



# AGENDA

## *Countywide Bicycle and Pedestrian Advisory Committee*

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**Date** Monday, November 28, 2011

**Time** 11:00 AM to 1:00 PM

**Place** Authority Boardroom — *Note Change in Meeting Room*  
2999 Oak Road, Suite 110  
Walnut Creek CA 94597

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**1. Call to Order (Chair, Leah Greenblat)..... 11:00 am**

**2. Introductions..... 11:00 am**

**3. Review of CBPAC By-Laws and New Appointments..... 11:05 am**

*The Authority approved the new CBPAC Bylaws in October and staff will present the changes made in the adopted bylaws. The Authority agreed to the addition of two at-large representatives, one familiar with youth issues and one familiar with issues affecting seniors and people with disabilities. Staff will ask for the committee’s suggestions on finding people interested in serving as those representatives. **Attachment:** Adopted by-laws*

**4. PBTF Call for Projects ..... 11:30 am**

*Applications for Measure J Pedestrian, Bicycle and Trail Facilities funds are due November 14. Staff will summarize the applications received and discuss with the committee how best to review and rank the applications. The CBPAC is scheduled to make its recommendations on the projects at its January 23, 2012 meeting. **Attachment:** Summary of applications*

- Lunch..... 12:00 pm**
- 5. Wayfinding Study and Implementation Tasks..... 12:30 pm**  
*Niko Letunić, from Eisen | Letunić, has prepared a memo describing both the status of work on the technical update of the 2009 CBPP and a proposed approach to the wayfinding study called for in the CBPP. CBPAC members are asked to review and comment on the scope and approach to these activities.      **Attachments:**  
Draft approach for the wayfinding study and schedule for the technical update to the CBPP*
- 6. Other Business / Information Sharing ..... 12:45 pm**
- 7. Next Meeting Date and Agenda ..... 12:55 pm**  
*The next regularly scheduled meeting is on January 23, 2012. The CBPAC is scheduled to make its recommendations on PBTf funding at this meeting.*



# BY-LAWS

## Countywide Bicycle and Pedestrian Advisory Committee

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*Adopted October 19, 2011*

These by-laws outline the purpose, membership, responsibilities, and operating procedures of the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (herein “CBPAC”) of the Contra Costa Transportation Authority (the “Authority”).

### **1. Name and Authorization**

The name of this organization shall be the Contra Costa Countywide Bicycle and Pedestrian Advisory Committee (CBPAC).

### **2. Purpose**

- 2.1. The purpose of the CBPAC is to advise the Authority on bicycle and pedestrian issues and to help the Authority carry out its responsibilities as a sales tax and congestion management agency.
- 2.2. The CBPAC shall have the responsibility to:
  - 2.2.1. Oversee updates to the CBPP and other Authority policy documents and help implement the policies established therein
  - 2.2.2. Review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs
  - 2.2.3. Review and comment on “complete streets” checklists required of proposed projects
  - 2.2.4. Address other bicycle or pedestrian issues facing the Authority, Contra Costa and the region

### **3. Membership**

- 3.1. The CBPAC shall be comprised of 13 members, plus alternates as noted, appointed from the following agencies:
  - 3.1.1. One citizen and one staff person plus one alternate appointed by each of the four Regional Transportation Planning Committees
  - 3.1.2. One staff person plus one alternate appointed by the County of Contra Costa
  - 3.1.3. One representative plus one alternate appointed by the East Bay Regional Park District
  - 3.1.4. One citizen representative plus one alternate appointed by the East Bay Bicycle Coalition
  - 3.1.5. Two citizens appointed by the Authority, one of which familiar with issues of youth walking and bicycling and one of which familiar with issues of seniors and disabled non-motorized transportation
- 3.2. Citizen members shall be residents of Contra Costa.
- 3.3. Members shall represent the general countywide interest and not solely the interest of their appointing authorities or any specific organization.
- 3.4. At the discretion of the respective appointing body, CBPAC members are subject to recall at anytime.
- 3.5. Members shall be appointed for two year terms. There shall be no limit on the number of consecutive terms which a member may serve.
- 3.6. If a member fails to attend three consecutive meetings, whether regularly scheduled or special, the position to which that member was appointed shall be considered vacant. Attendance by an alternate for that position shall be considered attendance by the member.

- 3.7. A vacancy in a position shall be filled for the remainder of the term by the alternate assigned to that position, if any, or until the appointing agency appoints another person to fill that position.

#### **4. Officers**

- 4.1. The Officers of the CBPAC shall be a Chair and a Vice-Chair. Their duties shall be as follows:
  - 4.1.1. Chair: Presides over CBPAC meetings; reviews the meeting agenda; appoints subcommittees and subcommittee chairs; and reports the CBPAC's actions and decisions to the Authority as appropriate.
  - 4.1.2. Vice-Chair: Presides over the CBPAC meetings in the absence of the Chair; conducts the other duties of the Chair in his/her absence.
- 4.2. Election of Officers shall be made as follows:
  - 4.2.1. Chair: The Chair's term of office shall be for one calendar year. The Chair shall be elected each year at the last meeting of the calendar year by a majority of the CBPAC members present and voting, and shall serve until replaced by a newly-elected chair. If the term of appointment of the Chair expires before the year is out, and that member does not seek or accept reappointment, the Vice-Chair will serve as Chair until the following January.
  - 4.2.2. Vice-Chair: This officer shall be elected by a majority of the CBPAC members present and voting at the last meeting of the calendar year. The term of office shall be for one year. If the term of appointment of the Vice-Chair expires before the year is out and that member does not seek or accept reappointment, the Committee will hold an election for a Vice-Chair to serve out the remainder of the term.
- 4.3. In the event of a vacancy in the office of the Chair, the Vice-chair shall be elevated to the office of Chair for the remainder of the calendar year term, and the CBPAC shall nominate and elect a new Vice-chair.

## **5. Voting**

- 5.1. Decision-making by the CBPAC shall be by consensus. The CBPAC shall use formal voting only where consensus among members, and alternates attending in place of a member, cannot be reached.
- 5.2. Each member shall have one vote. Alternates are eligible to vote when seated in place of their regular committee member.
- 5.3. A quorum shall consist of a majority of the then-appointed CBPAC members. Vacant positions shall not be considered in calculating whether a quorum has been achieved. Alternates attending instead of regularly-appointed members shall be considered as members in determining whether a quorum has been achieved.
- 5.4. Actions taken by the CBPAC must be approved by a majority of those members or alternates eligible to vote at a meeting at which a quorum has been achieved.

## **6. Meetings**

- 6.1. All CBPAC meetings shall be posted public meetings conducted in compliance with the Brown Act.
- 6.2. The regular meetings of the CBPAC are generally scheduled for the fourth Monday of every other month beginning in January of every year at 11:00 a.m. in the Authority offices at 2999 Oak Road, Suite 100, Walnut Creek, California 94597. Additional or alternative meetings may be scheduled to address issues requiring more immediate consideration.
- 6.3. The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CBPAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Authority's Administrative Code, the Authority's Office Procedures Guide, and any special rules of order the CBPAC may adopt.

## **7. Subcommittees**

- 7.1. The Chair may establish subcommittees and ad hoc committees as necessary.

- 7.2. Each subcommittee shall consist of at least three (3) CBPAC members. Members shall be reappointed annually.

## **8. Amendment of By-Laws**

Amendment of these bylaws may be initiated either by the CBPAC or the Authority directly. Amendment by the CBPAC requires a two-thirds (2/3) vote of the CBPAC members present and voting at any regular meeting of the CBPAC, and subsequent approval by the full Authority Board. Amendment by the Authority would be made consistent with the Authority's adopted procedures.

## **9. Communications and Reporting**

- 9.1. The primary channel of communication for the CBPAC shall be through written and oral reports from the CBPAC to the Technical Coordinating Committee, and through that committee to the Planning Committee and Authority board.
- 9.2. Reports from the CBPAC should reflect the consensus of the CBPAC. If consensus has not been achieved, the Chair shall convey to the Authority that the CBPAC position reflects a majority vote, and the Chair shall acknowledge and convey minority opinions.
- 9.3. CBPAC members are encouraged to report back to their appointing Councils or boards on at least an annual basis and more frequently if warranted.

## **10. Conflict of Interest**

- 10.1. There shall be no monetary gain by members of the CBPAC as a result of their membership and actions on the CBPAC.
- 10.2. CBPAC members shall recuse themselves from discussion and voting on issues in which they might have a personal financial interest or benefit.



**Item 4                      Applications Received for Pedestrian,  
 Bicycle and Trail Facilities Program**

*Summary of Issues*                      In response to the call for projects released on September 26, the Authority received 14 applications for funding through the Measure J Pedestrian, Bicycle and Trail Facilities program.

*Recommendations*                      Identify the process for reviewing and identifying which projects should receive PBTF funding

*Financial Implications*                      The Authority estimates that about \$3.97 million is available for allocation through FY 2015

*Options*                                      N/A

*Attachments*                              A. Summary of Applications for PBTF Funding

**Background**

Measure J allocates 1.5 percent of the sales tax funds that the Authority receives for the Pedestrian, Bicycle and Trails Facilities (PBTF) program. Two-thirds of these funds are set aside to “to complete projects in the Countywide Bicycle and Pedestrian Plan.” Staff estimates that about \$3.97 million is available through FY 2015. An additional \$159,000 is available specifically for West County for “trail/pedestrian/bicycle capital projects, and/or facility maintenance.”

**APPLICATIONS RECEIVED**

The Authority released a call for projects in September for both the PBTF and Transportation for Livable Communities (CC-TLC) programs. In response, we received 14 applications for PBTF funding requesting, in total, \$8,027,180. In other words, the funding requests exceed the amount available for allocation by more than double (about \$4.054 million, to be more exact).

The requests range from \$52,000 for the Frontage Rd. Class I Bike Path in Pittsburg to \$2,500,000 for the SF Bay Trail: Pinole Shores to Bayfront Park (EBRPD). The average request is about \$573,000 (though the median is closer to \$397,000). The largest request — the \$2.5 million for the Pinole Shores to Bayfront Park Trail — is two-and-one-

half times the size of the next largest request, the Martinez to Crockett section of the Bay Trail. (Both are EBRPD projects.) If the largest request were removed, the average request would drop to about \$425,000.

BART and the City of Richmond submitted two projects — the Orinda-Lafayette BART Wayfinding & Lighting Improvement Project and the Richmond-Ohlone Greenway Gap Closure — for both the CC-TLC and PBTF programs.

The projects that applied for PBTF funding are listed in Attachment A.

## **REVIEW PROCESS**

The PBTF guidelines that the CBPAC developed establish the criteria for evaluating and rating applications received. Besides giving the responsibility for reviewing the applications to CBPAC, the guidelines leave the process for this review fairly flexible. While 14 projects is not a completely overwhelming number, it would require a fair amount of reading and evaluation if an individual reviewer had to evaluate all 14. And it could think a fair amount of meeting time if all 13 members had to discuss and come to consensus on all of them.

One option would be to set up a single subcommittee to review and recommend projects. Alternatively, the 14 applications could be split into two or three groups and allocated to two or three groups of CBPAC members. With two groups, each group would review seven applications. With three, each group would review four or five. In either case, staff would compile the scores and forward them to the full CBPAC for review at its January 23, 2012 meeting.

While staff's initial review suggests that the projects meet the basic requirements of the PBTF program, staff has not finished screening them. The CBPAC will get an updated list of projects if any projects are eliminated from the list.

Once the CBPAC agrees on a review process, staff will work to find a way to distribute the applications to CBPAC members for their review.

**Attachment A: Pedestrian, Bicycle and Trail Facilities**

Project Name	Project Location	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Two Downtown Gap Closure Sidewalks	Walnut/Chestnut Streets at Dewing Avenue and Second Street, Golden Gate Way to Moraga Boulevard	Lafayette		\$233,000			\$233,000
Orinda-Lafayette BART Way-finding & Lighting Improvement Project *	Orinda & Lafayette BART Stations, City of Orinda	BART		\$394,100	\$200,000		\$594,100
Moraga Road Pedestrian Bicycle Gap Closure	Moraga Road, between Corliss Drive and Ascot	Moraga		\$250,000	\$5,000		\$255,000
Downtown Pedestrian Connections & Bicycle Storage	Trinity Avenue between California & Oakland Blvd. Locust Street between Civic Drive & Mt. Diablo Blvd. Main Street Intersections at Cypress Avenue & Bonanza Street	Walnut Creek		\$350,000	\$80,000		\$430,000
Franquette Pedestrian & Bicycle Trail Connection Project	Franquette Ave., (Market St. to Willow Pass Rd) and Waterworld Parkway	Concord		\$470,000	\$50,000		\$520,000
Martinez Intermodal Transit Center to Crockett Segment: San Francisco Bay Trail	Martinez	East Bay Regional Park District		\$1,000,000	\$5,400,000		\$6,400,000
Frontage Rd. Class I Bike Path	South of SR 4 eastbound lanes and north of Frontage Rd, between Crestview Dr. and Crestview Lane (end of Frontage Rd.)	Pittsburg		\$52,000	\$15,000		\$67,000
Vista del Mar/San Marco Pedestrian Trail	Between Tomales Bay Drive (Vista del Mar subdivision) and Santa Lucia (San Marco	Pittsburg		\$98,500	\$29,500		\$128,000

## Attachment A: Pedestrian, Bicycle and Trail Facilities

Project Name	Project Location subdivision)	Sponsor	12 - CC-TLC	13 - PBTF	Other Funds	Unfunded Balance	Total Project Cost
Power Avenue Class I Bike Path	North of SR 4 eastbound on ramp, south of Center Dr. and between Power Ave and Railroad Ave	Pittsburg		\$118,000	\$35,000		\$153,000
Bailey Rd/SR 4 Interchange Pedestrian & Bicycle Improvement Project	Bay Point	Contra Costa County		\$400,000	\$0		\$400,000
Richmond Transit Village Phase II East Side Improvements: Nevin 19th to 27th	Nevin Ave., between 19th St. and 27th St, Richmond	Richmond		\$588,000	\$4,512,000		\$5,100,000
Creekside Trail Gap Closure Project	City of Hercules	Hercules		\$685,000	\$267,500		\$952,500
Richmond-Ohlone Greenway Gap Closure *	Between I-80 & San Pablo Ave, just north & under BART tracks, & adjacent to Baxter Creek	Richmond		\$888,580	\$765,129		\$1,653,709
SF Bay Trail - Pinole Shores to Bayfront Park	Pinole Shores to Bayfront Park	East Bay Regional Park District		\$2,500,000	\$3,950,000		\$6,450,000
<b>PBTF</b>				<b>\$8,027,180</b>	<b>\$15,309,129</b>		<b>\$23,336,309</b>

\* Applied for both CC-TLC and PBTF funding



## Memorandum

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**To:** Contra Costa Countywide Bicycle and Pedestrian Advisory Committee

**Through:** Brad Beck, Contra Costa Transportation Authority

**From:** Niko Letunic, Eisen|Letunic

**Date:** November 10, 2011

**Subject:** Follow-up activities related to the 2009 Countywide Bicycle and Pedestrian Plan

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The Contra Costa Transportation Authority (CCTA) recently hired our firm, which was involved in updating the Countywide Bicycle and Pedestrian Plan (CBPP) adopted in 2009, to conduct two follow-up activities related to the CBPP. These activities are, (i) a technical update of the plan and, (ii) implementation of several near-term actions included in the CBPP.

The work scope for these activities was originally developed by the Contra Costa Transportation Authority and has been refined in consultation with our firm. As outlined below, the technical update consists of three tasks while implementation consists of four tasks.

The purpose of this memorandum is two-fold:

- Provide a summary of the work scope under the various tasks; and
- Solicit input and feedback on the scope of one of the tasks, namely how the CCTA can support local jurisdictions in implementing wayfinding signage for pedestrians and especially bicyclists.

### Technical update of the CBPP

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As mentioned above, the technical update consists of three discrete tasks:

- ❶ **Update Appendix E:** Update the list of local bicycle and pedestrian projects (Appendix E of the CBPP) based on the CCTA's updated Comprehensive Transportation

Project List (CTPL) and including projects submitted as part of the recently completed call for projects.

*Timeline: November 2011–January 2012*

- ② **Update Appendix D:** Update the maps of local bicycle networks (Appendix D of the CBPP) by surveying local-agency planners and reviewing updated local bicycle plans.

*Timeline: December 2011–March 2012*

- ③ **Update Table 15:** Update the list of unbuilt segments on the Countywide Bicycle Network (Table 15 of the CBPP) by surveying local-agency planners, reviewing updated local bicycle plans and conducting strategic field audits.

*Timeline: November 2011–January 2012*

## Implementation of near-term actions

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Near-term implementation of the CBPP consists of four tasks:

- ④ **Create online toolkit:** Update the online tools and resources in the CBPP and reformat them as an online “toolkit,” to be posted on the CCTA’s website.

*Timeline: October–November 2011*

- ⑤ **Develop analysis and monitoring webpage:** Develop a webpage for the CCTA’s website with maps, charts, tables and other information on local pedestrian and bicycle collisions and on MTC’s pedestrian and bicycle counts conducted in Contra Costa in recent years.

*Timeline: January–March 2012*

- ⑥ **Estimate implementation costs and revenue:** Develop planning-level estimates of anticipated revenue for bicycle and pedestrian projects over the life of the Countywide Transportation Plan and of costs to implement the Countywide Bicycle Network.

*Timeline: To be determined (will be coordinated with development of the Countywide Transportation Plan)*

- ⑦ **Conduct research and develop policies on wayfinding signage:** Summarize relevant local wayfinding signage practices and national best practices, and develop pol-

icies for how the CCTA can support local jurisdictions in implementing signage for pedestrians and bicyclists.

*Timeline: December 2011–March 2012*

### Research and policies on wayfinding signage

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As mentioned in the introduction, we are especially interested in feedback and input from the BPAC on the purpose and scope of the task related to wayfinding signage (Task 7 above). The CCTA’s intended purpose of this task is to help local jurisdictions implement wayfinding signage for pedestrians (perhaps limited to trails and in downtowns) and especially for bicyclists on the Countywide Bicycle Network. Toward that objective, we intend to carry out the following subtasks:

- Research and summarize relevant local schemes, efforts and practices on wayfinding signage for bicyclists and pedestrians (including the City of Oakland’s program and WCCTAC’s recent project).
- Research and summarize national best practices on wayfinding signage.
- Compile the review of local practices and national best practices into a toolkit of annotated online tools and resources.
- Develop policies on how the CCTA can encourage and support local jurisdictions in implementing wayfinding signage for bicyclists and pedestrians. Policies could address, for example, funding and the incorporation of signage into CCTA-funded projects.

The planned timeline for this task is:

November 2011 BPAC meeting: ..... Discuss objective and scope of wayfinding signage task.

December 2011–January 2012: ..... Research relevant local practices and national best practices.

January 2012 BPAC meeting: ..... Present research on practices.

February 2012: ..... Develop toolkit and formulate draft CCTA policies.

March 2012 BPAC meeting: ..... Present toolkit and draft policies; finalize polices based on feedback.