in central Contra Costa are completely booked for this time period, and County Connection will also prepare for higher than usual patronage by visitors, of the week long activities, using the buses to get to and from the BART stations.

Chase buses will be used if needed to supplement service needs during the week between the hotels and BART. However, staff has identified a potential gap in our system that could lead to overcrowding of buses, no service in some areas and/or long wait times. The presented solution to the O&S committee is to run the Route 9, which will operate between the Walnut Creek and Pleasant Hill BART stations while running a regular weekday service on Saturday February 6, 2016. This will provide transit service to hotel guests along the corridor that has little to no transit service on the weekends. Details are included herein the attached report.

Action

No action is needed since this falls under the General Managers authority. Staff wants for you to be informed give the high profile nature of the Super Bowl and the activities that will surround it.

To: Operations and Scheduling Committee

Date: December 30, 2015

From: Rashidi Barnes, Sr. Manager of Transportation Reviewed by:

Subject: Proposed Running of the Route 9 on February 6, 2016

Background:

Super Bowl 50 will be the biggest Super Bowl the NFL has ever celebrated. The game on February 7, 2016 – Super Bowl Sunday – will be hosted in Levi's® Stadium in Santa Clara. The 50th Super Bowl will kick off the first week of February 2016, with a weeklong series of public events held throughout the region. These events will include the NFL Experience and the Super Bowl City, both being held in San Francisco's Moscone Center and the Embarcadero area. With an estimated one million additional people coming to San Francisco for the Super Bowl, public transit, biking and walking will be the best ways to get in and around the city.

Summary of Issues:

County Connection is working closely with our regional transit partners and the Super Bowl 50 Host Committee to ensure that commuters, visitors and locals can get where they need to go safely and as easily as possible during the weeklong Super Bowl activities. For the week in question, all hotels within the Walnut Creek, Pleasant Hill and Concord areas are reserved. That is an excess of 2,220 rooms with an average room capacity of 2.5 persons commuting back and forth to San Francisco via BART or the highways. Within the event areas of San Francisco, autos and parking will be limited downtown to accommodate only transit routes and emergency vehicles, consequently making public transit a tangible transportation option. However, the potential increase in riders is only expected during mid-day and night service times. This coincides with the hours of operation for both the NFL Experience and Super Bowl City. Both sites will be open between 10 am and 10 pm daily, and will then close prior to kick off on Sunday, February 7th.

On a normal work day, local BART parking lots reach maximum capacity before 7 am, forcing overflow parking to be made in surrounding residential areas and even sometimes illegally in hazardous zones. In anticipation of this issue, Staff is working closely with the local hotels to provide last mile connection information (bus schedules), via County Connection, to and from BART. Further marketing of County Connection's transit plans will also need to be promoted through our social media sites, such as Twitter and Facebook. Our goal is to provide as much information in advance, not only to help the visiting fan, but to also ensure that those who live and work in our service area can still get to where they are going with minimal disruptions.

Of the ten (10) major local hotels surveyed in October 2015, all rooms had been sold for the Super Bowl week. Of the hotels surveyed, all but four (4) have large enough shuttles to be able to provide adequate on-demand service (Hilton and Clarion hotels of Concord) or are in walking distance of a BART station (Renaissance and Embassy Suites of Walnut Creek). The remaining six (6) hotels are located along County Connection bus lines that travel to BART stations (Attachment 1) with high frequency during the weekday.

Staff anticipates an increase in ridership during the mid-day, night and weekend (Saturday) service. To prepare for the influx of passengers during the mid-day and night service hours, enhanced monitoring will be performed, and road supervisors will request a chase bus if needed to pick up passenger overflow. Because five (5) of the surveyed hotels are along the Route 9, maintaining a weekday schedule for Saturday (February 6, 2015) will allow us to meet the expected demand.

Route	Frequency		Span of Service	
	Peak	Off Peak		
9	30 min	60 min	06:00 - 22:43	
316	1:20 min	75 min	08:45 - 19:39	
320	45 min	45 min	09:45 - 18:59	

The NFL expects that one million people will visit Super Bowl City and/or the NFL Experience with a majority of the trips being taken on Saturday. Both events will be open to the public until 20:00 on Saturday, making the Route 9 the best available option to meet the potential service demand. Routes 316 and/or the 320 complete their services too early to accommodate returning passengers.

On Super Bowl Sunday all events will be closed by game kickoff, which will drastically reduce the need for any additional service. Only CalTrain, ACE and VTA's light rail trains and buses will be the only public transit options into the stadium area. Because of the limited public transit access, most visitors from our area will travel by personal vehicle to and from the stadium on Sunday per NFL security rules.

Financial Impacts and Assignment Process:

County Connection's marginal operation cost is \$100.00 per hour. Running the Route 9 on Saturday for a total platform time of approximately 45 hours will cost County Connection approximately \$4,500.00. Operator assignments will be filled through a volunteer process based on seniority and weekly available drive time.

Recommendation:

The following recommendations are only applicable if staffing is available and normal operational needs are not impacted. Staff recommends that the following actions be approved to meet future service needs for the week of January 31 – February 6, 2016:

- Allow for the use of chase buses during mid-day and evening service hours, if needed
- Run the Route 9 weekday service schedule on Saturday, February 6, 2016 only
- Launch a marketing campaign that provides County Connection transit details that can be linked to the NFL Host Committee, MTC and SFMTA Super Bowl specific websites

Attachments:

Attachment 1 – Local Hotel Contact notes

ATTACHMENT 1

Local Hotel List	Capacity (rooms)	Shuttle Service	CCCTA Route	Expectations	Contact
(925) 934-2000					
Walnut Creek Marriott 2355 N Main St, Walnut Creek	340	6-8 pass	9, 98X	Has a shuttle but will bring it up at next meeting...currently no plans for SB. There are 340 rooms. Expecting 3/4 people per room. There is not service on the weekend	April De La O Front Office Manger april.delao@marritwc.com
(925) 938-8700					
Renaissance Clubsport Walnut Creek Hotel 2805 Jones Rd, Walnut Creek	175	N/A		Walking Distance to BART	
(925) 934-2500					
Embassy Suites Walnut Creek 1345 Treat Boulevard	249	N/A		Walking Distance to BART	
(925) 934-3343					
HYATT House Pleasant Hill 2611 Contra Costa Blvd	142	11 pass	9, 316	Service for the van is 730 -930am and 330pm -630pm - 3 per room of avg. Route 316 is 2 blocks away on the weekend	Eric LaPlante Assist. GM eric.LaPlante@hyatt.com
(925) 691-1444					
Courtyard by Marriott Pleasant Hill 2250 Contra Costa Blvd	135	No shuttle	9, 16, 18, 316	Looking for any help that CCCTA can offer. Location of hotel is not close to a station (BPHIL). Expects 2-3 people per room. Route 316 is 1 block away on the weekend	Tracie Collins Assist. GM tracie.collins@marriott.com
(925) 689-1010					
Residence Inn by Marriott Pleasant Hill 700 Ellinwood Way,	126	No Shuttle	9	No service on the weekend	
(925) 827-2000					
Hilton Concord 1970 Diamond Blvd, Concord,	329	22 pass	91X, 19, 320	Doesn't think that he will need help because of his two 22 passenger cutaways. Knows all of the other hotels and main contacts if needed	Jack Hlavac GM jack.hlavac@interstatehotels.com
(925) 566-8820					
Clarion Hotel 1050 Burnett Ave, Concord,	327	22 pass	91 X and 320	No special plans outside of utilizing their current van	dave.legaule@interstatehotels.com
(925) 923-3332					
Holiday Inn Express 2730 North Main St	164 2-3 people avg	M-F shuttle Van 6-7 pass	9	Nothing on the weekends or after 4 pm on the weekdays. 6-8 passengers. Any kind of assistance would be great. reduce headway time. No weekend service	Luis Valdivia Ops Man lvaldivia@hiwalnut.com

1987 Rooms

Missing is the Crown Plaza on Concord Ave near Buchanan Field Airport.
Closest stop is the 320 on Diamond and Burnett