

TRANSPLAN Technical Advisory Committee

30 Muir Road, Martinez, CA 94553

Participating entities: Cities of Antioch, Brentwood, Oakley and Pittsburg • Contra Costa County
Tri Delta Transit • 511 Contra Costa • Contra Costa Transportation Authority (CCTA) • Caltrans District 4 • BART
TRANSPLAN • State Route 4 Bypass Authority • East Contra Costa Regional Fee & Financing Authority (ECCRFFA)

Meeting Location:
Antioch City Hall, 3rd Floor Conference Room
Tuesday, June 21, 2016, 1:30 to 3:30 p.m.

AGENDA

*NOTE: The Technical Advisory Committee (TAC) agenda/packet is only distributed digitally, **no paper copies will be sent.** If you need a printed copy please contact TRANSPLAN staff.*

Action/Discussion Items (see attachments where noted [♦])

1:30 Item 1: Draft Fiscal Year 2016/2017 TRANSPLAN Work Plan and Budget: *The TAC will review and discuss the proposed Draft FY 2016/17 Work Plan and Budget. ♦ Page 2*

3:30 Item 2: Adjourn to Tuesday, July 19, 2016 at 1:30 p.m.

The Technical Advisory Committee meets on the third Tuesday afternoon of each month, starting at 1:30 p.m. in the third floor conference room of the Antioch City Hall building. The Technical Advisory Committee serves the TRANSPLAN Committee, the East Contra Costa Regional Fee & Financing Authority, and the State Route 4 Bypass Authority.

Persons needing a disability-related accommodation should contact Jamar Stamps, TRANSPLAN staff person, at least 48 hours prior to the starting time of the meeting. Mr. Stamps can be reached at (925) 674-7832 or at jamar.stamps@dcd.cccounty.us.

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ITEM 1
FISCAL YEAR 2016/17 DRAFT WORK PLAN AND BUDGET

TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

Antioch • Brentwood • Oakley • Pittsburg • Contra Costa County
30 Muir Road, Martinez, CA 94553-0095

TO: TRANSPLAN Committee

FROM: TRANSPLAN Technical Advisory Committee (“TAC”)

DATE: July 14, 2016

SUBJECT: FY 2016/2017 Proposed TRANSPLAN Work Program and Budget

Recommendation

ADOPT the Fiscal Year 2016/2017 (“FY 2016/17”) TRANSPLAN Work Program and Budget and **DIRECT** staff to deliver member dues invoices to the member agencies.

Background

The TRANSPLAN Committee adopts a budget and work program annually. Some of the tasks from the previous work program will carry over. Current budget and proposed budget and work plan activities for the impending fiscal year are detailed in the following discussion.

FY 2015/16 Budget Report

For FY 2015/16, each TRANSPLAN member agency was required to remit dues payments of \$7,188.95 to cover projected budget expenditures totaling \$35,944.74. Total expenditures through FY 2015/16 (July ’15 –June ’16) are \$33,491.13. Therefore, the total “end-of-year” expenditures are within the approved FY 2015/16 Budget. Revenue less expenditures results in a remaining balance of \$2,453.61. ($\$35,944.74 - \$33,491.13 = \$2,453.61$)

FY 2016/17’s projected budget (Table 1) is \$34,293.13 (including FY 2015/16’s remaining \$2,453.61 balance). That amounts to contributions (dues) of \$6,858.63 from each of the five member jurisdictions.

Activities

The attached work program proposes the set of tasks to be undertaken during the 2016/17 fiscal year. As is typical, some of the items are continuing items with a few modifications noted below:

- **State Route 4 Planning Activities/Operational Improvements Integrated Corridor Mobility (“ICM”) Project:** CCTA has begun development of the State Route 4 Integrated Corridor Mobility project. TRANSPLAN staff ~~Because of the prominence of the State Route 4 Corridor in the region there is an ongoing need for~~ will assist in

facilitating inter-agency collaboration in managing the project facility and through implementation. Ongoing collaborative activities such as this are defined in Task 4.

- **Strategic Expenditure Plan Update:** TRANSPLAN staff, with Contra Costa Transportation Authority (“CCTA”) staff, will be facilitating the update to the 2017 East County Strategic Expenditure Plan. The Strategic Plan regulates the expenditure of sales tax funds generated by Measure J. (See Task 4)
- **Countywide Transportation Plan/Senate Bill (“SB”) 743¹:** TRANSPLAN staff will work with the TAC and CCTA on completing adoption of the CCTA Countywide Transportation Plan (“CTP”). This is likely to occur in late 2016/early 2017. Though the East County Action Plan for Routes of Regional Significance is in FINAL DRAFT form, implementation of SB 743 will require CCTA to confer with the Regional Transportation Planning Committees (“RTPC”) to develop an implementation approach.

Proposed FY 2016/2017 Budget

This budget includes approximately twelve hours of a Transportation Planner per month, two hours of secretarial time per month, and eight hours of the minutes-taker’s time per month. The budget also includes a small amount for office supplies and mailing costs, and a reserve for contingencies.

Individual TAC members assume liaison duties for various CCTA committees (e.g. Technical Coordinating Committee, Technical Model Working Group and Priority Development Area (“PDA”) Working Group) and report any relevant activities to the full TAC. Essentially, the TAC’s participation also helps to minimize TRANSPLAN’s budget. Consistent with Committee direction from past years, staff will bill the jurisdictions for the difference in this year’s actual cost (any overrun will be added to the 2016/17 invoice, or surplus will be deducted).

The FY 2015/16 TRANSPLAN budget was \$35,944.74. The Actual FY 2015/16 budget totaled \$33,491.13 resulting in a \$2,453.61 surplus that has been carried-over and applied to the proposed FY 2016/17 budget. Therefore, the total proposed FY 2016/17 Budget is \$34,293.13.

att: Work Plan
Table 1

cc: TRANSPLAN TAC

¹ SB 743, Steinberg. Amends the CEQA Guidelines to provide an alternative to LOS for evaluating transportation impacts.

Draft Work Program for FY ~~2015~~2016/2016~~2017~~

Task 1: Participate in project implementation of the Brentwood-Tracy Expressway ("Tri-Link"/SR 239) Interregional Corridor Study. The Contra Costa Transportation Authority ("CCTA") ~~has taken over~~is the project ~~administration manager duties~~ and identified TRANSPLAN as a primary stakeholder. The public/external planning process for this effort began in 2011/12 and is now complete. CCTA is now ~~has an agreement~~working with Caltrans to prepare a Project Study Report ("PSR").

Task 2: Review major land use proposals *within* East County for compliance with East County Action Plan for Routes of Regional Significance. This task will continue as an ongoing activity, required by Measure J and by TRANSPLAN's own procedures. It is part of the Measure J Growth Management Program.

Task 3: Review land use proposals *outside* of East County that meet the Measure J threshold requirements (100 or more new peak-period vehicle trips) for potential traffic impacts on East County routes of regional significance. This task will continue as an ongoing activity, similar to Task 2 above. It is part of the Measure J Growth Management Program.

Task 4: Facilitate collaboration between member jurisdictions and the Contra Costa Transportation Authority in the conduct planning activities requiring sub-regional consultation. TRANSPLAN will provide ongoing assistance and local facilitation with CCTA, at a minimum for the State Route 4 Operational Improvements, the Congestion Management Program, the Measure J Strategic Plan, Measure J Growth Management Program ("GMP") (e.g. Countywide Transportation Plan/Action Plan for Routes of Regional Significance), the Countywide Bicycle and Pedestrian Plan, and various federal, state, regional and local funding programs. These efforts, while administered primarily by other agencies, require and benefit from local facilitation.

Task 5: Represent TRANSPLAN at meetings of CCTA as needed, including the monthly CCTA Board meetings and the monthly meetings of its two committees (the Administration and Projects Committee, and the Planning Committee). This task will continue.

Task 6: Participate as needed in refining the East County portion of the countywide travel demand forecasting model and/or in adapting the model for local application. CCTA completed the model update and combined the four sub-regional models into one countywide version in '10. Ongoing refinements or consultation may be needed. The Measure J GMP requires local jurisdictions to consult with the Technical Advisory Committee ("TAC") when they use or adapt the model for local general plan amendments or CEQA review of large development proposals.

Task 7: Ferry Planning: Coordinate ferry service planning activities with member agencies, the Contra Costa Transportation Authority, the Water Emergency Transportation Authority, and other affected entities.

Task 8: Growth Management Program Compliance: Assist in administering the resolution of growth management compliance issues between member jurisdictions in

cooperation with Contra Costa Transportation Authority staff per *TRANSPLAN Committee Administrative Procedures, Article III*.

Task 9: Oversee State Route 4 Bypass-Projects: With CCTA taking on responsibility for certain State Route 4 Bypass Authority projects, TRANSPLAN has agreed to take on additional obligations. These obligations will be defined in memoranda of understandings on a project by project basis. This will require oversight and involvement of TRANSPLAN staff.

Table 1: Proposed TRANSPLAN Budget for FY ~~2015~~2016/1617

<i>Item</i>	<i>Proposed FY 2016/17 Budget*</i>	<i>% of Proposed Budget**</i>
Transportation Planner (12 hours/month)	\$25,000.00	68%
Secretary (2 hours/month)	\$2,000.00	5%
Minutes Taking (8 hours/month)	\$6,000.00	16%
Subtotal for Personnel Costs	\$33,000.00	
Office Supplies and Services	\$500.00	1%
Contingency	\$3,500.00	9%
Total FY 2016/17 Budget	\$37,000.00	100%
FY 2015/16 Surplus Carryover	(\$2,453.61)	
Proposed FY 2016/17 Budget	\$34,546.39	
Per Jurisdiction Contribution	\$6,858.63	